



# 24–48 HOURS BEFORE AN INCIDENT

COMPLETED	24–48 Hours Before the [ Incident ] Tasks	Primary Staff Responsible	Alternate Staff Responsible
<input type="checkbox"/>	Make decision on when to close office/facility and to excuse employees so they have sufficient time to prepare their homes and families, and notify employees of office closure details.		
<input type="checkbox"/>	Notify key customers, suppliers and partners of the office/facility closing (i.e., USPS, Fed Ex, UPS, cleaning service, building management, vendors, shippers, etc.).		
<input type="checkbox"/>	For hurricanes and other high-wind events, install window protection (e.g., permanent shutters or plywood panels; tape should never be used to protect against pressures and flying debris). If window protection is unavailable, close all window blinds, and cover office equipment with plastic sheets or tarps.		
<input type="checkbox"/>	Disconnect all electrical equipment and unplug from power source.		
<input type="checkbox"/>	If building has the potential of being exposed to flooding or storm surge, seal all water entry points (i.e., utility penetrations into the building) and install flood protection including first-floor drain plugs.		
<input type="checkbox"/>	Raise equipment and furniture above expected flood level heights, and elevate or relocate critical records, computers and equipment to an alternate site, if possible.		
<input type="checkbox"/>	If employees are to remain on site, make sure a safe and secure area is designated in advance. If conditions permit, instruct them on how to monitor, document, and minimize leaks and water infiltration in critical areas with vital equipment.		
<input type="checkbox"/>	If expecting any deliveries, contact sender/shipper to inform them of office/facility closure.		
<input type="checkbox"/>	Make sure employees with “call tree” responsibilities have the most updated version of the company telephone call list and that they have it in multiple formats (hard copy, electronically, etc.).		
<input type="checkbox"/>	Instruct employees to change their voicemail and turn on their email “out of office” notification to indicate the office/facility is closed due to weather, etc.		
<input type="checkbox"/>	Customize the message template’s message and post to business’ website, social media sites and company intranet, and record outgoing message for the business’ main telephone line, the employee emergency hotline, etc.		



## 24–48 HOURS BEFORE AN INCIDENT (CONT.)

COMPLETED	24–48 Hours Before the [ Incident ] Tasks	Primary Staff Responsible	Alternate Staff Responsible
<input type="checkbox"/>	Advise employees to check on the status of the office/facility at least twice per day.		
<input type="checkbox"/>	Place a “closed” notice on office/facility main entrance (including instructions on how to find out more information online or by phone).		
<input type="checkbox"/>	Conduct full or partial shutdown procedures.		
<input type="checkbox"/>	Close and lock all office doors, especially perimeter offices.		
<input type="checkbox"/>	[Insert additional rows for your own specific action items or tasks]		