



# Sample Severe Weather Checklist: Hurricanes

Hurricanes can cause wide swaths of property damage due to high winds, wind-driven projectiles, massive rainfall and storm surge.

Hurricane season in the Gulf of Mexico and Atlantic Ocean runs from June 1 to November 30. An average of 12 named storms, which includes about six hurricanes, form each year. Any of them can threaten U.S. coastlines as well as inland communities. This Hurricane Preparedness checklist can help you prepare for severe tropical weather and protect your property.

## HURRICANE WATCH - FIRST 48 HOURS

Yes No N/A

- Has the preparedness plan and checklist been reviewed?
- Have team members been given their specific duties?
- Have flooding hazards been identified?

## EQUIPMENT, MATERIALS AND DOCUMENTATION

- Are securement materials and equipment accessible?
  - Tarps
  - Fasteners
  - Ground anchors
  - Shoring and Bracing
  - Concrete Anchors
  - Ropes
  - Plywood



**Note:** This checklist is not designed to ensure the safety of employees during severe weather. Employee safety should come before all else. See your company's Emergency Action Plan (EAP) for information on employee safety during an Emergency. If you would like more information regarding EAP, please visit [MyLossControlServices.com](http://MyLossControlServices.com) and search Nationwide's database for information on setting up an EAP.

Yes   No   N/A

Are securement materials and equipment accessible? (Continued from previous page)

- Generators
- Sandbags
- Pumps
- Other: \_\_\_\_\_

Is the recovery resources list of local vendors and contractors available at the facility?

Is a list of back up personnel available, in the event that current employees cannot return to work after the storm?

Has a team member been selected to monitor weather once a tropical storm watch has been issued?

- If so, who? \_\_\_\_\_

Are weather alert systems available at the building, such as weather radios and phone notifications?

Have employees been trained on the EAP and is it available at the business?

#### **ISSUED HURRICANE WARNING SECURING THE FACILITY (48 HOURS UNTIL LANDFALL)**

Are all outdoor materials and equipment that can easily fly away secured?

Are all outdoor materials and equipment susceptible to water damage covered with waterproof materials?

Are all openings to the structure covered to limit water intrusion (doors, windows, temporary openings, etc.)?

Has fuel to run generators and other equipment been purchased for use after the storm?

#### **FLOODING HAZARDS**

Are all drainage systems free and clear of obstruction (including roof drainage, lower levels, storm drainage, etc.)?

Have all equipment and materials been moved from flood plains or flood zones?

Are sand bags in place around the structure?

Are pumps fueled and placed in basements before the storm hits?

#### **REMOVING MATERIALS AND EQUIPMENT FROM PREMISES**

Have materials and equipment listed to be moved in preplanning been moved to contingency storage location?

Yes   No   N/A

Have hazardous materials been removed from the property?

Have dumpsters been emptied and/or removed from the premises?

Have portable electronics and other important documents been removed from the building to a safe offsite location?

Has the power to the building been turned off?

Have all light-weight items such as fence screens and signage been torn down and removed from the building location?

### 24 HOURS PRIOR TO LANDFALL

Has the hurricane plan been completed?

- If no, what could not be completed? \_\_\_\_\_

Have all employees evacuated from the building?

- If no, why not? \_\_\_\_\_

### AFTER THE STORM

Have potential energized hazards been identified such as downed powerlines, electrical panels, generators, etc.?

Have recovery resources and vendors been contacted (electrical company, debris removal, water removal services, etc.)?

Are dehumidifiers and fans available to dry out the space?

Is water being discharged to the storm water system?

Has a competent person inspected the integrity of the structure?

Are pictures and videos of the damage on file?

Were damaged materials and equipment removed after accessing and recording damages?

Has the insurance company been notified and informed of damages?

Providing solutions  
to help our members  
manage risk.®

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For your risk management  
and safety needs, contact  
Nationwide Loss Control  
Services: 1-866-808-2101  
or [LCS@nationwide.com](mailto:LCS@nationwide.com).

