

HURRICANE EMERGENCY ACTION PLAN



DISASTER MANAGEMENT GUIDELINES

- I. Emergency Supplies
- II. Suggestions for
- III. Preventative Measures
- IV. After the Peril Has Passed

EMERGENCY SUPPLIES

Emergency supplies should be purchased well in advance of an emergency or disaster (immediately prior to an emergency, many needed supplies may not be available due to the level of demand). These supplies should be stored in a central location and be clearly marked. Some suggestions for an emergency supply kit would include:

1. First aid equipment
2. Emergency rope-off tape / Paste board & markers for emergency signs
3. Emergency flares
4. Flashlights with spare batteries
5. Portable radio with spare batteries
6. Camera with several rolls of film
7. Sheets & blankets
8. Bottled drinking water (3 gallons per person)
9. Non-perishable food items (non-electric can opener)
10. Pre-moistened wipes and/or waterless antibacterial hand cleanser

SUGGESTIONS FOR PREVENTIVE MEASURES

To reduce the impact and insure orderly handling of damage following an emergency, there are some measures which can be taken in advance. Some suggestions would include:

1. Plan your family communication, i.e.
 - a) How & where to contact each other during or following an emergency
 - b) Where & within what estimated timeframe you will meet up
 - c) Who will be responsible for what tasks
2. Conduct regular “drills” of your family’s response in the event of an emergency.
3. Prepare an “emergency information file”
4. Identify the location and method to turn-off and on any utility services, i.e., plumbing fixtures, HVAC, refrigerator, water services, electrical, etc.
5. Acquaint yourself with emergency procedures, such as evacuation routes, etc.
- 6. *Reduce the potential of property damages, i.e., remove & store deck furnishings, planters, grills, yard decorations, etc.***
7. Inspect all emergency preparations, i.e., fresh batteries, working fire extinguishers, battery powered fire/smoke alarms, etc.
8. Contact your insurance company and familiarize yourself with their procedures and timetables, i.e.,
 - a. Review your insurance policy and make sure you understand your coverage and rights in advance – if you don’t, ask questions. In a large scale emergency you may get an adjuster that is not particularly familiar with your insurance carrier and their policies or this region of the country. Be prepared to stand up for all your rights by being informed.
 - b. What emergency measures are you permitted to take to protect your property until an adjuster gets there?
 - c. Will they provide advance funds to expedite repairs or to provide you with alternative housing or other needs? How will these funds be provided to you. i.e., will the adjuster write a check on the spot, will it be mailed, if there are no mail services what alternative method will be used, etc.?
 - d. Who will their checks be issued to .i.e., contractors, mortgage companies, etc. (make sure that their requirements are practical and will not place you in a difficult situation to access the funds being provided)?
 - e. Can you choose your own contractors to perform needed repairs?

9. If you have service contracts or regular vendors you use, contact them in advance to ascertain what response you should expect and any emergency procedures they will expect you to follow.
10. Coordinate with your neighbors to “watch out” for each other and each other’s property so that you know what to expect around your property before, during and after an emergency.
11. Fill the bathtub(s) with fresh water that can be used for sanitary purposes following the peril if necessary.
12. Determine arrangements for protection of pets.
- 13. If you plan to evacuate, make arrangements with a neighbor or neighbors as to your contact information and who is authorized to make emergency decisions in your absence if the same is necessary.**
- 14. If you do not plan to evacuate, provide emergency contact information to several of your neighbors.**
15. Keep extra prescription medications, contacts, glasses, etc. on hand.
16. Obtain re-entry access stickers in advance. Contact Horry County Dept. of Emergency Preparedness @ 915-5150. You may also gain re-entry with your driver’s license and a copy of a utility bill listing your current address.

AFTER THE “PERIL” HAS PASSED

1. STAY CALM.
2. Follow the instructions of all local or civil authorities, i.e., fire department, police, etc.
3. Assess your damages. Take photographs of the actual damage before making emergency repairs.
4. Secure your property, i.e.,
 - a) Temporarily repair windows, etc. to preclude additional damage.
 - b) Mark or rope off any dangerous areas.
 - c) Interrupt utilities as necessary to prevent physical or property damage.
5. Contact your insurance company.
6. Carefully think about what needs to be done and how to address these needs (pre-planning will help greatly). Decisions that are made in a “panic mode” are often irrational and costly.
7. If the property is not habitable, evaluate alternative housing possibilities & protective measures for your damaged property, i.e., protection from looting.
8. Contact appropriate vendors to perform clean-up activities if assistance is needed.
9. If applicable, contact the state and federal disaster response teams.
- 10.

NOTES:

- Following a peril, there are often “unknown” contractors that will come into the area, BE WARY! ***Always be sure to confirm their business licenses, insurance coverage (including workmen’s comp), etc. and get copies of this information in the event you have any problems with their performance.*** Again, pre-planning will reduce these types of problems.
- Agree on a timetable for repairs and completion of work and make the contractor stick to the plan. Be aware that prices and quality are often adversely affected following a peril even with regularly used vendors.