

Preparing for Hurricane Season at Work

Your workplace is planning for operational challenges and employee safety during the storm and in the aftermath of the hurricane. It is important to be aware of what your responsibilities and options are should a storm hit while you are at work.



Things to **KNOW** ahead of the hurricane:

The following are important questions designed to help prepare for a hurricane affecting the workplace.

- What is your workplace hurricane plan?
- How do you fit into that plan?
- When should you report in?
- What personal equipment or supplies do you need to bring to work with you? Do you have them ready to go at a moment's notice?
- Is your workplace secure from storm damage? How will you secure your workplace, vehicles, equipment, records, etc.?
- Will you have any special responsibilities during a hurricane? If yes, what are those?

Things to **DO** ahead of the hurricane:

- Keep your gas tank filled
- Keep several gallons of water handy
- Have your cell phone charged & purchase a portable USB battery to charge electronics
- Keep snacks and high-energy food on hand
- Have a battery-powered radio and flashlight
- Keep extra batteries on hand
- Keep a kit of personal hygiene items (soap, toothpaste, comb, contact lens supplies, etc.)
- Pack a supply of medications and prescriptions
- Have an updated contact list, including numbers to reach your supervisor, co-workers and family
- Keep a bag with a change of clothes & footwear

Remember, in the event that you are unable to leave work, it is important to have minimal supplies to sustain you and keep you comfortable until you are able to leave or until help arrives.

If you believe that you are having trouble handling the stress of a traumatic event, your EAP is available 24 hours a day, 7 days a week. Reach out for help, we are here for you.