

PREPARACIÓN PARA LA TEMPORADA DE HURACANES

TEMPORADA 2023

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PRONÓSTICO - TEMPORADA HURACANES 2023

TORMENTAS CON NOMBRE	HURACANES
11-15	4-8
HURACANES MAYORES	IMPACTO AL CARIBE
1-3	2-4

2023 NOMBRES DE TORMENTAS EN ATLÁNTICO

- ARLENE
- BRET
- CINDY
- DON
- EMILY
- FRANKLIN
- GERT
- HAROLD
- IDALIA
- JOSE
- KATIA
- LEE
- MARGOT
- NIGEL
- OPHELIA
- PHILIPPE
- RINA
- SEAN
- TAMMY
- VINCE
- WHITNEY

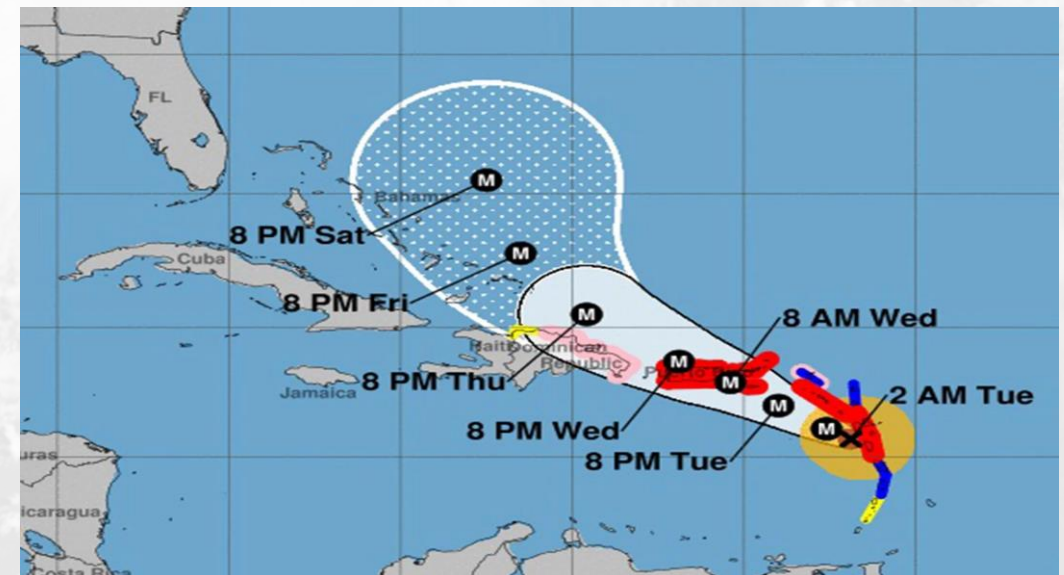
alertas

monitoreo de
traslación



comunicación
inicial

reportes
vientos



SINCRONIZACIÓN

ENTENDER LA COMPLEJIDAD DE LOS SEGUROS Y LA RECLAMACIÓN



PRIORIDADES Y RECURSOS ANTE UN DESASTRE NATURAL

EQUIPO INTERNO

- ADMINISTRACIÓN, CONTABILIDAD, RECURSOS HUMANOS
- INGENIERÍA
- LIMPIEZA Y SANITARIO
- ESTACIONAMIENTO
- SALUD Y SEGURIDAD
- GERENTES REGIONALES

PROVEEDORES

- RECUPERACIÓN DE DESASTRES
- ELEVADORES
- FUEGO/SALUD Y SEGURIDAD
- GENERADORES
- "HVAC & CHILLER"
- TECHERO
- AMBIENTAL

CONSULTORES

- ESTRUCTURAL
- "MEP"
- AMBIENTAL

GOBIERNO LOCAL

- BOMBEROS
- INSPECTORES
- OEM – MANEJO DE EMERGENCIAS

MANEJO DE ACTIVOS

LEGAL / RIESGO

ARRENDAMIENTOS Y COMPRAS

SEGUROS

EQUIPO DE RELACIONES PUBLICAS Y MERCADEO

PRIORIDADES

Y

PASOS

CRÍTICOS

- Preocupaciones y prioridades de dueño.
- Lista de preparación ante el evento.
- Coordinación con compañía de recuperación de desastres.
- Jurisdicciones y logística
- Kits de suministros para desastres
- Suministros de evacuación
- Información de contacto de evacuación
- Ruta de evacuación
- Ubicaciones de refugios
- Preparación familiar y de residencias personales
- Interrupción de energía eléctrica
- Relocalización de inquilinos
- Comunicaciones (voz/data/satélite)
- Energía eléctrica y combustible
- Agua y comida

LISTA DE COTEJO DE PREPARACIÓN

72-24 HORAS ANTES DE LA TORMENTA

HURRICANE PREPAREDNESS CHECKLIST



Cotton Global Disaster Solutions understands that any amount of business interruption affects every aspect of your business, including revenue and reputation. While there's no way to guarantee your business won't be affected, proper preparations could lessen the impact of a tropical storm or hurricane, and could expedite your business's recovery.

To assist your teams through planning and preparations, Cotton's disaster recovery experts have prepared the following checklist. If you have any questions or would like to schedule a consultation, contact our 24-hour hotline and a representative will respond immediately - 877.900.8030

PRE-STORM PLANNING

- Establish an emergency plan and review it throughout the year.
- Designate an Emergency Response Team (ERT).
- Inspect and replenish emergency supplies.
- Update emergency contact list, which includes key vendors and local authorities.
- Establish communication protocols.
- Keep an updated list of all building staff that includes their full name, phone numbers, and assigned calling sequence.
- Confirm evacuation procedures and plan to account for staff after an evacuation.
- Complete basic preventive maintenance.
- Check the National Weather Service for hurricane information daily until the end of November.

PREVENTIVE MAINTENANCE

- Remove large trees that could damage your buildings and power/communication lines if struck down by heavy winds.
- Secure or remove outdoor furniture, signage, loose debris, and equipment that could blow into and damage your facilities.
- Test fire alarm system and CO detector.
- Test emergency generators & ensure you have enough fuel.
- Check if sump pumps are operating properly.
- Move flammable liquid drums into a safe sheltered area that isn't your main building.
- Clean gutters and downspouts.
- Remove debris surrounding storm drains and catch basins.
- Inspect the roof and repair any damages, especially along the roof flashing.
- For outdoor equipment that can't be moved indoors, ensure they are properly anchored and covered with tarpaulins or waterproof covers.

24-0 HORAS ANTES DE LA TORMENTA

POTENTIAL TROPICAL STORM OR HURRICANE IDENTIFIED

- Review emergency action plans with all employees.
- Contact Cotton GDS to initiate pre-storm potential needs notification.
- Document intentions of all staff members in the event of an evacuation.
- Ensure that vital records, cash, other valuable documents, and office equipment are safe and secured.
- Ensure all staff have adequate safety training.
- Confirm that fuel tanks for generators are filled and run a test if any on site.

IMPENDING TROPICAL STORM OR HURRICANE

- Engage Cotton GDS to confirm possible needs.
- Confirm evacuation routes and each employee's plans.
- Review and distribute emergency contact lists.
- Verify that all emergency supplies are ready.
- Fill personal and company-owned vehicles with gas.
- Verify the post-storm return plan with staff.
- A temporary command post and gathering location should be pre-designated.
- Gather essential keys, such as office keys, fireman's recall keys for elevators, maintenance shop, building key, etc., and store them in a large zip lock bag labeled for each building. Leave keys in a pre-designated secure location.
- Backup all computers.
- Provide all staff with a police access pass for their car if available.
- Take photographs or video of your business establishment (interior and exterior), from all angles.
- Assemble insurance policies and financial records necessary to expedite quick settlement of claims, package in waterproof container.
- Perform a final check of the property for any potential loose items or other concerns.

BUILDING EXTERIOR

- Clean drains, gutters, and downspouts of the buildings.
- Remove antennas or loose objects from the roof.
- Bring in display racks and other objects usually left outside.
- Secure all loose objects, such as trash cans, which might cause damage during strong winds.
- Remove outdoor signs, especially those that swing or are portable.
- If the building has exterior glass frontage, clear out that section of the building as much as possible and use shutters or board up to protect glass. If you have no shutters or boards, strong masking or duct tape may be used. Tape in an "X" fashion on the inside of the glass to reduce shattering.

BUILDING INTERIOR

- Move goods, equipment, or furniture away from windows and skylights to avoid water damage.
- Clear all desk and tabletops of small loose objects.
- Place all pictures, plaques, books, hanging plants, papers, and other loosely secured items in a box, desk drawer, or storage cabinet.
- Relocate files, boxes, computers, office machines, and other equipment to the innermost portion of the building or a safer location.
- Do not leave boxes or equipment on the ground floor, elevate them by placing items on desk or tabletops.
- Remove contents of lower file cabinet drawers on the ground floor of the building and secure contents elsewhere.
- If time permits, make an inventory of all moved items to ease unpacking after the storm.
- Disconnect all electrical appliances and equipment, except for refrigeration.
- Turn off gas to minimize fire loss potential.
- Cover merchandise, office machines, specialized equipment, file cabinets, copy machines, computer terminals, etc. with tarpaulins or plastic sheeting and secure with sturdy tape.
- Close all windows and draw blinds or drapes.
- Turn off the electricity except for refrigeration at the power box and lock all doors when you leave.
- Before leaving the property, recheck the securing of the outdoor objects.
- If you own equipment that could be useful after the storm (e.g., forklifts, reach stackers, tractor, lift trucks, etc.), notify local emergency management officials.

DURANTE Y DESPUES DE TORMENTA

DURING THE STORM

IF YOU EVACUATED

- Update appropriate personnel on your status and location every 12 hours.
- Return to site only when it is communicated that it is permissible by the local authorities.

IF YOU DID NOT EVACUATE

- Stay in an interior room, preferably in the center of the building, away from windows.
- If possible, continue to communicate and update appropriate personnel on your status and current location.
- Follow local authority recommendations.
- Remain indoors until the storm has passed.

AFTER THE STORM

IF YOU EVACUATED

- Do not return to the property until you have received confirmation from authorities that it is safe to do so.

IF YOU DID NOT EVACUATE

- Continue to communicate your condition and location as well as any updates on current condition of utilities and any known building issues.
- If there is standing water in your property, do not enter. Standing or flood waters can be contaminated with raw sewage or hazardous compounds.
- Do not attempt to enter any structurally damaged facilities.
- Always assume any downed electrical wires are live and pose a threat of electrocution.

HELPFUL RESOURCES

[FEMA Flood Zones](#)

[Hurricane Categories Defined](#)

[Business Continuity Planning Checklist](#)

[Difference Between Storm Warnings, Advisories, and Watches](#)

[Build an Emergency Kit](#)

MANEJO CRÍTICO DE EMERGENCIAS

MANEJO CRÍTICO



MEJORES PRÁCTICAS

OPERACIONES

Continuidad de negocios
(Planificación)

Manejo de incidentes

Comunicaciones
internas y con
suplidores

MANEJO DE TIEMPO

Organización y
planificación

Manejo de tareas

Información en tiempo real

COSTOS, CONTRATOS, DOCUMENTACIÓN

Contratos / costos

Suplidores

Seguros / corredores

ALCANCE DE TRABAJO

Documentación de
daños

Credenciales

Alcance operacional

Eficiencia de tareas

FASE 0 – PREPARACIÓN / PREVENTIVO

FASE 0 PREPARACIÓN

MEJORES PRÁCTICAS

PLANIFICACIÓN ANUAL

- Establecer un plan de emergencia y revisarlo anualmente.
- Establecer un equipo de respuesta de emergencias. (“Emergency Response Team”)
- Inspeccionar y robustecer suministros de emergencia.
- Actualizar la lista de contactos de emergencia el cual debe de incluir los suplidores y gobierno local.
- Establecer y actualizar los protocolos de comunicación.
- Actualizar la lista de toda persona trabajando en el edificio incluyendo nombres completos, números de teléfonos y algún número de familiar.
- Evaluar anualmente el plan de evacuación considerando a toda persona trabajando en la propiedad.
- Completar todo mantenimiento preventivo.

MANTENIMIENTO PREVENTIVO

- Remover árboles grandes que pudieran afectar su propiedad y cables eléctricos.
- Asegurar y/o remover muebles exteriores, rótulos, escombros, y equipos que pudieran impactar su propiedad por vientos fuertes.
- Probar sistemas de alarma de fuego y detectores de CO².
- Probar generadores y asegurar que tienen suficiente combustible.
- Verificar si bombas de extracción de agua funcionan.
- Mover líquidos inflamables a una localización seguro fuera de su propiedad principal.
- Limpiar todos los desagües y techos.
- Limpiar todo alcantarillado de escombros.
- Inspeccionar el techo y reparar cualquier daño en los alrededores.
- Inspeccionar anclajes de sistemas de HVAC y antenas en el techo.
- Anclar y asegurar cualquier mueble o maquinaria que no se pueda mover al interior.

SECUENCIA DE PASOS ANTE UN DESASTRE

72-24 HORAS ANTES DE LA TORMENTA

72-24 HORAS

- Ejecutar la lista de cotejo de preparación
- Notificar tu compañía de recuperación de desastres.
- Identificar el equipo de emergencia.
 - “ride out team”
- Verificar toda comunicación secundaria. (redundancias)

24 HORAS

- Evacuar o “core team stays”
- Logística de inquilinos
- Verificación de sistemas de edificio

PASOS ABIERTOS

- Área de ensamblaje para restauración del edificio.
- Día 1
 - Lista de verificación de edificio
 - Manejo crítico de emergencia
 - Reporte inicial a ejecutivos

0-24 HORAS DESPUÉS DE LA TORMENTA

REPORTE DE LA PROPIEDAD

- Identificar prioridades.
 - Energía eléctrica / agua
 - Salud y seguridad
 - Ingeniería
 - Compañía de recuperación de desastres.
 - Techo temporero
 - Gobierno
- Bienestar de empleados
- Manejo crítico de emergencia.
- Reporte de daños. alcance de trabajo. (ROM)
- Fase 1 servicios de emergencia

REPORTES SECUNDARIOS

- Edificios (reporte de daños)
 - Sistemas: teléfono, eléctrico, hvac, agua, seguridad etc.
- Comunicaciones
 - Manejo de activos
 - Inquilinos
- Suplidores principales
 - Combustible / Agua / Comida
 - Restauración
 - Techos temporeros
 - Seguridad

¡GRACIAS!

Alberto Bachman

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GLOBAL DISASTER SOLUTIONS

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