EMERGENCY PLANNING

Hurricane readiness for workplaces

Bring roles, contacts and business-readiness planning into one practical guide.

Use with the person responsible for safety. This is a starter tool, not a complete assessment, competence certificate or substitute for task-specific training.

Plan before disruption

Adapt this planning worksheet to your business and current official guidance. It is not a live warning service or an authorisation to enter a damaged site.

- Identify who monitors official information and makes workplace decisions.
- List essential contacts, staff communication methods and arrangements for people who need assistance.
- Identify records, equipment and critical operations that need a planned protection or continuity arrangement.

Confirm responsibilities

- Assign decisions about stopping work, releasing staff and securing the premises before conditions deteriorate.
- Use competent, authorised people for electrical, structural or other specialist tasks.
- Agree how the business will communicate if its usual systems are unavailable.

Plan the return to work

- Follow official advice and obtain appropriate checks before re-entry or restarting affected operations.
- Record damage, changed hazards and outstanding actions.
- Review the plan after exercises or actual disruptions and update contacts.

Worksheet and action record

Record responsibility, communication and continuity arrangements, plus the checks and approvals needed before reopening.

Workplace / work area	Date
Completed by	Person responsible for review

Observations, discussion and notes

Agreed actions and follow-up

Finding / action	Responsible person	Due date	Review / completion

Retain the completed record in your workplace's approved system. Record urgent concerns through your immediate reporting or emergency process.