

Irene is on her way, and we want you to be prepared.

### What to Do NOW:

- Shut down operations in an orderly manner and in accordance with emergency shutdown procedures.
- Check all fire protection equipment such as sprinkler control valves and fire pumps.
- Fuel all fire pumps, generators, company vehicles and power equipment such as saws/etc
- Install hurricane shutters or plywood over windows and doors.
- Cover computers, machinery and stock and supplies with tarpaulins.
- If possible, remove any equipment, finished goods and other items from the floor to prevent water damage.
- Secure outside and/or roof-mounted equipment such as cranes, signs, trailers and HVAC equipment.
- If necessary, turn off utilities to reduce the possibility of a fire/explosion.
- Conduct final inspection of building and make emergency repairs.
- Secure the facility.

### What to Do AFTER:

- Survey for damage. Take pictures of any damage to the buildings and their contents.
- Avoid loose or dangling power lines and report them to the local utility company, police or fire department.
- Before utilities are returned to service, check for gas leaks, look for electrical system damage and check for sewage and water line damage.
- Begin salvage operations as soon as possible.
- Clean debris from roofs and property if safe to do so.
- Use telephone only for emergency calls.
- Use pre-established property conservation programs such as sprinkler impairment procedures and cutting and welding permits when repairs commence.
- Stay tuned to local radio for information.
- Critique pre- and post-storm actions to identify strengths and weaknesses and make necessary modifications to prepare for the next emergency.

*If you have a claim, notify your agent and file the claim on-line at [www.InsuranceBoard.org](http://www.InsuranceBoard.org) as soon as possible!!!*