



Hurricane Preparedness Guide

Hurricane Season: Hurricane season in the Atlantic, Caribbean and Gulf of Mexico runs from June 1 through November 30.

Announcements

Watch: An announcement to a specific coastal area that approaching storm conditions pose a possible threat, generally within 36 hours.

Warning: An announcement that storm conditions are expected in a specified coastal area within 24 hours or less.

Preparing for the Season...

- Designate weather watcher(s) to keep management informed of the approach of hurricanes.
- Identify critical equipment and areas to adequately plan a protection strategy.
- Identify equipment needing protection, covering, raising off floors, relocation.
- Review equipment shutdown procedures and update.
- Review plant shutdown procedures and update.
- Verify important telephone and cellular phone numbers: emergency offices, LUA representatives, and critical employees.
- Arrange for back-up communication: cellular phones, two-way radios.
- Identify critical records and arrange for back up, protection and/or relocation.
- Identify and contact contractors for post-hurricane repairs and supplies.
- Maintain supplies of:
 - Batteries
 - Diesel fuel for back-up generators
 - Water proof covers, tarpaulins, and plastic sheathing for the protection of equipment
 - First aid supplies
 - Plywood and hurricane shutters
- Inspect building conditions, gutters, roofing, sheds, etc, and make necessary repairs.
- Clean out drains and catch basins.
- Inspect and secure all roof-mounted equipment.
- Inspect and repair all fire protection equipment.
- Notify all employees of their roles.

When a Hurricane Warning is issued...

- Secure yard storage, signs, cranes, and roof-mounted equipment.
- Prepare for hurricane-related flooding with sandbags, sump pumps, and other equipment.
- Shutdown operations dependent on outside power sources.
- Secure hurricane shutters or plywood over windows and doors.

- Secure or relocate outside items that can blow away and/or cause damage:
 - Debris
 - Flammable liquid drums
 - Portable buildings, sheds, trailers
 - Outdoor signs
- Ensure safety and provisions for personnel who will remain on site.
- Have cash available for immediate post-hurricane needs.
- Repair and fill above-ground tanks with appropriate product or water.
- Fill generator, fire pumps, and company vehicle fuel tanks.
- Back-up computers and safely store or relocate vital records.
- Cover computers, machinery and stock with waterproof tarpaulins.
- Raise as much material as possible above floor level.
- Isolate, neutralize, or remove unstable chemicals.
- Turn off gas and flow of flammable liquids.
- Shut off all flames.
- Shut off all non-essential electrical equipment.
- Disconnect the main electrical feeds.

During the Strike...

- Evacuate personnel. Only essential personnel should remain at the facility as safety permits.
- Patrol, only if safe to do so, watching for roof leaks, fire, pipe breaks, and structural damage.
- Turn off electrical switches during power failures to prevent overload upon reactivation.
- Monitor boilers or critical equipment that must remain operational.

After the storm...

- Secure the property.
- Call in essential personnel.
- Survey the facility for damage: downed wires, gas leaks, flammable liquid spills, roof damage, etc.
- Contact the LUA if there is any damage.
- Repair damage to automatic fire protection systems, complete the STOP packet.
- Check electrical equipment before re-energizing the systems.
- Notify contractors to start repairs as soon as possible.