

June 2006 – Hurricane Precautions

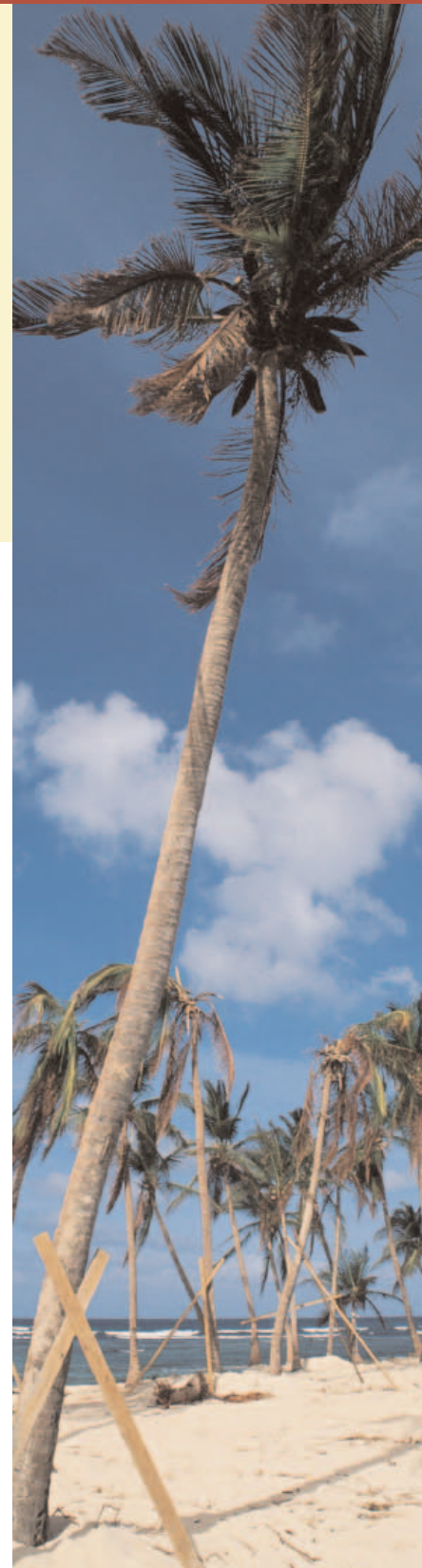
The 2006 Atlantic hurricane season is here, and after the record 2005 season, every risk management professional should be well aware of the importance of preparation in coping with and even surviving a hurricane. Willis has compiled the following brief guidelines to help you secure your property before a storm and safely manage losses and cleanup after. Preparation, planning and plan implementation are paramount for any organization with hurricane exposures.

Before the Storm

- Review/update business continuity/disaster recovery plan.
- Review procedures with your internal emergency response team to ensure all positions are filled and all members are properly trained.
- Check general condition of the building – specifically the roof covering, roof flashing and roof drains. Make all necessary repairs.
- Order emergency supplies such as plywood for windows, mops, brooms, tarpaulins for key equipment, sandbags, etc.
- Identify key equipment, stock and supplies, and vital records that will need to be relocated or moved.
- Assemble materials needed to secure outside and/or roof-mounted equipment such as cranes, signs, trailers and HVAC equipment.
- Monitor commercial TV, radio and/or internet web sites to keep abreast of weather conditions and issuance of watches and/or warnings.
- Test all generators, emergency lighting, uninterruptible power supply (UPS) equipment and sump pumps to ensure proper operation.

Impending Storm

- Implement business continuity/disaster recovery plan.
- Shut down operations in an orderly manner and in accordance with emergency shutdown procedures.
- Check all fire protection equipment such as sprinkler control valves and fire pumps.
- Fuel all fire pumps, generators, company vehicles and power equipment such as saws, etc.
- Install hurricane shutters or plywood over windows and doors.



- Cover computers, machinery and stock and supplies with tarpaulins.
- If possible, remove any equipment, finished goods and other items from the floor.
- Secure outside and/or roof-mounted equipment such as cranes, signs, trailers and HVAC equipment.
- If necessary, turn off utilities to reduce the possibility of a fire/explosion.
- Conduct final inspection of building and make emergency repairs.
- Begin salvage operations as soon as possible.
- Clean debris from roofs and property if safe to do so.
- Use telephone only for emergency calls.
- Use pre-established property conservation programs such as sprinkler impairment procedures.
- Obtain cutting and welding permits when repairs commence.
- Stay tuned to local media for information.
- Critique pre- and post-storm actions to identify strengths and weaknesses and make necessary modifications to prepare for the next emergency.

After the Storm

- Secure the facility.
- Survey for damage. Take pictures of any damage to the buildings and their contents.
- Avoid loose or dangling power lines and report them to the local utility company, police or fire department.
- Before utilities are returned to service, check for gas leaks, look for electrical system damage and check for sewage and water line damage.

For further information and guidance in this area, please contact your local Willis Property Risk Control Engineering Consultant, or Joe Stavish, P.E., North America Property Risk Control Practice Leader, at 1 800 862 1441 or joe.stavish@willis.com.

Our objective is to assist management in its loss control effort. The comments and suggestions we have made are accordingly advisory. While we have endeavored to research those unsafe acts or conditions which could contribute to an accident or loss, it cannot be assumed that we have detected every loss potential or hazard, nor does this report assure compliance with any federal, state or local code or law.

