

Use this checklist to prepare for hurricanes, tornadoes, tsunamis and flooding.

Develop a Disaster Preparedness Plan	Complete
	(Y-N-N/A)
Assess risks of natural and manmade disasters in your geographic	
area.	
Purchase adequate insurance and ensure that you have the types of	
coverage you may need.	
Keep employee contact information current so that you will be able to	
contact everyone following an emergency.	
Regularly back up all essential business data.	
Prepare contingencies for extended power outages, loss of operations	
and other capacity-limiting disaster scenarios.	
Map evacuation routes from the facility.	
Train employees about the facility's emergency preparations,	
communication plans and any local or community notification and alarm	
systems.	
Create communication plans for employees, families, customers, media	
and other stakeholders.	
Conduct regular drills to reinforce training and ensure that plans are still	
accurate and will work during an actual emergency.	
Build Emergency Preparedness Kits	Complete (Y-N-N/A)
Water	(
Flashlights and batteries	
Non-perishable food items	
Blankets	
First aid kits	
NOAA weather radio (battery or hand-crank operated)	
Leak Diverters, dikes, barriers, brooms, squeegees and other tools for	
during and after storms	
Emergency contact information	
Plastic bags for sanitation	

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Other Advance Preparations	Complete (Y-N-N/A)
Make precut 5/8" marine grade plywood sheets to cover each window and door.	
Keep trees, bushes and shrubbery well-trimmed.	
Consider purchasing back-up power generators.	
Install check valves in floor drains to prevent flood waters from backing up.	
Coordinate plans and drills with local emergency management agencies.	
Avoid building in floodplains and other high hazard areas.	
Notes	
Review Information	
Date and time of review:	
Date of last review:	
Review done by (print name):	
Signature of reviewer:	

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Hurricane Preparedness	
Before	Complete (Y-N-N/A)
Account for all employees and visitors.	
Close window and door shutters or cover with precut plywood.	
Turn off utilities and propane tanks (if instructed to do so).	
Secure objects stored outdoors or bring them inside.	
Listen to NOAA weather radio or local radio stations for weather updates and safety information.	
Check back-up generators, batteries and other emergency supplies.	
Prepare to evacuate if the facility is in a floodplain.	
During	Complete (Y-N-N/A)
Follow your established emergency plans.	
Listen to NOAA weather radio or local radio stations for guidance.	
Stay indoors.	
Use flashlights (not candles) for light.	
Stay away from floodwaters, beaches and riverbanks.	
Move to a basement, safe room or underground shelter, if possible.	
If told to evacuate, do so using designated routes.	

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After	Complete (Y-N-N/A)
Account for everyone.	
Try to send text messages instead of calling people, as "talk" lines are typically overwhelmed and inaccessible following disasters.	
Stay clear of downed power lines, broken glass and other hazards.	
Avoid searching through debris unless you have been trained to do so.	
Avoid entering flooded areas.	
Use flashlights (not candles) if there is a power outage.	
Use the proper PPE when cleaning up debris.	
Drink and clean with bottled water until you are instructed that tap water is safe to drink.	
Document property damage and contact your insurance provider.	
Repair damaged property.	
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Tornado Preparedness	
Before	Complete (Y-N-N/A)
Learn the warning signs of an approaching tornado.	,
Close and secure all doors and windows.	
Get out of any type of mobile home or shelter.	
Secure property and bring unsecured items inside.	
Close window shutters or install precut plywood over doors and windows.	
Turn off utilities and propane tanks (if instructed to do so).	
Listen to NOAA weather radio for weather updates and safety information.	
Check backup generators, <u>flashlights</u> , batteries and other <u>emergency</u>	
supplies.	
Move to an underground shelter, basement or safe room.	
During	Complete (Y-N-N/A)
Move to a basement or the center of a building (floors below ground-level	,
offer more protection).	
Keep doors and windows closed.	
If you are in a vehicle, mall, mobile home or other open-plan building, get	
out and seek shelter in a sturdy building or lie flat in a dry ditch or low-	
lying area.	
Listen to NOAA radio for updates and information.	
Follow your established emergency plans.	
Stay indoors.	
Use flashlights (not candles) for light.	
Stay away from floodwaters.	
Cover yourself with a coat or blanket.	
Avoid bridges and highway overpasses.	
If flying debris occurs while driving, pull over and park. Keep your seatbelt	
on and engine running. Put your head below the windows and cover your	
head and face with a blanket.	
If you are in a vehicle and can get to a noticeably lower level of the	
roadway, exit the car and lie in that area, covering your head with your	
hands.	
If told to evacuate, do so using designated routes.	

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After	Complete (Y-N-N/A)
Account for everyone.	
Try to send text messages instead of calling people, as "talk" lines are	
typically overwhelmed and inaccessible following disasters.	
Stay away from downed power lines.	
Avoid searching through debris unless you have been trained to do so.	
Use flashlights (not candles) if there is a power outage.	
Use the proper PPE when cleaning up debris.	
Drink and clean with bottled water until you are instructed that tap water is safe to drink.	
Document property damage and contact your insurance provider.	
Repair damaged property.	
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Tsunami Preparedness	
Before	Complete (Y-N-N/A)
Learn the natural warning signs of approaching tsunamis.	
Listen to NOAA weather radio or local stations for weather updates and safety information.	
Be alert to earthquakes that may trigger tsunamis. If you feel an earthquake, drop, cover and hold.	
Stay out of water and get away from beaches or waterways.	
Prepare to move to higher ground. Be able to reach higher ground by foot.	
Bring unsecured items inside if there is time to do so.	
During	Complete (Y-N-N/A)
Follow instructions provided by local emergency authorities.	
Move inland or to higher ground. If you can see the tsunami wave, you are too close. Every foot inland or upward increases your safety.	
If an earthquake occurs, drop, cover and hold on. Be prepared for aftershocks.	
Avoid fallen power lines, bridges and piers.	
Stay out of tsunami hazard zones until local officials tell you they are safe. Tsunamis are a series of waves that can last several hours.	

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After	Complete (Y-N-N/A)
Account for everyone.	
Try to send text messages instead of calling people, as "talk" lines are typically overwhelmed and inaccessible following disasters.	
Return only when you are told by local authorities that it is safe.	
Ensure that the area is safe before helping anyone who is injured.	
Wear appropriate personal protective equipment when cleaning or responding.	
Do not enter buildings that have been damaged by flooding.	
Throw away any food supplies that have come in contact with floodwaters.	
Stay away from flooded and damaged areas.	
Stay away from debris in the water.	
Avoid fallen power lines or broken utilities.	
Document damage and contact your insurance provider.	
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Flooding Preparedness	
Immediately Before	Complete (Y-N-N/A)
Account for all employees and visitors.	
Check backup generators, <u>flashlights</u> , batteries and other <u>emergency</u> <u>supplies</u> .	
Listen to NOAA weather radio or local broadcasts for weather updates and safety information.	
Turn off utilities if instructed to do so.	
Be aware of areas known to flood quickly.	
If flash flooding could occur, consider moving to higher ground.	
Secure the facility; move items to higher levels, turn off and unplug unessential items, etc.	
During	Complete (Y-N-N/A)
If you are in a safe place, stay there until the situation stabilizes.	( ,
Do not walk, drive into or enter flooded areas.	
Do not walk or drive through moving water.	
Do not bypass road barricades.	
Stay out of standing water.	
Use a stick or pole to check the firmness of any ground before walking on it.	
Try to send text messages instead of calling people, as "talk" lines are typically overwhelmed and inaccessible following disasters.	

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After	Complete (Y-N-N/A)
Wear appropriate personal protective equipment during all cleanup and	
response operations.	
Do not walk or drive through moving water.	
Do not drink tap water until it has been reported as safe.	
Avoid floodwaters and moving water.	
After floodwaters have receded, ensure that roads and structural supports	
have not been impacted by floodwaters.	
Stay out of buildings surrounded by floodwaters.	
Clean and disinfect any item that came into contact with floodwaters.	
Clean and disinfect all walls, floors and other surfaces.	
Dispose of carpeting, furniture and other items that cannot be sanitized.	
Discard food items that were damaged by floodwaters.	
Avoid downed power lines.	
Have electrical systems, switches, outlets, panels and junction boxes	
repaired and inspected by a qualified electrician before restoring electrical power.	
Replace flood-damaged insulation and have HVAC systems inspected	
before use.	
Document damage and contact your insurance provider.	
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