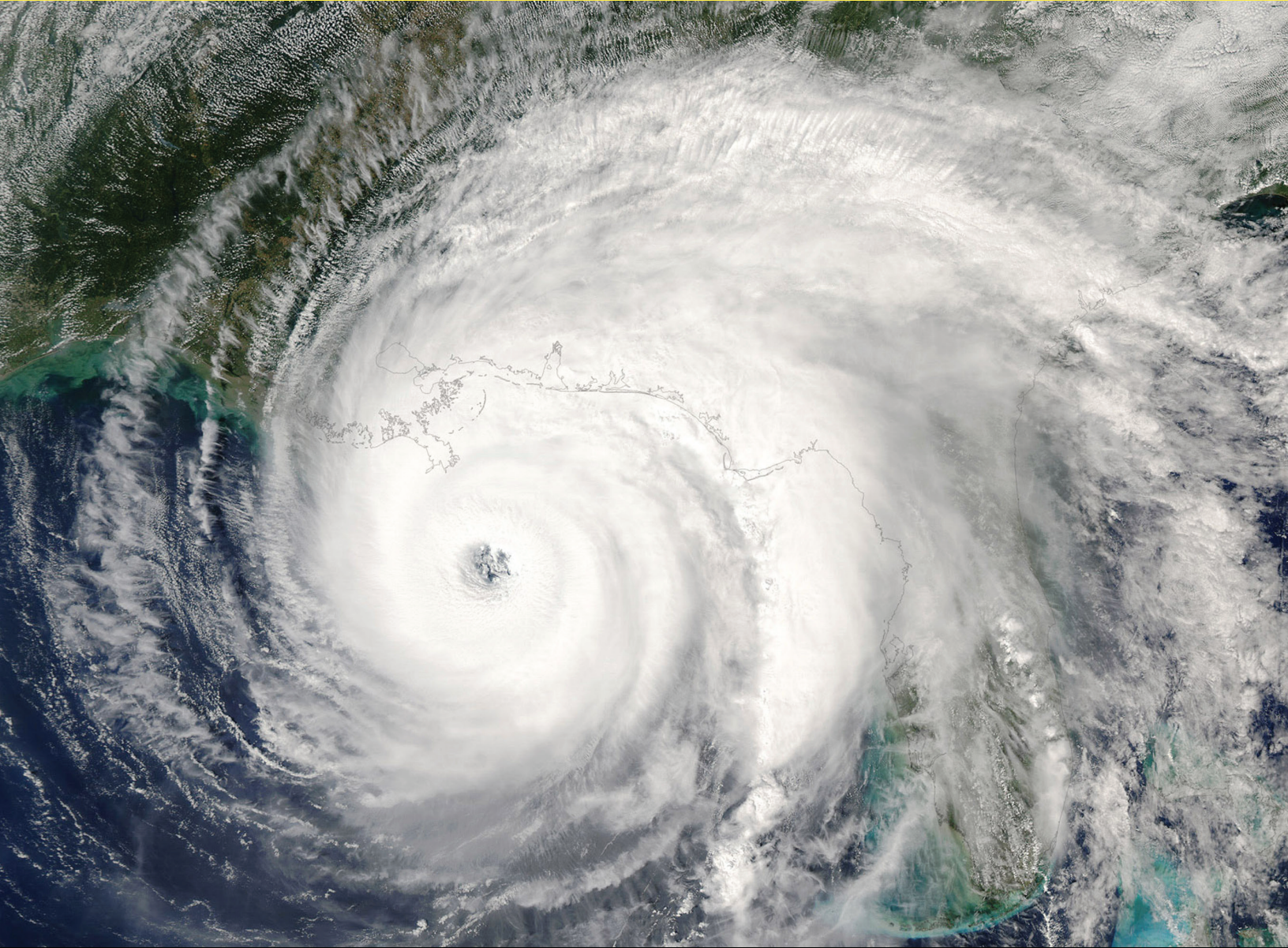


HURRICANE PREPAREDNESS PLAN FOR BUSINESSES

If you need help preparing your hurricane response plan,
call us at **800-954-9444** or for more information, SRMCat.com



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HURRICANE WARNING IN EFFECT PREVENTION CHECKLIST

In the event that a the National Weather Service issues a Hurricane Warning in your area, use the following checklist to help manage the situation and minimize business interruption:

- 1. Test Emergency Power**
 - Test generators.
 - Make sure you have enough fuel to run generator(s) for a week.
- 2. Prevent Damage from Winds**
 - Bring in equipment and other items that are outside so they are not blown during high winds. Anchor structures in yards that are not movable.
 - Board-up windows and doors; keep outdoor equipment and materials from becoming projectiles by moving them indoors.
 - Move everything away from windows and walls.
 - Pick up all loose small items and put them in boxes or heavier cabinets/ desks.
- 3. Prevent Damage from Water:**
 - Use sandbags and/or water barricades to protect your facility from water damage.
 - Move vehicles and equipment out of basements and low lying areas; raise elevators off lower levels.
 - Remove any important documents in lower level cabinets or desks.
 - Cover electrical outlets.
 - Cover all furniture.
- 4. Analyze Threats and Consider Evacuation Plan**
 - Consider evacuation early to maintain social distancing recommendations.
- 5. Turn Off Utilities**

Turn off utilities at the main switches or valves as best suits your emergency plan, and as directed by utility companies. Ensure that you do not shut-off critical systems that will be needed during and after an event (fire sprinklers, security, etc).
- 6. Disconnect Electrical Equipment and Appliances**
 - If you have time, thaw out any refrigerator or freezers.

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STEPS TO TAKE AFTER A HURRICANE HITS

In the event that your company experiences a hurricane loss, use the following checklist to help manage the situation and minimize business interruption:

- 1. Notify Essential Contacts:**
 - Emergency contacts
 - Emergency Response Contractor
 - Insurance carrier/broker and other primary contacts
- 2. Minimize Additional Damage:**

Included in the language of virtually all insurance policies is a disclaimer holding the “insured” accountable for taking steps to help reduce any further damage. SRM/ServiceMaster DSI can help ensure proper steps are taken to mitigate the situation and prevent additional damage.
- 3. Execute a Communications Plan:**

In addition to those who are part of the recovery process, it will be necessary to inform staff members who will be charged with internal/external communication to employees, suppliers, customers and other stakeholders as to what is going on and expected next steps.
- 4. Assess the Damage:**

The recovery team should begin the task of damage assessment as soon as reasonably possible upon receiving the authorization to return to the facility. Take the time to document the loss, take photos and identify any potential hazards.
- 5. Restore Fire Protection:**

To reoccupy a facility, the fire protection/suppression system must be operable or adequate alternatives must be established.
- 6. Begin Preventative Maintenance:**

Once there is no danger associated with the effects of the loss, begin the process of protecting property and equipment.
- 7. Start the Reclamation Process:**

Begin the cleaning and restoration process as soon as possible. Exposure to water can cause irreparable damage if not addressed in a timely fashion.
- 8. Keep Tabs on Costs:**

It is important to your business and your insurance carrier that people in the organization track the costs associated with the claim process. Make sure you can readily identify and capture expenses directly related to the claim.
- 9. Enact Temporary Repairs:**

As an extension of reducing any further damage, temporary repairs should be performed if they will save, protect or preserve property/equipment, and to improve personnel safety.
- 10. Complete Final Repairs and Replacement:**

Once all parties have agreed on scope of services required to return to pre-loss condition and funds have been authorized, finalize repairs or if necessary replace “totaled” items.



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