

Natural Disaster Emergency Planning

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Natural Disaster Emergency Planning

Introduction

Any area may be faced with natural disasters and man-made catastrophes. Much of the danger inherent in these situations can be avoided by prior planning.

If the Region needs assistance in emergency planning, the local office of the Defense Department Emergency Planning Department (this is the Civil Defense Force) has planning guides suited to your area.

Earthquakes

During an Earthquake

1. Keep calm. Don't run or panic. If you take the proper precautions, chances are you will not be hurt.
2. Stay where you are. If outdoors, stay outdoors. If indoors, stay indoors. Most injuries occur as people are entering or leaving buildings.
3. If the earthquake strikes when you are indoors, take cover under a desk, table, bench or against inside walls or doorways. Stay away from glass, windows, and outside doors.
4. If the earthquake catches you outside, move away from buildings and utility wires. Once in the open, stay there until the shaking stops.
5. Don't run through or near buildings. The greatest danger from falling debris is just outside doorways and close to outer walls.

After an Earthquake

1. Check for injuries.
2. Check utility lines and appliances for damage.
3. If water pipes are damaged, shut off the supply at the main valve.
4. Check to see that sewage lines are intact before permitting continued flushing of toilets.
5. If the electrical wiring is shortening out, shut off the current at the main electrical panel.
6. Don't use candles, matches or other open flames either during or after the tremor, because of potential gas leak explosions. Extinguish all fires.
7. Be prepared for earthquake after shocks.

Floods

Flood warnings by radio and television (and/or local government emergency forces) forecast the expected severity of flooding and when and where the flooding will begin. Careful preparations and prompt response will assure personnel safety and reduce property loss.

Flood Planning

1. Find out how many feet your property is above or below possible flood levels so when predicted flood levels are broadcast, you can determine your vulnerability.
2. Obtain materials like sandbags, plywood, plastic sheeting, and lumber for emergency waterproofing.



Flood Evacuation Checklist

If you are warned to evacuate your restaurant and temporarily move to another location, here are the most important things to do:

- **Follow the instructions and advice of your Regional Offices.** If you are told to evacuate, do so promptly. If you are instructed to move to a certain location, go there—don't go anywhere else. If you are told to shut off your water, gas, or electric service before leaving the restaurant, do so. Also listen to the radio for information about emergency housing and mass feeding station locations.
- **Secure the restaurant before leaving.** If you have time, and if you have not received other instructions from the regional office, take the following actions before leaving the restaurant.
 - Bring outside possessions inside the restaurant, or tie them down securely. This includes outdoor furniture, garbage cans, garden tools, signs, and other movable objects that might be blown or washed away.
 - Disconnect any electrical appliances or equipment that cannot be moved, but don't touch them if you are wet or are standing in water.
 - Lock restaurant doors.
 - Lock all cash inside the safe.

Hurricanes

During the hurricane season, which is officially June 1 through November 30, the weather conditions will be closely monitored by an assigned individual at the Regional Office. When it becomes apparent that a hurricane poses a threat to your general area, management will be advised and pre-hurricane procedures activated.

The National Weather Service makes periodic reports over the radio and television during the hurricane season using specific terms to convey varying degrees of severity. These include:

Advisory—Message concerning tropical storms and hurricanes giving warning information along with details on where the storm is located, how intense it is, where it is moving, and what precautions should be taken.

Bulletin—A release during periods between advisories, giving the latest details on the storm.

Tropical depression—An area of low atmospheric pressure originating over tropical waters with winds blowing counterclockwise around the center at speeds of 38 mph but less than 74 mph. Wind can still cause damage even though they are below hurricane force. Heavy rains could cause flooding.

Hurricane force winds—Winds of 74 mph or higher, and heavy rains.

Hurricane watch—An announcement to the public whenever a tropical storm or hurricane becomes a threat to coastal areas. This announcement is not a warning—it indicates the hurricane is near. Everyone in the area covered by the "watch" should listen for subsequent advisories and be prepared to take precautionary action in case hurricane warnings are issued.



Hurricane warning—A warning indicating hurricane winds of 74 mph or higher, or a combination of dangerously high water and very rough seas, are expected in a specified coastal area. When a hurricane warning is announced, hurricane conditions are considered imminent. They may begin immediately or at least within 24 hours. Precautionary actions should be started immediately.

Note: Make sure you have a battery-powered radio, flashlights and extra batteries on hand, so if electric power is cut off you can still hear weather forecasts.

Restaurant Activities, Hurricane Watch

When the National Weather Service issues a hurricane "Watch" advisory, the following procedures and actions should be initiated.

1. Locate emergency supplies that may be needed and check to see that the following minimum supplies are on hand:
 - 2 boxes of heavy-duty plastic (waterproof) large trash bags.
 - One 1-pound roll of nylon line.
 - Twelve 2" rolls of masking tape.
 - Two flashlights and extra supply of batteries.
2. Make a test start of emergency lighting equipment in your restaurant.
3. Prepare the appropriate "Closing Due to Hurricane" signs indicating restaurant will be closed due to hurricane, but will open as soon as conditions permit.
4. Alert contractors for possible use of emergency lumber supplies and labor force.
5. Evaluate the situation and be prepared to respond to recommendations to remain open or closed.

Day and night telephone numbers for these agencies should be listed near the phone.

- Police Department
- Fire Department
- Hospital
- Power Company
- Gas Company
- Water Department

Restaurant Activities, Hurricane Warning

When the National Weather Service issues a hurricane "Warning" advisory, the following procedures and actions should be initiated:

1. Do not close the restaurant until instructed to do so.
2. Alert staff/restaurant personnel that "closing" of the restaurant may occur shortly.
3. Everything outside the restaurant including patio umbrellas, awnings, trash cans, and trash can covers should be placed inside the restaurant, in the back room or storage areas.
4. Make sure all screws on air-conditioning covers are in tight.
5. Make sure that all exhaust fan covers are tightly affixed to the fan.
6. Make sure the exhaust fan itself is secured.
7. Remove all loose items from the roof.



8. Check to make sure roof beams are securely fastened to the building.
9. Upon receipt of instructions to close, see that the following is done prior to the last person leaving the building:
 - Pull all cash drawers and secure all money in safe.
 - Take two readings on all registers and put one reading in the safe with the cash. The manager in charge takes one reading when leaving the restaurant.
 - With masking tape, tape:
 1. All windows diagonally inside and out, corner to corner; and across as well as up and down.
 2. Across all outside order boards, outside menu boards, and Drive-Thru POP displays.
 - Double-check doors, make sure doors are double-bolted and secured.
 - Check for coconut palms or trees with large branches that may break. They should be trimmed or have coconuts removed on a regular basis.
 - Before leaving the restaurant, empty all ice into boxes with a bag liner inside and set the boxes into the walk-in refrigerator. Then keep freezer and refrigerator doors shut. Do not open under any circumstances! Remove all defrost cycle pins from the freezer paragon clock.
 - Place all POS cash register computer terminals. T.I. terminal, and/or ISP equipment in heavy duty waterproof trash bags and secure. Place them on high elevation in the storage room.
 - Secure all stock in the restaurant, both food and paper items, on high elevation to avoid any water damage.
 - Secure the current month's records, inventories, personnel files, etc. in heavy duty waterproof trash bags and secure. Place them on high elevation in the storage room.
10. When instructed to close the restaurant, send employees home as soon as it is reasonably possible to do so. Advise them to listen to local radio/TV stations for instructions regarding their return to work.
11. Before leaving the restaurant, shut off the main gas valve, water valve and turn off the main power panel.
12. Make sure no one is left in the building, that all electrical circuits have been turned off and that the building is locked and secure. No one, under any circumstances, should plan on staying in the restaurant.

Hurricane Committees

All office locations in areas where there is potential for hurricane activity should establish hurricane committees that can quickly be called to action in the event of a hurricane threat. The following people should be members of the hurricane committee:

Director of Operations	Training Manager
Field Service Manager(s)	Construction Manager
Operations Manager(s)	Purchasing Manager
Security Manager	Facilities Manager (if applicable)



The following directives should be issued by the committee to all restaurants threatened by a hurricane:

- All employees are to remain at home or at designated shelter areas until advised.
- All employees should monitor radio and/or TV broadcasts for notification to return to work or until advised directly by management.

All operations staff are to be assigned to the specific locations to evaluate damage and report damage to the Hurricane Committee at a location to be advised prior to restaurant closing.

The operations staff will be responsible for assessing damage at their assigned locations and communicating it as soon as possible to the "Hurricane Committee."

The following are the responsibilities of the hurricane committee:

- Determine which locations, if any, could be reopened immediately.
- Determine which locations are in need of repairs and establish the priority order of seeing that repairs are made.
- Immediately notify the Security Manager, if necessary, so that security guards may be sent to specified locations until repairs can be made.
- Notify which locations will be opened, requesting all available employees to report to those locations.
- Notify contractor(s) to begin making repairs according to the priorities established.
- Advise management of operations status, damage assessment and make appropriate recommendations.

Post Hurricane Activities

Unless specifically stated, all initial post hurricane actions or procedures will be carried out by assigned members of the Hurricane Committee or other designated employees.

Use extreme caution entering a restaurant that may have been damaged or weakened by the disaster. It may collapse without warning. Also, there may be gas leaks or electrical short circuits.

Don't take lanterns, torches or lighted cigarettes into buildings that have been damaged by a hurricane; there may be leaking gas lines or flammable material present. Use battery-powered flashlights, spots, etc., if available.

Stay away from fallen or damaged electrical wires that may still be "live" and dangerous. Notify the power company, or the police or fire departments.

Check for leaking gas pipes in the restaurant. Do this by smell—don't use matches or candles. If you smell gas:

1. Open all doors.
2. Turn off the main gas valve at the meter.
3. Leave the restaurant immediately.
4. Notify the gas company or the police.
5. Don't re-enter the restaurant until you are told it is safe to do so.



If any of the electrical appliances are wet, turn off main power switch, then unplug the wet appliance, dry it out, reconnect it, and finally, turn on the main power switch.

Caution: Don't do any of these things while you are wet or standing in water.

If fuses blow when the electric power is restored, turn off the main power switch again and then inspect for short circuits in wiring, appliances, and equipment.

Check the stock, both food and paper, prior to using them. The stock in the freezer or walk-in might have spoiled if electric power has been off for some time. Check for water damage. do not use stock, food or paper, that has been damaged by flood waters.

Also check your water to insure that it is not contaminated. Remember, your drink system, bun steamer, and other equipment need water to complete the product.

Tornadoes

A tornado is a violent storm with whirling winds of up to 300 miles per hour. It appears as a rotating, funnel-shape cloud, from gray to black in color, that extends toward the ground from the base of a thundercloud. These short-lived storms are the most violent of all atmospheric phenomena and, within a small area, the most destructive.

Tornado Watch—A tornado watch means that tornadoes may occur in or near your area. Keep your radio or television turned to a local emergency broadcast system station for information and advice.

Tornado Warning—When a tornado warning is issued, take shelter immediately. The warning means that a tornado has actually been sighted or has been indicated by radar, and may strike in your vicinity. Your best protection is an underground shelter.

Tornado Checklist

1. Take the crew and management team to a corner of your restaurant basement (if available) and take cover. If your restaurant has no basement, take cover in the center part of the restaurant in a small room such as a closet or bathroom, or under sturdy furniture.
2. If time allows, secure all registers, safes, and filing cabinets.
3. If time allows, lock all freezers, and walk-in refrigerators.

