



Hurricane season begins on June 1st of each year. It's important to allow sufficient time to prepare your business for these weather events. SSI Services is ready & available to assist with you with your emergency plan as deem necessary.

WE HAVE PROVIDED BELOW SOME RECOMMENDATIONS TO ASSIST YOU WITH PREPARATION AND RECOVERY FROM A HURRICANE EVENT.

BEFORE THE STORM

- Secure all A/C panels and other mechanical equipment.
- If possible, sandbag entrance/exit doors, board windows and doors.
- Shut off main gas line if and/or before closing the business.
- Take photos of inventory, building structure, property and equipment in the event of an insurance claim.
- Internal communications:** Establish and provide a written hurricane procedure for all employees. Keep a vendor and employee contact list, including any cellphone numbers. Provide employees with management contact information. Your plan should include how you will communicate with employees after hurricane.
- External communications:** Display signage and social media posts indicating closures or cancellation.
- Reduce food supplies to avoid or minimize waste & financial losses. If you find yourself in need of evacuation, consider donating food to the local fire department, shelters, and emergency facilities. Prepare a list of products and quantities as any donations would be tax deductible.
- Cybersecurity:** Make sure your data and information technology systems are backed up and protected.
- Have all company vehicles fueled in case evacuation or relocation is necessary. You may consider advising employees to do the same.
- In the event of closing the business, ensure main gas line is shut off.
- Remove all debris from roofs.
- Store Important Documents in a Safe Place.
- Review Your Property Insurance Plan.



DURING THE STORM

- Stay informed and if weather deteriorates, communicate to management that closure is required.
- Be on the lookout for downed power lines.
- Communicate to employees** how to discourage customers from approaching danger areas

AFTER A STORM - How To Reopen Efficiently

- Survey the location for damage. If you, or an employee, encounter downed power lines, **call 911 immediately**
- Prepare a detailed damage reports with photos for any insurance claims that may be necessary. This may include water damage as well as structural damages
- Ensure food supplies are safe via local health code requirements
- Call SSI Services to check equipment operation

UTILIZE THIS CHECKLIST AS A GUIDE TO MINIMIZE SAFETY RISKS, LOSSES, AND RECOVER QUICKLY FROM THE STORM.

SSI SERVICES IS HERE TO HELP YOU BEFORE, DURING, AND AFTER A HURRICANE. CONTACT US AT