PLAN, PREPARE AND BE AWARE:

Hurricanes are powerful and unpredictable storms that can cause significant damage to property and pose a serious threat to personal safety. It's crucial to stay informed about potential storms by monitoring weather forecasts and paying attention to official warnings issued by local authorities. It's also essential to have an emergency plan in place that includes evacuation procedures, necessary supplies, and communication methods. By taking these steps, you can help keep yourself and your loved ones safe during a hurricane.

PREPARE YOUR BUSINESS FOR A DISASTER:

- Document employee roles and responsibilities during a crisis situation.
- Conduct a drill of your emergency plan
- Ask your vendors what their disaster preparedness plans are so you will know how your supply chain will be protected.
- Ensure vital records are protected.
- Review your off-site backup record storage.
- Place irreplaceable paperwork and digital storage media in a fireproof, waterproof box.
- Consider having a **"Go Box"** with:
  - A hard copy of your emergency plan.
  - A copy of primary, secondary, and out-of-area contact information for employees and key stakeholders.
  - A copy of insurance policies and agent contact information.
  - A copy of contact information for emergency vendors (contractors, plumbers, electricians, mold remediation, etc.).
  - Laptops and portable backup media for critical business information.
  - Important documents (such as financial records and an assets inventory).
  - General office supplies and special forms that you may need to do business at an alternate location.

SECURE THE PREMISES:

- Move computers and copiers away from large windows.
- Cover and elevate inventory.
- Anchor large equipment, cabinets, and shelves to walls or floors.
- Move or store equipment, furniture, and valuable files on the upper level of multistory buildings.
- OR place equipment on concrete blocks at least 12 inches above projected flood elevations.
- Cover doors and windows.