

# HOUSING INDUSTRY HURRICANE PREPAREDNESS CHECKLIST

**Hurricane Watch:** is issued when a tropical cyclone containing winds of 74 mph or higher poses a possible threat usually within 48 hours of being issued by the [National Weather Service](#) (NWS)

**Hurricane Warning:** A Hurricane Warning is issued when sustained winds of 74 mph or higher associated with a tropical cyclone are expected in 36 hours or less of being issued by the National Weather Service (NWS)

## When Tropical Storm or Hurricane conditions predicted in your area:

- Clean job site daily
- Inspect and secure tie-downs for all construction trailers
- Reschedule material deliveries that have little impact on your production
- Make sure your staff is aware of your hurricane contingency and communications plan
- Contact your subcontractors and outline your expectations for securing job sites, explain your contingency plan, and give them phone numbers where they can reach you
- Make sure your vehicles are fully fueled and outfitted with flashlights, drinking water and any emergency kits
- Make sure your computers and valuable electronic equipment are surge-protected and properly documented or registered in case of loss
- Obtain printer cartridges, paper and external batteries to charge small electronic devices like cell phones or tablets
- Back-up all computer records either to an external hard drive or cloud-based system

## When a Hurricane Watch is Issued:

- Police the job site and reasonable area around the construction zones to assure all loose debris or equipment is removed or properly secured
- Arrange to have dumpsters or empty shipping containers removed
- Stop material deliveries with suppliers
- Stop any work that is highly vulnerable to damage by wind or rain
- Complete tasks such as concrete work if it may prevent damage to the job site
- Have any subcontractors secure or remove unnecessary materials or equipment from job sites
- Job sites with cranes should take special precautions to secure as these could be affected by high winds
- Prepare to cover windows and glass doors
- Communicate any changes in planning, worksite activities and hurricane preparations to employees

## When a Hurricane Warning is Issued:

- Make sure the dumpsters or shipping containers have been emptied, removed or secured
- Remove scaffolding
- Secure or remove all building materials
- Turn off power at circuit breakers to any temporary electric service and to homes under construction
- Close and cover all windows and glass doors with plywood
- Make sure your offices and job site trailers are properly secured
- If authorities call for mandatory evacuations, inform employees to leave immediately