



FIRE



WATER



MOLD



WIND



STORM

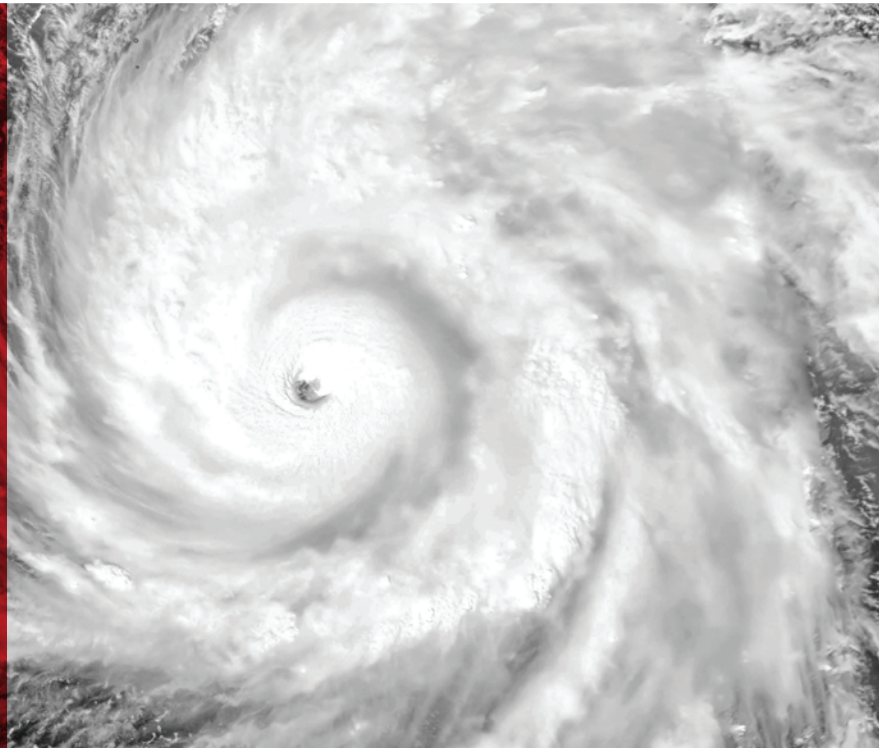


CATASTROPHE

Hurricane Preparedness Checklist

Relentless Customer Service

Signal is OnCall 24 | 7 | 365
800.533.9898
signalrestoration.com





HURRICANE PREPAREDNESS AND RESPONSE CHECKLIST

Use this checklist to protect your people and business during hurricane season

Before The Storm [Prep Phase]

RISK ASSESSMENT

- Ensure all necessary emergency equipment is on hand and serviceable
- Verify plans for securing sensitive assets, data, and equipment
- Determine what the implications are for your remote workers and how their areas will be impacted
- Find out what local sheltering plans and evacuation procedures are for all areas where you have an employee presence
- Contact a Disaster Resilience partner to perform a pre-planning evaluation to create a response plan

COMMUNICATIONS

- Create and Test email and text communication via your CRM
- Update contact info (employees, vendors, etc.)
- Create notification templates to send when a hurricane hits
- Conduct employee awareness campaign
- Distribute hurricane preparedness handouts to employees
- Provide relevant contact info and resources to employees
- Update and distribute relevant company policies

PEOPLE

- Establish clear chain-of-command and backups to ensure business continuity
- List employees, family members, and pets that might be affected (and need help)



Before The Storm [Prep Phase] **continued**

PROTOCOLS AND DRILLS

- Create emergency response teams and lists
- Define clear roles and responsibilities for each person
- Establish timeline for execution of your plan in relation to hurricane landfall
- Rehearse!

PREPARE YOUR PROPERTY

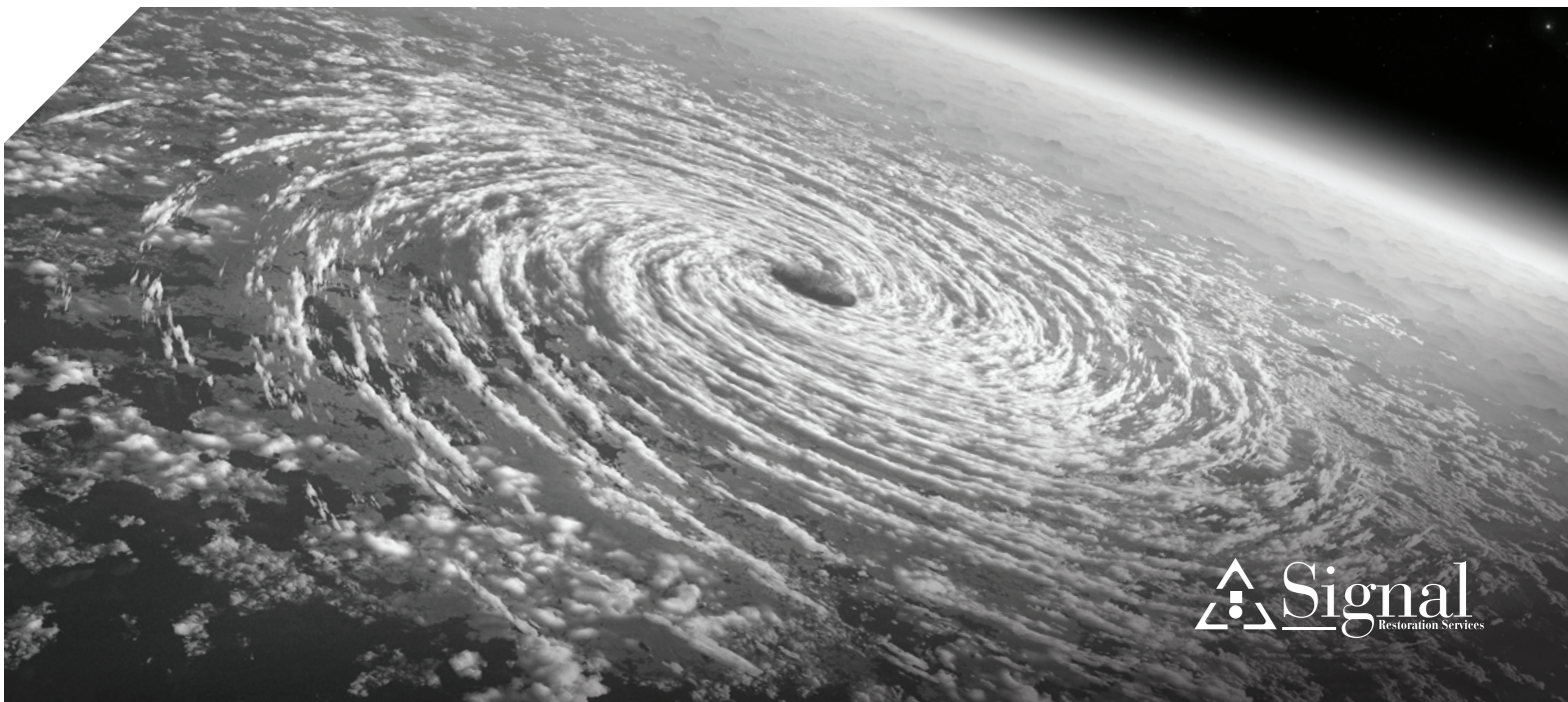
- Ensure that your office infrastructure and network is prepared for the storm
- Determine what measures should be taken to ensure business continuity for employees that are working remotely

FINANCE AND LEGAL

- Review all existing contracts, policies, and agreements for mention of hurricane response and recovery

MISC.

- Don't forget contractors!
- Verify and understand suppliers' hurricane response plans
- Evaluate impacts on clients and customer service





During the Storm [Response Phase]

RESPOND

- Activate response teams to secure the property
- Contact disaster resilience partner the storm and receive critical updates about areas experiencing flooding, high wind speeds, and infrastructure damage
- Secure all windows, doors, and outdoor objects/equipment
- Shut down electrical power to sites in the path of a storm
- Videotape/photograph interior and exterior of building for insurance purposes

COMMUNICATE

- Remind employees to take necessary precautions and follow disaster protocols
- Send text and email notifications via your CRM to employees with response action drills and updates
- Provide regular updates on the storm's progress and its impact: Office closures,
- People impacted - Evacuation routes - System outages
- Provide local resources for employees (Soup Kitchens, Shelters, Generators, etc).

EVACUATE AND MOVE

- Begin relocating/storing sensitive data, assets, and equipment
- Move personnel to safe locations
- Allow employees ample time to relocate
- Provide Emergency kits with food and water
- Terminate nonessential operations within 12-18 hours of impact
- Fill fuel tanks of company vehicles and move to secure area





After the Storm [Recovery Phase]

EVALUATE DAMAGE

- Identify any safety hazards
- Prioritize repair and recovery efforts
- Contact Insurance Provider
- Gather all photos, documents, and data pertaining to the damage on your property

ONGOING COMMUNICATION WITH EMPLOYEES AND TEAM

- Send status updates from all stakeholders to employees
- Use email, and text via your CRM to communicate important information including
- Office closures, People impacted, Relief information
- Establish recovery and relief assignments based on employee status and availability
- Offer help and ask what people need and have resources ready

REBUILD

- Conduct state of the union from leadership and stakeholders on the status of your company
- Deploy resources to employees and their families in need
- Pair up with local non-profits, community services, and local officials to offer resources to your team
- Move equipment, data, and operations back to the main site once it's safe
- Provide employees status updates on the recovery process





Interactive Storm Tracking

Signal's Future Ready Team utilizes a state-of-the-art technology that will help you stay ahead of the storm.



Click below to learn how we can be your Disaster Resilience partner
and help create a tailored response plan for you and your team

[CLICK TO LEARN MORE](#)

Signal is OnCall 24 | 7 | 365

Emergency Response Hotline: (800) 533-9898