

# Preparing For a Storm

## A Guide For Your Business

We know the impact that a major storm can have on your business. We have a plan and urge you to prepare as well so you and your employees can get back to business safely and as quickly as possible. Here's a guide to help you get started.



### Plan ahead:

- » Ensure your employees' contact information is up-to-date and that you have a plan in place to communicate after the storm passes, e.g. set up a telephone number with a recorded message that will be regularly updated to inform employees of the status of company operations following a storm
- » Consider developing a system to authorize re-entry to company facilities after a storm, e.g. I.D. cards, vehicle permit
- » If you plan to take shelter at your business, establish a safe area away from exterior glass windows and doors
- » Determine if your business is in a flood and/or evacuation zone and review the evacuation routes; identify an emergency temporary site, if appropriate
- » Determine what you need to secure your building and important equipment and who will help; outline specific tasks and conduct a training session
- » Review your insurance coverage and photograph or videotape your building or office – inside and outside
- » Prepare for potential power outages; update the phone number and email address on your FPL account and consider installing a generator
- » Prepare a list of vendors to provide disaster recovery services



## Before the storm hits:

- » Pay attention to instructions from public officials and the media
- » Gather supplies: tarps, plastic bags, tape, sandbags, shutters, plywood, hand tools, generator, First Aid Kit, brooms, mops, towels
- » Fully charge pagers, cell phones, laptop computers and other electronics
- » Make multiple back-ups of computer files and data, and store records off premises
- » Secure and prepare the building(s)
  - Identify outdoor equipment, materials and structures that could become airborne and move them to a safe location
  - Park vehicles in safe, protected areas such as a covered garage
  - Secure doors, windows and other openings
  - Move items away from the windows
  - Lock drawers and file cabinets
  - Unplug all lamps, radios, computers and equipment in case of a power surge; cover important equipment with plastic bags
- » Record a special voice message informing employees and customers the status of company operations
- » Close your offices in sufficient time to allow employees to secure their homes, obtain supplies and evacuate if necessary; inform clients that you're closing early and when you plan to reopen

## After the storm:

- » Make your safety and the safety of your employees a priority
  - If you use a portable generator, read and follow all the manufacturer's instructions. Be sure to set it up outside – away from open windows – and connect appliances directly to it. Do not wire your generator directly to your breaker or fuse box, because the power you generate may flow back into power lines and cause injuries. Visit [www.FPL.com/safety](http://www.FPL.com/safety) for more generator and post-storm tips
  - Do not travel, or ask employees to travel, until it is safe to do so
  - Immediately call 911 to report dangerous or hazardous conditions; call FPL at 1-800-4OUTAGE to report downed power lines or damage to FPL lines, poles or transformers
  - Stay far away from fallen power lines and flooded and debris-laden areas that may be hiding downed power lines. Don't touch anything that may be in contact with or near power lines
  - Don't use candles; use battery-operated flashlights and lanterns instead
  - If your roof or windows leak, water in your walls and ceiling may come into contact with electrical wiring. Immediately turn off your circuit breakers, disconnect all electrical appliances that are still plugged in and turn off all wall switches. Remember, never stand in water while operating switches or unplugging any electrical device
  - Make emergency repairs only when it is safe to do so. Repairs that prevent looting or further damage should have top priority, but only if the repair can be done safely
- » Should your power go out, listen to your local news on a battery-powered radio for the latest information on power restoration. You can also visit [www.FPL.com/storm](http://www.FPL.com/storm) from your computer or smart phone to report and check the status of an outage
- » Photograph or videotape your place of business – inside and outside; take inventory to determine and record losses

For more storm and safety tips, visit us at [www.FPL.com/storm](http://www.FPL.com/storm)

We hope you find this guide helpful as you prepare for a major storm. Please keep in mind that it is not intended to be all-inclusive.