

Hurricane

GENERAL PREPARATION

- Confirm insurance eligibility for hurricane and flood coverage.
- Store important documents, like insurance documentation, contracts, and tax returns in waterproof containers on site.
 - Save back-ups of these documents in another offsite location.
- Develop a Business Continuity Plan, including:
 - A procedure to restore electrical services.
 - A procedure to move undamaged supplies.
 - A procedure to communicate with staff and customers.
 - A procedure to evacuate and/or shelter staff and customers.
- Hold staff training on the Business Continuity Plan.
- If you own the property, consider designing floodwalls or levees to help repel floodwater.
- Have a specialist inspect your roof to determine if it can withstand high winds.

BEFORE THE STORM

- Conduct a hurricane drill.
- Check your Emergency Preparation Kit.
 - Is everything well stocked?
 - Is everything working?
 - Move hurricane-related Kit items somewhere convenient to access.
- Sandbag areas around the restaurant that are known to flood.
- Relocate as much equipment and inventory as possible above base flood elevation.
- Inspect storm windows.
- Install shutters or hang plywood to protect windows and doors.
- Remove any branches, trees, or debris that could potentially damage the restaurant.

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BEFORE THE STORM (CONT.)

- Clean and store outdoor patio furniture (if applicable).
- Ensure exterior signs, flagpoles, and fences are secured.
- Ensure large interior furniture, like shelves and filing cabinets, are anchored to wall studs.
- Turn off all utilities before the hurricane makes landfall (if possible).



DURING THE STORM

- Follow your Business Continuity Plan.
- Consider redirecting calls to the business to a cell phone or answering service.
- If the restaurant will be closed for a while, assign a staff member to check on potential damages.
- If the hurricane causes a power outage, refer to that checklist for specific guidance.

AFTER THE STORM

- 86 Repairs customers should call or text for assistance with any damaged equipment or infrastructure.