

# Prevention Education Advisory

## Hurricane Checklist

### BEFORE THE STORM

- Review/update business continuity/disaster recovery plan.
- Review procedures with officers and alumni/ae to ensure all members are properly trained.
- Check general condition of the building, specifically the roof covering, roof flashing and roof drains. Make all necessary repairs.
- Make sure all windows and doors are properly caulked and/or weather stripped.
- Order emergency supplies such as plywood for windows, mops, brooms, tarpaulins for key equipment, sandbags, etc.
- Identify key equipment, stock and supplies, and vital records that will need to be relocated or moved.
- Monitor commercial TV, radio and/or internet websites to keep abreast of weather conditions and issuance of watches and/or warnings.
- Test all generators, emergency lighting, UPS equipment and sump pumps to ensure proper operation.

### IMPENDING STORM

- Implement disaster recovery plan.
- Check all fire protection equipment such as sprinkler control valves and fire pumps.
- Close and latch all windows and doors.
- Install hurricane shutters or plywood over windows and doors.
- Cover computers, stock and supplies with tarpaulins.
- Move outdoor items to a safe place.
- If possible, raise any equipment, finished goods or items off the floor or move to a higher floor.
- If necessary, turn off utilities to reduce the probability of a fire/explosion.
- Conduct final inspection of building and make emergency repairs.

## AFTER THE STORM

- Secure the facility.
- Survey for damage – take pictures of any damage to both the building(s) and its contents.
- Avoid loose or dangling power lines and report them to utility company, police or fire department.
- Before utilities are returned to service, check for gas leaks, look for electrical system damage, and check for sewage and water line damage.
- Begin salvage operations as soon as possible; ServiceMaster contact can be found below.
- Clean debris from roofs and property if safe to do so.
- Use telephone only for emergency calls.
- Contact Jenna Lutz, Claims Service Specialist to report any damage at 402.898.5503 or [fraternityclaims@holmesmurphy.com](mailto:fraternityclaims@holmesmurphy.com), or after hours at 402.953.6393.
- Stay tuned to local radio for information.
- Critique pre- and post-storm actions to identify strengths and weaknesses and make necessary modifications to prepare for the next emergency.

### IF YOU SUFFER DAMAGE, CALL THE EMERGENCY SERVICE MASTER HOTLINE

(888) 927-4877

[www.smdsi.com](http://www.smdsi.com)



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