

**FOR IMMEDIATE
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CONTACT: Peter Judge, MEMA PIO

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(508) 820-2002

MEMA ISSUES HURRICANE SAFETY TIPS FOR BUSINESS OWNERS

FRAMINGHAM, MA – “Our business community should be aware of the potential of hurricane damage here in the Commonwealth,” said Massachusetts Emergency Management Agency Director Kurt Schwartz. “Every business owner should prepare or review their own Preparedness and Recovery Plan. ‘Business as usual’ will not happen without good planning.”

- Review your property insurance with your insurance agent. Take photographs or make a video of your business establishment, both inside and outside.
- Determine and establish a written Hurricane Preparedness Plan for your business and its contents. Coordinate this plan with local and state officials. Specify the conditions under which the plan will be implemented.
- Test your plan, reviewing it annually. Establish an employee-training program on your Hurricane Plan.
- Make plans for protection of your computer files, including an off-site back-up system to secure and safely store data.
- Protect corporate records, keeping duplicates at an alternate location.
- Well in advance, acquire emergency protective equipment and supplies. Heavy plastic sheeting, duct tape, sandbags, emergency generator, chain saw and large pieces of plywood will help protect your property.
- As storms approach, remember to bring in display racks and other objects, such as trashcans that might cause damage if airborne. Remove outdoor signs, especially those that swing or are portable.
- Move merchandise, equipment or furniture away from windows or skylights. Elevate boxes or equipment, if possible.
- Turn off electricity and disconnect all electrical appliances and equipment (except for refrigeration equipment), in case there is a power outage. An ensuing power surge, once power is restored, could be damaging to connected equipment.
- Inform all employees on when and how you will notify them to report back to work.

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- Develop an employee identification system, such as picture ID badges. This may help employees gain access to the area after a hurricane.
- If possible, make arrangements to pay employees in cash. It may be several days before banking institutions are operational.

The Massachusetts Emergency Management Agency (MEMA) is the state agency responsible for coordinating federal, state, local, voluntary and private resources during emergencies and disasters in the Commonwealth of Massachusetts. MEMA provides leadership to: develop plans for effective response to all hazards, disasters or threats; train emergency personnel to protect the public; provide information to the citizenry; and assist individuals, families, businesses and communities to mitigate against, prepare for, and respond to and recover from emergencies, both natural and man made. For additional information about MEMA and Hurricane Preparedness, go to www.mass.gov/mema. Follow MEMA updates on *Facebook* and *Twitter*.

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Peter W. Judge
Massachusetts Emergency Management Agency
400 Worcester Road
Framingham, MA 01702-5399