ANNUAL REVIEW

To be reviewed in April of each year and monthly within Hurricane Season (June-October)

1. Review plan and update as necessary.
2. Emergency call list reviewed and updated as needed.
3. Security and Fire alarms call list updated as needed.
4. Trees healthy, trimmed and pruned to remove fronds and dead wood and allow wind flow.
5. Roofs and buildings in good repair. No signs of wear or decay that could allow wind access into buildings.
6. Windows sealed, no rotting wood or broken glass
7. Door seals in good condition. Locks and latches in working order.
8. Window coverings clean and stored properly. Nuts and screws in proper amounts and good condition. Ladders for installation store properly and available.
11. Air conditioning and Heating units inspected biannually. Pipes cleaned regularly to avoid leaks.
12. Shelves and file cabinets stable, attached to the wall or if free standing, an appropriate height.
13. Paper items stored in archival boxes with lids for protection.
14. All computer files should be backed up daily to the Clerk of Circuit Court’s network.
15. Emergency Supplies on hand, in working order, and stored in designated locations.
16. Storage rooms follow Fire Marshall’s standards. No boxes near ceilings. Items off floor to allow for access to and to protect from water damage.
17. Chemicals (paint, cleaners, weed killer, etc) inspected for expiration dates and leaks in storage containers. Out dated supplies deposed of properly.
18. Staff aware of recommended procedures outlined in this plan.
19. Volunteers trained to assist as needed.