



Irving Weber Associates, Inc.

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## Hurricane Preparedness from Irving Weber Associates

At Irving Weber Associates, we want to be sure that our customers are prepared in the event of an emergency. Remembering that Hurricane Season lasts until November, we want to take an opportunity to let you know some ways you can be prepared in the event of a major Storm. Here is a Storm Checklist for you to keep handy and refer to in the face of an imminent storm.

<b><u>Before the Storm:</u></b>	
	Maintain a Phone list of employees & provide copies to key staff members
	Keep on hand: flashlights, batteries, first-aid kit, & tool kit
	Determine safe evacuation routes inland
	If you have a voice mail system, designate one remote number on which to record messages for employees. Provide this number to ALL employees.
	Unplug any unnecessary electrical devices
	Inspect, and where possible, repair drains, gutters, & flashing
	Arrange for programmable call forwarding for your main business line. If you can't get to your store, you can call in & reprogram the phones to ring elsewhere.
	Give store keys & alarm codes to trusted employee who lives close to the business in the event that you are unable to reach your business quickly during an emergency.
	Test your emergency lights
	Fill gas tanks & generator
	Back up computer data daily. Keep backup tapes off site
	Use UL-listed surge protectors & battery backup systems. They will add protection for sensitive equipment & help prevent a computer crash if power is lost
	Protect/relocate important documents: insurance policies, bank info etc.
	Install windstorm shutter/plywood over windows & doors
	Inspect outside of property to secure items that could blow away or become dangerous if they are airborne; such as chairs, tables, etc
	Secure storage of flammable liquid drums (Do not put into main facility areas)
	Be sure to have cash on hand
	Remove all items possible from floor & keep items that remain as far from exterior walls as possible.
	Shut off natural gas supply
	Stay informed about weather updates, watches, or warnings



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<b><u>During the storm:</u></b>	
	Patrol the property continuously & watch for leaks, pipe breakage, fire or structural damage.
	Monitor any equipment that must remain on line

<b><u>Power Outage</u></b>	
	Notify your utility company of the outage. Obtain any known information about the cause & expected length of the outage
	All compressors & related equipment should be turned off individually once a power outage has occurred. When power is restored, turn on compressors & related equipment individually to minimize the possibility of an “end rush” that could blow the main circuit breakers.

<b><u>After the Storm</u></b>	
	Listen to weather stations to be sure the storm has passed
	Wait until area is declared safe before entering
	Survey for safety hazards such as live wires, leaking gas, or flammable liquids.
	Begin Salvage/repair as soon as possible
	Cover Broken windows & torn roof coverings
	Separate damaged goods, but beware of accumulating too much combustible debris inside the building
	Clean roof drains

<b><u>In Case of a Claim</u></b>	
<b>Argo</b>	<b>800-777-3602</b>
<b>AmTrust</b>	<b>877-291-5207</b>