

## Hurricane Planning Guide

A study of recent hurricanes shows conclusively that hurricane-related damage can be prevented or, at least, minimized. The keys to success are planning and organized action before, during, and after a storm. Hurricane season runs June 1 through November 30. If you don't have a plan, it's not too late. Start planning right away.

The checklist below offers suggestions that you can incorporate into your plan to minimize hurricane-related damage. It is not intended to be all-inclusive, but should be a good starting point to follow. Incorporate work or home specific items for your particular needs.

### Hurricane Checklist

#### Items

Check If Completed    Date to be Completed By

Staff and train an Emergency Response Team    \_\_\_\_\_

Insure staff onsite knows shutdown procedures of equipment    \_\_\_\_\_

Inspect fire protection equipment    \_\_\_\_\_

Check/maintain all necessary back-up equipment    \_\_\_\_\_

Protect/relocate vital records    \_\_\_\_\_

Shut down operations which depend on outside power sources    \_\_\_\_\_

Turn off gas to minimize fire loss    \_\_\_\_\_

Protect or shut off other flames    \_\_\_\_\_

Secure all outside stock    \_\_\_\_\_

Ensure emergency team has proper supplies and equipment (food, water, medical, flashlights, walkie-talkies)    \_\_\_\_\_

Check entire building for open/wet areas    \_\_\_\_\_

Repair and fill above ground tanks with product or water    \_\_\_\_\_

Fill fuel tanks of generators, fire pumps, etc.    \_\_\_\_\_

Secure outdoor cranes according to manufacturer    \_\_\_\_\_

Clean out drains and catch basins \_\_\_\_\_

Board up/protect windows \_\_\_\_\_

Anchor movable outside equipment/trailers \_\_\_\_\_

Inspect/repair roof covering and edges, drains, gutters, flashing \_\_\_\_\_

During power failure turn off electrical power \_\_\_\_\_

Move drums of flammable chemicals to sheltered area \_\_\_\_\_

For additional information contact: Massachusetts Emergency Management Agency  
(MEMA) 508-820-2000