



## Hurricane Preparedness Tips

- **Locate, diagram and post electrical, water and gas shut offs on your property**
- **Test generators for functionality before Hurricane Season begins**
- **Stock up on disaster supplies (flashlights, batteries, fuel for generators, portable radio, essential medicine, first aid kit, sanitation items, non-perishable food and drinks) and put these supplies together into a kit**
- **Identify emergency/evacuation plan ahead of time**
- **Download the Red Cross Emergency App on your phone**
- **Prep your buildings – bring any items susceptible to strong winds inside or secure them adequately including signs, banners, etc. Have boards measured and cut, ready for boarding up windows, ensure gutters and downspouts are secure and clear for rainwater flow**
- **Identify stormwater drains and ensure these are free flowing**
- **Know your company's protocol for hurricanes – which emergency reports are necessary in the event of a loss of power and when are these reports expected to be printed**
- **Know your plan to operate your business office unmanned in the event of an evacuation (call center or phones forwarded to a Manager cell phone, how to rent remotely, etc.)**
- **Elevate all electrical equipment, computers, etc. off the floor and when evacuating, unplug all items from electrical outlets**
- **Identify a safe place for important documents to be placed and stored**