Hurricane Preparation and Response Checklist

Titan HST

Hurricane Preparedness Month

Before the Storm

The following guide is designed to help organizations protect their most important asset…their people.

ASSESSMENT

Evaluate status and needs of your people, assets, and facilities

Ensure all necessary emergency equipment is on hand and serviceable

Verify plans for securing sensitive assets, data, and equipment

Determine what the implications are for your remote workers and how their areas will be impacted

Find out what local sheltering plans and evacuation procedures are for all areas where you have an employee presence

COMMUNICATION

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Implement a two-way communication solution

Update contact info *(employees, vendors, etc.) – Don't want to manually update? Ask us about our automated nightly sync options*

Build notification templates in Titan HST via Preset Broadcast Messages and Pre-Made Group Chats to save time when issuing mass communication

Distribute hurricane preparedness handouts to employees. Keep these handouts at everyone's fingertips by uploading them into the Titan HST File Repository

Provide relevant emergency contact info and resources to employees. These can be access controlled within the Titan HST File Repository

Update and distribute relevant company policies. Store these in the File Repository as well for quick and easy access

PEOPLE

Establish clear chain-of-command and backup plans to ensure business continuity

List employees, family members, and pets that might be affected *(and need help). Even add Emergency Contacts within Titan HST user profiles*

IMPLEMENT DRILLS

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Create emergency response teams and lists

Define clear roles and responsibilities for each person

Establish timeline for execution of your plan in relation to hurricane landfall

Rehearse!

Use Titan HST in each drill to ensure everyone is fully prepared if an emergency takes place

PREPARE YOUR INFRASTRUCTURE

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Ensure that your office infrastructure and network is prepared for the storm

Determine what measures should be taken to ensure business continuity for employees that are working remotely

MONITOR THE SITUATION CLOSELY

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Monitor local news and weather alerts and inform employees about the latest developments via Titan HST Broadcast Messages

Adjust evacuation plans based on the latest health and safety guidelines from the CDC and your local weather experts

FINANCE / LEGAL

Review all existing contracts, policies, and agreements for mention of hurricane response and recovery

MISCELLANEOUS

Don't forget contractors, vendors, or suppliers! Create temporary visitor roles within Titan HST so that no one is left out of the loop during an emergency

Verify and understand suppliers' hurricane response plans

Evaluate impacts on clients and customer service

During The Storm

ACT

Activate response teams

Deploy command and control element to secure site

Secure all windows, doors, and outdoor objects/equipment

Shut down electrical power to sites in the path of a storm

Video and photograph interior and exterior of building for insurance purposes

COMMUNICATE!

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Remind employees to take necessary precautions at their home or place of business

Activate two-way communication channels with employees

Send a Titan HST Safety Status Request to ensure that everyone is safe and those who are not can receive immediate help

Provide regular updates on the storm's progress and your actions: office closures, people, impacted evacuation routes, or system outages

MOVE!

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After The Storm

ASSESS DAMAGE

Identify any safety hazards

Prioritize repair and recovery efforts

CONTINUE COMMUNICATION

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Use the Titan HST polling feature to get damage assessments from your stakeholders

Use Titan HST to communicate important information on office closures, community impact, or relief efforts in redundant methods including app, text message, email, auto-call, web and social media!

Establish work assignments based on employee status and availability

BEGIN TO REBUILD

Ensure all organization assets or equipment is serviceable

Execute your plan to address sensitive assets, data, property, and equipment

Contact your insurance provider to assess any damage

Coordinate staff or employee on-site teams if remote work is not possible

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Stay Safe!

For more information about how you can leverage Titan HST during emergencies such as hurricanes, email Support@TitanHST.com