



HURRICANE PREPAREDNESS CHECKLIST

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HURRICANE PREPAREDNESS AND RESPONSE CHECKLIST

Use this checklist to protect your people and business during hurricane season

Before The Storm [Prep Phase]

RISK ASSESSMENT

- ☐ Ensure all necessary emergency equipment is on hand and serviceable
- ☐ Verify plans for securing sensitive assets, data, and equipment
- ☐ Determine what the implications are for your remote workers and how their areas will be impacted
- ☐ Find out what local sheltering plans and evacuation procedures are for all areas where you have an employee presence
- ☐ Contact a disaster resilience partner to perform a pre-planning evaluation to create a response plan

COMMUNICATIONS

- ☐ Create and test email and text communication via your CRM
- ☐ Update contact info (employees, vendors, etc.)
- ☐ Create notification templates to send when a hurricane hits
- ☐ Conduct employee awareness campaign
- ☐ Distribute hurricane preparedness handouts to employees
- ☐ Provide relevant contact info and resources to employees
- ☐ Update and distribute relevant company policies

PEOPLE

- ☐ Establish clear chain-of-command and backups to ensure business continuity
- ☐ List employees, family members, and pets that might be affected (and need help)



Before The Storm [Prep Phase] **continued**

PROTOCOLS AND DRILLS

- ☐ Create emergency response teams and lists
- ☐ Define clear roles and responsibilities for each person
- ☐ Establish timeline for execution of your plan in relation to hurricane landfall
- ☐ Rehearse

PREPARE YOUR PROPERTY

- ☐ Ensure that your office infrastructure and network is prepared for the storm
- ☐ Determine what measures should be taken to ensure business continuity for employees that are working remotely

FINANCE AND LEGAL

- ☐ Review all existing contracts, policies, and agreements for mention of hurricane response and recovery

MISC.

- ☐ Don't forget contractors
- ☐ Verify and understand suppliers' hurricane response plans
- ☐ Evaluate impacts on clients and customer service





During the Storm [Response Phase]

RESPOND

- ☐ Activate response teams to secure the property
- ☐ Contact your disaster resilience partner about the storm and receive critical updates about areas experiencing flooding, high wind speeds, and infrastructure damage
- ☐ Secure all windows, doors, and outdoor objects/equipment
- ☐ Shut down electrical power to sites in the path of a storm
- ☐ Videotape/photograph interior and exterior of building for insurance purposes

COMMUNICATE

- ☐ Remind employees to take necessary precautions and follow disaster protocols
- ☐ Send text and email notifications via your CRM to employees with response action drills and updates
- ☐ Provide regular updates on the storm's progress and its impact: office closures, people impacted, evacuation routes, system outages, etc.
- ☐ Provide local resources for employees (soup kitchens, shelters, generators, etc).

EVACUATE AND MOVE

- ☐ Begin relocating/storing sensitive data, assets, and equipment
- ☐ Move personnel to safe locations
- ☐ Allow employees ample time to relocate
- ☐ Provide emergency kits with food and water
- ☐ Terminate nonessential operations within 12-18 hours of impact
- ☐ Fill fuel tanks of company vehicles and move to secure area





After the Storm [Recovery Phase]

EVALUATE DAMAGE

- ☐ Identify any safety hazards
- ☐ Prioritize repair and recovery efforts
- ☐ Contact insurance provider
- ☐ Gather all photos, documents, and data pertaining to the damage on your property

ONGOING COMMUNICATION WITH EMPLOYEES AND TEAM

- ☐ Send status updates from all stakeholders to employees
- ☐ Use email and text via your CRM to communicate important information including office closures, people impacted, relief information, etc.
- ☐ Establish recovery and relief assignments based on employee status and availability
- ☐ Offer help, ask what people need, and have resources ready

REBUILD

- ☐ Conduct state of the union from leadership and stakeholders on the status of your company
- ☐ Deploy resources to employees and their families in need
- ☐ Pair up with local non-profits, community services, and local officials to offer resources to your team
- ☐ Move equipment, data, and operations back to the main site once it's safe
- ☐ Provide employees status updates on the recovery process





Interactive Storm Tracking

Signal's team utilizes a state-of-the-art technology that will help you stay ahead of the storm.



Click below to learn how we can be your disaster resilience partner
and get a personalized disaster plan before an event occurs.

[CLICK TO LEARN MORE](#)

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Emergency Response Hotline: (800) 533-9898