

PREPARING YOUR JOBSITE OR FACILITY FOR A HURRICANE

INTRODUCTION:

Unlike tornadoes or severe thunderstorms which can pop up unpredictably, we typically see hurricanes coming for 1 to 2 weeks prior to landfall. While that much advance warning can create a “boy who cried wolf” situation, it’s always better to be over- rather than under-prepared for the potential of a widespread natural disaster. A robust **Hurricane Preparedness Plan** can decrease uncertainty regarding who should do what, how, and by when in preparing for and dealing with the aftermath of a hurricane. Below is an example of a plan that can easily be tailored to your job, facility, or business.

GENERAL FEATURES:

Hurricane season is June 1 through November 30. Actions and precautions are put in place based on the timeline of a storm. For your job, facility, or office, select an Emergency Preparedness Coordinator (**EPC**) who will provide direction and information preceding, during, and after the storm. Group text messages allow for communication and dissemination of information to many people very quickly and easily. The EPC should maintain an up-to-date list of cell phone numbers for all employees, managers, and applicable contractors who may be involved in hurricane preparations.

Every June 1:

❖ **EPC**

1. Review and update the hurricane plan and cell phone number list
2. Purchase and store supplies to secure the facility/jobsite and equipment (i.e. tape, plastic sheeting, flashlights, batteries, nylon rope, flagging, buckets, tarps, etc.)

❖ **Managers/Foremen**

1. Review/develop business resumption plan; select alternate site if facility/jobsite becomes unavailable

If the Area is Placed Under Hurricane Watch...

72 Hours Prior to Forecasted Hurricane Conditions

❖ **EPC**

1. Implement hurricane plan preparations
2. Re-inventory supplies, purchase as necessary
3. Move/secure movable outside objects
4. Check communications within facility/between employees (test your group text capability)

❖ **Managers/Foremen**

1. Consider the storm’s impact on your operative schedule and make prudent changes
2. Verify alternate work site availability
3. Ensure communications with all employees/contractors and understand their plans

48 Hours Prior to Forecasted Hurricane Conditions

❖ **EPC**

1. Monitor and coordinate preparations by managers/foremen
2. Monitor storm progress
3. Distribute information as needed and maintain communication to all areas

❖ **Managers/Foremen**

1. Make schedule changes to resolve impact on operations and aid business resumption
2. Begin record/asset protection
3. Prepare for movement of equipment from high hazard areas

❖ **Employees (48-24 hours)**

1. Make storm preparations at home

If the Area is Placed Under Hurricane Warning...

24 Hours Prior to Forecasted Hurricane Conditions

❖ EPC

1. Ensure preparations are underway
2. Continue to monitor storm
3. Communicate
4. Review plan for resumption of business

❖ Managers/Foremen

1. Finalize schedule adjustments
2. Finalize record/asset protection

12 Hours Prior to Forecasted Hurricane Conditions

❖ EPC

1. Ensure final preparations
2. Review checklists with each department
3. Move equipment/vehicles to open area
4. For offices:
 - a. Finalize building security
 - b. Cover electronic equipment
 - c. Take home equipment which may aid in restoring operations
5. Send group text indicating the facility/jobsite is closed

❖ Managers/Foremen

1. Review plan for resumption of business
2. Release personnel
3. Communicate with contractors to ensure vehicles/equipment moved to high ground, parked clear of trees and power lines; vehicles subject to overturning secured; strategically locate heavy equipment for clean-up work
4. Determine communication channels following passage of storm

❖ Employees

1. Back up essential computer files on your laptop and take it with you
2. Move all valuable records/documents to a safe location
3. Disconnect all electrical devices, clear loose items from desktops and shelves, cover desk/computers with plastic

JOBSITE/BUILDING IS CLOSED AT THIS POINT

After the Storm Passes...

❖ For EPC

1. When conditions are safe, check status of the facility/jobsite
2. If damaged/leaking, secure, flag off, cover or move sensitive items
3. Update managers/foremen of facility/jobsite status
4. Send group text indicating status of the facility/jobsite (e.g. if employees are able to resume work)

❖ For Managers/Foremen & Employees

1. Wait to receive text from EPC
 - a. If phones are not operating, assume facility/jobsite is closed until notified by manager/foreman
2. Use caution when returning to facility/jobsite, watch for clean-up personnel

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Figure 1: Atlantic and Gulf Coast forestry operations should have a hurricane preparedness plan.

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