



DURING THE HURRICANE WATCH

5. Do an inventory of hurricane emergency supplies and re-stock if necessary.
6. Assign responsibility for tracking the hurricane.
7. Dismiss essential employees temporarily so they can secure their personal property before returning to duty.

DURING THE HURRICANE WARNING

1. Move files, equipment and furniture away from unshuttered windows. Papers, drawings, etc. should be placed inside filing cabinets or desks. Wrap office equipment such as photocopiers and computers in plastic, to protect against water damage.
2. Dismiss all non-essential personnel.
3. Turn off all air conditioners, disconnect electrical equipment and turn off the lights.

AFTER THE HURRICANE

1. Assess basic damage at facility including roof, water damage and broken windows.
2. Initiate clean-up of work site.
3. Do not turn on computer equipment if there are indications of low voltage, power fluctuations, low air conditioning output, water under raised floor, broken windows or damaged equipment.
4. Document damage and take photographs or video footage.
5. Assist employees who may need special help.
6. Employees should return to work according to Staffing schedule.

IMPORTANCE OF PLANNING

- It is good business management.
- Reduces the thinking time after an incident has occurred.
- Helps to make what would otherwise be arbitrary and chaotic, systematic and orderly.
- Helps to contain the incident, the extent of damage and speeds up the recovery and rehabilitation process.

**PRE-DISASTER PLANNING PROTECTS
YOUR STAFF, REDUCES LOSSES &
SHORTENS RECOVERY TIME**

**DEVELOP YOUR BUSINESS DISASTER
MANAGEMENT PROGRAMME NOW!**

For further information contact:

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A HURRICANE PREPAREDNESS GUIDE FOR BUSINESSES

Hurricanes can have catastrophic effects on your business, your employees and your life. It is therefore important to develop a written preparedness plan and train employees to implement the elements of this plan.

THE FOLLOWING GUIDELINES
ARE PROVIDED TO ASSIST YOU.



4 MAJOR AREAS OF YOUR BUSINESS DISASTER PLAN

1. Organise a Disaster Management Committee and make plans for the protection of staff, plant and equipment.
2. Develop a policy that specifies:
 - Essential employees and which of them, (if any) must remain at the facility during the hurricane.
 - When employees should be released from work as well as when they are expected to return.
 - Which employees will return to work at specific dates and time.
 - The way in which vital records such as accounts receivables, customer records, tax records and other personnel and administrative documents will be protected.
3. Develop procedures and policies for all phases of hurricane operations:
 - Pre-season Preparedness
 - Hurricane Watch
 - Hurricane Warning
 - After the Hurricane
4. Review insurance policies to ensure that there is adequate coverage. Questions to ask include:
 - Is the facility in a high hazard, evacuation area?
 - Does the insurance cover damage to contents, including vital records and office equipment?
 - Does the package include coverage for injury to employees as well as liabilities against potential law suits from customers?

PRE-SEASON PREPAREDNESS (BEFORE JUNE)

1. Compile an emergency contact list with 24-hour telephone contact numbers for essential employees and official response agencies.
2. Identify vital records and make back-ups copies, and/or transfer them to microfilm. Identify a safe storage area within the facility where records can be relocated, if necessary. This area should be above ground level and away from windows and exterior walls, which may leak. In a single storey facility, file cabinets and boxes may be placed on raised pallets.
3. Determine responsibility for maintaining the facility. Ensure that the following items are addressed:
 - Repair roofs and windows as necessary
 - Check security and flood lighting
 - Identify and store safely lightweight and loose items stored outside that may be blown about by the wind.
 - Identify emergency power requirements and determine if a generator is available. If the facility may be operational in a hurricane and a generator is not available, rent or purchase one. Test generator load monthly during the hurricane season.
 - Determine if computer support will be available for primary/critical computer users who need to remain operational during a hurricane.
 - Verify that communications equipment is operational.
 - Conduct First Aid training.

PRE-SEASON PREPAREDNESS (CONT'D)

4. Determine the type and amount of hurricane emergency supplies necessary. All hurricane emergency supplies should be clearly marked and stored in a secure area that is accessible in an emergency. Recommended supplies include:
 - A battery-operated radio or TV (test reception in building)
 - One flashlight per person working during the hurricane
 - Extra batteries for both radio and flashlights
 - First Aid Kit
 - Emergency tool kit if necessary
 - Food and Water supplies for staff assigned to the facility during the hurricane. Be sure to include needed utensils
 - Plastic bags and sheeting
5. Provide employees with hurricane preparedness information.

DURING THE HURRICANE WATCH

1. Secure all doors, windows and other openings against wind and water.
2. Tie down or bring indoors any objects which may be blown about by the hurricane. Cover windows with shutters or boards. If a room is to be occupied during the hurricane, it must be properly secured with plywood or hurricane shutters.
3. Verify that vital records are in a safe storage area. Files, records and storage cabinets may be wrapped in plastic to protect against moisture and raised off the floor. If necessary, temporarily relocate records to a safe storage facility off-site.
4. Confirm availability of necessary computer support.