



## 2023 Tropical Storm Preparation Checklist

Storm Name:

Expected Landfall Date :

Company Contact (Point of Contact) :

Point of Contact Phone :

### Before Storm Day:

- Assign Employee as Storm Point of Contact
- Confirm all Employee Contact Information is up to date Contact any out of state vendors/ clients as needed
- Purchase sandbags, plywood, or other items needed to protect the building and surrounding areas (If needed)
- Purchase plastic and tape to cover all computers (If needed)
- Purchase batteries, flashlights, and first aid kit (If needed)
- Purchase gloves, hand sanitizer, and any other items needed for post storm clean up (If needed)
- Create Business Plan if the office is not accessible (ie. Work from home or close office)
- Confirm Storm Point of Contact is aware of how to transfer phones for office to employees
- Confirm all local Police, Fire Department, and other responders number are readily available
- Hold a practice storm drill



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### Final Day Before Storm:

- Backup all important data on computers
- Once all backups are completed, power down computers
- Make sure your server, computers, and battery backups are off of the ground if you are in a single story unit.
- Before you leave, make sure to take pictures or video of office equipment. Take pictures or video of all the computers, the inside of your business and outside.

### When Returning To The Business:

- Assess the building outside and inside for possible physical/electrical/water damage.
- When returning to the office, return all equipment first, then power on computers.
- Add all phones/ phone forwarding back to the original set up