

Hurricane Safety Checklist

COMMERCIAL PROPERTIES



Office & Retail Before the Hurricane



Develop an Emergency Plan

Begin by formulating a detailed hurricane emergency plan covering all facets of preparation, response, and recovery. Assign specific roles and responsibilities to staff members, establish communication protocols, and conduct regular training sessions to ensure everyone is ready to act swiftly and efficiently in an emergency.



Property Preparation

Conduct a thorough inspection of the premises to identify and mitigate potential hazards. Secure windows and doors, fasten outdoor fixtures, trim foliage, and stockpile emergency supplies. By taking proactive steps to reinforce the property, you can minimize damage risks and ensure the safety of occupants and staff.



Communication

Keep stakeholders informed and engaged throughout the hurricane readiness process. Provide clear instructions on evacuation procedures, shelter locations, and emergency contacts. Utilize various communication channels such as email, text messages, phone calls, and social media, and be prepared to assist individuals with special needs or language barriers.



Backup Systems

Ensure backup systems for critical utilities like power, water, and communication are in place and operational. Regularly test backup generators, maintain ample fuel reserves, and install battery-powered or hand-cranked radios for receiving emergency broadcasts. By having backup systems ready, you can minimize disruptions and uphold essential services during a hurricane.



Secure Important Documents

Identify and safeguard crucial documents and records pertinent to the business, operations, and regulatory compliance. Create digital backups of essential documents and securely store them in the cloud or on portable storage devices. By protecting vital documents, you can expedite recovery efforts and maintain business continuity.

During the Hurricane



Safety First

Prioritize the safety and well-being of staff above all else. Monitor weather updates closely, activate the emergency plan as needed, and maintain regular communication with stakeholders. Establish a central command center to coordinate response efforts.



Property Monitoring

Continuously monitor the premises for signs of damage or hazards, such as flooding, structural issues, or utility failures safely. Assign staff members to patrol the property and promptly report any emergencies or safety concerns during times when it's safe. Document observed damage for inclusion in post-hurricane assessments and reports.



Emergency Response

Be prepared to respond promptly and effectively to emergencies. Establish procedures for addressing medical emergencies, fires, structural damage, or other crisis scenarios. Activate backup systems and contingency plans as required to sustain essential services and operations.



Communication

Maintain open and transparent communication with stakeholders throughout the hurricane event. Provide regular updates on the hurricane status, evacuation procedures, shelter options, and any other pertinent information. Utilize multiple communication channels to reach stakeholders and promptly address inquiries and concerns.

After the Hurricane



Safety Assessment

Conduct a thorough safety evaluation of the premises to identify and rectify any hazards or damage. Document all observed damage for insurance claims and repair assessments. Prioritize repairs based on severity and potential risks to property and operations.



Utility Restoration

Coordinate with utility companies and service providers to restore power, water, and other essential services to the premises. Ensure that utilities are safely restored and functioning correctly before resuming normal operations. Keep stakeholders informed about the status of utility restoration efforts and any necessary precautions or restrictions.



Clean-Up and Repairs

Initiate clean-up and repair activities to restore the premises to a safe and habitable condition. Clear debris, fallen trees, and other hazards from the property, and repair or replace damaged building elements as necessary. Arrange for professional cleaning and remediation of water damage, mold, and other hazards resulting from flooding or mois-



Assistance

Offer support to those affected by the hurricane, including access to resources for recovery. Establish a hotline to provide information and referrals for individuals requiring assistance.



Multifamily & Hospitality Before the Hurricane



Develop an Emergency Plan

Start by creating a detailed hurricane emergency plan that encompasses all aspects of preparation, response, and recovery. Assign specific roles and responsibilities to staff members, establish communication protocols, and conduct regular training sessions to ensure everyone is prepared to act swiftly and effectively in an emergency.



Property Preparation

Conduct a thorough inspection of the property to identify and address potential hazards. Reinforce windows and doors, secure outdoor items, trim trees and shrubs, and stockpile emergency supplies. By taking proactive measures to fortify the property, you can minimize the risk of damage and ensure the safety of residents and staff.



Communication with Residents

Keep residents informed and engaged throughout the hurricane preparedness process. Provide clear instructions on evacuation procedures, shelter locations, and emergency contacts. Utilize multiple communication channels to reach residents, including email, text messages, phone calls, and social media, and be prepared to assist residents with special needs or language barriers.



Backup Systems

Ensure backup systems for essential utilities, such as power, water, and communication, are in place and operational. Test backup generators regularly, maintain adequate fuel reserves, and install battery-powered or hand-cranked radios for receiving emergency broadcasts. By having backup systems in place, you can minimize disruptions and maintain essential services during a hurricane.



Secure Important Documents

Identify and secure important documents and records related to the property, residents, and business operations. Make digital copies of essential documents and store them securely in the cloud or on portable storage devices. By safeguarding important documents, you can expedite recovery efforts and ensure business continuity in the aftermath of a hurricane.

During the Hurricane



Safety First

Prioritize the safety and well-being of residents and staff members above all else. Monitor weather updates closely, activate the emergency plan as necessary, and communicate regularly with residents and staff. Establish a central command center to coordinate response efforts and facilitate communication with external agencies.



Property Monitoring

Continuously monitor the property for signs of damage or hazards, such as flooding, structural instability, or utility outages. Assign staff members to patrol the property and report any emergencies or safety concerns when it is safe to do so. Document observed damage for inclusion in post-hurricane assessments and reports.



Emergency Response

Be prepared to respond to emergencies promptly and effectively. Establish procedures for responding to medical emergencies, fires, structural damage, or other crisis situations. Activate backup systems and contingency plans as necessary to maintain essential services and operations.



Communication

Maintain open and transparent communication with residents and staff members throughout the duration of the hurricane. Provide regular updates on the status of the hurricane, evacuation procedures, shelter locations, and any other relevant information. Utilize multiple communication channels to reach residents, and respond promptly to inquiries.

After the Hurricane



Safety Assessment

Conduct a thorough safety assessment of the property to identify and address any hazards or damage. Document all observed damage for inclusion in insurance claims and repair assessments. Prioritize repairs based on the severity of damage and potential risks to residents and property.



Utility Restoration

Coordinate with utility companies and service providers to restore power, water, and other essential services to the property. Verify that utilities are restored safely and are functioning properly before resuming normal operations. Communicate with residents regarding the status of utility restoration efforts, precautions, and any restrictions.



Clean-Up and Repairs

Initiate clean-up and repair efforts to restore the property to a safe and habitable condition. Remove debris, fallen trees, and other hazards from the property, and repair or replace damaged building components as necessary. Arrange for professional cleaning and remediation of water damage, mold, and other hazards resulting from water damage.



Resident Assistance

Provide assistance and support to residents affected by the hurricane, including access to resources for recovery and assistance with temporary housing arrangements if necessary. Establish a resident assistance center or hotline to provide information, support, and referrals for residents in need of assistance.

Read the full blog at:

WattersonSolutions.com/hurricane-checklist



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