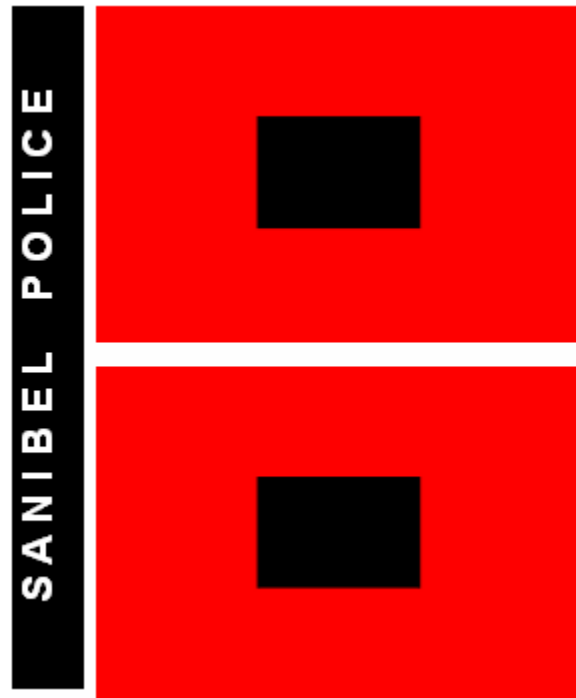


City of Sanibel
Hurricane Season
Is Your Business Ready?



Hurricane Season - A Matter of Life or Death - Are You Ready?

The City of Sanibel is dedicated to ensuring we are as prepared as possible in the event of a hurricane.

- Protect your business.
- Develop your business hurricane plan.
- Develop your business hurricane action plan.
- Businesses located on Sanibel and Captiva Islands should have a Business Hurricane Preparedness Plan. It is a good idea to develop a plan of action for your business and for employees to be ready for any kind of disaster.
- Know the vulnerability of your business and surrounding area. Geographical information and structural knowledge of your business location will be of great benefit.

- Because of the Island's low land elevation and proximity to the Gulf of Mexico, the flood threat and storm surge is significant. The Federal Emergency Management Agency (FEMA) lists the entire City of Sanibel as a Special Flood Hazard Area.

Category	Wind Speed	Storm Surge Potential
1	74 – 95 mph	4 to 5 feet
2	96 – 110 mph	6 to 8 feet
3	111– 130 mph	9 to 12 feet
4	131 – 155	13 to 18 feet
5	156 plus	19 feet plus

Before the Storm

- Ensure your written Business Hurricane Plan is in place for your business, your business location, your equipment, and most importantly, your employees. Outline your Business Hurricane Plan and Task Assignments in your training sessions. Familiarization training can be conducted at the beginning of every Hurricane Season.
- Update team assignments on a regular basis during this season.
- Plan your evacuation in advance. Sanibel has posted all primary evacuation routes with blue and white signs. Evacuation times from the islands could be as long as 18 hours. Because some of the Island's evacuations routes are prone to flooding in a storm, the time required to evacuate may be longer.
- Also, your employees will need time to safeguard their own families and homes when a storm approaches. Encourage your employees to have a family Hurricane Plan. Remember, the time to go over your written Business Hurricane Plan is BEFORE THE STORM!

Watch and Warning - Know the Difference

- A Hurricane Watch issued for our part of the coast indicates the possibility that we could experience hurricane conditions within 36 hours. This watch should trigger your family's disaster plan and protective measures should be initiated; especially, those actions that require extra time such as securing a boat and leaving the barrier islands.

- A Hurricane Warning issued for our part of the coast indicates that sustained winds of at least 74 mph are expected within 24 hours. Once that warning has been issued, your family should be in the process of completing protective actions for family and property. At this time, the decision should be made to evacuate the barrier islands.

Business Preparedness Tips

- Provide employees a copy of your Business Hurricane Plan.
- Update lists of vendors critical to daily operations and their telephone numbers. Consider including back-up vendors outside the area.
- Prepare a list of vendors who can assist in the recovery phase such as debris removal, record retrieval, warehouse space or generator rental, etc.
- Prepare your facility. If you have a generator test, it monthly during season.
- Include a call down procedure in your plan for warning and post-storm communications and a rendezvous point and time for employees who may be outside the area.
- Take pictures or video of the inside and outside of your business. Inventory and document all equipment and supplies.

Business Supply Kit

Determine the type and amount of emergency hurricane supplies necessary for your business. All emergency supplies should be marked as such and stored in a secure, accessible area. Recommended supplies include:

- Battery-operated radio or television.
- Battery-operated N.O.A.A. weather radio or Sanibel Alert Radio.
- One flashlight per person.
- First-Aid kit.
- Tool box with hatchet.
- Extra batteries for radios and flashlights.
- Food and water for employees assigned after a storm.

Important Business Documentation

- Relocate vital business records and valuables to a safe location out of the area being evacuated. Backup computerized records and protect the backup copy.
- Identify and protect vital records such as accounts receivable, customer records, tax records, and other personnel and administrative documents.
- Update and keep current all policy numbers, phone numbers, and emergency contact numbers.

- Essential employees will need to know the names and numbers of insurance companies and agents.
- Essential employees will need to know what the insurance company requires them to do in the event of a loss.
- Essential employees will need to know what type of records and documentation insurance companies will need to see.

Protect Your Business

Review your list of major equipment and furnishings to determine which items need to be moved or protected and record how you plan to do it. Move what you can to well protected interior rooms or to floors above the level of potential flooding.

- Make any necessary repairs pre-hurricane season.
- Check roof for loose materials and recaulk windows when necessary.
- Check outdoor lighting.
- Report any exposed or loose fixtures and wiring.
- Identify outside equipment and furnishings, which could be blown about during a storm, causing damage to other structures.
- Identify vital records and which records you will want to take with you during evacuation and which records can be protected onsite. Determine from your written plan who will be accomplishing this task.

Insurance Tip

Familiarize yourself and your key staff with policies needed before the storm. Take steps to include a list of all important documentation in your written plan.

Reentry and Recovery

After a storm has passed, emergency personnel will begin assessing damage, performing search and rescue operations, cleaning up debris, and restoring essential services. During this period, it is possible travel will be unsafe, difficult, and controlled. If the Islands were evacuated, reentry will not be permitted until officials agree that it is safe for commercial entities to return.

- Road and bridge stability, downed power lines, flooding, and debris all pose serious health and safety risks and must be addressed prior to public reentry into areas damaged by storms. Law enforcement will secure these areas, and if “phased reentry” is warranted, will authorize reentry and publicize this through available media outlets.

- Ensure that you and all of your employees have the appropriate Commercial Hurricane Hangtags displayed on all vehicles reentering the Islands. These hangtags are available from the Sanibel Police Emergency Management Department and any questions regarding them can be answered at 239-472-3111 ext. 234.
- As part of your Business Hurricane Plan, have a communication plan as well as a rendezvous point for your employees to get in touch with you and each other after a storm.
- In your written plan, you will have determined in advance, who is responsible for assessing damages to your business.
- Try to document with photographs or video, any damage to your business and when possible, be present when the adjuster inspects your property.
- BE CAREFUL! Follow guidelines outlined by your local officials and do not try to take too much on by yourself. Keep your disaster supply kit stocked during hurricane season. Keep your commercial hurricane hangtags in an accessible place at your business location until a storm watch is issued and then disseminate to the employees on hand.
- PLEASE REMEMBER no community can be totally prepared for a major disaster. However, a prepared community can rebuild faster and become productive again more quickly than a unprepared community.

Important Phone Numbers and website information

SANIBEL

Sanibel Hurricane Hotline	800-933-6093
City of Sanibel Website	www.mysanibel.com
Sanibel Police Department	239-472-3111
State Hurricane HOTLINE	800-342-3557
National Weather Service	239-645-2323

LEE COUNTY

Lee County Emergency Management Office	239-477-3600
Lee County Sheriff's Office	239-477-1200 / 239-332-3456
Florida Highway Patrol	239-278-7100
American Red Cross	239-278-3401
United States Coast Guard Fort Myers Beach	239-463-5754