

Site Office Personnel shall:

- _ Ensure that critical project documents are protected from damage. Move them to a permanent structure if necessary.
- _ Backup computer files. Disconnect all computers and office equipment from the electrical outlets.
- _ Be prepared to board up windows or put storm shutters in place. Have strong bracing for outside doors. Stock sandbags for doors etc.
- _ Stock non-perishable foods that can be eaten without cooking or with little preparation if the site is to be occupied.
- _ Be prepared to supply fuel tanks for de-watering pumps, portable generators and vehicles during the storm and remobilization after the storm.
- _ Be prepared to anchor or restrain or dismantle and band anything that might blow away.

⌚ Loose tools and lumber should be tied down or placed in storage containers.

⌚ Tie erected formwork together to make it more resistive to high winds.

⌚ Scaffold planking is to be dismantled, bundled and banded.

⌚ Ensure that all office and storage trailers are tied down securely.

⌚ Anchor portable toilets or have them picked up.

⌚ Procure netting adequate to cover dumpsters that could not be emptied.

_ Review the system to inform employees of when they are to return to work.

_ Prepare the Damage Survey Team. This team should include infrastructure, electrical and mechanical contractors and any others whose work is in the critical path for site remobilization.

1.9 Hurricane Preparedness Plan

72 hour Checklist

- Confirm that all emergency contact information is current (i.e.) phone numbers, email addresses etc. with Town of Fort Myers Beach staff.
- Verify that all erosion and sediment control devices are in place and meet adequate standards.
- Verify that all storage and office trailers are correctly tied down.
- Confirm all pumps and generators are in working order.
- Prioritize work-plan to minimize any open excavations, loose formwork.
- Schedule trash dumpsters to be emptied
- Ensure that the jobsite weather radio is working and has back up batteries.
- Ensure there is sufficient supply of banding, clips, duct tape, tarps and sandbags as well as the manpower to accomplish preparations.
- Ensure that there is sufficient room to lay crane booms down.

1.10 Hurricane Preparedness Plan

48 hour Checklist

- Review 72 hour Checklist
- Notify owners of unsecured trailers and storage containers to anchor them or remove them from the site.
- Review all scaffolding. Remove, stack and band planks, secure scaffolding or take it down. Verify that all equipment is fueled and all storage cans topped off and secure to prevent contamination of soil or wetlands.
- Begin banding loose materials.
- Review site drainage patterns and relocate materials stored in sheet low lands.
- Ensure all hazardous materials cannot contaminate water (hurricanes can produce 20 – 30 inches of rain). Store materials high and dry or remove from site.
- Remove screening on fences, signs etc.
- Ensure there are enough computer disks to back up files.

1.11 Hurricane Preparedness Plan

24 hour Checklist

- Review 48 hour checklist
- Document the status of the project with pictures and store them in a dry secure place.

- Back-up all computer files on diskette and store them in a dry secure place.
- Secure all windows with plywood or tape and move all items vulnerable to water damage away from windows.
- Lower crane booms
- Remove or anchor all trailers and storage containers that are not secured.
- Remove all non-essential barricades. Sandbag or tie down essential barricades.
- All incomplete piping is to be capped to prevent sand infiltration.
- Tie down all materials and place weight of some sort (rebar, block etc.) on items that can be physically moved.
- Tie netting on all trash containers that are not empty.
- Review stored materials for potential of windblown rain damage.
- Confirm the inventory of all equipment in the office and in the field.
- Take pictures of site conditions for insurance purposes.

1.12 Hurricane Preparedness Plan

12 hour Checklist

- Review 24-hour checklist
- Turn off water, power, gas, etc. at source.
- Evacuate site.
- Take pictures of any changes to the construction site conditions for insurance purposes.