

# BEFORE, DURING, AND AFTER A HURRICANE AT YOUR BUSINESS



## Before a Storm Hits

- Take pictures of your property and building. It will make the claims process smoother in the event your business sustains damage.
- Clean out floor drains and catch basins and check drainage pumps.
- Anchor and fill above-ground tanks with water or product to keep them in place during the storm. Fill the fuel tanks on your emergency generator and fire pumps.
- Ensure automobiles have full fuel tanks.

## When a Hurricane is Coming

- Tie down - or move inside - any items outside your building that could blow away in a powerful windstorm.
- Obtain and keep accessible as much cash as possible as banks may not be open following the storm.
- Secure all doors and board up windows to protect against flying debris.
- Shut off lines carrying gas or flammable liquids in case a pipe breaks in the storm. Shut down production processes safely and turn off the electricity at the main power source.
- Evacuate employees.

## After a Hurricane

- Call employees to ensure that they and their families are safe and secure.
- Check circuits and equipment before restoring power.
- Assemble a recovery team to begin to implement your business continuity plan.
- Call your insurance agent, broker or insurance company immediately to report how, when and where the loss or damage occurred. Have your policy number handy, and give them a general description of damages.

**Contact us for more tips and information about how to stay safe during extreme weather events and natural disasters.**



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