

# ARE YOU READY?

## Tips On Hurricane Preparedness From NCADA

We want to take this opportunity to remind you to make certain your disaster preparedness and recovery plans are in place now. With any strong storm heading our way, only careful planning can help you avoid the devastation that could occur.

While it is impossible to offer a totally inclusive list of recommendations, we offer the following suggestions for your consideration:

- Make certain your insurance policies are in force.
- Fortify the buildings on your property and consider boarding up your windows.
- Test your computer backup systems and store backups off-site.
- Make certain you have all of your employee's current addresses, home phone and cell phone numbers.
- Test your employee communications system.
- Make certain all employees know the location of first aid kits.
- Determine which employees can be available to assist with hurricane preparation since some may live in mandatory evacuation areas which would prohibit their availability.
- Maintain a sufficient line of credit for business continuation.
- Have multiple rolls of plastic bags, masking tape, markers and labels to use to protect business documents.
- Have information on your emergency services contacts readily available. Some of these services could include utilities, phone, sanitation, fuel, off-site storage, phone, security, glass repair, roof repair, etc.
- Walk through your property and if your area is in the hurricane's projected path, move vehicles from areas near high trees or from areas prone to flooding to safer areas.
- Make certain you have plenty of flashlights and portable lights and have plenty of batteries.
- Have rolls of different colored hazard tape to close off any hazardous areas and those areas that may be closed to the public. Also have ample supply of plastic tarps.
- Consider unplugging anything that is electric including computers, printers, copy machines, calculators, refrigerators, small appliances, etc.
- Shut down gas pumps.
- Determine how best to provide emergency backup power for your facilities. Test generators to make certain that they are properly working in the event they are needed following the storm.
- Determine evacuation routes and make certain employees are familiar with them.
- Secure loose items such as sheet metal, signs, banners, tables, trashcans, etc.
- Place all important paperwork, including checks, cash, your repair orders and contracts in a safe and lockable desk and store above ground level.
- Make certain technicians secure their work areas and allow them to take home their personal tools. All other toolboxes should be secured inside a locked area.

## MOST IMPORTANTLY - BE SAFE!

The above information is not an all-inclusive list and the individual circumstances and needs of your dealership may require additional or alternative plans and preparations.



Contact Us Today With Any Questions  
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NC DEALER ALERT