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Pre-Warning:

Hurricane Preparation & Response Guide

Hurricane Preparation and Response Guide

USE THIS GUIDE TO PREPARE AND PROTECT YOUR BUSINESS DURING HURRICANE SEASON.

Before the Storm: PREPARATION

Assessment

- Evaluate the readiness of personnel, critical assets, and facilities.
- Confirm all emergency equipment is available and in working order.
- Ensure secure backup plans exist for sensitive data, systems, and hardware.

Implement Drills

- Establish a hurricane response team with clearly defined roles.
- Assign responsibilities and create an execution timeline tied to landfall forecasts.
- Conduct regular drills and training sessions.

Communication

- Set up a reliable, multi-channel communication system.
- Maintain an updated contact list for employees, vendors, and partners (digital + print).
- Launch an internal awareness campaign ahead of hurricane season.
- Distribute hurricane safety materials and company policy updates.

Finance & Legal

- Review all contracts, insurance policies, and SLAs for hurricane-related clauses.
- Clarify legal responsibilities during emergencies and recovery periods.

Vendors & Stakeholders

- Confirm all contractors are included in emergency planning.
- Request and review hurricane preparedness plans from key suppliers.
- Prepare for client communication and potential service interruptions.



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During the Storm: ACTION

Act

- Activate the hurricane response team.
- Monitor local weather services (e.g., NOAA, NWS).
- Secure doors, windows, and any loose exterior items.
- Power down nonessential systems at the impact site.
- Document property with photos or videos for insurance purposes.
- Verify that all backups (on-site and off-site) are working properly.

Move

- Relocate sensitive data, equipment, and operations to secure locations.
- Allow employees sufficient time to evacuate or move to safety.
- Cease nonessential operations at least 12 hours before expected landfall.
- Fuel and secure company vehicles.

Communicate

- Remind staff to take personal safety precautions.
- Maintain open communication channels with all employees.
- Use emergency platforms (e.g., AlertMedia) to post regular updates:
 - Office closures
 - Evacuation plans
 - Staff impact
 - System or service outages



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AFTER THE STORM: RECOVERY

Assess Damage

- Identify and report safety hazards.
- Prioritize damage assessment and repair efforts.

Continue Communicating

- Notify employees and vendors of operational status and recovery steps.
- Share updates about:
 - Office closures
 - Relief resources
 - Staff availability
- Reassign roles based on availability and safety.

Begin Rebuilding

- Provide support and resources to affected employees.
- Resume normal operations at the main site once it's safe and functional.
- Restore critical data, infrastructure, and services.



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