

Hurricane Preparedness

Advanced Planning Can Minimize Your Business Interruption

As businesses brace for hurricane season, ServiceMaster 24 Hour is ready to assist your business should you encounter any storm damage from high winds to heavy rains. As the experts in disaster restoration, ServiceMaster 24 Hour makes the following recommendations.

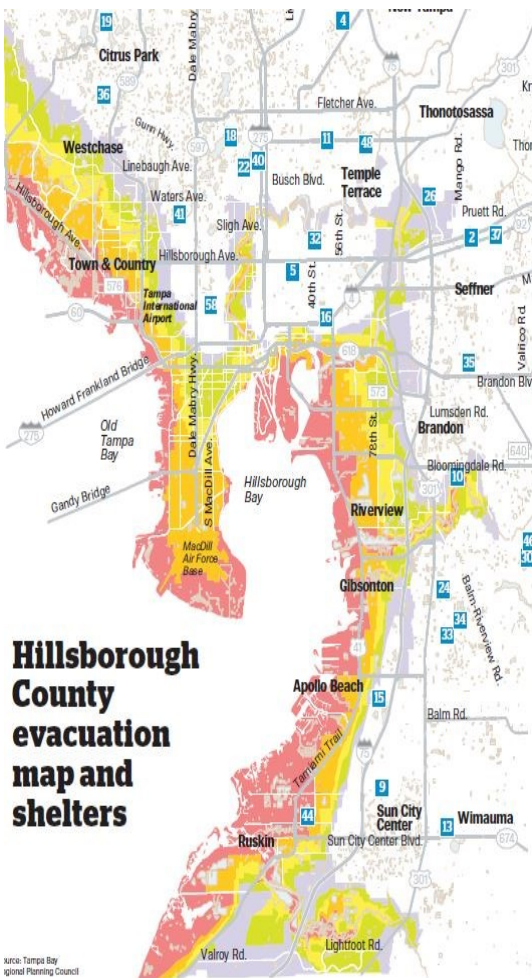


Getting Prepared:

1. Evaluate your contingency plan and make sure it is up to date.
2. Review and understand your property's insurance coverage including deductibles. What is your coverage for hurricane damage?
3. Compile an emergency contact list with 24-hour telephone numbers and email addresses for essential employees.
4. Identify vital records and make back-up copies. Identify a safe storage area within the facility where records can be relocated.
5. Determine personnel responsible for maintaining the facility and assign essential tasks like:
 - Storing lightweight, loose items that may be blown around in the wind
 - Checking security and flood lighting
 - Boarding up windows and doors
 - Verifying that communications equipment is functioning properly
6. Stock up on emergency supplies like:
 - Food and water for staff assigned to maintain the facility during the hurricane
 - First-aid kit
 - Battery operated radio and/or TV
 - One flashlight per person working during the hurricane
 - Extra batteries
7. Identify emergency power requirements and determine if generator is available.
8. Provide employees with hurricane preparedness information.

Protect Your Property:

1. Store files, furniture and equipment away from windows and doors.
2. Unplug small appliances and equipment. Turn off all electricity at the main circuit breaker including air conditioning units.
3. Dismiss non-essential staff.



• **Hurricane Preparation Checklist**

- **Water-** at least 1 gallon daily per person for 3 to 7 days
- **Food-** at least enough for 3 to 7 days
 - Non perishable packaged or canned food/ juices
 - Foods for infants or the elderly
 - Snack foods
 - Non-electric can opener
 - Cooking tools/fuel
 - Paper plates/plastic utensils
- **Blankets/Pillows/Etc**
- **Clothing-** seasonal/rain gear/ sturdy shoes
- **First Aid Kit/ Medicines/ Prescription Drugs**
- **Special Items-** for babies and the elderly
- **Toiletries/ Hygiene Items/ Moisture wipes**
- **Flashlight/ Batteries**
- **Radio-** Battery operated and NOAA weather radio
- **Telephones-** Fully charged cell phone with extra battery and a traditional (not cordless) telephone set
- **Cash (with some small bills) and Credit Cards-** Banks and ATMs may not be available for extended periods
- **Keys**
- **Toys, Books, Games**
- **Important Documents-** in a waterproof container or watertight resealable plastic bag -Insurance, medical records, bank account numbers, Social Security cards, etc.
- **Tools-** keep a set with you during the storm
- **Vehicle fuel tanks filled**
- **Pet Care Items**
 - proper identification/ immunization records/ medications
 - ample supply of food and water
 - a carrier or cage
 - muzzle or leash

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