



HURRICANE PREPARATION SUGGESTIONS

Consider incorporating the following hurricane preparation suggestions into your business to avoid unnecessary upsets in the event that disaster strikes:

- Check local flood maps by visiting www.esri.com/services/disaster-response/floods/latest-news-map.html. Also, have your building inspected by a licensed professional to ensure that the roof and other connections comply with the wind loading requirements for your area.
- Consider installing impact-resistant film on your windows.
- Gather a list of vendors and telephone numbers of individuals or entities that are critical to your daily operations. If you heavily rely on one or two vendors, consider adding a backup vendor outside of your area.
- Prepare a list of companies that can assist you in recovery efforts, such as removing debris, moving and computer services.
- Provide employees with a chain of command and list of responsibilities in the event that a disaster strikes.
- Prepare a list of your employees and their contact information. Also find out where they may vacate to, if you are required to evacuate the city.
- Arrange for communication with your clients and customers, in the event of a disaster, to keep them informed.
- Constantly diversify your customer base, products and sales locations. This will prevent a major loss, if a majority of your customer base is also affected by the hurricane.
- Designate a remote phone number on your voicemail system for which you can record messages to employees in the event of an emergency.
- Arrange for programmable call forwarding of your business lines with the phone company. Then you can call and reprogram your phones from a remote location, if needed.
- Install emergency backup lights that turn on when the power goes out.
- Back up your data on a frequent basis and keep this information off-site.

EMERGENCY SUPPLIES

If employees may be confined for several hours, or even days, consider stocking the following items at your place of business:

- Flashlight and extra batteries
- Battery-powered radio
- Ready-to-eat canned foods, fruits and vegetables. Also energy foods, such as granola bars. Select foods that do not require refrigeration, cooking or preparation.
- Water stored in plastic containers
- Urge employees to keep a three-day supply of their medications on-hand as well as pain relievers and stomach remedies.
- Urge employees to bring in a blanket.
- Paper plates, cups and utensils
- Manual can opener
- Urge employees to keep an extra pair of reading glasses at work.
- First-aid supplies:
 - Adhesive bandages
 - Sterile dressing
 - Roller gauze bandages

- Triangular bandages
- Gauze pads
- Germicidal hand wipes and alcohol-based sanitizer
- Non-latex gloves
- Adhesive tape
- Cold packs
- Scissors
- Tweezers
- CPR face shield

REDUCING DAMAGE

- Bolt tall bookcases and displays to the wall studs.
- Secure breakable items in a stand using hook-and-loop fasteners.
- Place large objects on low shelving.
- Install latches on drawers to prevent them from flying open.
- Secure pictures and mirrors to the wall with closed screw eyes and wire.
- Secure your water heater to the wall studs with plumber's tape or strap iron.
- Install flexible connectors to appliances using natural gas and automatic fire sprinklers.

WHEN STORMS ARE IMMINENT

Once you get word that a storm is coming, you must take immediate action. First, secure your facility by covering windows with shutters or plywood. Then, cover and move equipment to a more secure area. Also consider the following actions:

- Back up your files and move this information off-site.
- Make arrangements to use alternative means of communication, especially if you cannot shut down your systems completely.
- Check your emergency supplies and stock up on any necessary items.
- Help your employees get to their families safely. If it is not safe to leave the facility, establish a meeting point outside of the evacuation area for employees once you can leave.