



Hurricane Preparation and Response Checklist

Use this checklist to protect your people and business during hurricane season



Before the Storm

[Preparation Phase]

ASSESSMENT

- ☐ Evaluate the status and needs of your people, assets, and facilities
- ☐ Ensure all necessary emergency equipment is on hand and serviceable
- ☐ Review plans for securing sensitive assets, data, and equipment
- ☐ Determine potential risks for remote and traveling employees
- ☐ Determine local sheltering plans and evacuation procedures for all areas where you have employees

COMMUNICATION

- ☐ Implement a multichannel, two-way communication system
- ☐ Update contact info (*employees, vendors, etc.*)
- ☐ Conduct audits and tests to verify the complete accuracy of contact info
- ☐ Build notification templates for anticipated emergencies to save time
- ☐ Notify employees about emergency procedures and communication channels
- ☐ Provide emergency contact information and hurricane preparedness resources to employees
- ☐ Update and distribute relevant company policies

PEOPLE

- ☐ Establish a clear chain of command and backups for key personnel to ensure business continuity
- ☐ Create a list of employees and contractors who might be affected (*and need help*)
- ☐ Review employee travel itineraries and determine which will be impacted

SITE PREPARATIONS

- ☐ Ensure that your office infrastructure and network are prepared for the storm
- ☐ Determine what measures should be taken to ensure business continuity for remote workers
- ☐ Fill fuel tanks of company vehicles and move them to a secure area

IMPLEMENT DRILLS

- ☐ Create emergency response teams and lists
- ☐ Define clear roles and responsibilities for each person
- ☐ Establish a timeline for execution of your plan in relation to hurricane landfall
- ☐ Use conference calls to initiate drills for employees who are working remotely
- ☐ Rehearse to identify gaps in your response plans

STORM MONITORING

- ☐ Monitor local news and inform employees about developments using your emergency communication system
- ☐ Adjust evacuation plans based on the latest guidelines from FEMA and local officials

IMPLEMENT DRILLS

- ☐ Review all existing contracts, policies, and agreements for mention of hurricane response and recovery
- ☐ Ensure contractors are accounted for in response plans
- ☐ Verify and understand suppliers' hurricane response plans
- ☐ Evaluate impacts on clients and customer service

During the Storm [Action Phase]

ACT

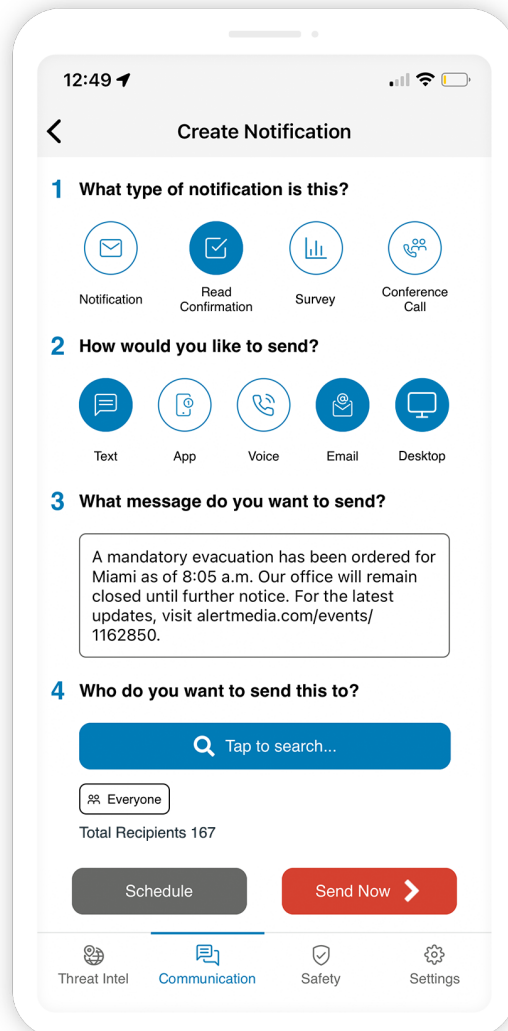
- ☐ Activate response teams
- ☐ Deploy command and control elements to a secure site
- ☐ Digitally track the storm and monitor for critical updates or changes
- ☐ Secure all windows, doors, and outdoor objects/equipment
- ☐ Shut down electrical power to sites in the path of a storm
- ☐ Videotape/photograph the interior and exterior of facilities for insurance purposes

MOVE

- ☐ Begin relocating/storing sensitive data, assets, and equipment
- ☐ Move personnel to safe locations
- ☐ Allow employees ample time to relocate
- ☐ Terminate nonessential operations within 12 hours of impact

COMMUNICATE

- ☐ Remind employees to take necessary precautions
- ☐ Activate dedicated, two-way communication channels with employees
- ☐ Direct at-risk traveling workers to seek shelter
- ☐ Use intranet pages to give employees a one-stop location for updates
- ☐ Provide regular updates on the storm's progress and your actions (*office closures, evacuation routes, impacted individuals, system outages, and more*)



The screenshot shows the 'Create Notification' screen in the AlertMedia mobile app. At the top, the status bar shows the time 12:49 and signal/battery icons. The app header includes a back arrow and the title 'Create Notification'. The screen is divided into four numbered steps:

- 1 What type of notification is this?** Four circular icons are shown: 'Notification' (envelope), 'Read Confirmation' (checkmark), 'Survey' (bar chart), and 'Conference Call' (group of people).
- 2 How would you like to send?** Five circular icons are shown: 'Text' (speech bubble), 'App' (phone with checkmark), 'Voice' (phone handset), 'Email' (envelope), and 'Desktop' (computer monitor).
- 3 What message do you want to send?** A text input area contains the message: 'A mandatory evacuation has been ordered for Miami as of 8:05 a.m. Our office will remain closed until further notice. For the latest updates, visit alertmedia.com/events/1162850.' Below the input area is a search bar with the placeholder 'Tap to search...'. Below the search bar, a button labeled 'Everyone' is shown, followed by the text 'Total Recipients 167'. At the bottom of this section are two buttons: 'Schedule' (grey) and 'Send Now' (red with a right arrow).
- 4 Who do you want to send this to?** This section is partially visible at the bottom of the screen.

The bottom navigation bar of the app has five icons: 'Threat Intel', 'Communication' (highlighted in blue), 'Safety', and 'Settings'.

After the Storm [Recovery Phase]

ASSESS DAMAGE

- ☐ Identify any safety hazards
- ☐ Prioritize repair and recovery efforts

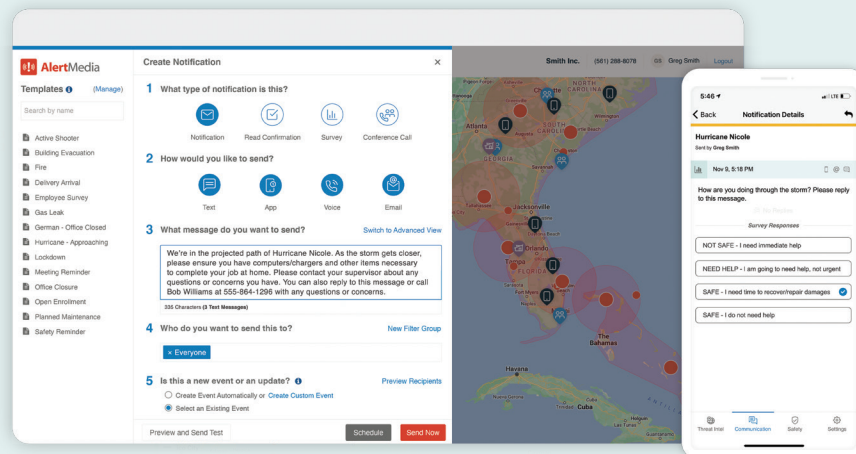
CONTINUE COMMUNICATING

- ☐ Conduct wellness check surveys to get status updates from all stakeholders
- ☐ Use your emergency communication system to share important updates and resources, such as office closures, staffing impacts, relief information, etc.
- ☐ Establish work assignments based on employee status and availability

BEGIN REBUILDING

- ☐ Deploy resources to employees in need
- ☐ Provide traveling employees with new transportation arrangements if necessary
- ☐ Move equipment, data, and operations back to primary facilities once it's safe
- ☐ Provide employees regular status updates on the recovery process

AlertMedia's emergency communication, threat intelligence, and travel risk management software will help you stay ahead of the storm.



AlertMedia makes it easier to manage emergencies and keep your employees safe. Schedule a demo to learn how two-way communication, integrated global threat intelligence, and a robust travel risk management system can help your organization navigate hurricane season.

CONTACT US TODAY

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DEMO NOW