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ESP Facilities Hurricane Season Preparedness Checklist

Since a hurricane or tropical storm can affect your business in many ways, it may seem overwhelming to determine how best to prepare your facility for storm season and minimize the potential financial impact. ESP Recommends this checklist to help develop your action plan based on the potential areas of impact to your organization.

Area of Impact	Suggested Actions to Prepare for Hurricane Season
Workforce	Encourage employee hurricane preparedness Develop methods for updating employees with status of operations before, during and after the storm. Email, Phone, Text. Prepare contingencies for paying employees as needed, based on when the storm will impact operations. Contact Payroll Providers as necessary. Review policies and develop a plan for supporting employees affected by the storm. Connect with programs that can support employee post-disaster stress management. See FEMA.
Facilities	Develop or reference a windstorm preparedness checklist to minimize physical damage for each potentially impacted facility/building. Create or update a plan to transfer work to alternate locations where possible. Review your insurance coverage and prepare to report any impact/loss to your carrier. Check your Business Interruption Limits. Verify the adequacy of your emergency power generation fuel supply and resupply plan for extended power outages. If Applicable. Review or update flood emergency response plans. Ensure you consider grade/below grade infrastructure and equipment (such as transformers) vulnerable to storm surge, as well as the potential for stormwater/sewer backup. Do you even have a Flood Policy either from the National Flood Insurance Program or voluntary insurance carrier market. If your in a flood zone, you should. Inspect roofs and rooftop equipment to identify any necessary repairs and/or the need to further secure equipment to reduce risk of wind damage.
Equipment	Develop and train staff on key equipment power-down procedures. Make plans to provide temporary protection to sensitive equipment and machinery.
Technology	Review computer network infrastructure and reduce vulnerabilities. Develop strategies and plans for ensuring continuity of your applications and data through outsourced technology support providers.
Customers	Consider increasing communication with clients to let them know via the website or social media when you will be operational.