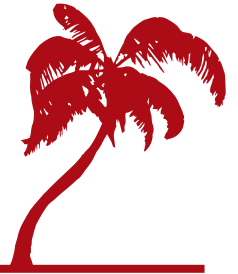


Emergency Hurricane Preparation



Checklist for Business Owners and Operators

Please review the following checklists to better prepare yourself before, during, and after a hurricane. At Scott, our objective is to do everything we can to help you minimize potential damage and maximize loss prevention. Being well-prepared is critical to this objective and to keeping your business and its facilities as healthy as possible.

Do not hesitate to contact a member of your Scott team with any questions or concerns.



HURRICANE PREPARATION SUGGESTIONS

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

- Check local flood maps by visiting <https://msc.fema.gov/portal>. 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:
 - o Adhesive bandages
 - o Sterile dressing
 - o Roller gauze bandages
 - o Triangular bandages
 - o Gauze pads
 - o Germicidal hand wipes and alcohol-based sanitizer
 - o Non-latex gloves
 - o Adhesive tape
 - o Cold packs
 - o Scissors
 - o Tweezers
 - o 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.

WHAT TO DO AFTER A HURRICANE IS OVER

- Keep listening to NOAA Weather Radio or local radio or TV stations for instructions before attempting to return to your place of business.
- If you evacuated, return when local officials tell you it is safe to do so. Beware of flooding in low lying areas.
- Secure the Site.
- Look for obvious structural damage to your building and its foundations. If you see significant structural damage, don't attempt to enter the affected building.
- Check for downed or dangling electrical power lines and broken sewer or water pipes on your property. Stay away from damaged power lines and broken sewer lines.
- Use flashlights in the dark. Do not take lanterns or any other kind of open flame into a damaged building – there may be leaking gas or other flammable materials present.
- Make sure the electrical outlets and appliances throughout your facility are dry and free of water before turning the power back on.
- Do not drink water from your water system until local officials advise you that it is safe from contamination.
- Wear sturdy shoes when walking through debris and use gloves when handling it.
- Watch out for snakes, wild animals or insects. Be aware that snakes, poisonous insects, and other animals instinctively move to higher ground to escape floodwaters.
- Report damage to your insurance company, as soon as possible, as required by all insurance policies.
- Document damage to your building and its contents with photographs or video.
- Follow instructions when using portable generator.
- Exercise caution using chainsaws to remove debris.
- Do not eat spoiled or contaminated food.

The purpose of this bulletin is to provide a general overview and raise discussion points relevant to hurricane preparedness. The bulletin should not be considered comprehensive and is not a substitute for any prior plan for your individual situation.

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