

# Preparing For a Storm

## A Guide For Your Business

We know the impact that a major storm can have on your business. We have a plan and urge you to prepare as well so you and your employees can get back to business safely and as quickly as possible. Here's a guide to help you get started.



### Plan ahead:

- » Ensure your employees' contact information is up-to-date.
- » Have a plan in place to communicate after the storm passes, e.g. set up a telephone number with a recorded message that will be regularly updated to inform employees of the status of company operations following a storm.
- » Consider developing a system to authorize re-entry to company facilities after a storm, e.g. I.D. cards and vehicle permits.
- » Establish a safe area away from exterior glass windows and doors if you plan to take shelter at your business.
- » Determine if your business is in a flood and/or evacuation zone and review the evacuation routes; identify an emergency temporary site, if appropriate.
- » Identify what you need to secure your building and important equipment and who will help; outline specific tasks and conduct a training session.
- » Review your insurance coverage and photograph or record your place of business – inside and outside.
- » Prepare for potential power outages; update the phone number and email address on your FPL account and consider installing a generator.
- » Prepare a list of vendors to provide disaster recovery services.
- » Do not attempt to trim any vegetation growing on or near power lines. Please only hire qualified professionals to trim trees and other vegetation growing near power lines.
- » Make sure outside debris is cleared prior to a hurricane warning – trash pickup will be suspended.



## Before the storm hits:

- » Pay attention to instructions from public officials and the media.
- » Gather important supplies, such as: tarps, plastic bags, tape, sandbags, shutters, plywood, hand tools, generator, First Aid Kit, brooms, mops, towels.
- » Charge cell phones and other electronic devices; keep them ready by obtaining portable chargers.
- » Bookmark **FPL.com/outage** to your cell phone.
- » Follow FPL on social media at **Facebook.com/FPLconnect** and Twitter at **@insideFPL** for restoration updates following the storm.
- » Download the **FPL Mobile App** in the App Store or Google Play, or text the word "App" to MyFPL(69375).
- » Make multiple back-ups of computer files and data, and store records off premises.
- » Secure and prepare the building(s):
  - Identify outdoor equipment, materials and structures that could become airborne and move them to a safe location.
  - Park vehicles in safe, protected areas such as a covered garage.
  - Secure doors, windows and other openings.
  - Move items away from the windows.
  - Lock drawers and file cabinets.
  - Unplug all lamps, radios, computers and equipment in case of a power surge; cover important equipment with plastic bags.
- » Record a special voice message informing employees and customers on the status of company operations.
- » Close your offices in sufficient time to allow employees to secure their homes, obtain supplies and evacuate if necessary; inform clients that you're closing early and when you plan to reopen.

## After the storm:

- » Make your safety and the safety of your employees a priority:
  - Read and follow the manufacturer's instructions if you're using a generator. Set it up outside – not in your place of business – and connect all appliances directly to it. Never wire your generator directly to your breaker or fuse box, because the power you generate may flow back into power lines causing severe injury or death. Visit **FPL.com/safety** for more generator and post-storm tips.
  - Do not travel, or ask employees to travel, until it is safe to do so.
  - Call 911 immediately to report dangerous or hazardous conditions. Please use the **FPL Mobile App** or call FPL at 800-4-OUTAGE to report downed power lines or damage to FPL lines, poles or transformers.
  - Stay far away from fallen power lines, and flooded and debris-laden areas that may be hiding downed power lines. Do not touch anything that may be in contact with or near power lines.
  - Do not use candles; use battery-operated flashlights and lanterns instead.
  - Turn off your circuit breakers, disconnect all electrical appliances that are still plugged in, and turn off all wall switches immediately if your roof or windows leak – water in your walls and ceiling may come into contact with electrical wiring. Remember to never stand in water while operating switches or unplugging any electrical device.
  - Make emergency repairs only when it is safe to do so. Repairs that prevent looting or further damage should have top priority, but only if the repair can be done safely.
- » Photograph or record your place of business – inside and outside; take inventory to determine and record losses.
- » Listen to your local news on your smart device or battery-powered radio for the latest information.

For more storm and safety tips, visit us at [FPL.com/storm](https://www.fpl.com/storm).

We hope you find this guide helpful as you prepare for a major storm. Please keep in mind it is not intended to be all-inclusive.