



TIP SHEET

BEFORE A HURRICANE

Hurricane season is from June 1st to November 30th. If you operate near hurricane prone areas, have a plan of what to do before, during and after a hurricane strikes. The following tips and actions may be helpful to consider before a hurricane.

Actions to take before the storm season

- ☐ Establish a Hurricane Emergency Response team and keep the contact list up to date
- ☐ Service your generators and other back-up power equipment regularly; weekly trip tests and periodic full load testing should be done
- ☐ Identify alternative means of transportation and alternative routes for all critical personnel, services, suppliers, contractors and establish relationships with lease and rental companies

Buildings and Structures

Review the structural integrity of each building and structure, including rotted wood, rusted metal, physical damage, loose/missing fasteners, etc. Replace or repair all damaged, missing or compromised components.

- ☐ Inspect roof coverings, perimeter flashings, gutters, drains, ventilators and other roof-mounted equipment
- ☐ Inspect exterior wall coverings for attachment, damage and weather tightness
- ☐ Check and seal any other possible water entry points
- ☐ Purchase and store any material needed for storm protection, such as lumber and hardware

Fire Protection

- ☐ Obtain a scaled blueprint of the facility that identifies the location of all fire protection and other emergency equipment; keep it offsite

- ☐ Inspect fire water tanks for structural integrity
- ☐ Ensure that all fire protection equipment is serviced and operational

Emergency Communication

- ☐ Make arrangement for several forms of emergency communications including cell phones, two-way radios and ham radio operators

When a storm is imminent

- ☐ Assemble the hurricane emergency response team, supplies & equipment at a designated safe location on site

Consider the Following

- | | |
|---|--|
| ☐ Emergency lighting | ☐ Tools, manual and power |
| ☐ Plywood & screws | ☐ Shovels, axes, etc. |
| ☐ Sandbags | ☐ Saws and chains |
| ☐ Portable pumps & hoses | ☐ Sandbags |
| ☐ Emergency generators | ☐ Emergency telephone lists |
| ☐ Roofing paper | ☐ Tape for windows doors & other openings |
| ☐ Caulking compound | |
| ☐ Tarps and rope | |



When a storm is imminent (continued)

- ❑ Non-perishable food, water, first aid equipment, lighting, and two-way communication equipment for the team that will remain on site
- ❑ Protect important paper records from wind, rain, flooding and debris
- ❑ When/if the decision is made, shut down operations and processes safely in accordance with original equipment manufacturers recommendations
- ❑ Back up important computer data and records and store backups in a safe location, preferably offsite
- ❑ Release non-essential staff or direct them to a designated safe location

Buildings and Structures

- ❑ Fill all aboveground tanks with product to improve stability and minimize damage from wind
- ❑ Anchor and tie down all structures, equipment and storage in the yard including small buildings and sheds, trailers, conveyors, mobile equipment, lumber, process equipment; move smaller objects inside

- ❑ When possible, move important equipment and stock if subject to potential wind, collapse, water or other weather exposure; if equipment or stock cannot be relocated consider additional protection with lumber, tarps and ropes
- ❑ Move elevators up above potential flood levels
- ❑ Board up windows, operate shutters & tie down equipment as needed

Emergency Equipment

- ❑ Ensure emergency generators, water pumps, etc., are operational and fuel tanks are full
- ❑ Clean all catch basins, drains, and drainage ditches. Lower the levels of retention ponds; ensure all sump pumps are operational and connected to emergency power

Fire Protection

- ❑ Ensure all fuel tanks are full and all outside fire protection equipment is secured
- ❑ Verify all fire water tanks and reservoirs are full

Additional Information



AIG clients can contact their Risk Engineer or Risk Consultant for additional support.

For more information on how to prepare, protect and recover, visit our Catastrophe Preparedness Center at www.aig.com/cat-preparedness

The information contained in this report is intended for the express purpose of assisting AIG personnel in the management of an AIG insurance program. No warranty, guarantee, or representation, either expressed or implied, is made as to the correctness or sufficiency of any representation contained herein. This report may not address each and every possible loss potential, violation of any laws, rules or regulations, or exception to good practices and procedures. The absence of comment, suggestion, or recommendation does not mean the property or operation(s) is in compliance with all applicable laws, rules, or regulations, is engaging in good practices and procedures, or is without loss potential. No responsibility is assumed for the discovery and/or elimination of hazards that could cause accidents or damage at any facility that is subject to this report. Reliance upon, or compliance with, any of the information, suggestions or recommendations contained herein in no way guarantees the fulfillment of your obligations under your insurance policy or as may otherwise be required by any laws, rules or regulations.

American International Group, Inc. (AIG) is a leading global insurance organization. AIG member companies provide a wide range of property casualty insurance, life insurance, retirement solutions and other financial services to customers in approximately 70 countries and jurisdictions. These diverse offerings include products and services that help businesses and individuals protect their assets, manage risks and provide for retirement security. AIG common stock is listed on the New York Stock Exchange. Additional information about AIG can be found at www.aig.com | YouTube: www.youtube.com/aig | Twitter: [@AIGinsurance](https://twitter.com/AIGinsurance) | LinkedIn: www.linkedin.com/company/aig. These references with additional information about AIG have been provided as a convenience, and the information contained on such websites is not incorporated by reference herein.

AIG is the marketing name for the worldwide property-casualty, life and retirement and general insurance operations of American International Group, Inc. For additional information, please visit our website at www.aig.com. All products and services are written or provided by subsidiaries or affiliates of American International Group, Inc. Products or services may not be available in all countries and jurisdictions, and coverage is subject to underwriting requirements and actual policy language. Non-insurance products and services may be provided by independent third parties. Certain property-casualty coverages may be provided by a surplus lines insurer. Surplus lines insurers do not generally participate in state guaranty funds, and insureds are therefore not protected by such funds.