

## **United Way of Brevard County**

### **Internal Office Plan for Hurricane Preparation**

#### **Introduction**

In the event it is imminent that a hurricane will make landfall in our area within 24-36 hours, the staff of United Way must be prepared to secure the office to minimize damage, thereby facilitating recovery of operations as quickly as possible.

The following internal plan will help us accomplish a thorough and rapid closure of the office. The ultimate goal of the plan is to secure the office in an efficient manner.

The building is fairly secure but could experience rising water and flood damage. The windows and glass doors make it vulnerable to wind damage and potentially to rain damage. Remember, anything that is loose can become a projectile and cause more damage.

Our United Way has new roles and responsibilities; all staff will be asked to participate as they are able. All staff are asked to make their family plans in advance of the hurricane season. The expectation is for those who evacuate the area to attempt to return as soon as possible to help our community.

Determine your own evacuation route from the office to your home or shelter now. Avoid the interstate in your planning.

#### **Activation of the Plan**

Each area of the building will act as a team. If one of the team members is on vacation or absent, other team members must cover the listed responsibilities.

If all staff members pitch in and work quickly, the entire effort will take no more than half a day, which will leave time for you to secure your home and personal property.

Once the storm is over, the President will determine the safety of the building and start the phone tree to advise staff of when and where to report to work. Depending on the severity of the storm, this will probably be 24-72 hours after landfall.

#### **Staff Roles: External Community**

United Way will have a role in responding to any local disaster including but not limited to: agency coordination, media coordination, volunteer recruitment and management, and receiving funds contributed for disaster relief. Staff members will need to secure their personal situations and be available as quickly as possible to serve in the response and recovery effort.

**United Way of Brevard County  
Disaster/Hurricane Building Preparation Plan**

**Annual Hurricane Preparation**

\_\_\_\_(1) Purchase and maintain loss of income insurance and important paper insurance. Evaluate all property insurance to affirm coverage is adequate.

Responsibility: \_\_\_\_\_

\_\_\_\_(2) Identify where and how power and water supplies shut off.

Responsibility: \_\_\_\_\_

\_\_\_\_(3) Keep an inventory of first-aid/survival supplies and security supplies

- First-aid kit
- Battery-powered radio with extra batteries
- Flashlight with extra batteries
- Candles and matches
- Security supplies
- Fire extinguishers
- Several rolls of duct tape
- Several rolls of masking tape
- Tarps/plastic covering
- Assorted (collapsed) boxes
- Large heavy-duty trash bags

Responsibility: \_\_\_\_\_

\_\_\_\_(4) Request from all staff home phone numbers, cellular phone numbers, or numbers where they will seek shelter should they evacuate to another area. Communicate to all staff the plan to call-in after the storm.

Responsibility: \_\_\_\_\_

**Hurricane Preparation – Hurricane Watch**

\_\_\_\_ (1) Activate SAT Phones with Bethel Marine (approx. 3-5 days out)

Responsibility: \_\_\_\_\_

\_\_\_\_(2) Put all unprocessed pledge materials into boxes, mark contents and move to the vault in the closet.

Responsibility: \_\_\_\_\_

\_\_\_\_(3) Make a duplicate list of the important papers; move these to the fire-safe cabinet and take one copy off site.

Responsibility: \_\_\_\_\_

\_\_\_\_(4) Make sure all phone numbers on the employee phone list are current.

Responsibility: \_\_\_\_\_

\_\_\_\_(5) Back up C drive to the H drive on all personal computers. Note: Do not backup \_\_\_\_\_'s computer to the H drive.

Responsibility: All PC users

\_\_\_\_(6) Back-up system files three times: one to the safe deposit box, one taken off site with \_\_\_\_\_ and one with \_\_\_\_\_.

Responsibility: \_\_\_\_\_

\_\_\_\_(7) Remove everything from desktop. All papers should be placed in desk drawers. Remove all personal items from walls and desks and take home.

Responsibility: Each staff member ( \_\_\_\_\_ is responsible for the lobby)

\_\_\_\_(8) Tape file cabinet drawers with duct tape, cover tops with plastic and secure with duct tape. Tape storage cabinet doors with duct tape.

Responsibility: \_\_\_\_\_ is responsible for those in the common area and each staff member is responsible for those in their office.

\_\_\_\_(9) Unplug and cover all machines, copier and postage meter.

Responsibility: \_\_\_\_\_ are responsible for those in the common areas and each staff member is responsible for those in their office.

\_\_\_\_(10) Unplug and cover all printers with plastic bags and secure with duct tape.

Responsibility: \_\_\_\_\_

\_\_\_\_(11) Unplug and cover server with plastic bags and secure with duct tape.

Responsibility: \_\_\_\_\_

\_\_\_\_(12) Unplug and cover each PC (system unit, monitor, keyboard and printer) with plastic bags and secure with duct tape.

Responsibility: Each staff member ( \_\_\_\_\_ will be responsible for the loaned leader desks)

\_\_\_\_(13) Secure the kitchen/break room. Clean out refrigerator, empty ice tray, and unplug. Cover appliances and take pictures off the walls.

Responsibility: \_\_\_\_\_

\_\_\_\_(14) Secure both conference rooms. Take all pictures off the wall. Cover TV and VCRs with plastic and secure with duct tape. Remove stereo from underneath TV and place on counter wrapped in plastic.  
Responsibility: \_\_\_\_\_

\_\_\_\_(15) Unplug and place each typewriter in a plastic bag and secure with duct tape.  
Responsibility: \_\_\_\_\_

\_\_\_\_(16) Disconnect phones, surge protectors and calculators and place in a desk drawer.  
Responsibility: Each staff member

\_\_\_\_\_(17) Tape desk drawers, credenza doors and drawers with duct tape then cover desk chair and other office chairs with plastic bags. Raise supplies off the floor in case of rising water.  
Responsibility: Each staff member

\_\_\_\_\_(18) Board up all windows on UW Building – \_\_\_\_\_ will identify contract firm for this task if necessary.  
Responsibility: \_\_\_\_\_

\_\_\_\_\_(19) Change phone message to reflect absence from office and refer assistance to 211, the Salvation Army or the Red Cross.  
Responsibility: \_\_\_\_\_

\_\_\_\_\_(20) Turn off power and water from outside. Take down the flag.  
Responsibility: \_\_\_\_\_

\_\_\_\_\_(21) Conduct a final walk through. Check outside for and secure items that have the potential to become a hazard as flying debris.  
Responsibility: \_\_\_\_\_

\_\_\_\_\_(22) Close all office doors, lock the safe and leave the building.  
Responsibility: \_\_\_\_\_

### **Other Disasters**

A more rapid exit from the office may be necessary which will not allow for the above plan. Take a moment to look around your office and think in terms of the:

30 Second 'Grab' – What you need to grab quickly if you had to evacuate the building in 30 seconds (personal items, pictures, important file or disc).

15 to 30 Minute 'Scramble' – What you need to quickly gather in 15 to 30 minutes (same as above allowing for more back-ups, hard drive, flash drive etc.).