

Planning and Preparing



Business and Employee Preparation



Tips for Businesses

- Establish a temporary location for business operations in case your facility is damaged.
- Give employees enough time to secure their homes and families.
- Consider paying employees before they leave to prepare their homes.
- Identify and protect vital records. Backup and store key files off site.
- Protect electronic equipment from possible water damage.
- Have extra cash and blank checks in case extra money is needed after the storm.
- Identify a safe room for employees who must remain in the building.
- Develop a 24-hour emergency contact with phone numbers of key employees.
- Set up telephone numbers for employees to check in and receive company information.