

# PREPARING YOUR HOME AND OFFICE FOR A HURRICANE

Hurricanes can cause catastrophic damage to coastlines and even several hundred miles inland. They may also create tornadoes, storm surges along the coast, and can cause extensive damage from heavy rainfall and flooding.

Hurricanes are classified into five categories based on their wind speed. Categories 3, 4, and 5 are considered major, but categories 1 and 2 are still considered very dangerous. A hurricane watch signifies conditions are possible within the next 48 hours. A hurricane warning signifies conditions are expected within 35 hours.

When a hurricane watch is issued by the National Weather Service and the coastal area is threatened, you should prepare.

## Preparing Your Home

- Monitor your local TV and radio stations
- Fuel your vehicles and generators
- Ensure your electronics are fully charged (cell, laptop, etc.) -Have a car charger in your car
- Cover windows with plywood
- Bring in all furniture, toys, etc.
- Moor boats to a safe and secure place
- Take pictures of property and home contents for insurance purposes
- Map your evacuation route
- Be prepared to evacuate immediately if advised to do so

## If You Stay In Your Home

- Continue to monitor local TV and radio stations for updated information
- Fill bathtubs and all available containers with water
- Turn off utilities, if requested
- Remain indoors in a closet, bathroom, or hallway on a lower level of your home and away from windows
- Cover yourself and family members with a mattress or a large table to protect yourself from falling debris

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Prior to, or during a hurricane, your basic services – water, gas, electricity, internet, or phone – may be cut off. If this happens, relief or utility workers may not be able to get to your neighborhood for several days.

Therefore, it is important to have an emergency kit packed and ready before the disaster strikes. Gathering your supplies in advance will help your family endure an evacuation or home confinement much more comfortably. To build or enhance your emergency kit visit: <https://www.ready.gov/kit>.

In addition to your home emergency kit, you should also have an office emergency kit that will include a pair of comfortable walking shoes, bottles of water, protein snacks, a flashlight, a bandana, a whistle, a first aid kit, some money in change and bills, and other items you may need. Having this goes beyond preparing for a hurricane but will be useful for different types of emergencies as well.



## Preparing Your Office

- ❑ Back-up all your files when you first hear of the hurricane potential – this will minimize data loss
- ❑ Gather important files and documents to take with you during an evacuation
- ❑ Move items away from doors and windows (in case a window breaks from high winds)
- ❑ Take electronics with you or move them to a higher surface
- ❑ Take away anything that is valuable if possible, especially expensive equipment
- ❑ Ensure your continuity plan is up to date, that all contact information is current, and that your recovery team members understand their roles for the emergency
- ❑ Discuss how and when you will meet as a team throughout the emergency and set expectations based on the status of the event

