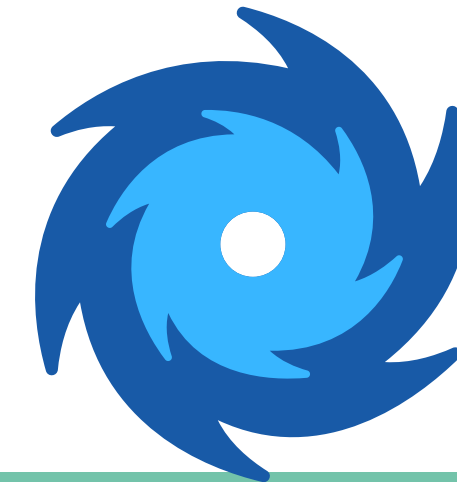




HURRICANE Business Checklist

What to do?



AT THE BEGINNING OF THE HURRICANE SEASON

PREPARING

- CHECK THE VALIDITY OF YOUR INSURANCE POLICY
- READ THE EXCLUSIONS CAREFULLY, ESPECIALLY THOSE CONCERNING BENEFITS IN THE ABSENCE OF A NATURAL DISASTER DECLARATION
- INFORM YOUR EMPLOYEES OF THE EMERGENCY AND SAFETY INSTRUCTIONS
- EVALUATE YOUR STOCKS AND PROFESSIONAL FURNITURE
- LOCATE WATER, GAS AND ELECTRICITY CUT-OFF POINTS

YOUR SURVIVAL KIT

- PUT IN A BAG: PORTABLE RADIO WITH BATTERIES, TORCH, DRINKING WATER, PERSONAL PAPERS, WHISTLE, FIRST AID KIT, ESSENTIAL MEDICINES, BLANKETS, SPARE CLOTHES, CEREAL BARS, ETC.

GET INFORMED

- CONTACT YOUR LOCAL CHAMBER

ON HURRICANE ALERT

SECURE YOURSELF

- SAVE COMPUTER DATA ON A USB STICK OR EXTERNAL HARD DRIVE
- PROTECT OPENINGS, WINDOWS AND STORAGE SPACES
- LOCK ALL EXITS
- KEEP EQUIPMENT, FURNITURE AND IMPORTANT DOCUMENTS OUT OF WATER
- SECURE ANY OBJECT THAT COULD BECOME A PROJECTILE
- DISMANTLE AERIAL INSTALLATIONS IF POSSIBLE
- PARK VEHICLES UNDERCOVER IF POSSIBLE
- TURN OFF GAS AND ELECTRICITY
- ASK EMPLOYEES TO RETURN HOME

GET INFORMED

- LISTEN TO THE RADIO AND FOLLOW THE INSTRUCTIONS GIVEN BY THE AUTHORITIES

AFTER THE STORM

ASSESS

- KEEP PROOF OF THE DAMAGE BEFORE CLEANING UP (PHOTOS, OR BAILIFF'S REPORT)
- COMPILE A DAMAGE ASSESSMENT FILE FOR THE INSURER WITH SUPPORTING DOCUMENTS

GET INFORMED

- WAIT FOR INFORMATION THAT THE ELECTRICITY NETWORK HAS BEEN FULLY RESTORED BEFORE RESTARTING EQUIPMENT
- WAIT FOR INSTRUCTIONS FROM THE AUTHORITIES TO RESUME WATER CONSUMPTION

COMMUNICATE

- NATURAL DISASTER DECLARED: SUBMIT YOUR FILE TO YOUR INSURANCE
OTHERWISE: CONTACT YOUR INSURER TO FIND OUT WHAT STEPS TO TAKE

