

## HURRICANE PREPARATION CHECKLIST

The SDDC Regional Storage Management Offices (RSMOs) have developed this checklist to assist you in preparing for the possibility of structural and property loss/damage caused by the approaching hurricane. SDDC has had extensive experience in dealing with major natural disasters and stand ready to help our Transportation Service Providers (TSP's) deal with the effects of these storms. Our recommendations are as follows:

- Make data backup plans by identifying and protecting records such as: NTS and shipment Files, locator systems, articles of incorporation, accounts receivable, tax records, and any other important documents. Consider an alternate computer site in the event of a power outage.
- Make sure your insurance coverage is up to date and you have secured copies of policies and insurance company phone numbers.
- Contact your local Police, Fire Department, FEMA office, County Emergency Management Office, etc. for guidance on preparing your facility for a storm.
- Close all windows. Put up your shutters or install precut plywood (per county or American Red Cross instructions) over all windows and glass doors.
- Turn off any gas appliances or equipment at their individual inside valves. Unplug any electrical appliances.
- Obtain tarps that can be used to protect containers from further exposure to the weather in the event your roof/walls are compromised. Place and secure tarps over top tier containers prior to the storm.
- Bring all objects inside that can be blown away, including pallets, containers, garbage cans, TV antennas, satellite dishes, lawn furniture, and plants. Anchor objects that cannot be brought inside.
- Loading doors are often blown out during a storm exposing the property to theft and weather. Consider placing containers against the inside of these doors to provide support and entrance deterrence. Consider parking trucks in front of loading doors, protect windows, move containers and furniture from directly under skylights.
- Park your trucks and equipment as close to the warehouse as possible, away from trees.
- Fill your truck or vehicle gas tank early. After a hurricane strike, gasoline may not be available due to power outages.
- Have an alternate phone number or location where employees can leave a brief message after a storm. Designate a person or team to make sure that all employees are accounted for.
- Contact your local PPSO and Regional Storage Management Office (RSMO) as soon as possible after the storm and advise of any damage.