

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 upsets 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:
 - 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

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.

After the Storm

- 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.