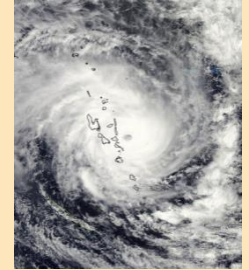




## Be prepared for the hurricane season

In the Northern Atlantic Ocean, hurricane season starts in the month of June and lasts until the end of November. For facilities that are located in hurricane-prone regions of the United States (along the East Coast all the way to Texas), business owners should devise a plan in order to mitigate the potential damage of the violent wind and heavy rainfall. Below is a checklist that our experts at AXA Matrix Risk Consultants have created to prepare you for this season.



### AXA Matrix hurricane preparedness checklist

#### EMERGENCY TEAM & RESOURCES

1. Review emergency plan and make sure all emergency team and other important contacts and phone numbers are current.
2. Make plans for emergency communications and a command center location as well as a backup location. Provide food, water and cash for an extended stay.
3. Source and make arrangements for pumps, generators, light plants, and compressors in the event they are needed. Stock emergency supplies such as tarps, plastic sheeting, sand bags, flash lights, etc.
4. Make arrangements for key contractors including cranes, roofers, electricians and sprinkler contractors in the event of building damage.

#### BUILDING & YARD

5. Check roofing, gutters, overhangs and roof vents to make sure there are no loose items. Correct as necessary.
6. Remove any items from the roof that are not connected to the structure.
7. Make sure all roof drains, gutters, downspouts and downspout drains are clean and clear of debris.
8. Remove any loose items from the exterior yard areas including pallets, dunnage dead wood and other items that can become projectiles during high winds.
9. Anchor any portable equipment on the exterior of the plant, fill empty tanks and brace any towers or masts.
10. Inspect and clear any exterior drains, catch basins, trenches and culverts.
11. Board up any windows or other openings subject to damage.
12. Elevate any critical equipment, stock or product and sandbag door openings if flooding is a potential.

#### UTILITIES

13. Inspect, service and fuel on site generators to ensure they are ready to operate.
14. Re-fill fire pump diesel fuel tanks.
15. Verify any fire pump suction tanks are full.
16. Perform a backup on the IT systems and move the backups and other critical records to another location.
17. De-energize and disconnect critical electronic equipment to limit damage from potential power surges.

#### FINAL PREPARATIONS

18. If a hurricane strike is imminent, shut down any hazardous process that has a lengthy shut down period.
19. Shut off natural gas to the site and any other utilities not needed if a hurricane strike is imminent.
20. Re-schedule or delay any deliveries to the plant during the expected hurricane activity.

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