



Hurricane season begins on June 1st each year. Don't wait until the last minute to prepare—start today! At SSI Services, we're ready to assist you in customizing an emergency response plan that fits your needs. Contact us now to ensure your business is storm-ready well ahead of time.

We've put together essential recommendations to help you navigate the challenges of preparing for and rebounding from a hurricane. Follow these steps to safeguard your operations and recover swiftly.

Pre-Storm Preparation Checklist

- ☐ Check and secure all A/C panels and any mechanical equipment.
- ☐ If you are closing your premises in anticipation of a storm, make sure to shut off the main gas line
- ☐ Whenever feasible, clear all debris from your roofs.
- ☐ If feasible, protect your entrances and exits with sandbags and board up windows and doors.
- ☐ Don't forget to review your property insurance plan
- ☐ Make sure to store all crucial documents in a secure location
- ☐ Cut down food supplies to minimize waste and loss. Donate excess to local shelters or emergency facilities if evacuating, and track donations for tax benefits.
- ☐ Provide all employees with a written hurricane procedure. Maintain updated contact lists for vendors and staff.
- ☐ Use signage and social media to announce any closures or cancellations clearly.
- ☐ Ensure all company vehicles are fully fueled for potential evacuation. Advise employees to do the same with their personal vehicles.
- ☐ Take photos of your inventory, building structure, property, and equipment to support any potential insurance claims.
- ☐ Ensure your information technology systems are fully backed up and secure to protect against potential disruptions.

DURING THE STORM

- ☐ Monitor the weather closely, and if conditions worsen, promptly notify management about the need for closure.
- ☐ Stay vigilant for any fallen power lines to ensure safety.
- ☐ Instruct employees on methods to keep customers away from hazardous areas effectively.

AFTER THE STORM

- ☐ Inspect the premises for any damage. Immediately call 911 if you or an employee find downed power lines.
- ☐ Prepare detailed damage reports with photos, covering both water and structural damage, to support any necessary insurance claims.
- ☐ Make sure that food supplies meet local health code standards.
- ☐ Contact a professional mechanical contractor to verify that the equipment is functioning properly.

Use this checklist as a reference to reduce safety hazards, mitigate losses, and recover promptly from the storm.

