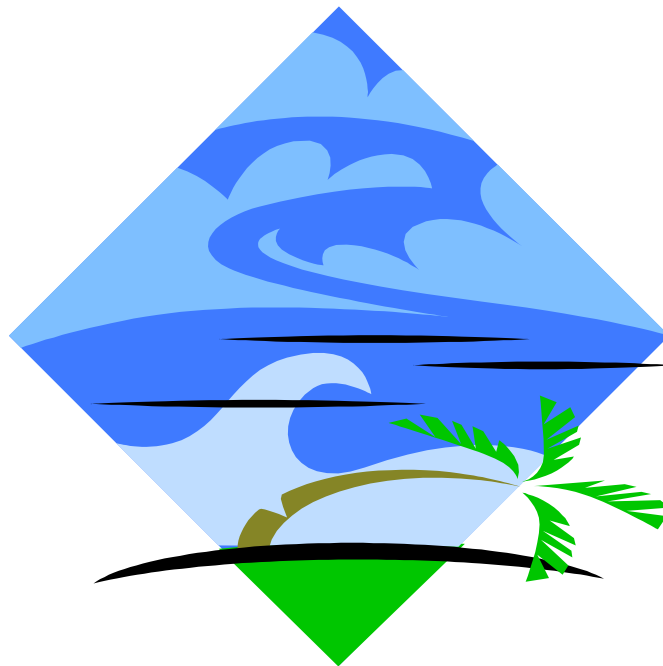


**HURRICANE**  
**DISASTER PREPARATION CHECKLIST**  
**AND**  
**BUSINESS CONTINUITY PLAN**



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**HURRICANE DISASTER PREPARATION CHECKLIST  
AND BUSINESS CONTINUITY PLAN**

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# HURRICANE DISASTER PREPARATION CHECKLIST

## AND BUSINESS CONTINUITY PLAN

### **STAGE 1: HAZARD VULNERABILITY ASSESSMENT**

#### **1. Determine Where Your Business is Vulnerable**

Before your business can prepare an effective Disaster Preparation and Business Continuity Plan, it is recommended that you step back and examine where your business is vulnerable. Knowing where your vulnerabilities lie will help you to respond to them. What are the most foreseeable disasters based on your geography, history, and your particular business? What parts of your operations and infrastructure are most vulnerable?

Has your business conducted a Hazard Vulnerability Assessment (HVA)? An HVA assists a business to identify the foreseeable risks it faces, classify them as high or low in likelihood, and assess their potential affect on the business. This results in a prioritization of emergencies to plan for, enabling the business to devote its attention to the high likelihood, high affects risks.

#### **2. Determine Who Should Conduct the Hazard Vulnerability Assessment**

First you should appoint an assessment team to analyze the vulnerability of your business to foreseeable disasters. Who should be charged with the preparation of the HVA?

Ideally the HVA would be conducted by a team. This team would include one individual from each department in the business. At least one member of senior management should be on the team.

If it is not practical for the team to include a member of senior management, steps should be taken to ensure that members of the senior management team provide their input.

#### **3. Identify and Rate Hazards According to Likelihood**

This step involves gathering information about possible hazards and emergencies.

Disaster response plans are based on the identified potential disasters and

emergencies that may reasonably be expected to occur at a particular workplace. To create such plans, first identify all potential emergencies. Then conduct a hazard assessment on each potential emergency.

Use outside sources to assess hazards. Contact your insurance carrier; state, county, and local emergency planning agencies; and the national weather service for a history of hazardous events.

Factors to examine in your hazard vulnerability assessment:

- **Historical** -- What types of emergencies have occurred in the community, at this facility, and at other facilities in the area? Do you live in an area prone to fires or hurricanes?
- **Geographic** -- What are the geographic risk factors resulting from the facility's location? Some things to consider:
  - a. Proximity to flood plains, seismic faults and dams
  - b. Proximity to companies that produce, store, use or transport hazardous materials
  - c. Proximity to major transportation routes and airports
  - d. Proximity to nuclear power plants
- **Technological** -- What emergencies could result from a process or system failure?
  - e. Fire, explosion, hazardous materials incident
  - f. Safety system failure
  - g. Telecommunications failure
  - h. Computer system failure
  - i. Power failure
  - j. Heating/cooling system failure
  - k. Emergency notification system failure
  - l. Loss of production capability
- **Human Error** -- Human error is the single largest cause of workplace emergencies and can result from:
  - a. Poor training
  - b. Poor maintenance
  - c. Carelessness

- d. Misconduct
- e. Substance abuse
- f. Fatigue
- **Physical** -- What types of emergencies could result from the design or construction of the facility? Does the physical facility enhance safety? Consider:
  - a. The physical construction of the facility
  - b. Hazardous processes or by-products
  - c. Facilities for storing combustibles
  - d. Layout of equipment
  - e. Lighting
  - f. Evacuation routes and exits
  - g. Proximity of shelter areas

**STEP 1: Rate Each Disaster According to its Likelihood of Occurring**

- 1- **Highly unlikely to occur**
- 2- **Unlikely to occur**
- 3- **Somewhat likely to occur**
- 4- **Very likely to occur**

Disaster	Rating
Fire	
Hazardous materials incident	
Flood or flash flood	
Hurricane	
Tornado	
Winter storm	
Earthquake	
Communications failure	