



CREATING A PREPAREDNESS PLAN FOR SPRING WEATHER

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

- EVALUATE YOUR COMPANY'S RISKS**
 - Review the company's flood zones, tornado risks, storm damage insurance and flood/surge limits.
 - Pay attention to the news for weather updates.
- CREATE A COMMUNICATIONS PLAN WITH AN EMERGENCY WARNING NOTIFICATION SYSTEM**
 - Develop a system for knowing who is in the building in the event of an emergency.
 - Appoint a primary contact and team leaders who will communicate with and direct people in the facility.
 - Decide how the team will stay in contact and communicate information during the event.
- KNOW YOUR FACILITIES' CAPABILITIES**
 - Know where your utility shut-offs are located.
 - Know your power requirements and test emergency power.
 - If your company does not have a generator, consider buying one.
- HAVE SAFE ROOM AND EVACUATION PLANS**
 - Determine where your tornado safe rooms are located.
 - Create an evacuation plan.
 - Have emergency supplies ready.
 - Facility protection supplies, hygiene supplies, first aid supplies, food & water, basic tools, and safety apparel.
 - Practice your plan for each type of event.
 - Severe flood, tornado, power outage etc.
- BE AWARE OF BUSINESS CONTINUITY**
 - Plan an off-site back up of critical files and other data if not already using a cloud service for this.
 - Consider what options are available for alternate workspace or production.
 - Consider what short term outsourcing possibilities exist for your clients or customers if a major disaster occurs that will make the location operational.
- REDUCE STORM DAMAGE AT YOUR PROPERTY**
 - Keep trees, branches and bushes trimmed year-round.
 - They could fall on personnel, the building, walls, roof or power lines during severe weather.
 - Inspect and repair loose or damaged building components.
 - Pipes, gutters, siding, shingles, roof, soffit, fascia, brickwork and chimneys.
- SELECT A DISASTER RESTORATION CONTRACTOR**
 - Make sure this contractor is licensed and bonded.
 - Make sure this contractor can provide pre-loss resources and equipment staging.
 - Make sure this contractor will provide priority response.

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