

DISASTER PREPAREDNESS CHECKLIST

Preferred Client Services by GlobalPro Recovery



Copies of your policies in a waterproof bag and stored in the cloud for remote access.

Evacuation plan for you and your family. Make sure you make arrangements for your pets.

PERSONAL

- Collect emergency contact numbers for family members.
- Water supply: 3-days of water (1 gallon per person, per day).
- Food supply: 3-days of non-perishable food and manual can opener.
- Portable, battery-powered radio or television and extra batteries.
- Flashlight and extra batteries.
- First aid kit and manual.
- Sanitation and hygiene items (hand sanitizer, moist towelettes, and toilet paper)

- Matches in a waterproof container.
- Whistle.
- Extra clothing and blankets.
- Kitchen accessories and cooking utensils.
- Photocopies of identification and credit cards.
- Cash and coins.
- Special needs items such as prescription medications, eyeglasses, contact lens solution, and hearing aid batteries
- Items for infants, such as formula, diapers, bottles, and pacifiers.
- Tools, pet supplies, a map of the local area, and other items to meet your family's unique needs.

BUSINESS OWNER

- Ensure you have an emergency communication plan in place prior to the storm, evacuation, or threat.
- Backup all data on servers and personal computers. If the backup site is within the area that may be affected by the storm, take backup tapes with you in the evacuation.
- Turn off all non-critical devices such as server monitors and workstations and other non-essential electrical equipment.
- Alert a third party about your company's relocation plan in the event the storm makes your location inaccessible.
- Protect/relocate vital records including your insurance policies. Be sure your risks are protected.

- Ensure that any employees who volunteer to stay on site have proper supplies and equipment (drinkable water, non-perishable food, medical, flashlights, walkie-talkies).
- Ensure you know which employees are certified in CPR, EMT, etc.
- Fill fuel tanks of generators, fire pumps, and all company-owned vehicles.
- Remove as many goods as possible from the floor, or ship them out of the facility.
- Ensure remote access to your company's website so updates about your availability can be made.
- Shut off natural gas supply in order to minimize fire loss.

ASSOCIATION

- Decide whether the association has the ability and the responsibility to close shutters when needed, or not.
- Post a notice to your bulletin boards and website. It should contain an alert of severe weather approaching and clearly state the association's hurricane policy.
- Gather and box association records stored on site and put them in your pre-designated secure location either higher up or off site.
- Test the generator and make sure it is supplied with fuel and that it functions properly.
- Remove all furniture and items that can become projectiles in high winds from the exposed common areas.

- Determine who is staying, who is leaving, and what group of people will serve as volunteers for the association during the crisis.
- Determine if the maintenance staff is available, and if so, when and for how many hours, before they have to head home and care for their own property and family.
- Contact each of your service providers and have a plan for what they will do before, during, and after the storm.
- Move all equipment that can be moved to a higher place.
- Confirm access to units and the contact information for unit owners in the case of an emergency.

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