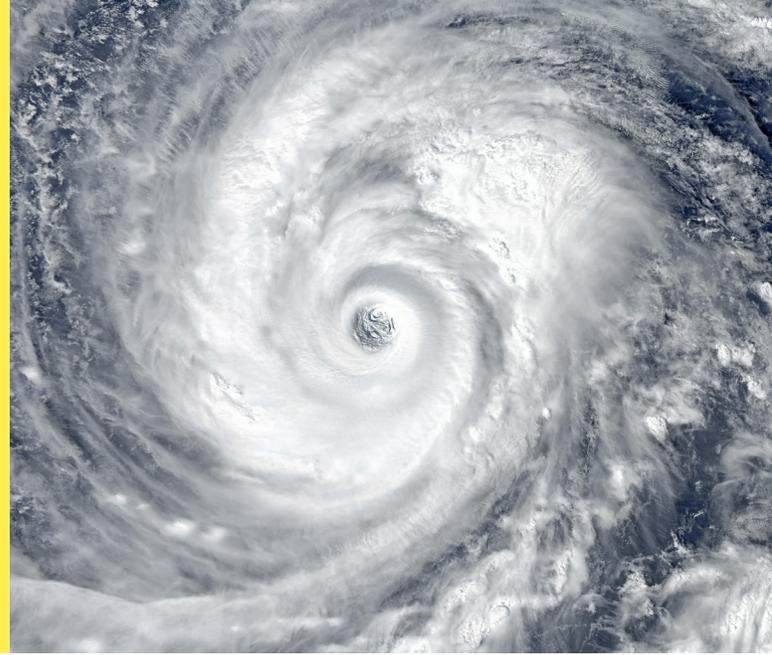




# HURRICANE PREPAREDNESS CHECKLIST

Planning for hurricane season can be stressful. ServiceMaster Recovery Management (SRM) is ready to restore your property should you encounter any storm damage during this uncertain time. As the experts in disaster restoration, SRM makes the following recommendations:



## GET PREPARED:

**Evaluate your contingency plan** and make sure it is up-to-date. If you need help, give us a call. We have various tools and resources available to assist you in creating a plan.

**Review and understand your property's insurance coverage**, including deductibles.

**Compile an emergency contact list** with 24-hour telephone numbers and email addresses for essential employees.

**Identify vital records and make backup copies.** Store in a safe area within the facility or utilize a digital cloud-based recovery system.

### Assign essential tasks:

- Store lightweight outdoor items that may be blown around in the wind.
- Check security and flood lighting.
- Board up windows and doors.
- Verify that communications equipment is functioning correctly.

### Stock up on emergency supplies:

- Food, water and first-aid kits
- Battery-operated radio or TV
- Flashlights
- Extra batteries

**Educate employees** on emergency preparedness plans and hurricane preparedness information. Dismiss non-essential staff in an emergency.

## PREPARE YOUR PROPERTY:

**Identify emergency power** requirements and determine if a generator is available.

**Store files, furniture and equipment** away from windows and doors.

**Turn off and unplug** small appliances and all electricity at the main circuit breaker, including air conditioning units.



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