



## Hurricane Preparedness Onsite Checklist

Checklist Action	Complete
<b>Before Hurricane Season Start Date (Get Prepared)</b>	
Trim all palms and hanging branches	
Perform preventative maintenance on the emergency generator	
Assess inventory on hand for all items required for either severe weather or a building evacuation (plywood, sandbags, flashlights etc...)	
Post list of all emergency numbers including Office and Maintenance staff	
Ensure all employees have their address and emergency contact information updated	
Prepare and distribute Hurricane Preparedness Guide to all residents	
Print Evacuation map for your property to place in your safety binder	
Know your community's storm surge zone and be prepared for the potential for inland flooding and storm surge in the event of a storm. Have storm surge zone map printed for distribution to your staff and residents	
Maintain a complete, descriptive inventory of all company property and take photos.	
Notify residents of evacuation area and locate the nearest official shelter. The Red Cross can tell you the nearest shelter to your community and explain the specific details on the accommodations and what items one should bring with him to a shelter. Have the route to the nearest shelter printed for distribution to your staff and residents	

<b>72 Hours Prior to Storm</b>	
Outline the situation and required action plan	
Assign tasks to team members for preparation	
Print a list of residents	
Scan a copy of all leases	
Watch weather channel and www.noaa.com	
Send hurricane preparedness letter to residents	
Final review of supplies	
Inform all staff members who will be on 24/7 duty	
Print a list of employee phone numbers and emergency contacts	
Assign individual office duties for those who will be available during storm	
Notify residents of the impending situation. This can be accomplished by knocking on doors, prepared door hangers and telephone calls. Instruct them to remove all belongings from patios and common areas, hallways and breezeways. Include informational phone number outside of hurricane zone to answer questions should phone lines be out of order, as well as emergency numbers	
Secure picnic tables, flags and signs	
Secure trash receptacles, pet stations, birdhouses	
Fill personnel cars with gas	
Post Emergency phone numbers for residents	
Backup all computer reports and perform day end functions to ensure no information is lost. Secure backup discs in safe or fire proof box placed in a stable location	
Gather all monies and take to the bank	
Charge golf cart batteries	



Checklist Action	Complete
<b>48 Hours Prior to Storm</b>	
Begin boarding up the office doors and windows with plywood	
Shutoff all pool/fountain pumps as well as gas to pool/spa	
Lower water in pool by one foot	
Remove all pool furniture from the pool area and secure indoors (if possible) or sink to the bottom of the pool (there is a chance this may scratch your pool surface). Umbrellas should be taken indoors.	
Lock outside bathrooms/ exterior maintenance doors	
Secure Dumpster doors	
Remove charged golf cart batteries and store	
Lock models and turn off power	
Double check phone list	
Backup all computer reports and perform day end functions to ensure no information is lost. Secure backup discs in safe or fireproof box placed in a stable location	
Unplug and cover computers	
Move furniture and office equipment from window areas. If possible, move it to an area where there are no windows. At a minimum, place the equipment in the middle of the room	
Cover filing cabinets and remove bottom drawers	
Lock maintenance shop/storage units reinforce doors	
Ensure property is clear of debris	
Pull keys from lock box and place in zip lock bag	
Arrange call forwarding	
Ensure you have petty cash available	

<b>24 Hours Prior to Storm</b>	
Make a final property inspection to identify any missed items and do grounds inspection	
Follow all law enforcement guidelines	
Charge all cell phones	
Evacuate when mandatory evacuation issued	

<b>Miscellaneous Items</b>	



Community Emergency Supply List	
Checklist	Completed
Flashlight with extra batteries for each employee	
Battery powered radio/tv	
Food - Enough non-perishable food to sustain each employee for 3 days. Select foods that require no refrigeration, preparation or cooking, and little or no water: canned goods, canned juices, energy bars, MREs, etc.	
Water – Keep at least one gallon of water per person per day	
First Aid Supplies: <ul style="list-style-type: none"> <li>* Adhesive bandages, sterile dressing, gauze pads, adhesive tape</li> <li>* Antibacterial hand sanitizer and antiseptic wipes</li> <li>* Medical grade non-latex gloves</li> <li>* Anti-bacterial ointment</li> <li>* Face masks</li> <li>* Cold pack</li> <li>* Scissors and tweezers</li> <li>* Pain medication (i.e. - Tylenol, Aleve, Ibuprofen, etc.)</li> <li>* Baby wipes</li> </ul>	
Tools and Supplies <ul style="list-style-type: none"> <li>* Emergency space blanket</li> <li>* Paper plates and cups, plastic utensils, large pot and spoon, non-electric can opener</li> <li>* Personal hygiene items including toothbrush, toothpaste, comb, brush, soap, feminine supplies, etc.</li> <li>* Heavy duty plastic garbage bags (several boxes)</li> <li>* Toilet paper</li> <li>* Coleman stove/gas grill</li> <li>* Tie straps, rope, extra pad locks and roll of plastic</li> <li>* Heavy duty gloves</li> <li>* Gallon size Ziploc bags</li> <li>* 10 gallons of gas for emergency use</li> <li>* 3 cans of cat food and dog food</li> </ul>	
General Information <ul style="list-style-type: none"> <li>* A medical information sheet on all employees in case of a medical emergency</li> </ul>	

**It is a good idea to place all these items in a box or central location in case of evacuation. If you must evacuate, grab the box and keep it with you at all time. Do not leave box unattended. Backup copies of your computerized records and note your computer user names and passwords.**

## Actions to Take After a Hurricane?

After it is confirmed by authorities that the storm has passed, and it is safe to go outdoors, you can begin to assess any potential damage to your property. Follow these tips after the storm is over:

- Avoid downed power lines. Never touch anything in contact with power lines, including water or water puddles that may be near the downed power lines.
- Protect your property from further damage by boarding up broken windows to help deter vandalism or additional weather damage. Arrange for reasonable temporary repairs.
- Take pictures and video of damage
- Be wary of any gas lines that may have been damaged or broken during the storm. If a gas leak is suspected, stay out of the property until the utility company deems it safe.
- Be cautious of hazards that are a product of the storm, such as water due to flooding, sharp or broken objects, damaged tree limbs or other structures that may have been damaged by high winds or water.
- Keep accurate records of your expenses and save bills and receipts from your temporary repairs. (Avoid making permanent repairs until your Claim professional has reviewed the damage.) Keep accurate records of any other expenses incurred.
- Separate and inventory any damaged personal property. Create a list of any damaged contents, including a description of the item, name of the manufacturer, brand name, age, as well as the place and date of purchase, if known. Include photographs, videotapes or personal property inventories you may already have available.
- **Report claim to Franklin Street Insurance by e-mailing [claims@franklinst.com](mailto:claims@franklinst.com)**