



## TIP SHEET

# BEFORE A HURRICANE

Hurricane season is from June 1<sup>st</sup> to November 30<sup>th</sup>. If you operate near hurricane prone areas, have a plan of what to do before, during and after a hurricane strikes. The following tips and actions may be helpful to consider before a hurricane.

## Actions to take before the storm season

- Establish a Hurricane Emergency Response team and keep the contact list up to date
- Service your generators and other back-up power equipment regularly; weekly trip tests and periodic full load testing should be done
- Identify alternative means of transportation and alternative routes for all critical personnel, services, suppliers, contractors and establish relationships with lease and rental companies

### Buildings and Structures

Review the structural integrity of each building and structure, including rotted wood, rusted metal, physical damage, loose/missing fasteners, etc. Replace or repair all damaged, missing or compromised components.

- Inspect roof coverings, perimeter flashings, gutters, drains, ventilators and other roof-mounted equipment
- Inspect exterior wall coverings for attachment, damage and weather tightness
- Check and seal any other possible water entry points
- Purchase and store any material needed for storm protection, such as lumber and hardware

### Fire Protection

- Obtain a scaled blueprint of the facility that identifies the location of all fire protection and other emergency equipment; keep it offsite

- Inspect fire water tanks for structural integrity
- Ensure that all fire protection equipment is serviced and operational

### Emergency Communication

- Make arrangement for several forms of emergency communications including cell phones, two-way radios and ham radio operators

## When a storm is imminent

- Assemble the hurricane emergency response team, supplies & equipment at a designated safe location on site

### Consider the Following

- Emergency lighting
- Plywood & screws
- Sandbags
- Portable pumps & hoses
- Emergency generators
- Roofing paper
- Caulking compound
- Tarps and rope
- Tools, manual and power
- Shovels, axes, etc.
- Saws and chains
- Sandbags
- Emergency telephone lists
- Tape for windows doors & other openings



## When a storm is imminent (continued)

- Non-perishable food, water, first aid equipment, lighting, and two-way communication equipment for the team that will remain on site
- Protect important paper records from wind, rain, flooding and debris
- When/if the decision is made, shut down operations and processes safely in accordance with original equipment manufacturers recommendations
- Back up important computer data and records and store backups in a safe location, preferably offsite
- Release non-essential staff or direct them to a designated safe location

### Buildings and Structures

- Fill all aboveground tanks with product to improve stability and minimize damage from wind
- Anchor and tie down all structures, equipment and storage in the yard including small buildings and sheds, trailers, conveyors, mobile equipment, lumber, process equipment; move smaller objects inside

- When possible, move important equipment and stock if subject to potential wind, collapse, water or other weather exposure; if equipment or stock cannot be relocated consider additional protection with lumber, tarps and ropes
- Move elevators up above potential flood levels
- Board up windows, operate shutters & tie down equipment as needed

### Emergency Equipment

- Ensure emergency generators, water pumps, etc., are operational and fuel tanks are full
- Clean all catch basins, drains, and drainage ditches. Lower the levels of retention ponds; ensure all sump pumps are operational and connected to emergency power

### Fire Protection

- Ensure all fuel tanks are full and all outside fire protection equipment is secured
- Verify all fire water tanks and reservoirs are full

## Additional Information



AIG clients can contact their Risk Engineer or Risk Consultant for additional support.

For more information on how to prepare, protect and recover, visit our Catastrophe Preparedness Center at [www.aig.com/cat-preparedness](http://www.aig.com/cat-preparedness)

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