

Risk Assessment and Mitigation Hurricane Checklist

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Hurricane Checklist



Hurricanes are severe tropical storms with sustained winds of at least 74 miles per hour. Hurricane winds can reach 160 miles per hour and extend inland for hundreds of miles. Hurricanes bring torrential rains and a storm surge of ocean water that crashes into land as the storm approaches. Hurricanes also can spawn tornadoes.

Hurricane advisories are issued as soon as a hurricane appears to be a threat. The hurricane season lasts from June 1st through November 30th.



Planning Considerations

Consider the following when preparing for a hurricane:

- Ask your local emergency management office about community evacuation plans.
- Establish warning, evacuation and facility shutdown procedures. Make plans for assisting employees who may need transportation.
- Purchase a National Oceanic and Atmospheric Administration (NOAA) weather radio with a warning alarm tone and battery backup. Listen for hurricane watches and warnings.
 - **Hurricane Watch:** A hurricane is possible within 24 to 36 hours. Stay tuned to the NOAA radio for additional advisories. Tune to local radio and television stations for additional information. An evacuation may be necessary.
 - **Hurricane Warning:** A hurricane will hit land within 24 hours. Take precautions at once. If advised, evacuate immediately.
- Make plans for communicating with employees' families before and after a hurricane.
- Survey your facility. Make plans to protect outside equipment and structures.
- Make plans to protect windows. Permanent storm shutters offer the best protection. Covering windows with 5/8" marine plywood is a second option.
- Consider the need for backup systems:
 - Portable pumps to remove floodwater
 - Alternate power sources, such as generators or gasoline-powered pumps (Not in enclosed spaces)
 - Battery-powered emergency lighting
- Prepare to move records, computers and other items within your facility to another location.

Hurricane Wind Velocity Categories



The Saffir-Simpson Hurricane Scale

CATEGORY	WIND SPEED	PROBABLE PROPERTY DAMAGE
1	74 - 95 mph 64-82 kt 119-153 km/h	Damage primarily to shrubbery, trees, foliage and unanchored mobile homes Some damage to poorly constructed signs
2	96 - 110 mph 83-95 kt 154-177 km/h	Considerable damage to shrubbery, trees and foliage Some trees blown down Considerable damage to mobile and poorly constructed homes
3	111 - 129 mph 96-112 kt 178-208 km/h	Trees will be snapped or uprooted Well-built framed homes may incur major damage or removal of roof decking and gable ends Numerous roads blocked
4	131 - 156 mph 113-112 kt 209-251 km/h	Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior Extensive damage to lower floors of structures near the shore Complete destruction of mobile homes Power outages will last weeks to possibly months
5	> 157 mph > 137 kt > 252 km/h	All shrubs, trees and signs blown down Complete destruction of roofs on residences and most industrial buildings Severe and extensive damage to windows and doors

Source: National Oceanic and Atmospheric Administration

COMPLETED BY	DATE

QUICK REFERENCE ACTION LIST. DO YOU...	RESPONSE
1. Anchor all structures, tanks and machinery (including exterior items) to foundations?	
2. Anchor or brace top-heavy building contents such as bookshelves and equipment?	
3. Construct permanent floodwalls or dikes around buildings to prevent inundation?	
4. Develop mechanical drawings for all utilities, especially fuel, gas, sprinkler and water lines?	
5. Equip all incoming natural gas and fuel lines with automatic shutoff valves? Equip plumbing system with backflow valves?	
6. Equip building with backup power supply, diesel generator or long-term battery backup system? Maintain adequate fuel supply?	
7. Have wood or metal covers available for windows and doors to prevent glass breakage?	
8. Locate critical machinery, equipment and business records above ground level? If this is not possible, store them within watertight rooms or containers?	
9. Move equipment off the floor?	
10. Move vulnerable equipment, raw materials and finished products away from doors and windows and cover equipment with a water-resistant tarp?	
11. Regularly inspect buildings for structural deterioration? Promptly repair all structural problems (e.g., cracked beams, dry rot, broken masonry and mortar)?	
12. Relocate towers, elevated tanks, signs and utility poles away from buildings?	

ACTION ITEMS	ASSIGNED	DATE
1		
2		
3		
4		
5		

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