

HURRICANE PREPAIRDNESS – Single-site



Site Safety Culture at Saddle Creek

- Safety first and foremost
- Each facility has a Site Safety Coordinator who is responsible for: Monthly Safety Audits, Safety Committee, several Safety Talks each month, Behavioral Audits, accident investigation and reporting, various safety certifications for associates, safety KPI reporting, and national monthly Safety Council Calls

Auburndale Facility

- 811,000 square foot warehouse
- 24/7 Facility
- 170 associates
- 3PL for large home improvement retailer
- Delivers directly to retailers stores and cross docks throughout Florida



Hurricane Plan

- Hurricane Plan is a separate from Safety Policy Manual
- Required to be location specific, due by June 1st every year
- Kept on premises – accessible by all managers & supervisors
- Template provided by corporate; details added by Site Safety Coordinator
- Plan consists of Five Stages
 - Stage One: Pre-Season Preparations
 - Stage Two: 36-hours to storm arrival (Hurricane Watch)
 - Stage Three: 24-hours to storm arrival (Hurricane Warning)
 - Stage Four: 8-hours to storm arrival
 - Stage Five: Post storm response



Stage one: Pre-season Preparations

Stages 1-3 Supplies

- Sandbags
- Flashlights
- Trash Bags
- Batteries for Flashlights
- Squeegees
- Disaster Kit containing flashlights, radios, blankets, mini-first aid kit
- Tarp

Clean-up Supplies

- Three first-aid kits exist across facility
- Multiple clean aids accessible through janitorial closet
- Spill clean-up kits are available inside the warehouse by the eye wash station, and outside by the gas tank
- Spill clean-up kits consist of: disposable gloves, safety goggles, spill pads, spill socks, disposable bags



Stage one: Pre-season Preparations

Emergency Response Committee

- Each department is represented. In Auburndale this includes our HR Coordinator, Tech Services Analyst, Transportation Supervisor, Customer Service Supervisor, Yard Driver, and a Lift Operator
- Meets at the beginning of hurricane season and before hurricanes are due to hit our region
- Each member is provided with the phone number of each member
- Expected to help with ideas, communications, facility preparations, facility clean-up, and participate in business recovery
- Trained on requirements and procedures of the Hurricane Plan, including construction of supply list, emergency response call tree, and weather monitoring for a “hurricane watch”, which activates Stage two



Stage two: 36-hours to storm arrival (Hurricane Watch)

- Emergency Response Committee assembles to go over Hurricane Plan and Policies and designates a clean-up crew with contact information for post storm recovery
- Associates reminded to use A-1 number for notices regarding changes to work schedules
- Customer informed of situation and joint-plan developed for delivery contingencies

As we start to approach 24 hours

- Initiate data back-up
- A-1 is contacted with latest message for associates
- System hardware is secured and covered
- All dock doors are blocked with trailers. If not enough trailers, stacks of pallets are placed behind vulnerable dock doors
- If every dock door is filled, the trailers in the parking lot are parked closely together with those containing material on the outside
- Sandbags covered with tarp placed in front of the outside of the major doors to our building and in front of the guard shack



Stages three and four: 8 to 24 hours to storm arrival (Hurricane Warning)

- Emergency Response Committee holds its final pre-hurricane meeting
- Designated clean-up crew contacted for verification of ability to help with post storm recovery process
- Verify that all stage 2 preparations are complete
- Stay in contact with corporate with regard to planned days of closures
- Stay in contact with customer on closure plans
- Update A-1 with closure plans as new decisions are made



Stage five: Post-Storm Response

- General manager and Operations manager access damage on site. Pictures taken of damage with notes to assist with interpreting photos later for insurance purposes
- If deemed needed, emergency response committee and designated clean-up crew convene on site and aid in physical business recovery
- A-1 contacted and supervisors updated on re-opening plans
- Inform customer of return to business plans

