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National Standard for

Facility

Hurricane

Preparedness

Hurricane Preparedness Certification Committee

Comments on this 2006 standard are due by 10/6/2006 for the 2007 revision

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1. Objective

- 1.1. To help facilities owners, small businesses and light industry develop a system to become better organized before, during and after a hurricane. This will be implemented in an assessment approach in order to assist with business continuity, reduce confusion, and minimize the potential for injury, cost for recovery, and downtime before resuming normal operations.
- 1.2. To support and complement US federal government preparedness initiatives including the National Incident Management System, the National Preparedness Goal, the National Response Plan, and the National Infrastructure Protection Plan.
- 1.3. To address the largely unsatisfied needs, before 2006, of commercial facilities for self-assessment and confirmation of their own hurricane preparedness.

2. Administration of standard

2.1. Important Notices And Disclaimers Concerning Hurricane Preparedness (HurrPrep) Documents

Notice And Disclaimer Of Liability Concerning The Use Of Hurricane Preparedness (HurrPrep) Documents - Hurricane Preparedness codes, standards, recommended practices, and guides, of which the document contained herein is one, are developed through a consensus standards development process approved by the American National Standards Institute. This process brings together volunteers representing varied viewpoints and interests to achieve consensus on Hurricane Preparedness issues. While the Hurricane Preparedness Certification Committee administers the process and establishes rules to promote fairness in the development of consensus, it does not independently test, evaluate, or verify the accuracy of any information or the soundness of any judgments contained in its codes and standards. The Hurricane Preparedness Certification Committee disclaims liability for any personal injury, property or other damages of any nature whatsoever, including damages for loss of profits or business, whether special, indirect, consequential or compensatory, directly or indirectly resulting from the publication, use of, or reliance on this document. The Hurricane Preparedness Certification Committee also makes no guaranty or warranty as to the accuracy or completeness of any information published herein. In issuing and making this document available, the Hurricane Preparedness Certification Committee is not undertaking to render professional or other services for or on behalf of any person or entity. Nor does the Hurricane Preparedness Certification Committee undertake to perform any duty owed by any person or entity to someone else. Anyone using this document should rely on his or her own independent judgment or, as appropriate, seek the advice of a competent professional in determining the exercise of reasonable care in any given circumstances. The Hurricane Preparedness Standard should never be used as a substitute for common sense and responsible decision-making. Users of the Standard must always recognize that hurricanes are one of the most powerful natural events on Earth, which can strengthen and/or change course with little or no warning. The Hurricane Preparedness Certification Committee has no power, nor does it undertake, to police or enforce compliance with the contents of this document. Nor does the Hurricane Preparedness Certification Committee list, certify, test or inspect products, designs, or installations for compliance with this document. Any certification or other statement of compliance with the requirements of this document shall not be attributable to the Hurricane Preparedness Certification Committee and is solely the responsibility of the certifier or entity making the statement.

2.2. Updating of Hurricane Preparedness (HurPrep) Documents

Users of HurrPrep codes, standards, recommended practices, and guides should be aware that these documents may be superseded at any time by the issuance of new editions or may be amended from time to time through the issuance of Tentative Interim Amendments. An official HurrPrep document at any point in time consists of the current edition of the document together with any Tentative Interim Amendments and any Errata then in effect. In order to determine whether a given document is the current edition and whether it has been amended through the issuance of Tentative Interim Amendments or corrected through the issuance of Errata, consult the HurrPrep Website at <http://spaces.msn.com/members/HurricanePrepCert/>, or contact the Hurricane Preparedness Certification Committee at the address listed below.

2.3. Interpretations of Hurricane Preparedness Documents

A statement, written or oral, that is not processed in accordance with the regulations governing committee projects shall not be considered the official position of the Hurricane Preparedness Certification Committee and shall not be considered to be, nor be relied upon as, a Formal Interpretation.

2.4. Law and Regulations

Users of these documents should consult and comply with applicable federal, state, and local laws and regulations. The Hurricane Preparedness Certification Committee does not, by the publication of its codes, standards, recommended practices, and guides, intend to urge action that is not in compliance with applicable laws, and these documents may not be construed as doing so.

2.5. Copyrights

The Hurricane Preparedness Certification Committee copyrights this document. It is made freely available for a wide variety of both public and private uses. These include both use, by reference, in laws and regulations, and use in private self-regulation, standardization, and the promotion of safe practices and methods. By making this

document freely available for use and adoption by public authorities and private users, the Hurricane Preparedness Certification Committee does not waive any rights in copyright to this document. Use of HurrPrep documents for regulatory purposes should be accomplished through adoption by reference. The term "adoption by reference" means the citing of title, edition, and publishing information only. Any deletions, additions, and changes desired by the adopting authority should be noted separately in the adopting instrument. In order to assist Hurricane Preparedness Certification Committee in following the uses made of its documents, adopting authorities are requested to notify the Hurricane Preparedness Certification Committee in writing of such use. For technical assistance and questions concerning adoption of HurrPrep documents, contact the Hurricane Preparedness Certification Committee at the address below. A free license for unlimited use of the standard is available at: <http://www.badongo.com/file/835203>. [Note: badongo.com uses paid advertising to subsidize this free service]

2.6. For Further Information

All questions, requests or other communications relating to this hurricane preparedness standard including the standards development process, including information on the procedures for requesting Formal Interpretations, for proposing Tentative Interim Amendments, and for proposing revisions to HurrPrep documents during the regular annual revision cycles, should be sent to Hurricane Preparedness Certification Committee, addressed to the attention of the Chair, Hurricane Preparedness Certification Committee, 8384 Clematis Lane, Orlando, FL 32819-4532, hurricaneprepcert@hotmail.com. For more information about the Hurricane Preparedness Certification Committee, visit the Website and Web Log at <http://spaces.msn.com/members/HurricanePrepCert/>. Please submit any correspondence about this document through that Web Log (blog) or email address. Please note that the committee chairmanship rotates annually.

2.7. Standard Status

This National Standard has complied with the following standards development practices:

2.7.1. ANSI Standard Development Process

The hallmarks of the American National Standards process were utilized to develop this standard including:

- Consensus must be reached on the standard by a group or "consensus body" that includes representatives from materially affected and interested parties;
- Draft standards are required to undergo one or more open public reviews during which time any member of the public may submit comments;
- Comments submitted by voting members of the relevant consensus body and by public review commenters must be evaluated, responded to and if appropriate, incorporated into the draft standard; and
- Anyone believing that due process principles were not sufficiently respected during the standards development process has the right to appeal.

2.7.2. ANSI Audit Guidance and Checklist for Electronic Records revision September 16, 2005. Public records shall be maintained in the following categories regarding the development of this National Standard

2.7.2.1. Evidence of Consensus and Consideration of Objections from Public Review Commenters

2.7.2.2. Membership Records

2.7.2.2.1. All membership records for the consensus body and other standards development bodies include invitations and replies or record of lack of reply from materially affected interests. The records showing lack of reply and lack of participation of canvassed materially affected interests shall be required to become permanent public domain.

2.7.2.2.2. Membership records include requests from interested parties and replies from the accredited standards developers.

2.7.2.2.3. Evidence of outreach efforts including direct mailings, press releases, articles in trade press, advertisements, and internet to solicit additional participation.

2.7.2.2.4. The initial canvass list with appropriate documentation including pre-canvass interest survey and interest category classification

2.7.2.3. Forms and Information available to the standard agency

Evidence of Consensus and Consideration of Objections from the Consensus Body. The consensus body shall consist of members from the following materially affected interests, except when a industry member that was offered an approval indicates a lack of interest in participation: Includes: Agriculture, Animal Welfare, Building Inspectors, Certification, Civil Defense, Emergency managers, Fire, First responders, Florida State's other Emergency Support Functions, Homeland Security, Hurricane Mitigation, Insurance, News / Media Bureau, Police, Registrar, Risk Mitigation, Small Business, Utility Providers, Weather bureau, Wind Security Product Manufacturer.

2.7.2.4. Evidence of Consensus and Consideration of Objections from Public Review Commenters

2.7.2.5. Evidence of Approval as a standard

2.7.2.6. Appeals

2.7.3. Due process requirements for American National Standards revision January 31, 2005

2.7.4. ANSI Style Guide-sheet – 2003

3. Scope of applicability of this standard in whole or in part

Applicable federal, state, authorities-having-jurisdiction, and municipality laws, statutes, regulations and building codes govern and prevail over and above the requirements of a standard. In such an instance the assessor shall record the conflict and name the statute on the data line in the checksheet. Compliance with any Grade Level of

this standard, or any other standard, will not guarantee complete preparation for any Act Of G_d or warfare, including a hurricane.

4. Definitions of terms used in the standard:

- 4.1. **Continuity of operations plan (COOP):** For the purpose of this standard, a description of what to do if the building plant or store is not accessible.
- 4.2. **Facility:** the assessed physical location defined by the street addresses for the premises as they are listed on the certificate.
- 4.3. **Flood Warning:** Flash flooding or flooding has been reported or is imminent. Take necessary precautions at once.
- 4.4. **Flood Watch:** Flash flooding or flooding is possible within the designated WATCH area. Be alert.
- 4.5. **Grade A:** the highest level of Hurricane Preparedness recognized in the certification. An applicant shall have met all requirements for all grades, Grades A through D in order to achieve this grade.
- 4.6. **Grade B:** the next to highest level of Hurricane Preparedness recognized in the certification. A facility shall have met all requirements for all grades, Grades B through D in order to achieve this grade.
- 4.7. **Grade C:** the second level of Hurricane Preparedness recognized in the certification. A facility shall have met all requirements for all grades, Grades C through D in order to achieve this grade.
- 4.8. **Grade D:** the least level of Hurricane Preparedness recognized in the certification. The other grades are intermediate.
- 4.9. **Grandfathering:** To be exempted from the need to comply with a requirement of a standard due to a facility being constructed prior to the requirements being obliged. For the purposes of this standard, there shall be no grandfathering or exemption from meeting or exceeding any of the requirements based on not having to meet the requirements previously. Facilities are expected to improve to meet or exceed the minimum levels specified by the standard in order to be recognized for compliance at the grade level awarded.
- 4.10. **Hurricane conditions:** Winds of 74 miles per hour or greater or dangerously high water and rough seas.
- 4.11. **Hurricane season:** for the purposes of this standard, which differs from common dating before 2005 and the era of acknowledged global warming, includes dates starting on May 1 and ending on November 30. This earlier date is applied due to the need to establish preparedness before events are expected, not as they are occurring.
- 4.12. **Hurricane warning:** issued when hurricane conditions are expected in 24 hours or less.
- 4.13. **Hurricane watch:** issued when there is a threat of hurricane conditions within 24-36 hours.
- 4.14. **Job description:** Includes the job title of an individual in the facility stating their duties.
- 4.15. **Material Safety Data Sheet (MSDS):** A document in an OSHA prescribed format giving detailed information about the nature of a chemical, such as physical and chemical properties, health, safety, fire, and environmental hazards of a chemical product.
- 4.16. **Not Applicable or NA:** a written determination by the self-assessor or third party assessor, checked on the checklist, that the requirement does not apply to the facility, indicating that non-compliance will not count against the facility for certification. If the feature does exist, it cannot be made inapplicable and shall be assessed. The reason for adopting this classification is not to avoid fulfilling a requirement.
- 4.17. **Procedure:** a written and/or pictorial instruction on how to accomplish a goal or perform a process. This is approved, dated and authorized by one or more persons whose names are and also listed on the procedure.
- 4.18. **Public damage:** Damage incurred by a structure or facility that is owned by a public or private non-profit entity that could include roads, bridges, buildings, utilities, etc. which may be publicly funded for debris clearance, emergency protective measures, water control, or other
- 4.19. **Safe Room:** A room in a building reinforced against 3 hours of continuous severe weather at the strength of a direct hit from the highest winds of a category 5 Hurricane.
- 4.20. **Shall:** a requirement, or mandatory aspect, or an aspect on which there is no option in order to achieve the level of certification shown.
- 4.21. **Special Flood Hazard Area (SFHA):** An area of land that would be inundated by a flood having a 1% chance of occurring in any given year (previously referred to as the base flood or 100-year flood) and identified on Flood Hazard Boundary Maps, Flood Insurance Rate Maps, and Flood Boundary and Floodway Maps.
- 4.22. **Storm Shelter:** A private or public emergency occupancy structure designed to provide occupants a high probability of protection from injury or loss of life resulting from the forces, debris impacts, and other effects that may result from tornadoes, hurricanes, or other windstorm events. In a multi-purpose shelter, only space available for occupancy in an emergency is considered shelter space.
- 4.23. **Shelter-In-Place:** The need to immediately secure clients and staff indoors due to the proximity of a Hurricane force winds.
- 4.24. **Should:** a recommendation having no bearing on the certification
- 4.25. **Stream Advisory:** Flooding of small streams, streets, and low-lying areas, such as railroad underpasses and urban storm drains, is occurring.
- 4.26. **Super-chlorination:** Chlorination with doses that are carefully and deliberately selected (not too high) to produce water free of combined residuals so large as to require de-chlorination. Also called "breakpoint super-chlorination."
- 4.27. **Training record:** a First Name, Initial and Last Name of the trained individual, the subject matter, the date achieving competency and the description of the verification of competency for example: "by test," "performance evaluation" or On-The-Job-Training "OJT." Includes a statement acknowledging the requirements contained within job descriptions.
- 4.28. **Waterproofed:** A material or fabric that is impervious to or unaffected by water or made of or coated or treated with rubber, plastic, or a sealing agent to prevent penetration by water.

Meeting a requirement below achieves certification grade levels on right. All requirements shown in a grade level must be achieved in an assessment to be certified at that level or higher.

Grade Awarded (skip down if "↓") =>

	Requirement is achieved for grade if OK is checked, or is "not OK" (NOK), or N/A							Assessment Notes & Evidence (skip down if "↓")
	D	C	B	A	OK	NOK	N/A	
5. Requirements:	↓	↓	↓	↓	↓	↓	↓	↓
5.1. Requirements to Complete before a Named Tropical Storm:	↓	↓	↓	↓	↓	↓	↓	↓
5.1.1. Self Assessment and Independent Assessment	↓	↓	↓	↓	↓	↓	↓	↓
5.1.1.1. Using the version of this standard authorized and dated in the year of the hurricane season to be certified, the facility shall prove having performed a Self-Assessment to the grade level to which it aspires. The affidavit and statement of compliance provided in the standard shall be completed.	D	C	B	A				
5.1.1.2. Facility shall have a laminated waterproofed copy of this standard.				A				
5.1.1.3. The facility shall provide evidence of having made all corrections to the certification grade level desired, prior to submitting itself to any independent assessment for certification.	D	C	B	A				
5.1.1.4. Although any certification grade level may be assessed, to publicly announce certification to grades C and higher, any independent party without a vested interest in issuing a positive recommendation shall perform a successful final assessment to the requirements of the standard. This party performing the assessment shall comply to the appendix of this standard entitled: "Rules For Third-Party Certification To This Standard."		C	B	A				
Note: <i>In order to assess compliance to this standard the assessed party should exhibit an understanding of the actions to be taken under actual hurricane circumstances. The assessment should validate that, where required, a written procedure has defined actions to be taken under actual hurricane circumstances and personnel show familiarity with the procedure and the requirements of this standard.</i>	↓	↓	↓	↓	↓	↓	↓	↓
5.1.2. NWS NOAA weather radio(s)	↓	↓	↓	↓	↓	↓	↓	↓
5.1.2.1. At least one NOAA Weather Radio with automatic alarming shall be available and operational; its reception adequate and tuned to a local station.	D	C	B	A				
5.1.2.2. A record shall be prepared to prove that the weather radio(s) has/have been monitored at least once every day during hurricane season for National Weather Service hurricane advisories, by a person whose name appears on the training record as competent to interpret the weather report.		C	B	A				
5.1.2.3. Sufficient backup batteries shall be available for the radio(s) for 72 hours continuous play.	D	C	B	A				
5.1.2.4. The spare battery set or sets for the radio(s) shall display an expiration date beyond November 30 of the year of certification or else a procedure to renew the batteries every 6 months shall be implemented.		C	B	A				
5.1.2.5. Backup batteries shall be stored in a waterproof container.		C	B	A				
5.1.3. First Aid Kit	↓	↓	↓	↓	↓	↓	↓	↓

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Grade Awarded (skip down if “↓”) =>

Requirement is achieved for grade if OK is checked, or is “not OK” (NOK), or N/A

Assessment Notes & Evidence (skip down if “↓”)

	Requirement is achieved for grade if OK is checked, or is “not OK” (NOK), or N/A							Assessment Notes & Evidence (skip down if “↓”)
	D	C	B	A	OK	NOK	N/A	
Facility shall possess a first aid kit labeled by the manufacturer for Industrial use and as “trauma level” and containing a first aid manual. There shall be a written inventory performed by the facility dated within 30 days of the assessment showing complete or replenished contents as when purchased. Note: this kit is a different item than the “Hurricane Disaster Emergency Supply Kit.”	D	C	B	A				
5.1.4.Hazardous Substance Preparation	↓	↓	↓	↓	↓	↓	↓	↓
5.1.4.1. Facility shall have a notebook containing MSDS sheets for regulated hazardous substances contained within including pesticides and fertilizers.			B	A				
5.1.4.2. Facility shall elevate and package the hazardous substances so that they will not be spread by flood immersion, where they will not be spread by winds, and where they will be safely contained during the hurricane.		C	B	A				
5.1.5.Personnel Competence Records	↓	↓	↓	↓	↓	↓	↓	↓
Facility shall have the following valid Employee or Contractor competence Records:								
5.1.5.1. The facility shall have a list of personnel trained in CPR and First Aid and copies of their valid certificates. . Landline or cell phone information shall be available to personnel to contact them during the emergency.		C	B	A				
5.1.5.2. Facility shall have written Hurricane Job Descriptions with evidence of being reviewed by those that will fulfill the jobs. Personnel information shall list the job titles shown in the job descriptions and the designated individual staff members holding those job titles.	D	C	B	A				
5.1.6.Preparations for Damage Reporting and Repair Receipts	↓	↓	↓	↓	↓	↓	↓	↓
5.1.6.1. Facility shall have a notebook entitled in writing “Damage Records.” This shall constitute a record for compliance to this standard.	D	C	B	A				
5.1.6.2. A person shall be designated by job title and in their job description, with documented training, to report damage using the damage records notebook.		C	B	A				
5.1.6.3. Facility shall have an empty envelope in the emergency kit entitled: “Damage Repair Receipts.”		C	B	A				
5.1.6.4. Instructions on the damage records notebook shall require that the insurance agent be called with details of the damage to the facility and vehicles. It shall instruct the employee to record the name of the agent taking the call, the claim number, the time and date of the call, and the phone number or email used, the delay time stated by the insurance company until a representative will appear.		C	B	A				
5.1.6.5. Instructions for the damage report shall include writing the name and contact information of the selected repair facilities on the damage report.	D	C	B	A				
5.1.6.6. The facility shall provided information on from whom to secure the facility credit card on-site.			B	A				

Meeting a requirement below achieves certification grade levels on right. All requirements shown in a grade level must be achieved in an assessment to be certified at that level or higher.

Grade Awarded (skip down if "↓") =>

	Requirement is achieved for grade if OK is checked, or is "not OK" (NOK), or N/A							Assessment Notes & Evidence (skip down if "↓")
	D	C	B	A	OK	NOK	N/A	
5.1.7.Zone Determination: Flood, Surge and Hurricane Evacuation	↓	↓	↓	↓	↓	↓	↓	↓
5.1.7.1. Facility shall have a FEMA flood map and shall highlight the panel numbers containing the facility.	D	C	B	A				
5.1.7.2. Base Flood Elevation (BFE) Determination If the facility is in the flood zone, it shall list in writing its Base Flood Elevation (BFE) and the elevation of the lowest level of the facility. Facility shall state in writing whether it is or is not in the flood zone.	D	C	B	A				
5.1.7.3. The BFE shall be a permanent line or plate marking drawn on the facility wall at the level of the BFE.				A				
5.1.7.4. High Hazard Area Determination The facility shall have a written statement of whether or not the facility is in a low-lying potential evacuation area including a Special Flood Hazard Area (SFHA) or persistent surge zone.	D	C	B	A				
5.1.7.5. Hurricane Evacuation Zones The facility shall have a written statement of whether or not the facility is in a Hurricane Evacuation zone.	D	C	B	A				
5.1.7.6. Surge Zone Determination The facility shall have a written statement of whether or not the facility is in a surge zone and also a statement of its surge zone classification, category 5 (some risk) to category 1, most risk and most vulnerable.	D	C	B	A				
5.1.8. Insurance Policy	↓	↓	↓	↓	↓	↓	↓	↓
The facility shall have an insurance policy in force at the time of the assessment with the following minimum insurance coverage and riders on the facility, property, and vehicles.	↓	↓	↓	↓	↓	↓	↓	↓
5.1.8.1. Endorsements and Supplemental Policies	↓	↓	↓	↓	↓	↓	↓	↓
The facility shall have the following minimum coverage or better, valid at time of assessment:	↓	↓	↓	↓	↓	↓	↓	↓
5.1.8.1.1. When the BFE is above the lowest facility elevation, or the facility lies in a persistent surge zone or SFHA, facility shall have a flood insurance certificate in force for more than 30 days prior to the assessment if any part of the facility lies below the BFE or persistent surge zone.			B	A				
5.1.8.1.2. Business income and extra expense insurance endorsement. This business interruption insurance shall be applicable for reimbursements until the day the business is functional, not just the municipality of the business reopening.				A				
5.1.8.1.3. Company vehicle coverage for storm, wind or flood.				A				
5.1.8.1.4. Windstorm policy.				A				
5.1.8.1.5. Damage to contents, including vital records and office equipment.				A				
5.1.8.1.6. Liability coverage for personnel injury and customer lawsuits.				A				
5.1.8.1.7. Cost of building upgrades to meet current code.				A				

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Grade Awarded (skip down if "↓") =>

	Requirement is achieved for grade if OK is checked, or is "not OK" (NOK), or N/A							Assessment Notes & Evidence (skip down if "↓")
	D	C	B	A	OK	NOK	N/A	
5.1.8.1.8. An advance payment policy with additional operational expenses in the event that the facility becomes uninhabitable.				A				
5.1.8.1.9. The payment policy shall be in force to equal or exceed the actual cash value of the damaged building, allowing for depreciation or market value considerations plus replacement cost provisions.				A				
5.1.8.1.10. Payroll continuity shall be included in business interruption insurance coverage.				A				
5.1.8.2. Facility Inventory	↓	↓	↓	↓	↓	↓	↓	↓
5.1.8.2.1. Facility shall have a facility inventory with valuation of contents completed during the hurricane season.		C	B	A				
5.1.8.2.2. Facility shall have the address of an away-from-facility off-site premise where it has stored the completed inventory.			B	A				
5.1.8.2.3. Facility shall have a job description of the person that will report the loss to the insurance claim representative for company property that was damaged or destroyed. This should be the only person reporting a claim to the insurance company.		C	B	A				
5.1.8.2.4. Facility shall have taken and dated photos or videotape of pre-storm condition, inside and outside, of equipment and of fixed facilities. Digital and digital backup is preferred.			B	A				
5.1.8.2.5. Facility inventory and photographs shall be defined and treated as vital records.		C	B	A				
5.1.9. Vital Records Protection	↓	↓	↓	↓	↓	↓	↓	↓
5.1.9.1. Emergency contact information shall be on file for all personnel. This information shall include contact information for the employee, as well as at least one close friend. Key personnel, including department managers, shall have copies of this information at the office and shall be directed to keep a copy at their homes. This shall be updated at least once at the beginning of the hurricane season for the year assessed and at three-month intervals.	D	C	B	A				
5.1.9.2. The facility shall have a list of vital records and evidence of a back-up program to copy and/or transfer them to images. The facility shall designate a safe storage level area within the facility to which records can be relocated, if necessary. The high area shall be above ground level or the highest BFE by at least 18", and away from windows and exterior walls, which may leak. In a one-story facility, file cabinets and boxes shall be placed on pallets or blocks off of the floor or the facility shall have the address to which it will move vital records off-site, if the business is in a flood or category 5 or lower storm-surge vulnerable area.		C	B	A				

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	D	C	B	A	OK	NOK	N/A	
5.1.9.3. Vital records shall be maintained in a safe storage area or facility. Plastic wrapping material shall be available to wrap files, records, and storage cabinets for moisture protection and a job description shall state the person who will do it.		C	B	A				
5.1.9.4. A hurricane-safe storage facility off-site shall be contracted or constructed on-site to relocate records temporarily upon announcement of Hurricane Watch.				A				
5.1.9.5. The most important up-to-date facility papers shall be kept in a secure, waterproofed and fire resistant container that is chained or bolted to the building structure to prevent washout unless to be evacuated upon hurricane watch, as immediately above.			B	A				
5.1.9.6. The facility shall have a list of vital accounting records to be protected from the storm that should include accounts receivable, bank account numbers, customer records, deeds, insurance papers, insurance policies, mortgages, occupancy permits, personnel and administrative documents, and tax records. A document retention time shall be stated and adhered to for these documents. The list of vital records itself shall be stored offsite in the hurricane-safe storage facility.	D	C	B	A				
5.1.10. Telephone, Address and Data List Facility shall have a resource contact list consisting of names, addresses and telephone numbers and other reference data. <i>Note: landline contacts should be first priority but are increasingly uncommon. Cell phone lines are considered much less dependable in a hurricane due to high altitude tower vulnerability and power outage.</i>	↓	↓	↓	↓	↓	↓	↓	↓
5.1.10.1. This list shall be kept as follows:	↓	↓	↓	↓	↓	↓	↓	↓
5.1.10.1.1. Locked in the facility to protect confidentiality, with instructions on from whom to retrieve it in an emergency, located in the emergency supply kit.	D	C	B	A				
5.1.10.1.2. At an off-site disaster backup location with other important documents on file.				A				
5.1.10.2. Phone Numbers, Policy/Account Numbers, Names and data to be included on the list:	↓	↓	↓	↓	↓	↓	↓	↓
5.1.10.2.1. 24-hour telephone contact numbers of essential personnel.	D	C	B	A				
5.1.10.2.2. Ambulance dispatch most appropriate to facility location.	D	C	B	A				
5.1.10.2.3. Two pre-selected damage assessment contractors experienced in repair work, not just new construction.		C	B	A				
5.1.10.2.4. Firm that will temporarily board up damage after the hurricane.			B	A				
5.1.10.2.5. Sand bagging firms that will provide empty bags and those that will fill them.		C	B	A				
5.1.10.2.6. Three most easily accessed Emergency Shelters and whether they are designated “PetFriendly.”	D	C	B	A				

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		D	C	B	A	OK	NOK	
5.1.10.2.7.	Three closest home improvement superstores.			B	A			
5.1.10.2.8.	Plumber.	D	C	B	A			
5.1.10.2.9.	Water Company.	D	C	B	A			
5.1.10.2.10.	Emergency water removal company.		C	B	A			
5.1.10.2.11.	Consumer Affairs/Services Division number to report price-gouging violators.	D	C	B	A			
5.1.10.2.12.	Electrician for repairs and building inspection after a water intrusion or flood.	D	C	B	A			
5.1.10.2.13.	Building inspector that can certify re-habitability.			B	A			
5.1.10.2.14.	Animal Control and local wildlife and fisheries agent to handle post hurricane refugee wildlife occupying the site.		C	B	A			
5.1.10.2.15.	Humane Society, veterinary clinics, and boarding facilities, State veterinarian, local animal shelter, county extension service, local agricultural schools.		C	B	A			
5.1.10.2.16.	Emergency Management Offices:	↓	↓	↓	↓	↓	↓	↓
5.1.10.2.16.1.	Local emergency management office.	D	C	B	A			
5.1.10.2.16.2.	County disaster office.		C	B	A			
5.1.10.2.16.3.	State disaster office.		C	B	A			
5.1.10.2.16.4.	National disaster office.		C	B	A			
5.1.10.2.16.5.	HAZMAT organization.			B	A			
5.1.10.2.16.6.	Local Emergency Planning Committees (LEPC)			B	A			
5.1.10.2.17.	Fire department.	D	C	B	A			
5.1.10.2.18.	Three closest hospitals.	D	C	B	A			
5.1.10.2.19.	Emergency water removal company.		C	B	A			
5.1.10.2.20.	Police and security:	↓	↓	↓	↓	↓	↓	↓
5.1.10.2.20.1.	Local police.	D	C	B	A			
5.1.10.2.20.2.	State police.	D	C	B	A			
5.1.10.2.20.3.	Alarm company.		C	B	A			
5.1.10.2.20.4.	Private security firm used by the facility.		C	B	A			
5.1.10.2.21.	A vendor that sells ice and dry ice, if perishables are stored or refrigerated.				A			
5.1.10.2.22.	Critical business contractors and others to be used in an emergency.		C	B	A			
5.1.10.2.23.	Community emergency response team (CERT) coordinator.				A			
5.1.10.2.24.	Citizen corps coordinator.	D	C	B	A			
5.1.10.2.25.	USDA - APHIS Veterinary Service			B	A			
5.1.10.2.26.	VOAD (volunteers active in disasters)			B	A			
5.1.10.2.27.	FDA meat and poultry emergency hotline.			B	A			
5.1.10.2.28.	Closest Red Cross chapter.	D	C	B	A			
5.1.10.2.29.	Contact information for Other Businesses/Immediate Neighbors.		C	B	A			

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	D	C	B	A	OK	NOK	N/A	
5.1.10.2.30. FEMA's Map Service Center toll free 1-800-358-9616 or write: Map Service Center (MSC), PO Box 1038, Jessup, MD 20794-1038.		C	B	A				
5.1.10.2.31. The facility shall designate an out-of-town associate to serve as their facility's personal contact. This contact person name, address, and phone number shall be designated where personnel can leave an "I'm Okay" message in the event of a catastrophic disaster.			B	A				
5.1.10.2.32. At the time when needed, provisions shall be made to grant designated facility personnel access to every other personnel emergency contact's phone and cell phone numbers (cell phones as last resort). Cell phones should not be used as the contact information since cell phones are often overloaded during and immediately after an emergency.				A				
5.1.10.2.33. List of frequency and call signs of three radio stations to tune to for emergency information.	D	C	B	A				
5.1.10.2.34. Insurance:	↓	↓	↓	↓	↓	↓	↓	↓
5.1.10.2.34.1. The information in this section shall be available to the person responsible for reporting the insurance claims.	D	C	B	A				
5.1.10.2.34.2. Insurance policy numbers.	D	C	B	A				
5.1.10.2.34.3. Names, phone numbers of the insurance agents to report the hurricane claim.	D	C	B	A				
5.1.10.2.34.4. Current pictures of the building included with GPS location in case the building is swept away			B	A				
5.1.10.2.34.5. An alternate for each agent in the event an agent's office was damaged.		C	B	A				
5.1.10.2.34.6. The toll-free number of the building insurance's home/corporate office.		C	B	A				
5.1.10.2.34.7. Address and phone number to reach the person listed as the insured policyholder of record for the facility.		C	B	A				
5.1.10.2.35. The Web address of a password-protected page with a telephone call tree that shall be set up on the company Website, email alert or call-in voice recording to communicate with personnel in an emergency. This readily updated list is to supplement paper emergency contact lists and remain current.				A				
5.1.10.3. Wallet Card	↓	↓	↓	↓	↓	↓	↓	↓
5.1.10.3.1. All co-workers shall have laminated wallet cards detailing instructions on how to get company information in an emergency situation. Telephone numbers or Internet passwords shall be included for easy reference.			B	A				

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	D	C	B	A	OK	NOK	N/A	
5.1.10.3.2. In case facility personnel are separated from one another during a disaster the wallet card shall list a daytime hour and meeting place to assemble after the hurricane and after advisories to stay in place have been lifted.			B	A				
5.1.10.3.3. One number of the facility voicemail system or extension, or a dedicated number, shall be designated that will play recorded emergency messages. The personnel shall have knowledge that they should call this number in case there is an emergency when personnel are not in the office.				A				
5.1.10.4. Maps to Employees Homes The facility shall have maps showing the routes from the work location to each employee's residences or shelters.			B	A				
5.1.11. Hurricane Disaster Emergency Supply Kit	↓	↓	↓	↓	↓	↓	↓	↓
5.1.11.1. The facility shall have a list of the type and amount of hurricane emergency supplies necessary.	D	C	B	A				
5.1.11.2. The facility shall clearly mark and store all hurricane emergency supplies and store in a secure area that is accessible in an emergency.		C	B	A				
5.1.11.3. Records shall be created indicating monthly inventory of the hurricane emergency supplies and restocking, refreshing if necessary starting before the hurricane season.		C	B	A				
5.1.11.4. Facility shall have disaster supplies on hand as follows:	↓	↓	↓	↓	↓	↓	↓	↓
5.1.11.4.1. Supplies if Remaining but not if Evacuating Facility shall prepare disaster supplies in the event of "Remaining in the facility during and after a disaster" but not necessarily if it is known that it will be "evacuating beforehand." and shall specify in writing which applies:		C	B	A				
5.1.11.4.2. Supplies always required in either case, either of designation of the facility as A SHELTER-IN-PLACE or designation AS NOT BEING a shelter-in-place:	↓	↓	↓	↓	↓	↓	↓	↓
5.1.11.4.2.1. Battery or crank operated AM/FM radio(s) and a change of batteries (if battery operated).	D	C	B	A				
5.1.11.4.2.2. Film or digital camera with flash to assess damage after the hurricane. Digital preferred.			B	A				
5.1.11.4.2.3. Battery or crank/shake generator operated Flashlight and a change of batteries (if battery operated): One per person to be working during the hurricane.	D	C	B	A				
5.1.11.4.2.4. Emergency tool kit and emergency hardware assortment (nails, extra plywood screws, nuts, bolts).		C	B	A				
5.1.11.4.2.5. Special emergency wrench or pliers to turn off utility valves.	D	C	B	A				
5.1.11.4.2.6. Copy of emergency contact list.	D	C	B	A				
5.1.11.4.2.7. Building and Site Map.	↓	↓	↓	↓	↓	↓	↓	↓

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	D	C	B	A	OK	NOK	N/A	
5.1.11.4.2.7.1. Map shall be dated and show the authorization.		C	B	A				
5.1.11.4.2.7.2. Critical utility valves and switches and emergency routes shall be clearly marked.	D	C	B	A				
5.1.11.4.2.7.3. An extra copy to be provided for first responders or other emergency personnel.		C	B	A				
5.1.11.4.2.7.4. Two or more entry-exit points shall be identified and clearly marked both on the maps and throughout the building.	D	C	B	A				
5.1.11.4.2.8. A set of two way FRS / GMS radios with 12 mile radius with spare batteries.			B	A				
5.1.11.4.2.9. The facility hurricane procedure documents.	D	C	B	A				
5.1.11.4.2.10. Fire extinguisher.	D	C	B	A				
5.1.11.4.2.11. Moist hygiene wipes.	D	C	B	A				
5.1.11.4.2.12. Whistle to signal for help.		C	B	A				
5.1.11.4.2.13. Instructions on whom to contact to obtain a spare facility key set.		C	B	A				
5.1.11.4.2.14. Instructions on whom to contact to obtain a spare facility code set.			B	A				
5.1.11.4.2.15. Any size box of TSP (trisodium phosphate) or environmental equivalent.			B	A				
5.1.11.4.2.16. Quart spray bottle or larger of a mildewcide.			B	A				
5.1.11.4.2.17. Tarps and ropes to secure tarps for damaged roofs and walls. Also plastic tarp and duct tape to seal the room in sufficient square footage and tape length to seal at least one of every eight of the window and door openings in the event of their destruction.		C	B	A				
5.1.11.4.2.18. Chlorine laundry bleach, unscented, ½ gallon, without detergent and suitable for disinfection and drinking water purification with drinking water purification and delay instructions taped on the bottle in the languages of the anticipated users.	D	C	B	A				
5.1.11.4.2.19. Garbage bags, bag of lime, gallon bucket (or larger) and plastic ties for personal sanitation.		C	B	A				
5.1.11.4.2.20. Larvae control product or vegetable oil for filming standing water.			B	A				
5.1.11.4.2.21. A box of two gallon or larger zipper lock freezer bags.			B	A				
5.1.11.4.2.22. Waterproof container to capture valuables and papers later that can be cabled or chained to the facility.				A				
5.1.11.4.3. Shelter-In-Place Supplies and Contents.	↓	↓	↓	↓	↓	↓	↓	↓

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	D	C	B	A	OK	NOK	N/A	
5.1.11.4.3.1. A prepared roster or checklist for recording a head count for persons being sheltered.	D	C	B	A				
5.1.11.4.3.2. Manual non-electric can opener for food, if kit contains canned food.	D	C	B	A				
5.1.11.4.3.3. A battery-operated TV (test reception in building) and a change of batteries.				A				
5.1.11.4.3.4. At least three days food, and water supplies sufficient for staff assigned to the facility during the hurricane at its maximum published capacity:	↓	↓	↓	↓	↓	↓	↓	↓
5.1.11.4.3.4.1. Stockpile three gallons of water per anticipated person. The anticipated number shall be written. Stored water shall use thoroughly washed plastic, fiberglass, or enamel-lined containers. Breakable containers, such as glass bottles shall not be used. Containers having previously held toxic substances shall not be used. Plastic containers, like soda bottles, are acceptable. The water containers shall be tightly sealed, labeled as water, expiration date labeled and stored in a cool, dark place.	D	C	B	A				
5.1.11.4.3.4.2. Non-perishable packaged or canned food and juices, a can opener (unless all are pull top or screw open), food for infants or the elderly, snack food such as energy bars, trail mix, cheese and crackers, beef jerky or dried fruit, in quantify enough to last at least one day per person for the maximum published shelter capacity.			B	A				
5.1.11.4.3.4.3. The facility shall replace or verify shelf life of stored food and water, no later than the beginning of every hurricane season so that no recommended shelf life occurs before November 1 of the hurricane year.			B	A				
5.1.11.4.3.4.4. Plates, cups, and plastic utensils.			B	A				
5.1.11.4.3.5. One blanket and one pillow per anticipated person.		C	B	A				
5.1.11.4.3.6. For daycare facilities	↓	↓	↓	↓	↓	↓	↓	↓
5.1.11.4.3.6.1. Diapers and wipes	D	C	B	A				
5.1.11.4.3.6.2. Dry milk or electrolyte for infants	D	C	B	A				
5.1.11.4.3.7. Portable toilet (anchored) or bucket and lime kit, toilet paper and waterless soap		C	B	A				
5.1.11.4.3.8. Facilities shall have a record of having advised personnel that could be sheltered in place to be prepared with the following:	↓	↓	↓	↓	↓	↓	↓	↓

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	D	C	B	A	OK	NOK	N/A	
5.1.11.4.3.8.1. At least a three-day supply of any required medications, or an instruction to bring them, based on surveying personnel anticipated to be staying in shelter. Basics including Acetaminophen and an anti-diarrheic shall be included.		C	B	A				
5.1.11.4.3.8.2. Personal hygiene items to include toothbrush, toothpaste, comb or brush, soap, contact lens supplies, and feminine hygiene items.		C	B	A				
5.1.11.4.3.8.3. An extra pair of comfortable but sturdy shoes. Open toed and high-heeled shoes shall be not recommended.		C	B	A				
5.1.11.4.3.8.4. An extra pair of eyeglasses, if personnel wear them.		C	B	A				
5.1.11.4.3.9. Hi Visibility rain gear that should include boots, ponchos, safety glasses, hoods, and reflective raincoats.			B	A				
5.1.12. Infrastructure and Facility Maintenance Before and During Hurricane Season	↓	↓	↓	↓	↓	↓	↓	↓
5.1.12.1. Facility trees shall have branches that are trimmed back at least 18” from facilities and shall remove all dead or weak branches from any trees within one hundred yards of facility building.	D	C	B	A				
5.1.12.2. Facility shall have availability of at least one phone connected to a conventional cord and that can function without an external power supply in the event the power is lost, for use only when there is no lightning.	D	C	B	A				
5.1.12.3. Before hurricane season facility shall record having inspected for and repaired leaks in walls cracks, gaps in window flashings, leaky roofs (especially around chimneys and vents), and of course, all of the plumbing systems.	D	C	B	A				
5.1.12.4. Facility emergency lighting supplies and instructions shall not use open flames, including candles and oil or kerosene lamps as a source of emergency light.	D	C	B	A				
5.1.12.5. An annual preventive maintenance shall be performed and recorded on the AC and dehumidification system before hurricane season or before the assessment.		C	B	A				
5.1.12.6. Each company vehicle with a cigarette lighter outlet shall have a cell phone battery adapter.		C	B	A				
5.1.12.7. Facility shall have battery-powered or generator powered emergency lighting infrastructure. If battery-powered, there shall be 6 hours continuous-on battery capacity.			B	A				
5.1.12.8. Outdoor antennas shall not be able to blow over onto power lines if they tilted from their base, or else shall be rated on a manufacturers certificate to 150 mph winds.			B	A				
5.1.12.9. During the assessment, standing water shall not be evident on the facility floor.			B	A				

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5.1.12.10. When sump pumping is normal during regular weather, there shall be provided sufficient portable battery or gas powered pumps to remove floodwater.				A				
5.1.12.11. Loose equipment that could float away or topple, and cabinets, shall be attached to walls or other stable equipment but not loose on floor.				A				
5.1.13. Generator	↓	↓	↓	↓	↓	↓	↓	↓
5.1.13.1. If facility or its refrigeration requires electricity during a hurricane power outage, it shall have a generator.				A				
5.1.13.2. The facility shall have a record of testing generator monthly during the hurricane season and put under load for one-hour minimum each time.				A				
5.1.13.3. The facility shall have enough generator fuel on hand for at least 72 hours of continuous use under expected load.				A				
5.1.13.4. Facility shall state a written determination of whether maintaining power beyond 72 hours during a prolonged hurricane outage would be essential. If so, facility shall document and implement a fuel supply procedure.				A				
5.1.13.5. Generator shall not be located in a basement or area where flooding is likely to occur.				A				
5.1.14. Employee Preparedness Meeting Facility shall have a record of having conducted an employee preparedness meeting at the place of work, with roster of attendees closely matching the personnel list and that personnel are competent to carry out their roles to fulfill their responsibilities during a hurricane, including a preparedness orientation for new hires after the initial meeting. The preparedness meeting shall include an orientation on the evacuation procedure.			B	A				
5.1.15. Evacuation Procedure Facility shall have an evacuation procedure to get personnel to safety before, during or after a hurricane in the event that damage requires remaining personnel to leave the workplace quickly. It shall address:	↓	↓	↓	↓	↓	↓	↓	↓
5.1.15.1. The evacuation policy to "Run from the Water, Hide from the Wind."	D	C	B	A				
5.1.15.2. Avoiding flooded roads and washed-out bridges.	D	C	B	A				
5.1.15.3. Avoiding elevators while evacuating.	D	C	B	A				
5.1.15.4. Locking up the facility, securing it, and securing other possessions quickly.	D	C	B	A				
5.1.15.5. Securing outside equipment, garbage cans, smoking pillars and ashtrays and turning off the lights prior to abandonment.		C	B	A				
5.1.15.6. Facility shutdown, leaving air conditioners on, disconnecting other electrical equipment, and turning off lights.			B	A				
5.1.15.7. Maintaining relative humidity in the facility between 30% and 50% to avoid moisture and mildew damage from the high post hurricane humidity.				A				

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5.1.15.8. Unplugging appliances and turning off main water valve.	D	C	B	A				
5.1.15.9. Moving furniture to a higher floor or elevated above the BFE or surge level before evacuating a surge or flood zone.			B	A				
5.1.15.10. Evacuating personnel to outside the affected area or to a shelter.	D	C	B	A				
5.1.15.11. Facility shall list the job title of the person who is responsible for providing an all clear or return-to-work notification in cooperation with local authorities responding in an emergency.	D	C	B	A				
5.1.15.12. Facility shall have evacuation procedures for each individual building if the business operates out of more than one location or has more than one place where people work.		C	B	A				
5.1.15.13. Facility shall have a copy of the community hurricane preparedness plan for the current year from a local yellow pages directory, or from the local emergency management office, or American Red Cross chapter.				A				
5.1.15.14. The facility shall identify the name of the person who will shut down critical operations and lock the doors, if possible, during an evacuation.	D	C	B	A				
5.1.15.15. Special Personnel Needs: Facility shall publish a plan to assist.	↓	↓	↓	↓	↓	↓	↓	↓
5.1.15.15.1. Personnel who may need transportation.			B	A				
5.1.15.15.2. People with disabilities who may need help to get out.	D	C	B	A				
5.1.15.16. Evacuation Route and Nearby Assembly Area	↓	↓	↓	↓	↓	↓	↓	↓
5.1.15.16.1. Facility shall have maps of what roads to in a vehicle take during an evacuation ordered to abandon the facility. These shall match the evacuation routes required by the State Department of Transportation.	D	C	B	A				
5.1.15.16.2. Facility shall post evacuation route maps and floor plan in public and break areas.	D	C	B	A				
5.1.15.16.3. Evacuation may be needed not just if abandonment is ordered but also if occupied facility becomes uninhabitable. For evacuation on foot or in wheelchair, facility shall select an assembly area that is safe for pedestrians and wheelchairs and off of traffic lanes.	D	C	B	A				
5.1.15.16.4. Facility shall designate by sign, floor/road marks one location near each facility and another alternate assembly site in the general area in case personnel have to move farther away due to reasons such as debris on the assembly area.	D	C	B	A				
5.1.15.16.5. Facility shall have a training record that the evacuation route and assembly areas were reviewed with personnel as part of emergency awareness training.		C	B	A				
5.1.15.16.6. Facility shall have enough forms and training to account for and record all workers, visitors and customers arriving at the assembly site.		C	B	A				

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5.1.15.16.7. Personnel shall state that they will tell others if they are leaving the assembly site or if they cannot get to the assembly site.		C	B	A				
5.1.15.17. Evacuation Marshals	↓	↓	↓	↓	↓	↓	↓	↓
5.1.15.17.1. Marshals shall be appointed and responsible to know who is in the building, including customers and visitors, at the time an evacuation becomes necessary and to make sure that all personnel receive and follow the message to evacuate the building.	D	C	B	A				
5.1.15.17.2. Facility shall list the person with the authority to order an evacuation if not the evacuation marshal. Facility shall create a chain of command so that others are authorized to act in case the designated person is not available and so that if local officials order evacuation, it is done immediately.		C	B	A				
5.1.15.17.3. Facilities shall appoint at least one female and one male Marshal, when there are the two sexes employed, so that bathrooms can be checked.			B	A				
5.1.15.17.4. The marshal shall alert people who cannot hear an alarm or instructions.		C	B	A				
5.1.16. Drills	↓	↓	↓	↓	↓	↓	↓	↓
5.1.16.1. Facility shall have a training record of having held one or more surprise drills in which personnel practice performing their emergency roles. At least one drill shall simulate a realistic loss of electricity, with the lights turned off after clarifying to the personnel that it is a drill. It is the intent that surprise drills be conducted for all of the written plans/procedures: pre-season preparedness procedure, hurricane watch procedure, hurricane warning procedure and after the hurricane procedure.			B	A				
5.1.16.2. All personnel shall walk the evacuation route to a designated area where procedures for accounting for all personnel are tested.	D	C	B	A				
5.1.16.3. Personnel with disabilities shall participate in all drills and exercises. This practice shall ensure that personnel are able to access all emergency evacuation routes. Also, if other personnel are charged with helping those with disabilities, their role shall be included in all drills.	D	C	B	A				
5.1.16.4. Facility shall practice evacuation with other businesses renting, leasing, or sharing office space in the same building or facility.				A				
5.1.16.5. Facility shall have training records or a schedule that it has participated or will participate during the month of March in the statewide tornado drill sponsored by the National Weather Service.				A				
5.1.16.6. If the company is in a high-rise building, an industrial park, or even a small strip mall, facility shall have a record of its personnel having coordinated and practiced with other tenants or businesses to avoid confusion and potential gridlock.			B	A				

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	D	C	B	A	OK	NOK	N/A	
5.1.16.7. Facility shall have a record of at least one personnel having read and understood the content of the following Webpage in preparation for participation in the United States Incident Command System (ICS): http://www.osha.gov/SLTC/etools/ics/prepare_implement.html				A				
5.1.17. Architectural Requirements	↓	↓	↓	↓	↓	↓	↓	↓
5.1.17.1. Window and Exterior Door Protection								
Facility shall have an impact protection option shown below and be installed following the manufacturer's recommendations. Note: The same air velocity can result in different design pressures and so the chosen approach is to prefer to comply with appropriate reference standards rather than specifying a single minimum wind velocity.	↓	↓	↓	↓	↓	↓	↓	↓
5.1.17.1.1. Window Option 1: Permanent shutters or Impact resistant window and exterior door glass or coverings	↓	↓	↓	↓	↓	↓	↓	↓
5.1.17.1.1.1. Minimum design wind speed shall be 150 mph as specified by manufacturer or engineering documents.				A				
5.1.17.1.1.2. For the case of a critical facility or enhanced facility, the minimum rating shall be the jurisdictions design wind speed, plus 40 mph or 150 mph, whichever is higher as specified by manufacturer or engineering documents.				A				
5.1.17.1.1.3. The facility shall have signed and PE sealed engineering documents stating compliance with IBC/IRC 2003, or FBC 2004 and testing in compliance with ASTM E 1886/E 1996 –03 for Wind Zone IV, or, TAS 201, 202, 203.				A				
5.1.17.1.1.4. Facility shall have the permits and licenses required for the jurisdiction in which the installation is performed.				A				
5.1.17.1.1.5. A category III structure shall have signed and PE sealed engineering documents stating compliance with the current ASCE 7 standard for the location in question, applying the appropriate mean roof height and adjustment factors for each opening as designed by a licensed professional engineer.				A				
5.1.17.1.2. Window Option 2: Precut plywood panels of ¾ inch plywood-cut to fit each window and door opening. Boards shall be marked as to which board fits which opening. Pre-drilled holes shall be spaced no farther apart than every 18 inches for screws.			B	A				
5.1.17.1.3. Exterior Garage Door Options	↓	↓	↓	↓	↓	↓	↓	↓
5.1.17.1.3.1. Door Option 1: Facility shall have a manufacturer certificate that door and track system is designed to withstand 150 mph winds and wind-borne debris.				A				
5.1.17.1.3.2. Door Option 2: Facility shall have a manufacturer certificate that garage door covering is a tested and approved impact resistant covering.			B	A				

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	D	C	B	A	OK	NOK	N/A	
5.1.17.2. Hurricane Straps/Clips/Anchor Bolts Facility shall have an engineering or building inspector's report indicating wind-resistant roof-to-wall, floor-to-floor and wall-to-foundation connections, or anchor points secure enough to resist hurricane wind as follows:	↓	↓	↓	↓	↓	↓	↓	↓
5.1.17.2.1. The roof shall be securely anchored at roof-to-wall connections with hurricane straps or clips at every wall-to-rafter connection.			B	A				
5.1.17.2.2. All floor-to-floor and wall-to-foundation joints in the structure shall create a continuous load path to the building's foundation.			B	A				
5.1.17.2.3. Floor-to-floor connections shall be secured by connecting each floor to the floor below with straps or clips in addition to any other nailing schedule required by code.			B	A				
5.1.17.2.4. Wall-to-foundation connections shall be made through the use of anchor bolts or mudsill anchors.			B	A				
5.1.17.2.5. Mobile home ground anchor points shall utilize a 2,000 lb breaking strength or higher anchor with a galvanized aircraft cable attachment. The strapping system shall utilize a 12,000 lb polyester webbing rated 6,000 lbs per inch or higher, with a 11,000 lb or higher breaking strength long handle ratchet, and twisted snap hooks rated at 10,000 lbs breaking strength or higher. Working load limit of the ratchet assembly shall be a minimum of 3,000 lbs.			B	A				
5.1.17.3. Safe Room	↓	↓	↓	↓	↓	↓	↓	↓
5.1.17.3.1. A safe room shall be neither required nor shall one be occupied when it lies in a surge zone or below the BFE, for a hurricane. Facility shall state in writing the safe room philosophy that personnel should "Run from the Water, Hide from the Wind."				A				
5.1.17.3.2. Facility shall have an engineering or building inspector's report indicating the safe room has been specially designed and tested to withstand wind speeds of up to 250 miles per hour and the windborne debris impact of a 15-pound 2 by 4, flying at a speed of 100 miles per hour.				A				
5.1.17.3.3. The safe room shall be located in a central, interior, and ground-floor area of the facility.				A				
5.1.17.3.4. The Safe rooms shall be structurally isolated from the main structure of the facility.				A				
5.1.17.3.5. Safe room shall be securely anchored to the foundation.				A				
5.1.17.3.6. Safe room installed in or over a crawl space shall have a separate foundation.				A				
5.1.17.3.7. Safe room shall have adequate ventilation.				A				

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	D	C	B	A	OK	NOK	N/A	
5.1.17.3.8. Safe room shall have adequate capacity for planned occupancy, which shall be stated on a sign in the safe room or leading into it.				A				
5.1.17.4. Shearing forces Facility shall have engineering or building inspection reports showing that the construction of the facility meets or exceeds current wind shear force required by code. Grandfathered facilities are not excluded from this requirement to achieve the grade shown.			B	A				
5.1.17.5. Sandbags	↓	↓	↓	↓	↓	↓	↓	↓
5.1.17.5.1. Facility shall state in writing whether sandbags will or will not be used.		C	B	A				
5.1.17.5.2. If sandbags are to purchased filled, they shall be in stock during the assessment.		C	B	A				
5.1.17.5.3. If sandbags are to be filled on site, the facilities shall have sufficient sandbags, equipment, personnel and a source for fill.		C	B	A				
5.1.18. Animal Hurricane Preparedness Procedure Applies when animals are necessary to the facility or companion animals are part of it.	↓	↓	↓	↓	↓	↓	↓	↓
5.1.18.1. Facility shall document a hurricane preparedness procedure for facility animals including farm stock, fish in tanks, service animals, animal store stock, facility ambience aquaria, and livestock. It shall address the following:			B	A				
5.1.18.2. Animal Preparations Before A Tropical Storm is Named	↓	↓	↓	↓	↓	↓	↓	↓
5.1.18.2.1. Facility shall determine in advance, if it is forced to evacuate humans, whether it will bring, arrange in advance for boarding or leave the Animal(s).			B	A				
5.1.18.2.2. Transport methods, evacuation routes, personnel evacuation duties, vehicles, equipment, commercial carrier contact information and contracts shall be established in advance.			B	A				
5.1.18.2.3. Host facilities shall be identified, a primary and an alternate, in case one of these facilities is also affected. Agreements with the Host facilities shall be established in advance.			B	A				
5.1.18.2.4. Leaving Animals Behind	↓	↓	↓	↓	↓	↓	↓	↓
5.1.18.2.4.1. Animal(s) shall not be chained, tethered, or restrained in manner that renders the animal(s) helpless to evade hazards/threats outside during a hurricane.	D	C	B	A				
5.1.18.2.4.2. If the last and only option is to leave the animal(s) behind, facility shall identify (a) structurally sound and safe space(s) that will be used to confine and protect the animal(s) during a hurricane, away from potential flooding, gas, power, debris, downed trees and poles, and other hazardous materials.			B	A				

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	D	C	B	A	OK	NOK	N/A	
5.1.18.2.4.3. Space(s) shall have appropriate ventilation, entry, and egress available. Space(s) shall be clearly marked identifying animal(s) confined within.			B	A				
5.1.18.2.4.4. Animals shall be left with at minimum one week of non-refrigerated food and water.			B	A				
5.1.18.2.4.5. A big, bold notice in several areas shall be placed outside the facility/property in a visible area, advising what animal(s) are in the facility and where they are located. A phone number where owner or a contact can be reached as well as the name and number of the veterinarian.			B	A				
5.1.18.2.5. If small animal(s) are to be transported, a vehicle carrier shall be provided for each. . It should be spacious			B	A				
5.1.18.2.6. Food and water containers shall be elevated off the floor.			B	A				
5.1.18.2.7. Facility shall have on hand seven days supply of animal food, water, and any medication.			B	A				
5.1.18.2.8. Facility shall have provisions for escape resistant cages for each animal, to include Exotic Animals, not glass.			B	A				
5.1.18.2.9. All animals shall have some form of identification that will help facilitate their return. A microchip, band, or tattoo, accompanied by a collar and tag with owner’s name and emergency contact number in permanent marker shall also be affixed or written on collar.			B	A				
5.1.18.2.10. Copies of important documents, medical records and photographs of each animal shall be stored in plastic bags and shall accompany animal(s) evacuated.			B	A				
5.1.18.2.11. A manure lagoon for deluge runoff containment shall be established for a herd of more than 20 farm animals.				A				
5.1.18.3. Livestock Preparedness	↓	↓	↓	↓	↓	↓	↓	↓
5.1.18.3.1. A written policy shall be published in advance of hurricanes whether to evacuate large animals to available shelter or to turn them outside.			B	A				
5.1.18.3.2. If evacuation is elected arrangements for evacuation, including routes and host sites, shall be made in advance.			B	A				
5.1.18.3.3. Alternate routes shall be mapped out in case the planned route is inaccessible.			B	A				
5.1.18.3.4. Trucks, trailers, and other vehicles suitable for transporting livestock (appropriate for transporting each specific type of animal) shall be available along with experienced handlers and drivers to transport them.			B	A				
5.1.18.3.5. The animals shall be made accustomed to these vehicles in advance so they're less frightened and easier to move.			B	A				

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	D	C	B	A	OK	NOK	N/A	
5.1.18.4. After The Hurricane	↓	↓	↓	↓	↓	↓	↓	↓
5.1.18.4.1. Procedure shall specify precautions to protect the Animal(s) if they should become disoriented due to unfamiliar scents and altered landmarks, or approach downed power lines, glass, and contaminated food and water.			B	A				
5.1.18.4.2. Procedure shall specify that facility companion animal(s) be kept on leash at all times outside since pets may try to run away and hide because of the stress and strange surroundings.			B	A				
5.1.18.4.3. Procedure shall address what to do if facility Animal(s) is/are lost or if someone else's Animal(s) if found on facility property.			B	A				
5.1.18.5. Animal(s) Vaccination: Proof of current vaccination shall be in evidence as shown for:	↓	↓	↓	↓	↓	↓	↓	↓
5.1.18.5.1. Dogs: rabies, leptospirosis hepatitis, distemper parvo-coronavirus, and bordetella (kennel cough).			B	A				
5.1.18.5.2. Cats: rabies, distemper combination, and feline leukemia.			B	A				
5.1.18.5.3. Horses: negative coggins, rabies, eastern and western equine encephalomyelitis, west Nile virus			B	A				
5.1.18.6. Animal(s) Sheltering	↓	↓	↓	↓	↓	↓	↓	↓
5.1.18.6.1. Facility Animals and pets shall not be allowed into a non-pet public emergency evacuation shelter. Pet-Friendly emergency evacuation sheltering should be established to permit owner/guardian evacuees and their animal(s) to be co-located. Owner shall have arrangements for sheltering of animal(s) with or near their owner/guardian.	D	C	B	A				
5.1.18.6.2. Animal(s) shall wear an I.D. tag showing the address and/or phone number of its evacuation site and owner/guardian.		C	B	A				
5.1.18.6.3. Veterinary clinics, or boarding facilities, or hotels shall be contacted prior to the self-assessment in order to reserve a space outside of the emergency zone. Animals should not be boarded in the emergency zone area.			B	A				
5.1.18.6.4. For an enterprise that shelters service or commercial domestic animals or fish, care items on hand shall include all applicable: proper identification, immunization records and tags, medicine, appropriate confinement mechanism such as pens, carriers, cages, leashes, and tethers or halters.			B	A				
5.1.18.6.5. Proof of vaccination shall be required of animals entering shelter.			B	A				
5.1.18.6.6. Canine(s) shall wear a collar, a rabies tag, and a leash.			B	A				

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	D	C	B	A	OK	NOK	N/A	
5.1.18.6.7. Animal(s) shall wear an I.D. tag with phone number of a friend outside disaster area. Horses should have ownership spray painted on side or identification braided into the mane.				A				
5.1.18.6.8. For an enterprise that shelters fish, backup power for aeration shall be provided.				A				
5.1.19. Facility Crisis Communication Plan	↓	↓	↓	↓	↓	↓	↓	↓
5.1.19.1. Facility shall have a written crisis communication plan to use during and after a disaster on how the facility will communicate with personnel, local authorities, customers, and others during and after a disaster. The plan should assume the worst case that there will be no phone service during a hurricane.				A				
5.1.19.2. A training record shall indicate that personnel have been informed that in case facility personnel are separated from their family members during a disaster such as during the day when adults are at work, and children are at school, they should have a plan for getting back together.				A				
5.1.19.3. Alternate means and routes for getting to and from work shall be documented for each personnel, in case their normal mode of transportation is interrupted.				A				
5.1.19.4. Workers shall communicate with other facility personnel in case they are separated from one another or injured.				A				
5.1.19.5. Personnel shall be trained on if, when, and how to report to work following an emergency.				A				
5.1.19.6. Facilities shall update their customers on whether and when products will be received, and services rendered within 72 hours of the emergency.				A				
5.1.20. Continuity Of Operations Planning	↓	↓	↓	↓	↓	↓	↓	↓
5.1.20.1. The plan shall address what the tenant will do if the building, plant or store is not usable or accessible.			B	A				
5.1.20.2. Plan shall state how the business shall be from a different location or from the home.			B	A				
5.1.20.3. Facility shall document relationships with other companies to use their facilities in case a disaster makes the location unusable.			B	A				
5.1.21. Annual Review								
All written emergency plans shall be reviewed annually. The plans shall be updated and personnel informed when new personnel are hired or when there are changes in how the company functions. The date shall coincide with the current hurricane season and the authorization/approval/signature shall be written.	D	C	B	A				
5.1.22. Volunteer and Outreach	↓	↓	↓	↓	↓	↓	↓	↓
5.1.22.1. Facility shall be prepared to mobilize or convert into an emergency operation center, media briefing area, shelter, or first-aid station.				A				

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	D	C	B	A	OK	NOK	N/A	
5.1.22.2. Facility shall have the file copy of a letter sent to local EMS officials stating what the company is prepared to do to help in the recovery effort.				A				
5.1.22.3. Facilities shall document mutual aid agreements to work with other local organizations located near enough to the business to respond to the emergency together.				A				
5.1.22.4. Facilities shall use newsletters and intranets to communicate emergency plans and procedures.				A				
5.1.23. Shelter Requirements, when facility has been designated in advance as a shelter.	↓	↓	↓	↓	↓	↓	↓	↓
5.1.23.1. Have a shelter-in-place procedure.		C	B	A				
5.1.23.2. The facility shall be clearly designated of AS A SHELTER-IN-PLACE or clearly designated AS NOT BEING a shelter-in-place.		C	B	A				
5.1.23.3. Facility shall have a shelter-in-place room.				A				
5.1.23.4. Decide to shelter-in-place or evacuate. Employ the rule to evacuate always when ordered and "Run from the Water, Hide from the Wind."		C	B	A				
5.1.23.5. Facility shall have a record that it has instructed personnel on-hand to remain in the facility during a hurricane and hurricane-induced tornados.				A				
5.1.23.6. Facility shall have a method to account for all workers, visitors, and customers as people arrive in the shelter.			B	A				
5.1.23.7. Facility shall have record of having drilled its shelter-in-place plan no less often than every 60 days starting before hurricane season.				A				
5.1.23.8. If the business is located on more than one floor or in more than one building, identify multiple shelter locations, if each is are fit for use as a shelter.				A				
5.1.23.9. Facility shall have a statement of where personnel will take shelter in case of a hurricane induced Tornado Warning in an interior room or hallway on the lowest floor possible.	D	C	B	A				
5.1.23.10. If designated as a shelter-in-place, the following requirements, as a minimum, shall be documented in a procedure, and recorded on a training record as understood by personnel:	↓	↓	↓	↓	↓	↓	↓	↓
5.1.23.10.1. Enter the shelter and seal the room.			B	A				
5.1.23.10.2. Close the business and bring everyone inside.			B	A				
5.1.23.10.3. Lock doors, close windows, air vents, and fireplace dampers.			B	A				
5.1.23.10.4. Stay away from windows, doors, and outside walls. Go to the center of the room. Stay away from corners.			B	A				
5.1.23.10.5. Stay in the shelter location until the danger has passed.			B	A				
5.1.23.10.6. Go into an interior room, such as a break room or conference room, with few windows, if possible.			B	A				

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	D	C	B	A	OK	NOK	N/A	
5.1.23.10.7. Wait for an all-clear announcement before leaving the facility or shelter from the authority having jurisdiction.	D	C	B	A				
5.1.23.10.8. Do not leave from an entrance from which a downed or broken utility line or gas hazard is evident.	D	C	B	A				
5.1.23.10.9. Use the emergency water or boil tap water before drinking until safe municipal water supply is announced.	D	C	B	A				
5.2. Preparedness Procedures Activated after a Named Tropical Storm The facility shall have a written preparedness procedure, job descriptions, and training records for the personnel that will implement it, addressing the following areas:	↓	↓	↓	↓	↓	↓	↓	↓
5.2.1.A list of essential personnel that shall remain at the facility during the hurricane if not required to evacuate.	D	C	B	A				
5.2.2.Facilities shall document a general statement of when personnel will be released from work as well as when after the hurricane personnel are expected to return.		C	B	A				
5.2.3.Facility shall have a separate written procedure for the following phases of hurricane operations that are bound together into a dated signature authorized "hurricane emergency preparedness plan." Personnel with disabilities shall be included in this planning, and their needs shall be met. The procedures shall have been reviewed, updated, and signature approved by the facility within same year as the hurricane season.	↓	↓	↓	↓	↓	↓	↓	↓
5.2.3.1. Pre-Season Preparedness Procedure (preceding sections of this standard)		C	B	A				
5.2.3.2. Hurricane Watch Procedure		C	B	A				
5.2.3.3. Hurricane Warning Procedure		C	B	A				
5.2.3.4. After the Hurricane Procedure		C	B	A				
5.2.4.Hurricane Watch Procedure: The facility shall have procedures or job description(s) of the person(s) responsible to implement the Hurricane Watch activities as a minimum to include:	↓	↓	↓	↓	↓	↓	↓	↓
5.2.4.1. Inside The Facility	↓	↓	↓	↓	↓	↓	↓	↓
5.2.4.1.1. Warn personnel that they have entered a period of hurricane watch. Provide for warning those who are hearing-impaired or have other disabilities or who do not speak English. Attendance shall be recorded.	D	C	B	A				
5.2.4.1.2. When inside stay away from windows, skylights, and glass doors.	D	C	B	A				
5.2.4.1.3. Facility shall issue a letter or wallet card to employees identifying the holder as permitted to return to the facility when access is restricted.		C	B	A				
5.2.4.1.4. A person and an alternate shall be appointed whose duties will include responsibility for the security of the persons inside the facility.		C	B	A				

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	D	C	B	A	OK	NOK	N/A	
5.2.4.1.5. Close drapes.	D	C	B	A				
5.2.4.1.6. Where windows are unprotected in rooms to be occupied during the hurricane, windows shall be crisscrossed with tape to slightly reduce flying glass. <i>Note: Tape on windows is never the preferred approach. The facility should install the architectural improvements listed in this standard including the option for protected glass or an approved shutter system.</i>	D	C	B	A				
5.2.4.1.7. Avoid remaining for prolonged periods in a room with unprotected glass that is not storm shuttered or impact resistant.	D	C	B	A				
5.2.4.1.8. Inventory emergency supply kit.	D	C	B	A				
5.2.4.1.9. Verify adequate drinking water in clean jugs and bottles. Label as drinking water.	D	C	B	A				
5.2.4.1.10. Listen constantly for official instructions and hurricane progress reports to a battery backed-up radio(s) or television.	D	C	B	A				
5.2.4.1.11. Open flames such as candles and kerosene lamps shall not be used as a source of light.	D	C	B	A				
5.2.4.1.12. Inventory the hurricane supply list and replenish.		C	B	A				
5.2.4.1.13. Dismiss essential personnel temporarily so they can secure their personal property before returning to duty.		C	B	A				
5.2.4.1.14. Verify function of security and flood lighting, and their battery backup and computer backup batteries.		C	B	A				
5.2.4.1.15. Store valuables and copies of personal papers that cannot be taken with evacuees in a waterproof container on a sufficiently high level of the facility; second floor or higher on a multi-floor building.				A				
5.2.4.1.16. Review evacuation plan.		C	B	A				
5.2.4.1.17. Determine if computer support will be available for primary/critical computer users who need to remain operational during a hurricane.			B	A				
5.2.4.1.18. Commence the computer backup to dump data and remove to the offsite disaster backup.			B	A				
5.2.4.1.19. Commence freezing water in half-filled plastic jugs to use empty space in the freezer and refrigerator and to help keep food cool.			B	A				
5.2.4.2. Outside The Facility	↓	↓	↓	↓	↓	↓	↓	↓
5.2.4.2.1. If in a mobile facility, verify tie downs, and evacuate immediately.	D	C	B	A				
5.2.4.2.2. Remove, secure, anchor, lash down or bring indoors any loose objects in outside storage areas that may be blown about by hurricane winds including furniture, and facility garden tools.	D	C	B	A				

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	D	C	B	A	OK	NOK	N/A	
5.2.4.2.3. Moor boat securely or move it to a designated safe place. Use rope or chain to secure boat to trailer. Use tie-downs to anchor trailer to the ground or building.	D	C	B	A				
5.2.4.2.4. Fill all vehicles with fuel.	D	C	B	A				
5.2.4.2.5. Perform last minute patching for roofs and windows.		C	B	A				
5.2.4.2.6. Facility vehicles and dispensing tanks shall be fueled and filled with gas. They shall be stored where they will safely weather the storm.			B	A				
5.2.4.2.7. Facility shall issue an instruction on what personnel are to do with each personal and company vehicle, including field vehicles.			B	A				
5.2.4.2.8. Remove or lower outside antennas and satellite dishes if not rated for 150 mph winds.			B	A				
5.2.4.2.9. The permitted employee list shall be shared with the Sheriff's department so that constables will not stop working employees from crossing county lines to do their job at the facility in question at a time of restricted access.			B	A				
5.2.4.2.10. Locate storm shutters, garage door supports, and any hardware or tools necessary for installation.				A				
5.2.4.2.11. Move records, computers, and other items within the facility or to a safe offsite location and cover them in plastic.				A				
5.2.4.2.12. Install shutters and supports. Install second story and other difficult shutters first to secure all doors, windows, and other openings against wind and water.				A				
5.2.4.2.13. Activate closing of the hurricane shutters and boarding up of windows.				A				
5.2.5.Hurricane Warning Procedure: The facility shall have procedures or job description(s) of the person(s) responsible to implement the hurricane warning activities as a minimum to include:	↓	↓	↓	↓	↓	↓	↓	↓
5.2.5.1. Inside the Facility	↓	↓	↓	↓	↓	↓	↓	↓
5.2.5.1.1. Warn personnel that they have entered a period of hurricane warning. Provide for warning the hearing-impaired or the disabled or who do not speak English. Keep a record of the attendance.	D	C	B	A				
5.2.5.1.2. All non-essential personnel shall be dismissed unless this is their designated shelter.	D	C	B	A				
5.2.5.1.3. Facility shall have a lock-out tag-out training record showing who is competent to turn off utilities for electricity, gas and water. The training shall require that if the gas is turned off, that only a gas certified professional shall turn it back on.	D	C	B	A				

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Assessment Notes & Evidence (skip down if “↓”)

	Requirement is achieved for grade if OK is checked, or is “not OK” (NOK), or N/A							Assessment Notes & Evidence (skip down if “↓”)
	D	C	B	A	OK	NOK	N/A	
5.2.5.1.4. Radio(s) or television shall be continually audible for official instructions.	D	C	B	A				
5.2.5.1.5. When inside stay away from windows, skylights, and glass doors.	D	C	B	A				
5.2.5.1.6. Raise awnings and lower and stow flags.	D	C	B	A				
5.2.5.1.7. Survey the facility again to verify protection of outside equipment and structures.	D	C	B	A				
5.2.5.1.8. Post emergency numbers for easy reference.	D	C	B	A				
5.2.5.1.9. Conduct a room-by-room walk-through to determine what needs to be secured.	D	C	B	A				
5.2.5.1.10. Close all windows but leave vents open sufficient to replenish breathing air.		C	B	A				
5.2.5.1.11. Move desks, files, equipment and furniture away from un-shuttered windows. Papers, drawings, etc. should be placed inside files or desks.		C	B	A				
5.2.5.1.12. Mailbox lids shall be locked or taped shut.		C	B	A				
5.2.5.1.13. Place heavy or breakable objects on low shelves.		C	B	A				
5.2.5.1.14. Store valuables and personal papers in a waterproof container on the level of the facility above surge and flood elevation.		C	B	A				
5.2.5.1.15. Office equipment, such as copy machine and computers, shall be wrapped in plastic to protect against water damage.			B	A				
5.2.5.1.16. Review plans for communicating with personnel families before and after a hurricane.			B	A				
5.2.5.1.17. Locate and make available building and site maps with critical utility and emergency routes clearly marked and two GPS benchmarks clearly delineated to the three digits a second of earth arc resolution.				A				
5.2.5.1.18. Move workstations away from large windows, if possible.			B	A				
5.2.5.1.19. Post or publish a public announcement: update to the general public with calm assurance that all resources are being used to protect workers and the community. Communicate plans that are in place for recovery.			B	A				
5.2.5.1.20. Activate the safe room procedure.			B	A				
5.2.5.1.21. Instruct employees that proof of residency may be required to return to work from home and to keep important papers with them if personnel abandon their homes, including voter registrations, visas, passports, identification, insurance papers, birth certificates, and titles.				A				

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	D	C	B	A	OK	NOK	N/A	
5.2.5.1.22. If power is lost, major appliances shall be turned off to reduce power surge when electricity is restored. Exceptions: Air conditioning and dehumidifiers shall be left on.				A				
5.2.5.1.23. Equipment shall be unplugged and light equipment shall be elevated off the floor to avoid electrical hazards in the event of flooding.				A				
5.2.5.1.24. Food Safety Before Power Failure	↓	↓	↓	↓	↓	↓	↓	↓
5.2.5.1.24.1. Turn the refrigerator and freezer to the coldest settings. <i>Note: the refrigerator setting should be only to the coldest non-frozen setting.</i>			B	A				
5.2.5.1.24.2. Continue freezing water in additional half-filled plastic jugs to use empty space in the freezer and refrigerator and to help keep food cool.			B	A				
5.2.5.1.24.3. Personnel shall be instructed to open only when absolutely necessary and close quickly. Move foods that can be frozen into the freezer.			B	A				
5.2.5.1.24.4. Tape a china marker or crayon to a refrigerator/freezer door to show the times of power loss and power restoration on at least one facility freezer or door.				A				
5.2.5.2. Outside The Facility	↓	↓	↓	↓	↓	↓	↓	↓
5.2.5.2.1. Park vehicles in a garage or close to the side of the facility. Alternatively, vehicles shall be removed from the site or park on upper floors and centrally in a parking garage.	D	C	B	A				
5.2.5.2.2. Facilities having propane or natural gas shall designate in writing the job description responsible to turn off the valve at the Propane gas tank on gas inlet if evacuating. Once turned off they shall be run to drain the gas out of pipes inside the building. Training records demonstrating competency at this task shall be provided.			B	A				
5.2.5.2.3. Unplug televisions before attempting to lower an outdoor antenna.		C	B	A				
5.2.5.2.4. Drain in-ground pools 6" to 12" to allow for possible heavy rains. Do not drain completely.		C	B	A				
5.2.5.2.5. Pools and decorative fountains shall be super chlorinated to kill the bacteria before it is flooded out of the pool and spills into and pollutes natural watersheds, drinking water aquifers and streams.		C	B	A				
5.2.5.2.6. Electric pool pumps shall be disconnected and protected unless being used for fish aeration.		C	B	A				
5.2.5.2.7. Neighbor businesses shall be encouraged to bring in outdoors objects.				A				

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	Grade Awarded (skip down if "↓") =>	D	C	B	A	OK	NOK	
5.2.5.2.8. Clear the storm drain and swale area of debris.	D	C	B	A				
5.2.5.2.9. Disconnect non-portable propane gas at the tank.	D	C	B	A				
5.2.5.2.10. Disconnect portable propane gas tanks from fork trucks and outdoor grills, and store inside securely locked garages or storage.	D	C	B	A				
5.2.5.2.11. Cover or brace all not yet secured window and door openings.	D	C	B	A				
5.2.6. Post Hurricane Procedure: The facility shall have procedures or job description(s) of the person(s) responsible to implement the post hurricane activities as a minimum to include:	↓	↓	↓	↓	↓	↓	↓	↓
5.2.6.1. Help injured or trapped persons and give first aid where appropriate. Call for help.	D	C	B	A				
5.2.6.2. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help (see emergency contact list).	D	C	B	A				
5.2.6.3. Avoid driving or walking over street debris, on streets with downed power lines, and near flooding, or over flooded rivers and streams.	D	C	B	A				
5.2.6.4. Personnel shall only return to the facility after authorities advise that it is safe to do so.	D	C	B	A				
5.2.6.5. Loose or dangling power lines shall be avoided and reported immediately to the Power Company, Police, or Fire Department.	D	C	B	A				
5.2.6.6. Inspection	↓	↓	↓	↓	↓	↓	↓	↓
5.2.6.6.1. Inspect every structure of the business and vehicles (inside and outside) for damage. Look at every room in the structure, and at each side, inside, and on the outside. Date, initial, and list damage on the "Damage Report Notebook" located in the emergency kit.	D	C	B	A				
5.2.6.6.2. Assess basic damages at work site including roof, water damage and broken windows.	D	C	B	A				
5.2.6.6.3. Without climbing on the roof, look for damage, including roof damage that allows rain into the structure.	D	C	B	A				
5.2.6.6.4. The facility shall be entered with caution only after the external inspection is completed around the whole perimeter or all accessible sides.	D	C	B	A				
5.2.6.6.5. Designated personnel shall post a sign outside of the building stating if it is safe or unsafe to enter.		C	B	A				
5.2.6.6.6. Designated personnel shall call employees back to the facility if safe to work, if telecommunications function.		C	B	A				
5.2.6.7. Personnel shall have awareness that snakes, insects, and animals may be driven to the facilities higher ground by wind and flood waters elsewhere.	D	C	B	A				

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	D	C	B	A	OK	NOK	N/A	
5.2.6.8. Windows and doors shall be cracked or fully opened if needed to ventilate, and dry the facility, if air conditioning / dehumidification is not available.	D	C	B	A				
5.2.6.9. Initiate clean up of work-site.	D	C	B	A				
5.2.6.10. Do not turn on computer equipment if there are indications of low voltage power fluctuations, low air conditioning output, water under raised floor, broken windows or damaged equipment.	D	C	B	A				
5.2.6.11. Provide a copy of facility map to fire fighters or other first responders in the event of a disaster.			B	A				
5.2.6.12. Make temporary repairs to protect the facility or property from further damage.	D	C	B	A				
5.2.6.13. Cover holes in the roof or walls with tarp or plywood, and use heavy-duty plastic to cover broken windows.	D	C	B	A				
5.2.6.14. Notify Outside Associates	↓	↓	↓	↓	↓	↓	↓	↓
5.2.6.14.1. The designated person shall notify the insurance agent as soon as possible.	D	C	B	A				
5.2.6.14.2. The designated person shall local, state, and federal authorities when emergency assistance is needed for to continue essential business activity.	D	C	B	A				
5.2.6.14.3. The designated person shall notify the mortgage company about the damage after reporting the claim to the insurance.		C	B	A				
5.2.6.14.4. When available for a severely damaged facility the designated person shall apply for federal assistance through FEMA's public assistance programs. <i>Note: Only eligible entities can apply for FEMA Public Assistance. See web link: http://www.floridadisaster.org/brm/Public%20Assistance.htm</i>			B	A				
5.2.6.15. Determine if the structure is damaged so severely that personnel can't work in it.	D	C	B	A				
5.2.6.16. Dry and clean the facility structure, wet furniture, and uniforms as soon as possible by fans, dehumidifiers, and air conditioning.		C	B	A				
5.2.6.17. Water Damage Inspection from Rain or Flood	↓	↓	↓	↓	↓	↓	↓	↓
5.2.6.17.1. Facility shall have a procedure for visually inspecting the facility for any water damage that could make it unsafe to enter, requiring, as a minimum, the following.	↓	↓	↓	↓	↓	↓	↓	↓
5.2.6.17.1.1. Only re-enter the facility after winds, and floodwaters recede.	D	C	B	A				
5.2.6.17.1.2. The facility's foundation and walls shall be inspected for cracks or any loose or missing blocks, bricks, stones, or mortar or other damage.	D	C	B	A				
5.2.6.17.1.3. Building stability shall be verified before entry.	D	C	B	A				
5.2.6.17.1.4. Fire hazards shall be assessed including:	↓	↓	↓	↓	↓	↓	↓	↓

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	D	C	B	A	OK	NOK	N/A	
5.2.6.17.1.4.1. Broken or leaking gas lines.	D	C	B	A				
5.2.6.17.1.4.2. Submerged furnaces.	D	C	B	A				
5.2.6.17.1.5. Wet building materials shall be removed, dried, or replaced immediately.		C	B	A				
5.2.6.17.2. Stability of plaster and drywall shall be assessed:	↓	↓	↓	↓	↓	↓	↓	↓
5.2.6.17.2.1. Bulging or swelling ceilings shall be removed.		C	B	A				
5.2.6.17.2.2. If nail heads appear when pressing upward on drywall ceilings the drywall shall be renailed.		C	B	A				
5.2.6.18. Food Safety After Power Failure	↓	↓	↓	↓	↓	↓	↓	↓
5.2.6.18.1. Facility shall have a procedure that assures it will dispose of FRESH food that does not meet the keep criteria unless the facility has published other criteria:	↓	↓	↓	↓	↓	↓	↓	↓
5.2.6.18.1.1. Not been refrigerated under power for four hours.	D	C	B	A				
5.2.6.18.1.2. Been above 40 degrees F for more than two hours.	D	C	B	A				
5.2.6.18.2. Facility shall have a procedure that it will dispose of thawed, but once frozen food that: (note: if internal thermometer reading is available to confirm frozen state without opening freezer, this only would apply after 1° C or 33° F is measured).	↓	↓	↓	↓	↓	↓	↓	↓
5.2.6.18.2.1. Has not been under powered refrigeration, but the door remained closed, and kept in a full freezer, for more than two days.	D	C	B	A				
5.2.6.18.2.2. Has not been under powered refrigeration, but the door remained closed, and kept in a half-full freezer, for more than one day.	D	C	B	A				
5.2.6.18.3. Inventory refrigerated foods for spoilage.	↓	↓	↓	↓	↓	↓	↓	↓
5.2.6.18.3.1. Facility shall have a procedure that it will inspect refrigerated product for spoilage and discard any food with an unusual odor, color or texture.	D	C	B	A				
5.2.6.18.3.2. Food beyond its un-refrigerated retention times shall be discarded.	D	C	B	A				
5.2.6.18.3.3. Spoiled product shall be listed in the damage report.		C	B	A				
5.2.6.19. Photograph Evidence and Damage Receipts	↓	↓	↓	↓	↓	↓	↓	↓
5.2.6.19.1. Digital (preferred) or film photographs shall be taken of the damages to the area, the facility, and its contents for insurance claims. <i>Note: digital is preferred.</i>			B	A				
5.2.6.19.2. The person designated to contact the insurance company shall present the photos and inventory to help the adjuster assess the damage.			B	A				
5.2.6.19.3. Accumulate records, bills, and paid invoices in the damage receipt envelope until the insurance claim is filed.			B	A				

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5.2.6.20. Damaged Vehicles:	↓	↓	↓	↓	↓	↓	↓	↓
5.2.6.20.1. The facility shall have a job description of the person or persons responsible to follow the insurance agent's instructions, and those in the news media announcements.			B	A				
5.2.6.20.2. Determine if each damaged company land vehicle, boat, or aircraft is safe to pilot, fly or drive, and plainly mark it as such.	D	C	B	A				
5.2.6.20.3. The facility shall have a job description of the person that will determine the prevailing competitive price of repairs in the area.			B	A				
5.2.6.21. The local radio(s) shall remain playing for emergency management instructions.	D	C	B	A				
5.2.6.22. Drive only if absolutely necessary and avoid flooded roads and washed-out bridges.		C	B	A				
5.2.6.23. Restrict telephone use only for emergency calls.	D	C	B	A				
5.2.6.24. Inspect Utilities in a Damaged Facility	↓	↓	↓	↓	↓	↓	↓	↓
5.2.6.24.1. Inspect the gas water heater and gas appliances for damage using a flashlight, not matches or candles.	D	C	B	A				
5.2.6.24.2. Inspect for gas leaks for gas smell or blowing or hissing noise. If present open window and immediately leave building. Turn off the gas at the outside main valve if you can, and call the gas company from a neighbor's facility. If the gas is turned off for any reason, only a professional shall turn it back on.	D	C	B	A				
5.2.6.24.3. The electrical system shall be inspected, and, the electricity shall be turned off at the main fuse box or circuit breaker if approachable without standing in water in the event of the following conditions:	↓	↓	↓	↓	↓	↓	↓	↓
5.2.6.24.3.1. Flooded electrical circuits.	D	C	B	A				
5.2.6.24.3.2. Submerged electrical appliances.	D	C	B	A				
5.2.6.24.3.3. Broken or frayed wires.	D	C	B	A				
5.2.6.24.3.4. Arcs.	D	C	B	A				
5.2.6.24.3.5. Sparks.	D	C	B	A				
5.2.6.24.3.6. Missing or disintegrated wire insulation.	D	C	B	A				
5.2.6.24.3.7. Smell of hot or burning insulation.	D	C	B	A				
5.2.6.24.4. Electrical equipment shall be checked, moving parts and motors lubricated and dried before being returned to service.		C	B	A				
5.2.6.24.5. Inspect for sewage and water lines damage.	D	C	B	A				
5.2.6.25. Empty basement, crawl space or sub foundation space water 1/3 per day to avoid structural damage to foundation by rapid pressure change.	D	C	B	A				

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	D	C	B	A	OK	NOK	N/A	
5.2.6.26. Wet ventilation ducts shall be dried, cleaned, and TSP or chlorine disinfected before use. However, if the ducts are fiberboard with insulation on inside, they shall not be dried and reused. They shall be replaced due to mold.			B	A				
5.2.6.27. Health department shall test water before using without treatment.			B	A				
5.2.6.28. Wet drywall and insulation shall be removed to 18" or higher above the high water mark or until insulation is no longer damp. Clean off mold with a detergent, rinse, dry, and then disinfect all wall cavities that came into contact with floodwater.			B	A				
5.2.6.29. Use fans and sunlight to dry out interior spaces.		C	B	A				
5.2.6.30. Remove all wet carpets, curtains, and fabrics. Allow to air dry completely.		C	B	A				
5.2.6.31. Wash and disinfect all surfaces, including cupboard interiors, with a solution of ½ cup bleach to 2 gallons of water.		C	B	A				
5.2.6.32. Clean and disinfect concrete surfaces using a mixture of TSP (trisodium phosphate) and water. Mix according to manufacturer's directions and apply to entire surface.			B	A				
5.2.6.33. Control standing water and mosquitoes by applying a larvae control product to standing water or a film of vegetable oil to the surface.			B	A				
5.2.6.34. Wash down and disinfect all doors if they had been immersed in the flood. To avoid warping, dry all wood doors by removing from hinges, laying flat with wood shims between, and allowing air-drying completely. Remove all knobs and hardware first and disinfect.		C	B	A				
5.2.6.35. Clean and disinfect windows, sills, and tracks with detergent or chlorine.		C	B	A				
5.2.6.36. Remove sliding doors and windows before cleaning and disinfecting the sliders and the tracks.		C	B	A				
5.2.6.37. Remove wallpaper and coverings that came into contact with floodwaters. Don't repaint or repair until drying is complete, and humidity levels in the facility have dropped.		C	B	A				
5.2.6.38. Two weeks after floodwaters subside, drain drinking wells, sanitize well and water lines, and final test water with health department.				A				
5.2.6.39. Dehumidification after the Hurricane	↓	↓	↓	↓	↓	↓	↓	↓
5.2.6.39.1. Keep AC and circulation fans on at all times.				A				
5.2.6.39.2. Ventilate rooms with a fan or when dryness prevails outdoors, open the windows, turning off the air conditioning / dehumidifier.			B	A				
5.2.6.39.3. Open the blinds.	D	C	B	A				
5.2.6.39.4. Air-dry all wet uniforms first or wash right away before tossing in a hamper.		C	B	A				
5.2.6.39.5. Kill mold within an hour of detecting it, using a mildewcide.	D	C	B	A				

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	D	C	B	A	OK	NOK	N/A	
5.2.7.Resume Normal Operations As Soon As Possible The facility shall have procedures or job description(s) of the person(s) responsible for resumption of normal activities as a minimum to include:	↓	↓	↓	↓	↓	↓	↓	↓
5.2.7.1. Personnel shall return to work according to staffing schedule.	D	C	B	A				
5.2.7.2. Routines shall be reestablished.	D	C	B	A				
5.2.7.3. Personnel shall be encouraged to obtain adequate food, rest, and recreation during times of disaster recovery stress.		C	B	A				
5.2.7.4. Facility shall facilitate recovery by providing an opportunity to be active, and to restore social contact.	D	C	B	A				
5.2.7.5. Facility shall offer professional counselors to help co-workers address their fears and anxieties.				A				
5.2.7.6. Facility shall limit television, radio, and other external stresses once the need to listen for emergency instructions has passed.			B	A				

End

6. Normative References with Hyperlinks

The Hurricane Preparedness Certification Committee acknowledges normative references and works, including those derived from this standard, that were instrumental in the development or dissemination of content for this standard.

- 6.1. American Red Cross: Business and Industry Guide: http://www.redcross.org/services/disaster/0,1082,0_606_,00.html
- 6.2. American Red Cross: Shelter-in-Place in an Emergency: <http://www.redcross.org/services/disaster/beprepared/shelterinplace.html>
- 6.3. Association Standard for the Design, Construction, and Performance of Storm Shelters. National Storm Shelter Association (NSSA) The Standards Committee of the National Storm Shelter Association with assistance from the Wind Science and Engineering Research Center Texas Tech University. http://www.nssa.cc/NSSA/Assoc_standard_files/standard.pdf
- 6.4. ASTM E 1886, Test Method for Performance of Exterior Windows, Curtain Walls, Doors, and Impact Protective Systems Impacted by Missile(s) and Exposed to Cyclic Pressure Differentials.
- 6.5. ASTM E 1996 -03 for Wind Zone IV, Specification for Performance of Exterior Windows, Curtain Walls, Doors and Impact Protective Systems Impacted by Windborne Debris in Hurricanes
- 6.6. Disaster Planning Tips for Pets, Livestock and Wildlife <http://www.fema.gov/library/diztips.shtm>
- 6.7. EPA Mold Remediation guidelines
- 6.8. Evacuation & Shelter Planning <http://www.ready.gov/business/virtuallibrary.html>
- 6.9. Federal Alliance for Safe Homes (FLASH) web site <http://www.flash.org/>
- 6.10. FEMA: Avoiding Flood Damage: A Checklist for Homeowners <http://www.fema.gov/pdf/hazards/flddam.pdf>
- 6.11. FEMA: Emergency Management Guide for Business and Industry: http://www.fema.gov/preparedness/business_guide.shtm
- 6.12. FEMA: Flood Hazard Mapping: http://www.fema.gov/fhm/fq_term.shtm#top
- 6.13. FEMA: State Offices and Agencies of Emergency Management: <http://www.fema.gov/fema/statedr.shtm>
- 6.14. FEMA: Tornado Protection: Selecting Refuge Areas in Buildings: <http://www.fema.gov/fima/fema431.shtm>
- 6.15. Florida Building Code (FBC) 2004
- 6.16. Florida Building Code TAS 201, 202, and 203
- 6.17. Florida state emergency management web site and links www.floridadisaster.org
- 6.18. Get a Kit, Make a Plan, Be Informed: www.ready.gov
- 6.19. Homeland Security: Interim National Preparedness Goal Homeland Security, Presidential Directive 8: National Preparedness, revision March 31, 2005 http://www.ojp.usdoj.gov/odp/docs/InterimNationalPreparednessGoal_03-31-05_1.pdf
- 6.20. Homeland Security: National Incident Management System (NIMS) revision March 1, 2004 http://www.fema.gov/pdf/nims/nims_doc_full.pdf
- 6.21. Homeland Security: National Infrastructure Protection Plan Interim (NIPP) February 2005 <http://www.educase.edu/ir/library/pdf/CSD3754.pdf>
- 6.22. Homeland Security: National Response Plan December 2004 <http://www.dhs.gov/interweb/assetlibrary/NRPbaseplan.pdf>
- 6.23. How do responders prepare for ICS/UC implementation? http://www.osha.gov/SLTC/etools/ics/prepare_implementation.html
- 6.24. Institute for Business and Facility Safety: Open for Business: http://www.ibhs.org/business_protection/
- 6.25. International Building Code (IBC) /International Residential Code (IRC) IBC/IRC 2003
- 6.26. Minimum Design Loads for Buildings and Other Structures, American Society of Civil Engineers 01-Jan-2006 ASCE 7 (2002 or later)
- 6.27. National Fire Protection Association: 1600 Standard on Disaster Emergency Management and Business Continuity Programs 2004 Edition: <http://www.nfpa.org/PDF/nfpa1600.pdf?src=nfpa>
- 6.28. National Fire Protection Association: Developing a Preparedness Plan and Conducting Emergency Evacuation Drills: <http://www.nfpa.org/Research/nfpafactsheets/emergency/emergency.asp>
- 6.29. OSHA: Does the facility need an emergency action plan (EAP)?: http://www.osha.gov/dep/evacmatrix/evacplan_appa.html
- 6.30. OSHA: Evacuation Plans and Procedures eTool: <http://www.osha.gov/dep/evacmatrix/index.html>
- 6.31. OSHA: High-Rise Fact Sheet: http://www.osha.gov/OshDoc/data_General_Facts/evacuating-highrise-factsheet.pdf
- 6.32. OSHA: How to Plan for Workplace Emergencies and Evacuations: <http://www.osha.gov/Publications/osha3088.pdf>
- 6.33. OSHA: Small Business Emergency Response and Planning: <http://www.osha.gov/SLTC/smallbusiness/sec10.html>
- 6.34. Preparing Makes Sense http://www.ready.gov/business/_downloads/Ready_Brochure_Screen_EN_20040129.pdf
- 6.35. Public Assistance Program Bureau of Recovery & Mitigation - Recovery Section, <http://www.floridadisaster.org/brm/Public%20Assistance.htm>
- 6.36. Small Business Administration: Get Ready Be Prepared: <http://www.sba.gov/disaster/getready.html>
- 6.37. Storm Surge http://www.nhc.noaa.gov/HAW2/english/storm_surge.shtml#actions
- 6.38. Superchlorination Glossary and Government Resources <http://www.mongabay.com/reference/environment/Superchlorination.html>
- 6.39. Work Scope for Developing Standards for Emergency Preparedness and Response: Fiscal Year 2004 Final Report, PNNL-15326 R.D. Stenner, September 2005 http://www.pnl.gov/main/publications/external/technical_reports/PNNL-15326.pdf

7. Record of Mandatory Public Review and Consensus

7.1. 2006 Consensus Body – Historic visionary signatories that have approved the first released version.

[Key: * = approval formally and repeatedly requested, not approved, and not denied over a 6 month polling]

- | | | |
|---|---|---|
| 7.1.1. Agriculture * | 7.1.7. Hurricane Mitigation - Al Huff | 7.1.16. Homeland security * |
| 7.1.2. Animal Welfare * | 7.1.8. News / Media bureau * | 7.1.17. Insurance * |
| 7.1.3. Building inspectors –
Daniel J. Fierimonte,
Richard Alexis | 7.1.9. Police – Lynda J. Pimienta | 7.1.18. Florida state's other Emergency
Support Functions: transportation;
communications; mass care,
resource support; health; search and
rescue; hazardous materials; food
and water; military; volunteers and
donations. * |
| 7.1.4. Certification -
Robert M. Frier | 7.1.10. Risk Mitigation -
Douglas Weldon | |
| 7.1.5. Civil Defense -
Sharon Packer | 7.1.11. Small business –
Walter Davis | |
| 7.1.6. First responders -
Lynda J. Pimienta | 7.1.12. Utility providers * | |
| | 7.1.13. Registrar – JoCeal Urbaniak | 7.1.19. Weather bureau * |
| | 7.1.14. Emergency managers * | 7.1.20. Wind Security Product Manufacturer
- Barnett Selling |
| | 7.1.15. Fire – Lynda J. Pimienta | |

7.2. Records of 2006 Reviewer and Commenter Body

Critiques were provided from respondents and resulted in changes appearing in this standard or in documented future projects for continual improvement. The following records are evidence of peer review only. Records of these correspondents having critiqued the standard do not in any form, shape or manner, imply, suggest or indicate that the parties shown do, or do not, endorse, implement or support the standard.

- 7.2.1. The Web link to the list of critiques and corrections is: <http://www.badongo.com/file/833407>
[note: badongo.com uses paid advertising to subsidize this free service]

7.2.2. Reviewer of Record Identification - Alphabetical by first name (No endorsements are implied from persons shown on this list. This is a record of public reviewers that have critiqued drafts. These are not the endorsements).

- 7.2.2.1. Al Huff, President – President, First Hurricane Services, LLC, Tallahassee, FL, Email address firsthurricaneservices@earthlink.net, Telephone: (850) 421-9378, Alternate: (850) 580-0206
- 7.2.2.2. Barnett Selling – owner, Starr Products, Email address of Reviewer: bselling@starrproducts.com Telephone: 412-853-0714, Fax: 724-283-7323
- 7.2.2.3. Beth Holst, Small Business Owner, Subcommittee Member ANSI - Homeland Security Standards Panel, bethholst@msn.com, 703-455-5588, 703-505-4817, Fax: 703 - 455 - 5588
- 7.2.2.4. Bill Feeley, President, International Hurricane Protection Association, 4268 WestRoads Drive, West Palm Beach, FL 33407, Phone 561-282-3315, Fax 561-433-2101, Direct 561-209-8263, E-mail: bfeeley@easternmetal.com, Website: www.inthpa.com
- 7.2.2.5. Charles Williams, Preparedness Chief, Alabama Emergency Management Agency, Charlesw@ema.alabama.gov, phone 205-280-2222, fax 205-280-2493
- 7.2.2.6. Craig Sacerdote – Director, US Operations, EQA – Certification Body, csacerdote@eqausa.com, Telephone: (973) 208 – 8410, Fax: (973) 208-8410
- 7.2.2.7. Daniel J. Fierimonte, Director, National Hurricane Mitigation Association, Hallandale, FL, Phone: 954-923-8838. Email: FORABETTERLOOK@AOL.COM
- 7.2.2.8. Darius H. Grimes CRC. CSI. CDT, Test Engineer, Fabric-Shield Division, Wayne-Dalton Corp, Pensacola, FL 32514, (850) 475-6028
- 7.2.2.9. Ed O'Daniel, O'Daniel Building Mitigation Consultants, LLC, Hollywood, FL, Email: eodaniel@aol.com
- 7.2.2.10. Elizabeth Wang, Florida SART Coordinator, FDOA (<http://www.fdoa.gov>), Email: wange@doacs.state.fl.us, 850-410-0905, 850-410-0957
- 7.2.2.11. Frank L. Bennardo, P.E., Inc., Consulting Engineers, 4441 North Dixie Highway, Boca Raton, FL 33431, (561) 391-2888, Fax: (561) 391-2862, Email: Frank@engexp.com
- 7.2.2.12. Harold R. Joyner, Management Analyst II, Florida Division of Emergency Management, 2555 Shumard Oak Blvd., Tallahassee, FL 32399-2100, Email: Harold.joyner@dca.state.fl.us, Telephone: (850) 413-9839, Fax: (850) 413-9839
- 7.2.2.13. Janie L. Harris, Extension Specialist Housing and Environment Texas Cooperative Extension 2251 TAMU College Station, TX 77843-2251 e-mail: jl-harris@tamu.edu phone: 979-847-8865 fax: 979-845-6496 web site: <http://fcs.tamu.edu/housing/>
- 7.2.2.14. Jeff Mackey, jeff.mackey@pillartopost.com, Building Inspection
- 7.2.2.15. Jim Nolan, JimNolan@cfl.rr.com, Florida officer; National Association of Home Inspectors (NAHI).

- 7.2.2.16. JoCeal Urbaniak, World Quality Network, WQN, Inc, dan@wqntoday.com, (805) 987-2199, <http://www.wqntoday.com>
- 7.2.2.17. Kelly Harrington, Director, New York State Disaster Response Services ASPCA P.O. Box 2212 Malta, NY 12020 (518) 885-8736, email: kellyh@aspc.org, <http://www.aspc.org>
- 7.2.2.18. Lynda J. Pimienta (MDPD), email: ljpimienta@mdpd.com, Intergovernmental Bureau, Miami-Dade Police Department, Work: (305) 471-3230, Fax: (305) 471-3210, www.miamidade.gov.
- 7.2.2.19. Richard Alexis, Director, National Association for Hurricane Mitigation (NHMI), and President, Florida Hurricane Preparedness Consultants, Inc., 201 NW 1st Avenue, Hallandale Beach, FL 33009-4029, Phone: 954-562-6039, Fax: 954-458-9061, web: www.4hurricaneinfo.com, email: HurricaneReady@aol.com
- 7.2.2.20. Robert D. Byrne, Ph.D., Senior Vice President, Scientific and Regulatory Affairs, National Milk Producers Federation, 2101 Wilson Boulevard, Suite 400, Arlington, VA 22201, Phone: (703) 243-6111 x345, Fax: (703) 841-9328, e-mail: rbyrne@nmpf.org, website: www.nmpf.org
- 7.2.2.21. Shannon Clarke, Program Manager, Assessor Body, Perry Johnson Registrars, Inc., 26555 Evergreen, Suite 1340, Southfield, MI 48076, P: (248) 358-3388 ext. 4738, F: (248) 663-0323, sclarke@pjr.com, <http://www.pjr.com>,
- 7.2.2.22. Sharon Packer, The American Civil Defense Association, Shelter Industry, TACDA President, 435-657-2641. Email: spacker@disastershelters.net
- 7.2.2.23. Tracy Omdahl, Hurricane Preparedness Certification Task Group Leader for 2006, traceomdahl@aol.com, 407-351-2176.
- 7.2.2.24. Walter L. Davis, Jr., Ph.D., CPM, Executive Director, American Hurricane Mitigation Association, 2884-B East Park Ave, Tallahassee, FL 32301, Office: (850) 421-7770, Fax: (850) 576-7771, Mobile: (678) 758-5777, Website: www.americanhma.com, Email: drdavis7@americanhma.com

7.3. List of entities canvassed, but not commenting upon, not posting objections, or electing to not review, the standard for the 2006 Hurricane Season (unless shown above).

The information in this exhibit is a factual report of the objective evidence for the transparency of the American National Standard development process employed for this standard. It is compiled to display due diligence in repeatedly canvassing a representative cross section of those interested parties, persons and organizations materially affected by the standard over a period of many months. This list does not in any form, shape or manner, imply, suggest or indicate that the parties shown do, or do not, endorse, implement, or support the standard.

3-A Sanitary Standards Inc.	American Certification Corporation	Argonne National Laboratory	Cattlemen's Beef Promotion and Research Board
A Plus American Home Inspection	American College of Physicians	Aseptic Packaging Council	CDC
ABS Quality Evaluations, Inc.	American Dairy Association & Dairy Council	ASIS International	Celina Tent, Inc.
Access	American Dairy Products Institute	ASPCA	CEDAR (NY State)
AFAQ-ASCERT	American Dairy Science Association	AVMA	Center For Disaster Risk Policy
AFLAC Insurance	American Disaster Reserve	Baker County Emergency Mgmt.	Center for State Homeland Security
Agencia Estatal para el Manejo de Emergencias (AEME)	American Frozen Food Institute	Bay County Emergency Management	Central Florida YMCA
AIB-Vincotte	American International Registrars Corp.	BEST Check Home Inspection, Inc.	CEPPO
Alabama Cattlemen's Association	American Med Supply	Board of County Commissioners	Charlotte County Emergency Management
Alabama Department of Insurance	American Medical Equestrian Association	BOMA International	City of Tamarac, Mayor
Alabama Department of Public Health	American Petroleum Institute Quality Registrar	Brevard County Office of Emergency Management	Clay County Board of County Commissioners
Alabama Emergency Management Agency	American Plastics Council	Building Inspection Professionals Enterprise, Inc.	CPR Savers & First Aid Supply
Alachua County Division of Emergency Management	American Red Cross	Building Officials Association of Florida	CMA Headquarters
All Florida Home Evaluation	American Society for Quality	Building Owners and Managers Association	CrossCountry Energy
All Star Dairy Association	American Society of Home Inspectors @ Inc.	Bureau Veritas Quality International (North America), Inc.	Dairy Council of Florida
Allen's Professional Property Inspection	American Society for Industrial Security	Calhoun County Emergency Management	Dairy Farmers Inc.
Alliance International Registrar, LLC	American Society of Mechanical Engineers	Campbell's Home and Building Inspection	Dairy Management Inc.
Allstate Insurance	ANSI - Homeland Security Standards Panel	Carolina/Virginia Dairy Products Association	Dairy MAX
American Association of Equine Practitioners	AQA International	Casualty Insurance Services	Delaware Beef Advisory Board
American Butter Institute	AQSR International		Department of Homeland Security
			Det Norske Veritas Certification, Inc.
			Dexaco Home Inspections
			DHS - Office of State and Local Government
			Coordination and Preparedness (SLGCP)

National Standard for Facility Hurricane Preparedness NSFHP2006 - VERSION 06-08-2006

Disaster Research Center – University of Delaware	Institute for Business & Home Safety (IBHS)	National Storm Shelter Association	SGS Systems & Services Certification
Eagle Home Inspection EAQA USA Registrars, Inc.	Institute of Emergency Administration & Fire Science - St. Petersburg College	National Voluntary Organizations Active in Disaster (NVOAD)	SMEA South Carolina Beef Board South Carolina Dairy Association Inc.
Eastern Perishable Products Association	International Association for Food Protection	National Weather Service Nationwide Insurance	South Carolina Emergency Management Division
EHA Consulting Group EMD of West Columbia, SC	International Association of Fire Fighters	Natural Hazards Center - University of Colorado	Southeast-United Dairy Industry Association (SUIDA)
Environmental Epidemiology and Toxicology Division	International Certifications Ltd.	Natural Hazards Research/Application s Center	Southern Association of Dairy Food Manufacturers
Equine Rescue Association	International Code Council	NC DENR Customer Service Center	Starr Products
European Quality Assurance LLC	International Dairy Federation	NC Division of Emergency Management	State Agencies on Aging State Farm Insurance
Factory Mutual Research Farm Bureau	International Generic Horse Association	NeighborWorks® America	Steel Related Industries Quality System Registrar
FEMA	International Management Systems	New England Dairy & Food Council	Tennessee Emergency Management Agency
Florida Division of Emergency Management	International Standards Authority Inc.	New York University International Center for Enterprise Preparedness	Texas and Southwestern Cattle Raisers Association
Florida Association of Equine Practitioners	Interscholastic Equestrian Association	Newman Crane NOAA	Texas Beef Council Texas Disaster Education Network
Florida Beef Council	Intertek Automotive Systems Certification	North Carolina Cattlemen's Beef Council	Texas Division of Emergency Management
Florida Building Inspections, Inc.	Intertek Systems Certification ISOQAR Inc.	North Carolina DENR	The Advertising Council
Florida Central Insurance	Kentucky Emergency Management	North Carolina SART	The Florida Thoroughbred Breeders' & Owners' Association
Florida Department of Health	Lloyd's Register Quality Assurance Inc.	Northeast Florida Dressage Association	The Georgia Horse Council, Inc.
Florida Emergency Preparedness Association	Lockheed Martin (Missiles and Fire Control)	NSF International Strategic Registrations Ltd.	The Registrar Company Inc. (TRC)
Florida Fire Chiefs' Association	Louisiana Dairy Industry Promotion Board	Office for Domestic Preparedness (ODP)	The White House
Florida Flood Insurance Agency	Louisiana Dairy Products Association	Office of Public Affairs Ready Campaign	Thomas Jones Inspection Services
Florida Insurance Education Foundation	Louisiana Department of Health and Hospitals	Orange County Board of County Commissioners	TUV America Inc.
Florida Public Utilities Company	Louisiana State Office of Homeland Security and Emergency Preparedness	Orange County Florida Sheriff	TUV Essen
Florida Purebred Dairy Cattle Association	Malverne Village	Orange County (Florida) Fire Rescue Department	TUV Rheinland TUV Rheinland of North America Inc.
Florida Veterinary Medical Association	Mid Atlantic Dairy Association	Orange County Home Inspection Services, LLC	U.S. Dairy Export Council
FPL	Midwest Dairy Association	Orange County Office Of Emergency Management	U.S. Department of Health & Human Services
Gahimer Performance Horses	Midwest Dairy Foods Association	Orange County School District West Area Operations and Maintenance (Florida)	Underwriters Laboratories Inc.
Georgia Beef Board	Miller Insurance Group	Orlando (Florida) Police Department	United Registrar of Systems
Georgia CattleWomen's Association	Mississippi Beef Council	Performance Review Institute Registrar	United States Equestrian Federation
Georgia Dairy Products Association	Mississippi Emergency Management Agency	Preferred Registrar Group	United States Fire Administration
Georgia Department of Human Resources	Mississippi Emergency Management System	Puerto Rico Department of Health	US Senate, Bill Nelson
Georgia Emergency Management Agency	Mississippi MSDH	Quality Chekd Dairies Inc.	US Senate, Mel Martinez
Georgia Insurance And Safety Fire Commissioner	Moody International Certification, Inc.	Quality Systems Registrars Inc.	US Department of Homeland Security
Global Registrars, Inc.	National Aging Organizations	REACT International	USDOL-OSHA
Good Lookers Property Inspections	National Business Group on Health	Reedy Creek Improvement District	USFA
Governor, Jeb Bush	National Emergency Management Association	Renew America.	Vehicle Certification Agency North America
Gran Oaks Farm	National Emergency Response Team	Rennia Ranch	Verisys
Great Western Registrar	National Incident Management System	Rogers and Associates	Virginia Cattle Industry Board
Hawaii Beef Industry Council	National Institute for Occupational Safety and Health	Rotary International	Virginia Department of Emergency Management
Hernando County Emergency Management	National Organization for Victim Assistance	Safety Florida Consultation Program	Virginia Equine Artists Association
Hillsborough County Emergency Management	National Property Inspections	Salvation Army	Volunteer Florida Foundation
Home Inspection by Larry Brugonone	National Response Center	SC Emergency Management Division	Volusia County Emergency Management
Home Inspections by Nolan Housing and Environment		Seutter Show Horse	Weather.com
Hurricane Protection Magazine			West Virginia Beef Council
			Workers' Health & Safety Division - Texas Department of Insurance

Revision Control Table

Title: 2006 National Standard for Facility Hurricane Preparedness (NSFHP2006), pronounced: "nesfip"

Document No.	Version	Authorized	Date Released	Nature of Change and First Approval
DNS-DFHP 2006	12-16-2005	Tracy P. Omdahl	Draft, not released	Publication for initial Review
Final Draft: NSFHP2006	3-10-2006	Tracy P. Omdahl	Final Draft, not released	Final draft of corrections incorporated from initial review comments. See comment summary at: http://www.badongo.com/file/294989 [note: badongo.com uses paid advertising to subsidize this free service] Approval: Lynda J. Pimienta, Miami-Dade Police Department, for the Intergovernmental Bureau, Miami, Florida
Second Final Draft: NSFHP2006	3-31-2006	Al Huff	Second Final Draft, not released	Second final draft of corrections incorporated from first final draft critiques. See comment summary at: http://www.badongo.com/file/370464
Third Final Draft: NSFHP2006	4-03-2006	Al Huff	Third Final Draft, not released	Third final draft of corrections incorporated from second final draft critiques. See comment summary at: http://www.badongo.com/file/429403
NSFHP2006 First Release version	6-8-2006	<p style="text-align: center;"><u>Historic Visionary Approvers:</u></p> <p style="text-align: center;">Al Huff</p> <p style="text-align: center;">Barnett Selling</p> <p style="text-align: center;">Daniel J. Fierimonte</p> <p style="text-align: center;">Douglas Weldon</p> <p style="text-align: center;">JoCeal Urbaniak</p> <p style="text-align: center;">Lynda J. Pimienta</p> <p style="text-align: center;">Richard Alexis</p> <p style="text-align: center;">Robert M. Frier</p> <p style="text-align: center;">Sharon Packer</p> <p style="text-align: center;">Walter Davis</p>	6-8-2006	<p>Requirements section of the third final draft was approved without revisions or denials and is entirely incorporated into this standard as written. There were no comments prior to end period. See comment summary at: http://www.badongo.com/file/833407</p> <p style="text-align: center;"><u>Historic Visionary Approver Record:</u></p> <ol style="list-style-type: none"> 1. Al Huff, President, First Hurricane Services, Woodville, FL (v. April 3) 2. Barnett Selling, President, Starr Products, Warrendale, PA (v. April 3) 3. Daniel J. Fierimonte, Director, National Hurricane Mitigation Association, Hallandale, FL (v. April 3) 4. Doug Weldon, President, Vigilant Services Group, Longwood, FL (v. April 3) 5. JoCeal Urbaniak, President, Worldwide Quality Network, Inc., Camarillo, CA (v. April 3) 6. Lynda J. Pimienta, Miami-Dade Police Department, for the Intergovernmental Bureau, Miami, FL (v. March 10) 7. Richard Alexis, Director, National Hurricane Mitigation Association, Hallandale, FL (v. April 3) 8. Robert M. Frier, President, MET Laboratories, Inc., Baltimore, MD (v. April 3) 9. Sharon Packer, President, The American Civil Defense Association (TACDA), Draper, UT (v. April 3) 10. Dr. Walter Davis, Jr., President / CEO, American Hurricane Mitigation Association, Inc, Tallahassee, FL (v. April 3)

Comment Sheet

Request for corrections to the 2006 National Standard for Facility Hurricane Preparedness (NSFHP2006), document "NSFHP2006 r 06-08-2006."

Comment Sheet Instructions: Please complete this form.

1. Please note that your comments on this document and all correspondence will be viewed in a public forum.
2. Please cite below the paragraph numbers to be changed, the nature of the changes desired and any rationale.

3. If there are general improvements or other changes desired, please also describe them in the box below.

4. Please return your comments for this particular revision of this document to the following Web log site, email, fax number, address **before the close of business Friday 10/04/2006:**

4.1. Either: [Email](mailto:hurricaneprepcert@hotmail.com) comments to: hurricaneprepcert@hotmail.com

4.2. Or: Fax to: 407-351-2176

4.3. Or: Mail to: Hurricane Preparedness Certification Committee
 ATTN: NSFHP-2006R6-08-2006
 8384 Clematis Lane
 Orlando, FL 32819-4532

4.4. Or: Leave a comment in the committee [Blog http://spaces.msn.com/members/HurricanePrepCert/](http://spaces.msn.com/members/HurricanePrepCert/)

5. Download the standard from <http://www.badongo.com/file/848650>
 [note: badongo.com uses paid advertising to subsidize this free service]

6. Download the free license: <http://www.badongo.com/file/835203>
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7. Which best describes your interest in this topic, as a
 "Materially Effected Interest" or as a "Public Reviewer"? (Answer desired for standardization)

8. Name and Title of Commenter:

9. Email address of Commenter:

10. Telephone: ()	11. Alternate: ()	12. Fax: ()	
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Rules For Third-Party Certification To This Standard

Before a facility can be externally certified by a third-party to any level of this standard, both an independent audit, and a verification of the quality of that audit, shall be conducted in compliance with the rules listed below. These rules are designed to keep the burden of certification economical and to maintain a high level of process integrity. Any claim to be certified to this Standard that is not supported by compliance with the following requirements is a misrepresentation.

1. Auditors:

- a. Site auditors must be independent of the company being audited with no vested interest in the outcome of the audit. Examples of "vested interest" include:
 - i. having a consultant and the auditor being the same person,
 - ii. having an auditor from the same organization or from organizations with the same controlling interest as the facility attempting certification.
- b. Site auditors must have documented training in:
 - i. the auditing process in general,
 - ii. the meaning of "objective evidence",
 - iii. the acceptable use of "N/A" on the audit checklist,
 - iv. the Standard specifically, and
 - v. use of the required forms.
- c. Minor revisions of the standard shall not require documented retraining of auditors. Major revisions requiring retraining shall be so identified.
- d. Evidence documenting the auditor's training shall be on file with the registrar issuing the certificate.

2. Registrars:

- a. Registrars shall retain copies of audit reports for three years minimum.
- b. Registrars shall retain objective evidence of auditor training for three years minimum after the last audit performed by the auditor for that registrar.

3. Certification:

- a. Certification documents shall explicitly state:
 - i. the name of the registrar
 - ii. that the certification is based on the written report only
 - iii. who wrote the report
 - iv. who trained the auditor
 - v. when the certification expires
 - vi. which level of compliance was achieved
- b. No certification shall be issued until all facility deficiencies are corrected.
- c. Certifications shall be dated to expire after one year, even if it includes parts of two hurricane seasons, and even if there has been a revision of the standard during the year.

4. Audit reports:

- a. Audits shall use the free standard audit checklist for the desired certification level.
- b. Statements of corrections from a facility representative to the auditor are usually acceptable without an additional audit.

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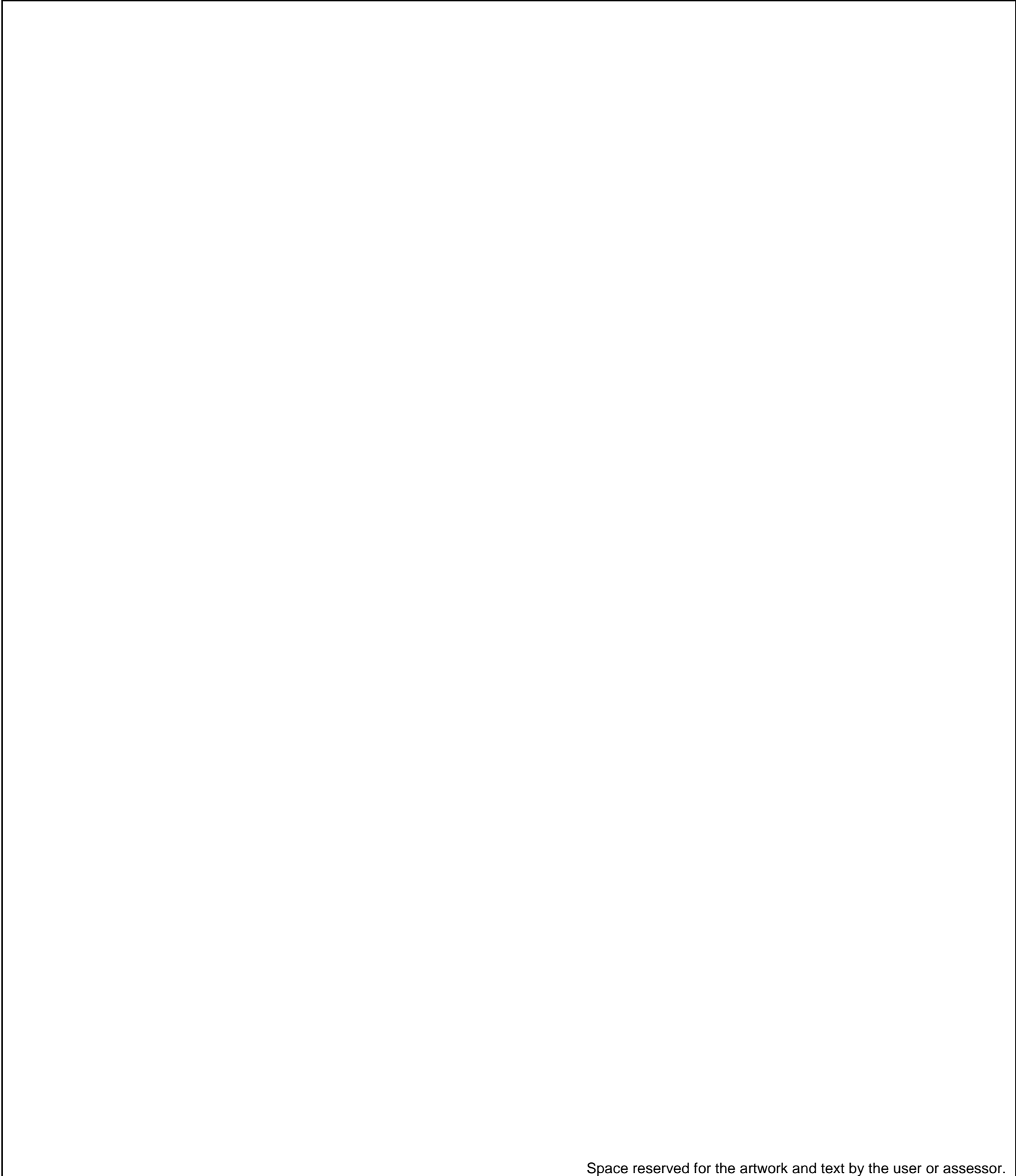
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14. William L. Jurek, The HomeTeam Inspection Service of Lee County, FL, Fort Myers, FL



Facility Hurricane Preparedness Grade D Self-Certification

A facility intending to comply with the standard shall retain this supporting affidavit and statement of compliance and the standard checklist. This affidavit is to be completed after having performed a self-assessment to all applicable requirements; performing any needed corrections, and reassessing and recorrecting the noncompliances, as needed, until full compliance is achieved.

Affidavit and Statement of Compliance to the National Standard for Facility Hurricane Preparedness NSFHP2006 version 06-08-2006

I, _____, _____,
(Name of signatory party) *(Title)*

the undersigned, state as follows, that:

1. I am the authorized representative of _____ and am signing this statement on behalf of the facility shown at the address below.
2. In order to help this facility achieve fuller managerial and operational hurricane preparedness, that personnel of this facility have completed a successful self-assessment of it's hurricane preparedness using the 2006 National Standard for Facility Hurricane Preparedness NSFHP2006 version 06-08-2006.
3. During the self-assessment, any criteria originally checked "no" as noncompliant were corrected.
4. Later, each corrected noncompliance was reassessed to establish that it did indeed comply after being corrected, or that further correction was needed.
5. This process reiterated if necessary until the assessed criteria were finally compliant.
6. All criteria that apply to the grade level chosen are checked "yes" and only the criteria that do not apply are checked under "n/a," on the checklist that is part of the standard.
7. At this time, the facility has been found to fully comply to the Grade Level D or a higher grade level criteria specified in the 2006 National Standard for Facility Hurricane Preparedness NSFHP2006 version 06-08-2006.
8. The organization agrees to adhere to a policy of hurricane preparedness throughout the 2006 hurricane season.

(signature of person authorizing this declaration)

(self-assessed facility address)

(city, state and zip code)

(telephone number, email address)

(date of original self-assessment)

(date of achieving full compliance to level D or higher)

(highest Level at which full compliance was self-assessed.)

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