

HURRICANE PREPAREDNESS AND RECOVERY PLAN

The purpose of this plan is first to protect the employees of _____ from injury, then prevent property loss, and finally to prevent loss of business income.

This Hurricane Preparedness and Recovery Plan describes the roles and responsibilities of all employees in the event of a hurricane. It also addresses the actions we must take to protect people, property, and the assets of our company to allow us to provide continued service to the community.

Hurricane Preparedness and Recovery Coordinator/Team

To help us achieve these goals, we have assembled a Hurricane Preparedness and Recovery Coordinator/Team. In case of a disaster or pending emergency, team members are to report to a designated Emergency Control Center unless the situation dictates otherwise.

Team members are:

1. _____
2. _____
3. _____

Responsibilities—Hurricane Preparedness and Recovery Coordinator/Team

1. Assess nature and extent of all emergencies.
2. Assume control of all preparation and recovery actions.
3. Assign tasks to staff to carry out specific actions.
4. Order shutdown and evacuation if deemed necessary.
5. Take any other action necessary to protect life.
6. Annually review this plan and revise as necessary.
7. Train and instruct employees in their duties under this plan.

EMERGENCY CONTACTS/PHONE NUMBERS

- Hurricane Preparedness and Recovery Coordinator/Team () _____ - _____
- Police Department () _____ - _____
- County Sheriff () _____ - _____
- State Police () _____ - _____
- Fire Department () _____ - _____
- Electric Utilities () _____ - _____
- Gas Utilities () _____ - _____
- Water Utilities () _____ - _____
- Weather Information () _____ - _____
- Contractors () _____ - _____
- Vendors () _____ - _____
- Mutual Aid Providers () _____ - _____