

# Hurricane Preparedness Checklist for Your Office

## Before the Hurricane Season Begins on June 1<sup>st</sup>

### Planning for a Disaster

- Create a disaster plan. Assign a disaster coordinator and staff duties.
- Document your plan and distribute to your staff.

### Communicating with Your Office Staff

- Create a contact list of names of all staff, with both home and cell phone numbers, and e-mail addresses, as well as the contact information of their out-of-town relatives **not** living near high risk areas.
- Inform staff how, and how often, to check-in with the disaster coordinator.

### Preserving Your Assets

- Review your insurance policies prior to hurricane season to check for adequacy of coverage. Consider replacement coverage for office contents.
- Consider adding riders (additional coverage) to policies for loss of medications due to temperature changes, as well as business interruption coverage.
- Order a 24-hour temperature meter to guarantee potency of medications kept under refrigeration. (*Available at [www.dicksonweb.com](http://www.dicksonweb.com)*)
- Copy all insurance policies. Store the copies in a secure off-site location.
- List all vital records and assign staff to be responsible for the records in case of an evacuation.
- Photograph office equipment and furniture for insurance purposes. Secure photos and CD copies of the photos in a safe place off-site.

### Securing Supplies for a Power Outage

**Obtain the following supplies to use in the event of a power outage:**

- Flashlights and batteries
- Small ice chest with frozen ice packs to refrigerate and transport medications

**Consult with your telecommunications vendor for the following supplies:**

- Single-line telephone to “call forward” your main office line to a cell phone
- Battery backup to maintain your telephone programming and greetings

## As a Storm Approaches the Gulf Coast

### Implementation

- Secure your vital documents and equipment.
- Remove all items located near windows and raise items off the floor.
- Unplug equipment from electrical outlets to prevent power surge damage.
- File all paperwork left on desks and tables in filing cabinets or drawers.
- Empty office refrigerator of food that could spoil if electricity goes out.
- Enter all appointments and procedures into billing system prior to closing.
- Input all vital office forms electronically into the computer system and record the date of last electronic transmission of claims.
- Back up the computer system and take the backup copy with you, or arrange for the backup to be electronically transmitted to a secure location outside of the city.
- Flip power off at main breaker panel, except for the refrigerator, if closing.

### Handling Medications Under Refrigeration

- Inventory any refrigerated injectable medications on hand.
- Determine if medications will be left behind or taken in an ice chest.
- Place your 24-hour temperature meter in the ice chest to monitor constant temperature conditions for medications.

### Communicating with Your Patients

- Change the voice message on your answering system.
- Inform the answering service of the office closure status.
- Call patients and inform them about your office closing.
- Ask patients to call before their next visit to verify if your office has reopened.

**For more information about PHN Association programs, call toll-free (800) 631-8443, ext. 8746, or visit [www.peopleshealth.com](http://www.peopleshealth.com).**

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