

STORM SEASON EMPLOYEE SAFETY / FACILITY CHECKLIST

The Storm season in Miami is from June 1 through November 30.

The Risk Management Department is providing the enclosed checklist to ensure that facilities and employees can be as prepared as possible in the event of another major storm. The information provided will help you to assess critical needs for your facilities and employees. Information obtained will be used to audit the City's level of preparedness.

Fill out the form completely and attach all requested information.

All facilities should have hygienic supplies (toilet paper, paper towels) in case of a shelter in place order – you will need to assess the number of employees at the facility and calculate what you would required for 24 hours.

Also, all facilities should have a supply of flashlights and fresh batteries.

If you have any questions, please contact the City-wide Safety Unit at (305) 416-1732.

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE RISK MANAGEMENT DEPARTMENT BY MAY 31 OF EACH YEAR.

FACILITY: _____

DEPARTMENT: _____

LOCATION: _____

NUMBER OF EMPLOYEES AT LOCATION: _____

<u>EMPLOYEE SAFETY CHECKLIST:</u>	<u>Complete</u>	<u>Needs Attention</u>
1. Review and update employee emergency contact information.	<input type="checkbox"/>	<input type="checkbox"/>
2. Review personal protective equipment inventory. <i>(attach inventory sheet).</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. Designate on call schedule (alpha-bravo).	<input type="checkbox"/>	<input type="checkbox"/>
4. Distribute pre-storm personal supply list to employees. <i>(see attached).</i>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ensure adequate supply of Claims Reporting Forms. <i>(Supervisor Report of Injury/Third Party.)</i>	<input type="checkbox"/>	<input type="checkbox"/>

STORM SEASON EMPLOYEE SAFETY / FACILITY CHECKLIST

FACILITY SAFETY CHECKLIST: **Complete** **Needs Attention**

Perimeter / Exterior Area:

- | | | |
|--|--------------------------|--------------------------|
| 1. Check for tree trimming; shrub removal needs. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Check outdoor furnishings such as tables, chairs, trash-bins and ensure securing needs or storage. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Check all light fixtures to ensure security. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Review inventory of protective hardware; i.e., shutters, plywood, sandbags (<i>attach inventory list.</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Ensure adequate supply of yellow caution tape. | <input type="checkbox"/> | <input type="checkbox"/> |

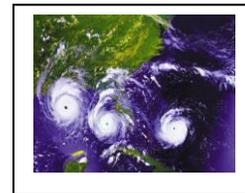
Interior Area:

- | | | |
|--|--------------------------|--------------------------|
| 1. Review need for backup power supply; ensure that current system is inspected and fully serviced, including fire extinguishers and elevators. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Review hygienic inventory in case of shelter in place order. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Ensure current inspections for fire extinguishers, elevators. (<i>attach copies of inspection certificates or inspection sheet.</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Ensure adequate supply of flashlights/batteries. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Ensure adequate supply of plastic for covering computers, files. | <input type="checkbox"/> | <input type="checkbox"/> |

STORM SEASON PREPARATION SHOPPING LIST

MISCELLANEOUS ITEMS:

- Batteries
- Battery Operated Radio
- Battery Operated Lanterns and Flashlights
- Bedding/Sleeping Bag
- Cash
- Diapers/Baby Wipes
- Disposable Aluminum Pans
- Extra Filled Propane Gas Tank
- First Aid Kit/Medicines/Prescription Drugs
- Hand Operated Can Opener
- Hand Sanitizer/Lotion
- Heavy Duty Aluminum Foil
- Heavy Duty Work Gloves/Latex Gloves
- Important Documents (In Waterproof Container/Bag)
- Large Ice Cooler
- Pet Food/Pet Care Items
- Plastic Trash Bags
- Plastic Cups, Plates and Utensils
- Plywood
- Protective Clothing/Raingear
- Regular Analog Telephone
- Several Gallons of Bleach and Other Disinfectants
- Sunscreen
- Toilet Paper and Paper Towels
- Toiletries
- Toys/Books/Games



FOOD ITEMS:

- Bottled Water
- Canned Tuna, Chicken, Salmon
- Crackers and Bread (Bread Loaves Can Be Frozen)
- Fresh Fruit (e.g., Apples, Pears, Bananas, Oranges)
- Ice
- Individual Cereal Boxes
- Powdered or Shelf Stable Milk
- Peanut Butter/Jelly
- Single Serving Cans of Fruit
- Small Cans of Vegetables
- Soft Drinks and Juice Box



TIPS

- The most important tip is to have a family emergency and evacuation plan in place. It should be written with all contact information. Make an emergency file with copies of all insurance information, both personal and household. Distribute this to all family members, even those that live out of town.

- Do not overstock your refrigerator and freezer during the storm season; you will have less risk of food spoilage.

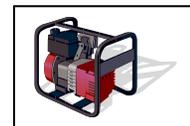


- Make sure gas tanks for grills are full; keep an extra filled one in the garage. Make sure your automobiles are filled when a hurricane watch goes into effect; do not wait for a warning.

- As soon as a hurricane watch is in effect, fill several empty plastic milk containers with water and freeze. These can be placed in a cooler and will help keep food and drinks chilled.



- Check generators and power supply early to ensure working condition and safety of hoses and insulation.



- Ensure you have enough cash for your personal and family needs to last at least one week.



- Evaluate your home and its perimeter for tree and shrub trimming needs. Do this early in the season.

