

# Hurricane and Wind Checklist

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- Inspect roof:
  - flashings
  - coverings
  - drains
  - gutters
  - scuppers
- Clean roof drains and remove any materials that could potentially block drainage
- Ensure equipment on roof is adequately anchored including HVAC equipment and stacks
- Inspect windows and doors to ensure that they close securely and brace dock doors if possible
- Protect windows that are not wind/impact resistant using shutters, plywood, tape, etc.
- Ensure that your contractor has fully braced all structural supports for any new construction that is in progress
- Skid or store in racks, stock and in-process goods that are normally stored on the floor
- Move critical equipment, papers, etc. to locations protected from wind and water damage
- Keep storage tanks full to improve their wind performance as well as to ensure supplies in the days to come
- Ensure that all fire protection equipment is in service
- Fill fuel tanks and secure additional fuel if possible for emergency equipment such as generators, engine-driven fire pumps, and water evacuation pumps
- Remove portable objects, storage, and equipment located outside to an indoor location or secure them in place
- Secure all outdoor cranes and bridges
- Clean yard drains and areas used for water retention
- Shutdown non-critical equipment
- Maintain emergency supplies at a secure location:
  - Flashlights and batteries
  - Plywood and fasteners
  - Sand bags, brooms, squeegees and absorbents
  - Roofing materials
  - Duct tape
  - Silicone caulk
  - Power and hand tools
  - Shovels
  - Chain saws
  - Tarps, heavy poly film
  - Buckets
  - Portable sump pumps
- Ensure that any remaining emergency staff is equipped with:
  - Critical contact lists
  - First aid medical supplies
  - Emergency lighting
  - Nonperishable food
  - Bottled drinking water
  - Emergency communications equipment