



SEPTEMBER IS NATIONAL PREPAREDNESS MONTH.



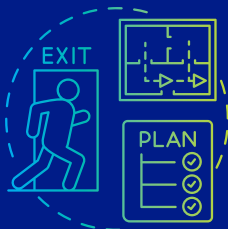
Do you have an emergency plan in case of severe weather or emergencies?

Having a plan in place can make all the difference when the unexpected happens.

Take these steps to make sure your business is ready.

DEVELOP A PLAN

Create an emergency response plan that includes emergency procedures to protect your business. Communicate these to your staff and designate safe areas for them during a storm. Share your plan with local first responders.



GATHER EMERGENCY SUPPLIES

Prepare an emergency kit with enough supplies to last at least three days.

Here's what to include:



Non-perishable foods



Battery or hand crank radio



Bottled water



Flashlights



First-aid kit



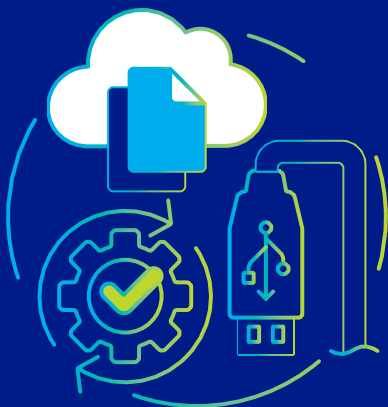
Extra batteries



Whistle



Wrench or pliers



IDENTIFY THE ESSENTIALS

Identify all equipment, data and documentation essential to operating your business. Develop procedures for repairing or replacing critical equipment and backing up vital data. Store extra supplies and equipment for use in an emergency.

SECURE YOUR SITE

Install fire extinguishers and smoke detectors in appropriate places. Make sure emergency exit routes are clearly marked. Install automatic sprinklers, alarm systems and other security systems as needed.

ASSESS YOUR ALTERNATIVES

Create an alternate plan in case an emergency renders your building inaccessible. Determine whether your business can be run from another location.

GET BACKUP

Consider a reliable source of backup power, such as a generator, in case of power outages. Follow all testing, maintenance and safety recommendations.

Source: Questline

**A LITTLE PREPARATION
TODAY CAN KEEP YOUR
BUSINESS SAFE TOMORROW.**