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Hurricane Preparedness  
**GUIDE**

# Hurricane Preparedness GUIDE

## Your Guide To Developing A Comprehensive Hurricane Preparedness Plan

**Now is the time to double-check your supply inventories, invest in protective measures for your business, and make sure you have an actionable Hurricane Preparedness Plan in place. Hurricane season is underway - are you prepared?**

The 2020 hurricane season is here – are you ready for it?

Last year's hurricane season caused up to \$12 billion in damages. Can you afford to be a part of however large that number becomes this year?

Without effective hurricane preparedness planning, your business can suffer devastating consequences during an emergency. Property damage and data loss can affect your resources, continuity and more, leading to loss of business, and lower return on investment in these resources.

## What Does Effective Planning For A Hurricane Really Look Like?

Key aspects of a Hurricane Survival Plan include:

### Developing a Plan

As with most endeavors, the first step is to create a workable plan. Your hurricane plan should be carefully constructed and written down for reference and review. Remember, many companies are required to maintain an Emergency Action Plan by OSHA so this can be considered part of that process.

Your plan should put forth policies and procedures regarding employee safety, business continuity, and contingencies that can be activated if your business' facilities are damaged.

*Make sure to review our attached Hurricane Preparation Checklist to review each and every specific item for your plan.*

### Defining Procedures and Assigning Roles

Determine the critical staff that will need to be on-site or on-call during an emergency. It's important to define who will be needed to keep your business running, and who should be responsible for any emergency response tasks. Remember that safety comes first and that your plan must focus on keeping your employees out of danger.

### Coordination

A comprehensive plan should prepare your business to coordinate with others during an emergency. How are nearby businesses going to operate during a hurricane? How will police, fire, and medical response be affected? These questions are best answered before the storm hits.

### Briefing Your Employees

Your hurricane plan should not be written and then left on a shelf. Every employee should be familiar with your procedures and plans to handle any future emergencies. Hold a meeting where your plan is reviewed, roles are assigned, and your staff can ask questions.

### Reviewing and Updating Your Plans Annually

Changes in your business or the community in which you operate can have a major effect on your disaster plan. Be sure to review your plan at least once a year and make any necessary revisions to keep it current and effective.

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## **What's The Bottom Line of Hurricane Preparedness?**

Effective hurricane preparedness keeps you safe and protects your assets, simple as that.

In addition to protecting yourself and your employees, proper business continuity planning should assess your individual requirements by estimating your current data retention needs and expected growth. You can then determine what systems are critical to your business and assess what recovery mechanisms are currently in place.

Based on this comprehensive analysis, you're then able to build a hurricane preparedness plan that works best for your organization.

Remember - without comprehensive disaster recovery planning, you're left vulnerable to any and all emergency situations, whether it's a major meteorological event like a hurricane, or common -- and still unpredictable -- power outages. Consequences include:

- Permanent data loss as onsite copies of your data are destroyed
- Severe downtime as your business scrambles to replace hardware and get up and running again
- Major financial damages, from the cost of lost business to the cost of replacement hardware and more.

So, the question is: will you wait until after you get hit with a hurricane to start thinking about how you'll recover? Or will you do what's right for your business, and start planning for the worst-case scenario today?

**If you need expert assistance preparing your IT for hurricanes and other inclement weather events, get in touch with the BoomTech team today.**

