




# Weathering Any Storm: Putting the How-to in Resilience

Adapted from information developed by the Institute for Business & Home Safety (IBHS).  
See also IBHS Open for Business EZ at <https://www.disastersafety.org/disastersafety/open-for-business-ez/>

	5 DAYS BEFORE STORM	72 HOURS BEFORE STORM	48-24 HOURS BEFORE STORM	RECOVERY
<b>Communications</b> 	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify employees of potential for severe weather</li> <li><input type="checkbox"/> Prepare employees for emergency plan to be implemented</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify key customers, suppliers, and partners of office/facility closing and contingency plans [post office, FedEx, UPS, cleaning service, building management, vendors, etc.]</li> <li><input type="checkbox"/> Instruct employees with laptops to confirm that they can connect to your business' server from home</li> <li><input type="checkbox"/> Remind employees to keep cell phones fully charged and have a car charger on hand</li> <li><input type="checkbox"/> Advise employees to frequently check employee emergency hotline and/or company intranet/website for office/facility updates</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Advise employees to check the status of your office/facility at least twice per day</li> <li><input type="checkbox"/> Designate times for key staff to call into conference calls for situational overviews — both before and immediately after the event.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Activate employee communications tools and local media contacts to give notice of status and re-opening</li> <li><input type="checkbox"/> Employees returning to the building should be instructed to examine their work area, test all office equipment and report findings back to a designated staff contact</li> <li><input type="checkbox"/> Notify key customers, suppliers, and partners of office/facility re-opening and any necessary property or operational changes resulting from storm damage</li> </ul>
<b>Operations</b> 	<ul style="list-style-type: none"> <li><input type="checkbox"/> Inspect roof and grounds for loose debris that may become a hazard in high winds. If staff or temporary help is available, begin removal of the debris, otherwise the removal may be done at the 72-hour interval</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Remove or secure all loose roof and ground items, including landscaping, that may become wind-borne debris</li> <li><input type="checkbox"/> Clear roof drains, gutters and downspouts of debris to prevent water back-up</li> <li><input type="checkbox"/> Clean out all debris from outdoor perimeter drains, particularly where ground slopes toward the building</li> <li><input type="checkbox"/> Fill emergency generators with fuel and contact fuel suppliers with anticipated needs for post-storm deliveries</li> <li><input type="checkbox"/> Ensure fire protection systems are in working order</li> <li><input type="checkbox"/> Establish pre-storm business hours and notify employees of office closure details</li> <li><input type="checkbox"/> Make any necessary alternative travel arrangements for employees away on business</li> <li><input type="checkbox"/> Customize messages for business' website, telephone recording, employee intranet, etc.</li> <li><input type="checkbox"/> Decide which outstanding invoices, bills, expense reports, etc., should be paid before a possible closure</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Process accounts payable and payroll</li> <li><input type="checkbox"/> Protect or relocate vital records</li> <li><input type="checkbox"/> For hurricanes and other high-wind events, install window protection. If window protection is unavailable, close all window blinds and cover office equipment with plastic sheets or tarps</li> <li><input type="checkbox"/> Close and lock all office doors, especially perimeter offices</li> <li><input type="checkbox"/> Seal all water entry points — such as utility penetrations — into the building and install flood protection, including first-floor drain plugs</li> <li><input type="checkbox"/> Conduct full/partial shutdown procedures. If volunteers are to remain onsite during the storm, make sure they have a safe and secure area. If conditions permit, instruct them on how to monitor, document, and mitigate against leaks and water infiltration in critical areas with vital equipment</li> <li><input type="checkbox"/> Disconnect all electrical equipment from power sources</li> <li><input type="checkbox"/> Place a "Closed" notice on office/facility main entrance</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Designated personnel should return to the facility, assess conditions, document damages and notify the emergency operations teams of their findings</li> <li><input type="checkbox"/> When it is deemed safe, designated personnel should begin start-up procedures</li> <li><input type="checkbox"/> When all safety and operational concerns are addressed and an "All Clear" is provided, employees can return to work</li> <li><input type="checkbox"/> Take an overall inventory, including photos of all damaged property, and report damage and related expenses to your insurance company</li> </ul>
<b>Materials</b> 	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide a list of storm tips and needed supplies to help employees prepare their homes and families.</li> <li><input type="checkbox"/> Distribute designated emergency telephone numbers and key contact information [i.e., an employee emergency wallet card].</li> </ul>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure all employees with calling responsibilities have the most updated version of the company telephone call list in multiple formats [hard copy, electronically, etc.]</li> </ul>	