

HURRICANE PREPAREDNESS

A PLANNING MANUAL FOR COUNTY FARM BUREAUS

TABLE OF CONTENTS

Message From the President	3
Contact Lists and Information Sources	4
Preparing the Office, Property and Records	6
Meeting Members' Needs	9
Communication After a Disaster	12
Appendices	14
Website References	44

Appendices Table of Contents

A. Cooperative Extension County Offices	14
B. Florida Emergency Management Contacts	16
C. Protecting Financial Records in a Hurricane	18
D. Protecting Computer Equipment in a Storm	19
E. Claims Information	20
F. Presidential/Secretarial Federal Disaster Relief Process	21
G. Farm Bureau Hurricane Preparedness Checklist	24
H. FEMA Checklist	25
I. Recovering Emotionally From Disaster	26
J. Managing Traumatic Stress: After the Hurricane	28
K. FEMA Evacuation Sheltering Assistance	30
I. Grainger Hurricane Preparedness Guide	32

MESSAGE FROM THE PRESIDENT

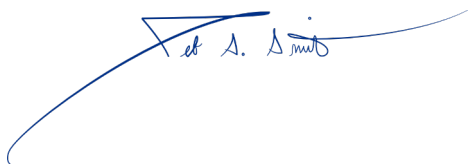
In the state of Florida, we are keenly aware that hurricanes are one of nature's most powerful and destructive events. They are capable of producing high winds, tornadoes, heavy rainfall and flooding that could potentially cause severe property damage and loss of life.

Each hurricane season brings a renewed awareness of the need to be prepared. As you evaluate your individual emergency plan, please utilize this resource as a guide to identify your needs.

In the event of a hurricane, Florida Farm Bureau is committed to working on behalf of our members' recovery efforts through assisting county Farm Bureaus in collecting and disseminating critical information on available resources for those affected. We will also facilitate coordinated relief efforts with local, state and national agencies and officials to secure disaster assistance as quickly as possible.

To learn more about emergency and disaster preparation for this storm season, visit the Florida Disaster website at www.floridadisaster.org. For a county-by-county list of emergency management contact information, go to the "State EOC" tab and click on "County Emergency Managers."

Sincerely,



Jeb S. Smith
President
Florida Farm Bureau Federation



CONTACT LISTS AND INFORMATION SOURCES

Identifying local government agency personnel whose responsibilities include assisting citizens in emergency management preparation and recovery efforts is vital. County Farm Bureaus should look to the following groups for guidance when preparing for a disaster.

COUNTY EXTENSION OFFICE

See Appendix A

The University of Florida Institute of Food and Agricultural Sciences ([UF/IFAS](#)) administers the Florida Cooperative Extension Service. Extension is a partnership between federal, state and county governments that provides scientific knowledge and expertise to the public, which is included in your county's government emergency plan.

In the event of an emergency, your local Extension office will provide information regarding agricultural preparations and needs. The Extension office should be able to relay information to and from your county government concerning agriculture's unique needs while also serving as a major point of contact for agricultural producers. Communicating with your county Extension office during the development of your emergency plan may help identify a role for your county Farm Bureau in helping agricultural producers who face storm damage.



LOCAL EMERGENCY MANAGEMENT OFFICE

See Appendix B

Your local Emergency Management office is an important resource. This office will have information on the local government's plan for evacuation, infrastructure repair and distribution of food and supplies. Contact your county Emergency Management Director before a storm hits to discuss their emergency plan and how the county Farm Bureau can be involved in that plan.

The Florida Division of Emergency Management provides a website (www.floridadisaster.org), which includes an emergency management plan for each county. In most cases, the individual county website includes early notification systems, local shelter sites and other disaster preparedness resources.

Additional important contacts to keep for reference are:

- County Law Enforcement
- County Fire and Rescue
- Local Hospitals
- Local Utilities
- Local American Red Cross
- Local TV/Radio Stations

PREPARING THE COUNTY OFFICE, PROPERTY AND RECORDS

PROTECTING FINANCIAL RECORDS

See Appendix C

PROTECT THE EXTERIOR OF THE BUILDING

All county Farm Bureaus need to establish a plan on how they will prepare their building(s) for a hurricane. When developing a plan, a county Farm Bureau should consider the following steps to better protect their office from storm damage.

Preparing Windows

Windows broken by flying debris, or by the sheer force of wind, can be a cause of extensive damage during a hurricane. Be prepared to protect the windows with plywood, storm shutters or other window protection. Make sure that you have the proper installation materials on hand and know how to use them.

Assess Surrounding Trees

Fallen trees and limbs can cause major damage to your building. Remove limbs or trees that could threaten your building in a hurricane.

Plan for Rising Waters

Keep in mind that major rain events can cause flooding in areas that may seem unlikely. If there is any potential for flooding, have a plan to protect equipment, records and organizational documents.



POWER

Power outages are common during and after a hurricane. To ensure the county Farm Bureau office can operate in the aftermath of a storm, the following items can be useful during a power outage.

Generators

Immediately after the storm, the Florida Farm Bureau Insurance Company will be working with your agency manager to determine if a generator is needed. If so, they will take the necessary actions to have one in place until power is restored. If you decide to purchase a generator, be sure that it is able to meet your needs. Determine what you will need powered by the generator (how many lights, computers, freezers, fans, air conditioning) and purchase one powerful enough to do the job. If you own a generator, check it several times during the year and ensure that it is in good working condition before hurricane season.

Fuel availability can be in low supply after a storm. Be sure to have enough fuel on hand to run the generator for 3-5 days. Identify members who have fuel stored on their property that might be used as a back-up supply.

Power Converters/Inverters

For small applications (powering laptop computers, small appliances, battery chargers, etc.) you can purchase a power converter that will plug into the DC power port on most automobiles. These converters may be useful on a short-term basis until a generator can be set up.

Click here for [Generator Wattage Guide](#)

PROTECT COMPUTERS

See Appendix D

The records and computer equipment housed in a county Farm Bureau office are critical to the organization and must be protected. The Farm Bureau Information Technology (IT) Division and Federation Accounting have suggestions that will help you protect your computers and records.

Use the Surge Protector

Every computer owned by Farm Bureau was sent with a surge protector. All PC components should be plugged into this protector.

Store and Cover Computers in a High Place

To protect the computers from rising water, place computers in a waterproof bag or container and place them on desks or tables.

PROTECT YOUR COMPUTER FILES

Follow these guidelines to protect all important computer files:

- The program disks purchased by the county Farm Bureau should be kept in a safe place so they can be reinstalled if computers are damaged.
- Backups should be made for all important computer files (Quick Books, important word documents, etc.).
- One backup should be kept in a secure place in the county office; another should be mailed or shipped out of the disaster area if a storm is approaching.

PROTECT YOUR IMPORTANT HARD DOCUMENTS

It is difficult, and sometimes impossible, to recover hard documents lost in a disaster. These documents are often vitally important and can have significant legal or historical value. Seal all important documents in large plastic bags, water and fireproof boxes or cabinets. Covering filing cabinets with plastic can offer additional protection.

Make sure that the following documents are well protected:

- All corporate minute books and corporate charter
- Tax records from the last three years
- Bank statements, general ledgers, receipts, and sales tax records

MEETING MEMBERS' NEEDS

Since 1941, Florida Farm Bureau has been committed to supporting the growth of Florida agriculture through its grassroots efforts. Today, Florida Farm Bureau is the state's largest general agricultural organization with more than 132,000 member families. While we are proud to advocate on behalf of farm families at the local, state and national levels, we are dedicated to assisting our members in good times and in bad.

When a natural disaster threatens our state, Farm Bureau will be prepared to help meet the needs of members in the affected areas. Our county Farm Bureau and insurance offices will serve as the initial point of contact for our members.

FILING A CLAIM

See Appendix E

Florida Farm Bureau's insurance services are extremely important following a hurricane. The insurance adjusters constitute as Florida Farm Bureau's first responders. County Farm Bureaus should be prepared at all times to provide the very best service possible to our policy holders. Here are some things to keep in mind as you prepare to meet the needs of those impacted by a hurricane.

Be Aware of the Claims Department's Hurricane Preparations

The damage associated with these powerful storms can leave our members with questions about processing a claim. Our Claims Department will work with these members to inform them on the steps taken prior to and after a storm to address their needs.

The initial steps taken to meet members' needs include:

- Adjusters are put on call to be in the area as soon as safety warrants.
- A call center is established.
- Pre-made claim files have been developed and are ready for loss notices.

- Additional manpower will be secured to handle the large influx of claims.
- Claims offices are assessed to determine whether they are equipped to handle the anticipated number of losses or if the losses are expected to be over a wide geographical area requiring multiple offices.
- Plans have been developed to assure that adjusters have sufficient fuel to allow for inspection of losses.

Be Ready to Provide the Claims Telephone Numbers

For members, the first step in the aftermath is to report a claim. County Farm Bureaus should provide the toll-free insurance claims numbers prior to the hurricane season, and have these numbers readily available so they can be provided quickly. The Claims Department can be reached at (866) 275-7322.

Use the Media

After a hurricane has hit, the county Farm Bureau can use local media outlets as a tool to provide Public Service Announcements (PSAs) on radio and television stations and in local publications to inform their members of pertinent information regarding a claim.

Be Prepared to Work Without Power

In the aftermath of a hurricane, the loss of electricity should be expected. County office staff should prepare in advance to work around this obstacle. Think of all the items that may be needed to do business after the storm (i.e. pads of paper, forms, pens, clipboards, staplers, paperclips). Prepare a waterproof hurricane kit with all these items and store it in a safe place.

MEETING PERSONAL NEEDS

After a disaster, some members will go to county Farm Bureau offices for help. Depending on the situation, county Farm Bureaus may not have the capacity to do much beyond handling insurance issues. However, as a membership organization, Farm Bureau has a responsibility to help its members begin the recovery process.

Consider having volunteer help at your county office to distribute emergency items as members come in. After a devastating hurricane, county offices can be hectic. The administrative staff will have their hands full dealing with claims and their own personal situations and problems. Having volunteers available can be helpful. Remember that the office staff may have been affected by the storm, just like the members they are working to help.

The following are ways a county office can help meet the needs of members:

Water

Florida Farm Bureau encourages county Farm Bureaus to have a sufficient supply of bottled water readily accessible for office use and to supply to members in an emergency situation.

As we identify the possible landfall of a hurricane, Florida Farm Bureau will attempt to source bottled water for county Farm Bureaus. If we can not deliver before the hurricane, we will get it delivered as soon as the hurricane has passed. This water should be distributed to members as they come into the office and to the Claims staff so they can distribute it as they call on members to settle claims.

Other Essential Supplies

Depending on your county's situation and the availability of volunteer help, county leaders may choose to store and hand out additional, essential supplies like ice, food, toilet paper, baby diapers, baby formula and baby food, paper goods and so on. If your county Farm Bureau would be willing to serve as a distribution point for your members, you should contact the Florida Farm Bureau state office. We will help coordinate the delivery of necessary supplies to your office.

VOLUNTEER BANK

After a storm, county Farm Bureaus can help their members' needs by arranging for volunteers to help begin the recovery process. County Farm Bureaus can develop a list of volunteers who are willing to assist other members who are in need.

A county Farm Bureau volunteer should be designated as the person who connects members of the volunteer bank with those who need help.

The volunteer list should contain the members' names, contact information and what resources they can provide.

Resources include (but not limited to) the following:

- Tractors with front-end loaders
- Generators
- Chainsaws
- Livestock trailers and portable panels
- Fencing materials



COMMUNICATION AFTER A DISASTER

CONTACT THE STATE OFFICE

Florida Farm Bureau's effectiveness in a disaster situation is based on accurate information. We will be working with other agricultural groups, the Florida Department of Agriculture and Consumer Services (FDACS), United States Department of Agriculture (USDA) and other agencies to consolidate loss estimates and document the needs for our members. Farm Bureau's District Field Representatives serve as the liaison between the state office and areas affected by the storm. District Field Representatives will assist counties in assessing damage and by providing a report to the state office. Florida Farm Bureau will stay in constant contact with county representatives to help identify needs and develop strategies for government aid.

As members come into the office, ask them about the problems they are facing and forward that information to the state office. The county Farm Service Agency (FSA) committee will be preparing "flash" reports for the state FSA office to send to Washington. Identifying some of your FSA committee's concerns and the general level of losses that they are reporting will help Florida Farm Bureau as the disaster relief process begins.

What information to provide:

- Damage assessment for county office
- Overall county damage assessment, especially agricultural damage
- Any special needs expressed by your county Farm Bureau or members

WHO TO CONTACT AT THE FFBF STATE OFFICE

Jeb Smith, President	(904) 669-6648
Staci Sims, Chief Operating Officer	(352) 538-0279
Liza Bradford, Chief Financial Officer	(352) 538-1479
Jaime Jerrels, Senior Director of Policy and Outreach	(352) 672-0872
Geoffrey Patterson, Director, Agricultural Policy	(352) 359-2471
Jared Lanier, Director, Field Services	(352) 359-5268
Curt Williams, Director, Gov't & Community Affairs	(352) 316-2685
Rachael Smith, Director, Public Relations	(352) 316-9213

DISTRICT FIELD REPRESENTATIVES

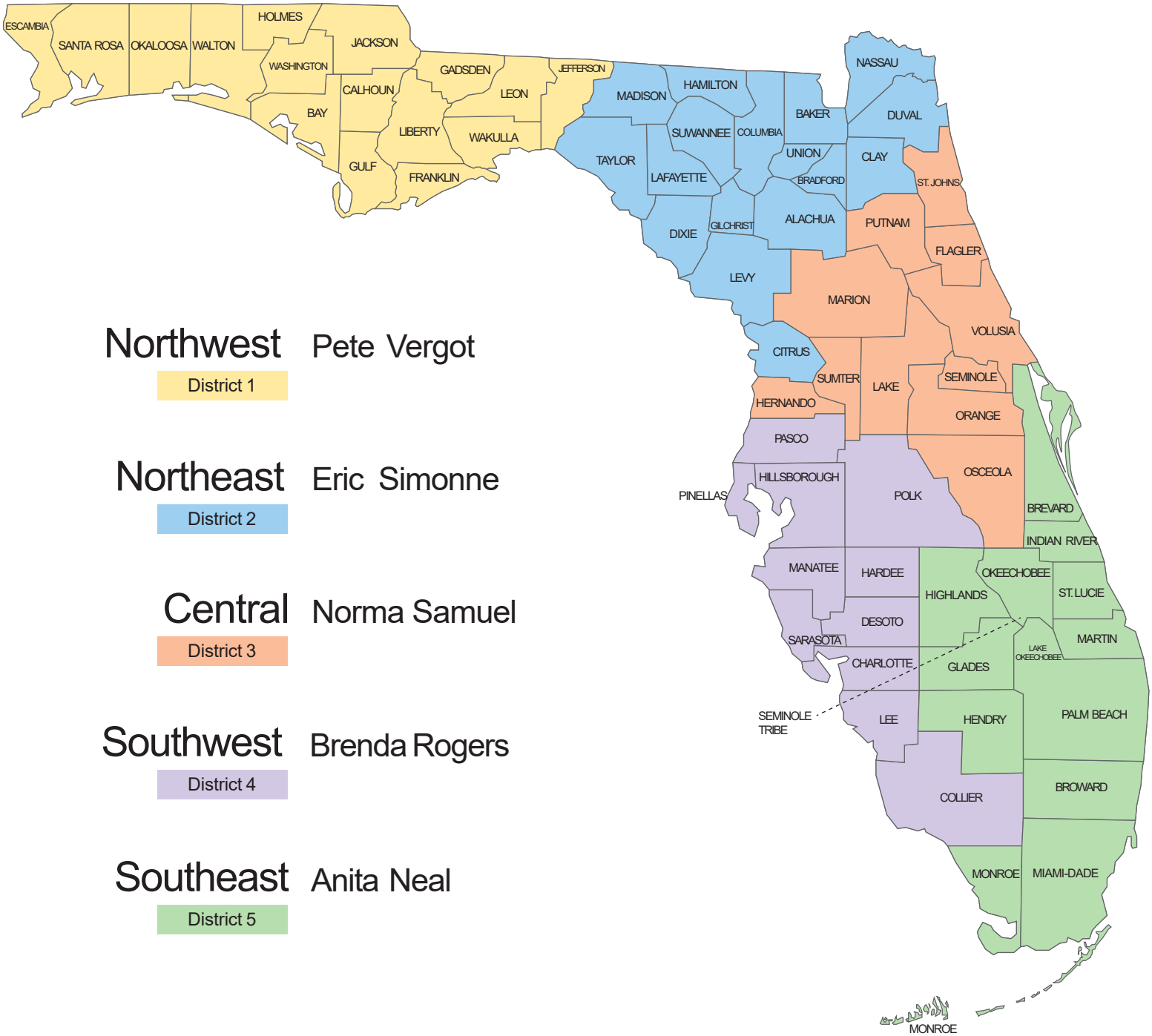
District 1, Olivia Cornwell	(352) 538-3182
District 2, Mitzi Lucas	(352) 730-6389
District 3, Caraline Coombs	(352) 538-6501
District 4, Scot Eubanks	(352) 514-8600
District 5, Greg Harden	(352) 538-3346
District 6, Morgan Blommel	(352) 317-0902
District 7, Kyndall Bauer	(352) 317-6535
District 8, Andy Neuhofer	(352) 318-2506
District 9, Sam Phares	(352) 672-5234

HOW DO YOU MAKE THE CALL

In the event that land lines and/or cell phones are not working, consider utilizing these options:

- The county Farm Bureau office may have phone service restored more rapidly than more rural areas.
- Go to the county Emergency Management office.

UF/IFAS Extension Administrative Districts



Northwest Pete Vergot
 District 1

Northeast Eric Simonne
 District 2

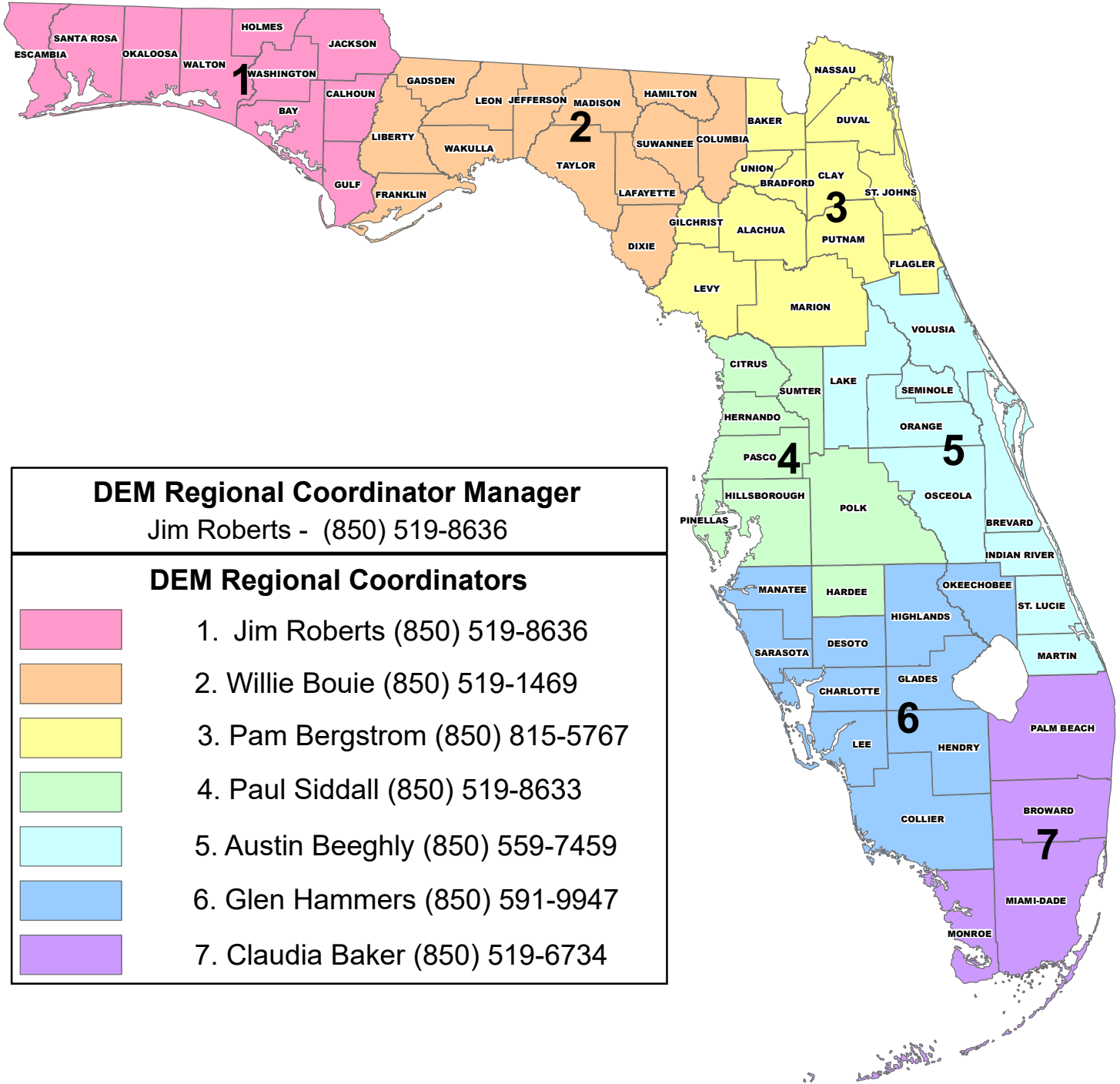
Central Norma Samuel
 District 3

Southwest Brenda Rogers
 District 4

Southeast Anita Neal
 District 5

APPENDIX B: FLORIDA EMERGENCY MANAGEMENT CONTACTS



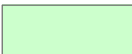

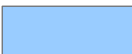

Region	County	County Manager	City	Zip Code	Phone	Address
1	BAY	Bradley Monroe	Panama City	32409	(850) 248-6040	700 Highway 2300
1	CALHOUN	Jamie Norris	Blountstown	32424	(850) 674-8075	20859 Central Avenue East, Room G-40
1	ESCAMBIA	Travis Tompkins	Pensacola	32505	(850) 471-6409	6575 North W Street
1	GULF	Matthew Herring	Port St. Joe	32456	(850) 229-9110	1000 Cecil G Costin Sr. Blvd
1	HOLMES	Adrienne Owen	Bonifay	32425	(850) 547-1112	1001 E Hwy 90
1	JACKSON	Keith Maddox	Marianna	32446	(850) 718-0007	2819 Panhandle Road
1	OKALOOSA	Micheal Schwartz	Niceville	32578	(850) 651-7150	90 College Boulevard East
1	SANTA ROSA	Tom Lloyd	Milton	32583	(850) 983-4608	4499 Pine Forest Road
1	WALTON	Jeff Goldberg	DeFuniak Springs	32435	850.892.8065 X1	75 South Davis Lane
1	WASHINGTON	Lynne Abel	Chipley	32428	(850) 638-6203	2300 Pioneer Road
Region	County	County Manager	City	Zip Code	Phone	Address
2	COLUMBIA	Shayne Morgan	Lake City	32056	(386) 758-1383	263 NW Lake City Avenue
2	DIXIE	Scott Garner	Cross City	32628	(352) 498-1240 ext. 231	17600 SE Highway US 19
2	FRANKLIN	Jennifer Daniels	Apalachicola	32320	(850) 653-8977	28 Airport Road
2	GADSDEN	Tashonda Whaley	Quincy	32351	(850) 627-9233	339 E Jefferson Street
2	HAMILTON	Henry Land	Jasper	32052	(386) 792-6647	1133 US Highway 41 NW
2	JEFFERSON	Paula Carroll	Monticello	32344	(850) 342-0211	169 Industrial Park
2	LAFAYETTE	Jason Long	Mayo	32066	(386) 294-1950	PO Box 344
2	LEON	Kevin Peters	Tallahassee	32311	(850) 606-3700	911 A Easterwood Drive
2	LIBERTY	Rhonda Lewis	Bristol	32321	(850) 643-3477	10979 NW Spring Street
2	MADISON	Leigh Basford	Madison	32340	(850) 973-3698	1083 SW Harvey Greene Drive
2	SUWANNEE	Chris Volz	Live Oak	32064	(386) 364-3405	617 Ontario Avenue SW, Suite 200
2	TAYLOR	John Louk	Perry	32347	(850) 838-3575	591 East US Highway 27
2	WAKULLA	Jennifer Nagy	Crawfordville	32327	(850) 745-7200	15 Oak Street
Region	County	County Manager	City	Zip Code	Phone	Address
3	ALACHUA	Jen Grice	Gainesville	32641	(352) 264-6500	1100 SE 27th Street
3	BAKER	John Blanchard	Macclenny	32063	(904) 259-0235	1 Sheriff's Office Drive
3	BRADFORD	Brad Witt	Starke	32091	(904) 966-6910	PO Box 400
3	CLAY	John Ward	Green Cove Springs	32043	(904) 541-2767	PO Box 1366
3	DUVAL	Andre Ayoub	Jacksonville	32202	<Null>	515 North Julia Street
3	FLAGLER	Jonathan Lord	Bunnell	32110	(386) 313-4200	1769 E Moody Boulevard, Bldg 3
3	GILCHRIST	Ralph Smith	Bell	32619	(386) 935-5400	3250 North US Highway 129
3	LEVY	John MacDonald	Bronson	32621	(352) 486-5213	7911 NE 90th Street
3	MARION	Preston Bowlin	Ocala	34478	(352) 369-8185	PO Box 1987
3	NASSAU	Tim Cooper	Yulee	32097	904-548-0954	77150 Citizens Circle
3	PUTNAM	Steffen Turnipseed	Palatka	32177	(386) 326-2739	410 S State Road 19
3	ST. JOHNS	Joe Giammanco	St. Augustine	32092	(904) 824-5550	100 EOC Drive
3	UNION	Timothy Allen	Lake Butler	32054	(386) 496-4300	58 NW 1st St
Region	County	County Manager	City	Zip Code	Phone	Address
4	CITRUS	Chris Evan	Lecanto	34461	352-249-2703	3549 Saunders Way
4	HARDEE	Amalia Arista	Wauchula	33873-2831	(863) 773-6373	404 West Orange Street
4	HERNANDO	David DeCarlo	Brooksville	34601	(352) 754-4083	18900 Cortez Boulevard
4	HILLSBOROUGH	Timothy Dudley	Tampa	33619	(813) 272-6600	9450 E Columbus Drive
4	PASCO	Andrew Fossa	New Port Richey	34654	727-847-8137	8744 Government Drive, Bldg A
4	PINELLAS	Cathie Perkins	Largo	33778	(727) 464-5550	10750 Ulmerton Road, Building 1, Suite 267
4	POLK	Paul Womble	Winter Haven	33880	(863) 298-7000	1890 Jim Keene Boulevard
4	SUMTER	David Casto	Wildwood	34785	(352) 689-4400	7375 Powell Road
Region	County	County Manager	City	Zip Code	Phone	Address
5	BREVARD	John Scott	Rockledge	32955	321-637-6670	1746 Cedar Street
5	INDIAN RIVER	Dave Johnson	Vero Beach	32967	(772) 226-3947	4225 43rd Avenue
5	LAKE	Megan Milanese	Tavares	34778-7800	(352) 343-9420	PO Box 7800
5	MARTIN	Sally Waite	Stuart	34994	(772) 219-4942	800 Monterey Road
5	ORANGE	Lauraleigh Avery	Winter Park	32792	(407) 836-9140	6590 Amory Court
5	OSCEOLA	Bill Litton	Kissimmee	34744	(407) 742-9000	2586 Partin Settlement Road
5	ST. LUCIE	Rangel Guerrero	Ft. Pierce	34945	772-462-8204	15305 W Midway Road
5	SEMINOLE	Alan S. Harris	Sanford	32773	(407) 665-5102	150 Eslinger Way
5	VOLUSIA	James Judge	Daytona Beach	32124	(386) 254-1500	3825 Tiger Bay Road, Suite 102
Region	County	County Manager	City	Zip Code	Phone	Address
6	CHARLOTTE	Patrick Fuller	Punta Gorda	33982	(941) 833-4001	26571 Airport Road
6	COLLIER	Dan Summers	Naples	34113	(239) 252-3600	8075 Lely Cultural Parkway, Suite 445
6	DESOTO	Richard Christoff	Arcadia	34266	(863) 993-4831	2200 NE Roan Street
6	GLADES	Marisa Shivers	Moore Haven	33471	(863) 946-6020	1097 Health Park Drive
6	HENDRY	Robert Pastula	LaBelle	33975	(863) 674-5403	PO Box 2340
6	HIGHLANDS	Corey Amundsen	Sebring	33875	(863) 402-7670	6850 W. George Boulevard
6	LEE	Sandra Tapfumaneyi	Fort Myers	33905	(239) 533-0620	2675 Ortiz Avenue
6	MANATEE	Steve Litschauer	Bradenton	34206-1000	(941) 749-3507	P.O. Box 1000
6	OKEECHOBEE	Tod Hardacre	Okeechobee	34972	(863) 763-3212 Option	707 NW 6th Street
6	SARASOTA	Edward J. McCrane	Sarasota	34232	(941) 861-5495	6050 Porter Way, Suite 165
Region	County	County Manager	City	Zip Code	Phone	Address
7	BROWARD	Tracy Jackson	Plantation	33324	(954) 831-3908	201 Northwest 84 Avenue
7	MIAMI-DADE	Pete Gomez	Miami	33178	(305) 468-5405	9300 NW 41st Street
7	MONROE	Shannon Davis Weiner	Marathon	33050	(305) 289-6012	490 63rd ST (Ocean) Suite 150
7	PALM BEACH	Mary Blakeney	West Palm Beach	33415	(561) 712-6321	20 South Military Trail

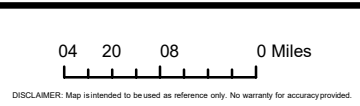


DEM Regional Coordinator Manager

Jim Roberts - (850) 519-8636

DEM Regional Coordinators

-  1. Jim Roberts (850) 519-8636
-  2. Willie Bouie (850) 519-1469
-  3. Pam Bergstrom (850) 815-5767
-  4. Paul Siddall (850) 519-8633
-  5. Austin Beeghly (850) 559-7459
-  6. Glen Hammers (850) 591-9947
-  7. Claudia Baker (850) 519-6734



County EM Managers
State of Florida

APPENDIX C: PROTECTING FINANCIAL RECORDS IN A HURRICANE

If a hurricane is approaching, several necessary steps need to be taken to protect financial records:

1. Make a good backup of all computer files. Send backup information to the state office or ensure that the copies have been sent out of the disaster area. If your computer is destroyed, this will help to assure no unnecessary recovery work will be needed.
2. Protect paper records with sealed plastic containers or bags. All corporate minute books and corporate charter, tax records for at least three years, bank statements, general ledgers, receipts, sales and tax records.
3. Cover the file cabinets with plastic.
4. Move items out of areas most likely to flood.
5. Think of what is required to do business after the storm. Prepare a waterproof hurricane kit with those items and store it in a safe place. This can include pads of paper, forms, pens, clipboards, staplers, paper clips, receipt books and office documents.
6. Leave everything protected until the utilities are restored and the environment is dry.
7. Have bottled water for employees and customers.
8. Be prepared to work manually. Remember, computer systems will be slow returning to normal.
9. Place the computer on a desk or in a high place and cover with plastic for protection.

APPENDIX D: PROTECTING COMPUTER EQUIPMENT IN A STORM

If your county office is in the path of an approaching storm or if flooding is possible, please follow these procedures to protect computer equipment from electrical or water damage:

1. Please remember, your safety comes first. Do not attempt to drive to an office as a storm approaches.
2. Make a current copy of QuickBooks on an external hard drive or flash drive and take off-site in a secure location.
3. Prior to leaving the office for a storm, turn off all computers, monitors, network equipment and unplug electrical connections from the wall. Most offices have network equipment plugged into a battery backup unit; the power button can be held down for three seconds to turn off all the network equipment.
4. In the event of a flood, please unplug and elevate any computers off the floors by placing them on desktops or counters. Place large plastic bags on computers and monitors to protect from water damage. **It is critical that covered equipment be turned off and unplugged from electrical outlets to prevent damage from overheating.**
5. Please take laptops home or off-site.
6. Unplug cable/phone and/or internet service cords from the wall, such as cable modems or DSL modems.

APPENDIX E: CLAIMS INFORMATION

As another hurricane season begins, know that just as you prepare in advance for a storm, so does the Claims Department. Our members should be aware of what is occurring as the storm approaches. The Claims Department will be securing additional adjusters to assist in handling the large influx of claims. We will be managing the logistics of setting up a catastrophe office, adjuster housing and supplies required to accommodate this staff. The Southern Farm Bureau Call Center in Jackson, MS, will be preparing to handle the increased claim reporting volume.

HOW DO YOU AS MEMBERS PREPARE:

- Make sure your family is safe. Take steps to protect your family and property.
- Secure your property as well as you can. Listen to local news and radio stations for more information about the storm. If an evacuation is ordered, put your plan into action. Review the [FEMA Evacuation Guidelines](#).
- The [FEMA Flood Map Service Center \(MSC\)](#) is the official public source for flood hazard information produced in support of the National Flood Insurance Program (NFIP). Use the MSC to find your official flood map, access a range of other flood hazard products, and take advantage of tools for better understanding flood risk.
- Make sure you have provisions to last at least one week after the storm. www.ready.gov offers a guide for putting together a disaster supplies kit.
- Secure your policy information so that it is readily available when you call to report your claim (1-866-275-7322) or report your claim online at <https://www.floridafarmbureau.com/>.
- You can make temporary repairs to protect your property. Photograph the damage and maintain receipts to document your loss. Provide this information to the adjuster when he or she arrives.
- It will be our intention and goal to serve our members with the greatest needs first. If your house is uninhabitable, or your business is lost or severely damaged, please contact your local Farm Bureau agent to ensure we get to those with the greatest needs as soon as possible.
- Preparations ahead of the storm, and good communication after, will assist us in a quick recovery from the effects of the storm. Our Claims Department staff, who are also members of your community, will be working hard to show our members that helping you is what we do best.

APPENDIX F: PRESIDENTIAL/SECRETARIAL FEDERAL DISASTER RELIEF PROCESS

1. A disaster occurs.
2. A state makes a direct request to the appropriate FEMA Regional Office for a Preliminary Damage Assessment (PDA). Officials thoroughly assess extent of disaster, impact on individuals and public facilities and type of federal assistance needed. Florida's regional FEMA office is located in Atlanta, GA (Region IV).
3. Upon completion of PDA and determination that "damage exceeds [state] resources," the Governor of the state submits declaration request to the President via the regional FEMA office. For urgent or catastrophic scenarios, a Governor may submit a declaration request before PDA conclusion.
4. There are two types of federal disaster declarations:

Emergency Declarations, which are used "for any occasion or instance when the President determines federal assistance is needed"; and,

Major Disaster Declarations, which are reserved for "any natural event, including hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought, or, regardless of cause, fire, flood, or explosion."

*For the purposes of this document, the following process assumes a Major Disaster Declaration is requested.

5. The Governor's request must occur within 30 days of the disaster. It must detail the steps the state has taken, the damage incurred, and the federal response needed.
6. FEMA can offer public assistance and/or individual assistance, dependent upon the Governor's request and the agency's assessment. For **Public Assistance**, estimated cost, localized impacts, insurance coverage in force, hazard mitigation, recent disasters and other relief programs are considerations taken into account. For **Individual Assistance**, concentration of damage, trauma, special populations, presence of volunteer agencies, insurance and number and severity of damaged residences are considered.
7. From this analysis, coupled with the Governor's request, FEMA makes a recommendation to the President.
8. If a declaration request is denied, an appeal with additional information can be submitted by the governor within 30 days of the denial.
<https://www.fema.gov/disaster-declaration-process>.



DISASTER ASSISTANCE

Emergency Disaster Designation and Declaration Process

Overview

Agriculture-related disasters and disaster designations are quite common. Many counties in the United States have been designated as disaster areas in the past several years, even in years of record crop production.

The Secretary of Agriculture is authorized to designate counties as disaster areas to make emergency (EM) loans available to producers suffering losses in those counties and in counties that are contiguous to a designated county. In addition to EM loan eligibility, other emergency assistance programs, such as Farm Service Agency (FSA) disaster assistance programs, have historically used disaster designations as an eligibility trigger.

Types of Disaster Designations

FSA administers four types of disaster designations:

- U.S. Department of Agriculture (USDA) Secretarial disaster designation;
- Presidential major disaster and Presidential emergency declaration;
- FSA Administrator's Physical Loss Notification (APLN); and
- Quarantine designation by the Secretary under the Plant Protection Act or animal quarantine laws.

USDA Secretarial disaster designations must be requested of the Secretary of Agriculture by a governor or the governor's authorized representative, by an Indian Tribal Council leader or by an FSA State Executive Director (SED). The Secretarial disaster designation is the most widely used. There is an expedited process for drought. The general process and the expedited process are described in further detail under "Secretarial Disaster Designation Process."

Presidential major disaster declarations, which must be requested of the President by a governor, are administered through the Federal Emergency Management Agency (FEMA). A Presidential major disaster declaration can be made within days or hours of the initial request. FEMA immediately notifies FSA of the primary counties named in a Presidential declaration.

An FSA APLN is for physical losses only, such as a building destroyed by a tornado. Livestock-related losses are considered physical losses. An APLN is requested of FSA's Administrator by an FSA SED. A quarantine designation is requested of the Secretary of Agriculture by an FSA SED. A quarantine designation authorizes EM loans for production and physical losses resulting from quarantine.



What Does a Disaster Designation Specify?

A disaster designation specifies:

- The disaster that resulted in the designation;
- The incident period (dates) of that disaster; and
- The specific counties included in the designation.

Secretarial Disaster Designation Process

USDA's Secretarial disaster declaration process is streamlined to reduce paperwork and documentation requirements at the local FSA level, making the process more efficient and timely for agricultural producers. The process includes Fast Track Secretarial disaster designations for severe drought, which provide for a nearly automatic designation when, during the growing season, any portion of a county meets the D2 (Severe Drought) drought intensity value for eight consecutive weeks or a higher drought intensity value for any length of time as reported in the U.S. Drought Monitor (<http://droughtmonitor.unl.edu>.)

For all other natural disaster occurrences, including drought conditions that do not trigger a FastTrack designation, the county must have a 30 percent production loss of at least one crop or a determination must be made by surveying producers that other lending institutions will not be able to provide emergency financing. The process for those Secretarial disaster designations is described below.

Process

STEP 1

The governor, Indian Tribal Council leader or FSA SED makes a request in writing to the Secretary of Agriculture within three months of the ending date of the disaster.

STEP 2

FSA county offices assemble required agricultural loss information for the Loss Assessment Report.

STEP 3

The County Emergency Board reviews the Loss Assessment Report to determine if a 30 percent production loss of at least one crop occurred, and makes a recommendation to approve, defer or reject the request.

STEP 4

The State Emergency Board reviews the request and the County Emergency Board's recommendation. The State Emergency Board's recommendation is submitted to FSA's national headquarters.

STEP 5

FSA national headquarters reviews the loss information on the Loss Assessment Report, determines eligibility and prepares a package, including the letter of approval or disapproval, to be signed by the Secretary.

Eligible Natural Disasters

Eligible natural disasters are disasters in which damaging weather conditions or other adverse natural occurrence phenomena have substantially affected farmers causing severe production losses. Eligible natural disaster conditions include, but are not limited to, drought, flooding, excessive rain and humidity, severe storms, lightning, hail, mudslides and landslides, snow, ice, blizzards, frost, freeze, below-normal temperatures, wind, tornadoes, hurricanes, typhoons, tropical storms, fire, excessive heat, volcanoes, pests and disease.



FSA Programs Initiated by Designations and/or Declarations

All types of designation or declaration (Secretarial disaster designations, Presidential disaster declarations, APLNs and quarantine designations) immediately trigger the availability of low-interest FSA EM loans to eligible producers in all primary and contiguous counties. More information about EM loans is available at www.fsa.usda.gov/programs-and-services/farm-loan-programs/emergency-farm-loans/index.

FSA borrowers located in designated disaster areas or contiguous counties, who are unable to make their scheduled payments on any debt, may be authorized to have certain set asides. Under Section 331A of the Consolidated Farm and Rural Development Act, FSA is authorized to consider setting aside certain payments owed by FSA borrowers to allow the operation to continue.

Various other programs may reference designations or declarations as is determined appropriate in program development.

Regulation Governing Disaster Designation Process

The regulation governing disaster designations is at 7 CFR Part 759.

For More Information

This fact sheet is for informational purposes only; other restrictions may apply. For more information about FSA disaster programs, visit <http://disaster.fsa.usda.gov> or contact your local FSA office. To find your local FSA office, visit <http://offices.usda.gov>.

APPENDIX G: FARM BUREAU HURRICANE PREPAREDNESS CHECKLIST

- Protect the exterior of the building
- Protect computers and other equipment
- Secure alternative power sources
- Back up all computer files and mail to the state office
- Protect hard documents
- Insurance claims contact information
- Federation staff contact information
- Cooperative Extension Office contact information
- Department of Emergency Management information
- Secure volunteers to help in recovery efforts

APPENDIX H: FEMA CHECKLIST



Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children



Recommended Items to Include in a Basic Emergency Supply Kit:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Local maps

Ready

Prepare. Plan. Stay Informed.®



Emergency Supply List



FEMA

www.ready.gov

Through its *Ready Campaign*, the Federal Emergency Management Agency educates and empowers Americans to take some simple steps to prepare for and respond to potential emergencies, including natural disasters and terrorist attacks. *Ready* asks individuals to do three key things: get an emergency supply kit, make a family emergency plan, and be informed about the different types of emergencies that could occur and their appropriate responses.

All Americans should have some basic supplies on hand in order to survive for at least three days if an emergency occurs. Following is a listing of some basic items that every emergency supply kit should include. However, it is important that individuals review this list and consider where they live and the unique needs of their family in order to create an emergency supply kit that will meet these needs. Individuals should also consider having at least two emergency supply kits, one full kit at home and smaller portable kits in their workplace, vehicle or other places they spend time.

Ready



Federal Emergency Management Agency
www.ready.gov

APPENDIX I: RECOVERING EMOTIONALLY FROM DISASTER

Disasters such as hurricanes, earthquakes, transportation accidents or wildfires are typically unexpected, sudden and overwhelming. For many people, there are no outwardly visible signs of physical injury, but there can be nonetheless an emotional toll. It is common for people who have experienced disaster to have strong emotional reactions. Understanding responses to distressing events can help you cope effectively with your feelings, thoughts and behaviors, and help you along the path to recovery.

What Are Common Reactions and Responses to Disaster?

Following disaster, people frequently feel stunned, disoriented or unable to integrate distressing information. Once these initial reactions subside, people can experience a variety of thoughts and behaviors. Common responses can be:

- Intense or unpredictable feelings. You may be anxious, nervous, overwhelmed or grief-stricken. You may also feel more irritable or moody than usual.
- Changes to thoughts and behavior patterns. You might have repeated and vivid memories of the event. These memories may occur for no apparent reason and may lead to physical reactions such as rapid heartbeat or sweating. It may be difficult to concentrate or make decisions. Sleep and eating patterns also can be disrupted — some people may overeat and oversleep, while others experience a loss of sleep and loss of appetite.
- Sensitivity to environmental factors. Sirens, loud noises, burning smells or other environmental sensations may stimulate memories of the disaster creating heightened anxiety. These “triggers” may be accompanied by fears that the stressful event will be repeated.
- Strained interpersonal relationships. Increased conflict, such as more frequent disagreements with family members and coworkers, can occur. You might also become withdrawn, isolated or disengaged from your usual social activities.
- Stress-related physical symptoms. Headaches, nausea and chest pain may occur and could require medical attention. Preexisting medical conditions could be affected by disaster-related stress.

How Do I Cope?

Fortunately, research shows that most people are resilient and over time are able to bounce back from tragedy. It is common for people to experience stress in the immediate aftermath, but within a few months most people are able to resume functioning as they did prior to the disaster. It is important to remember that resilience and recovery are the norm, not prolonged distress.

There are a number of steps you can take to build emotional well-being and gain a sense of control following a disaster, including the following:

- Give yourself time to adjust. Anticipate that this will be a difficult time in your life. Allow yourself to mourn the losses you have experienced and try to be patient with changes in your emotional state.
- Ask for support from people who care about you and who will listen and empathize with your situation. Social support is a key component to disaster recovery. Family and friends can be an important resource. You can find support and common ground from those who've also survived the disaster. You may also want to reach out to others not involved who may be able to provide greater support and objectivity.
- Communicate your experience. Express what you are feeling in whatever ways feel comfortable to you — such as talking with family or close friends, keeping a diary or engaging in a creative activity (e.i., drawing, molding clay, etc.).
- Find a local support group led by appropriately trained and experienced professionals. Support groups are frequently available for survivors. Group discussion can help you realize that you are not alone in your reactions and emotions. Support group meetings can be especially helpful for people with limited personal support systems.
- Engage in healthy behaviors to enhance your ability to cope with excessive stress. Eat well-balanced meals and get plenty of rest. If you experience ongoing difficulties with sleep, you may be able to find some relief through relaxation techniques. Avoid alcohol and drugs because they can be a numbing diversion that could detract from as well as delay active coping and moving forward from the disaster.
- Establish or reestablish routines. This can include eating meals at regular times, sleeping and waking on a regular cycle, or following an exercise program. Build in some positive routines to have something to look forward to during these distressing times, like pursuing a hobby, walking through an attractive park or neighborhood, or reading a good book.
- Avoid making major life decisions. Switching careers or jobs and other important decisions tend to be highly stressful in their own right and even harder to take on when you're recovering from a disaster.

When Should I Seek Professional Help?

If you notice persistent feelings of distress or hopelessness and you feel like you are barely able to get through your daily responsibilities and activities, consult with a licensed mental health professional such as a psychologist. Psychologists are trained to help people address emotional reactions to disaster such as disbelief, stress, anxiety and grief and make a plan for moving forward.

To find a psychologist in your area, go to: <https://locator.apa.org/>
 Disaster Distress Helpline: 1-800-985-5990

Reprinted with permission from: American Psychological Association
 Recovering emotionally from disaster: <https://locator.apa.org/>

APPENDIX J: MANAGING TRAUMATIC STRESS: AFTER THE HURRICANE

It is common for people to experience very strong emotional reactions with the arrival of a hurricane and its accompanying damage to homes and community infrastructures. If you are experiencing distress in the wake of the recent hurricanes, you are not alone. Understanding common responses to extreme events can help you to cope effectively with your feelings, thoughts, and behaviors. Putting into practice some of the tips in this guide can help you along the path to managing the storm's aftermath and feeling better.

There are a number of steps you can take to help restore emotional well-being and a sense of control in the wake of the hurricane or other traumatic experience, including the following:

- **Recognize that this is a challenging time** but one that you can work to manage. You've tackled hardships at other times in your life. Tap into the skills you used to get through past challenges.
- **Allow yourself to mourn the losses you have experienced.** Recognize that you may experience a variety of emotions and their intensity will likely less over time.
- **Take a news break.** Watching replays of footage from the hurricane can make your stress even greater. Often, the media tries to interest viewers by presenting worst case scenarios. These may not be representative of your home or community.
- **Ask for support** from people who care about you and who will listen and empathize with your situation. But keep in mind that your typical support system may be weakened if those who are close to you also have experienced or witnessed the hurricane.
- **Find ways to express yourself when ready.** Communicating your experience through talking with family or close friends, keeping a diary, or other forms of self-expression may be a source of comfort. Find out about local support groups led by appropriately trained and experienced professionals. Support groups are often available in communities following large-scale disasters. People can experience relief and comfort connecting with other hurricane survivors who have had similar reactions and emotions. These can be especially helpful for people with limited personal support systems.
- **Engage in healthy behaviors** to enhance your ability to cope with excessive stress. Eat well-balance meals and get plenty of rest. If you experience difficulties sleeping, you may be able to find some relief through relaxation techniques. Avoid alcohol and drugs since these can increase a sense of depression and/or impeded you from doing what is necessary to be resilient and cope with events.

- **Establish or reestablish routines** such as eating meals at regular times and following an exercise program. Take some time off from the demands of daily life by pursuing hobbies or other enjoyable activities.
- If possible, **avoid major life decisions** such as switching jobs because these activities tend to be highly stressful.

How Psychologists Can Help

Individuals with prolonged distress related to the hurricane that disrupt their daily functioning may consult with a trained and experienced mental health professional. Psychologists and other appropriate mental health providers help educate people about normal responses to extreme stress and make a plan for moving forward. Psychologists can help by providing evidence-based treatments to help people manage their emotions around traumatic events. Most commonly, psychologists use therapy (sometimes referred to as psychotherapy or talk therapy). There are many different styles of therapy, but the psychologist will choose the type that best addresses the person's problem and best fits the patient's characteristics and preferences.

Some common types of therapy are cognitive, behavioral, cognitive-behavioral, interpersonal, humanistic, psychodynamic or a combination of a few therapy styles. Therapy can be for an individual, couples, family or other group. Some psychologists are trained to use hypnosis, which research has found to be effective for a wide range of conditions including pain, anxiety and mood disorders.

For some conditions, therapy and medication are a treatment combination that works best. For people who benefit from medication, psychologists work with primary care physicians, pediatricians and psychiatrists on their overall treatment. Two states, New Mexico and Louisiana, have laws allowing licensed psychologists with additional, specialized training to prescribe from a list of medications that improve emotional and mental health disorders, such as depression and anxiety.

To find a psychologist in your area, go to: <https://locator.apa.org/>

Disaster Distress Helpline: 1-800-985-5990

Reprinted with permission from: American Psychological Association

Managing traumatic stress: After the hurricanes: <https://www.apa.org/helpcenter/hurricane-stress>

APPENDIX K: EVACUATION SHELTERING ASSISTANCE UNDER AN EMERGENCY DECLARATION IN A COVID-19 ENVIRONMENT



Due to the added complexities of conducting evacuations and sheltering during the coronavirus (COVID-19) pandemic, in limited circumstances grant assistance for evacuation and sheltering may be authorized to states, tribes, and territories under an emergency declaration for an imminent or pre-landfall incident. The purpose of this Fact Sheet is to describe eligible evacuation and sheltering costs for those emergency declarations under which grant reimbursement is authorized.

Eligible Evacuation and Sheltering Costs

Eligible costs are outlined in the [Public Assistance Program and Policy Guide](#) (version 4) and the approval of these costs is limited to that which is reasonable and necessary to address the needs of the incident and may include:

- Congregate Sheltering –Facility costs, staff costs, supplies and commodities, and shelter services.
- Non-congregate Sheltering – [FEMA's Interim Policy Emergency Non-Congregate Sheltering during the COVID-19 Public Health Emergency \(104-009-18\)](#) provides eligibility criteria for the use of non-congregate sheltering during the COVID-19 pandemic.
- Evacuation –Transportation to evacuate and return survivors, household pets, service animals, assistance animals, luggage, and durable medical equipment, as well as emergency medical transportation.
- Pre-positioning of resources –Costs for the pre-positioning of resources to execute an evacuation or the delivery of emergency medical care during the evacuation.
- Emergency Supplies and Commodities –Costs for purchasing supplies or using stock to conduct sheltering and evacuation activities.

- Emergency Operations Centers (EOC) –Costs associated with operating an EOC are eligible when necessary to conduct sheltering and evacuation activities, including increased utility costs, costs to lease a facility, supply costs and meals.
- Security –Eligible emergency protective measures and costs include security necessary to conduct sheltering activities.
- Law Enforcement –Overtime costs related to evacuation activities may be eligible.
- Emergency Communications –Dissemination of information to the public to provide warnings and guidance on sheltering and evacuation activities.

Additional Information


For more information, visit:

- [Public Assistance Program and Policy Guide](#). See PAPPG V4, Chapter 7: Emergency Work Eligibility.
- FEMA Policy 104-009-18: [FEMA Emergency Non-Congregate Sheltering during the COVID-19 Public Health Emergency \(Interim\)](#)



FEMA

HURRICANE PREPAREDNESS



For more product information and additional resources, go online to www.grainger.com/hurricane

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HURRICANE THE THREAT

Ahead of the storm

Hurricanes pose a serious threat to your life and property. The most obvious is the threat posed to buildings, equipment, and people by winds over 74 mph, which characterize these storms.

Another serious threat to life and property comes from the storm surge, which occurs in coastal areas, consisting of huge domes of water and storm-driven waves pushed inland before the hurricane arrives. Tides of three to 10 feet above normal are common, but the storm surge may rise more than 20 feet in large hurricanes.

Waves come ashore with great force, far beyond the reach of normal surf. In relatively flat areas, the storm surge may push many miles inland.

Hurricanes often generate heavy rainfall that can cause severe flooding over wide areas as well as spawn deadly tornadoes. Both flooding and tornadoes can severely affect areas well inland.

Over the past several years, the hurricane warning system has provided adequate time for people to move inland when hurricanes threaten. Many people have never experienced a major hurricane, resulting in a false impression of a storm's damage potential.

Saffir-Simpson Hurricane Scale

Scale Number (Category)	Sustained Winds (MPH)	Damage	Storm Surge
1	74-95	Minimal: Unanchored mobile homes, vegetation and signs.	4-5 feet
2	96-110	Moderate: All mobile homes, roofs, small crafts, flooding.	6-8 feet
3	111-130	Extensive: Small buildings, low-lying roads cut off.	9-12 feet
4	131-155	Extreme: Roofs destroyed, trees down, roads cut off, mobile homes destroyed. Beach homes flooded.	13-18 feet
5	More than 155	Catastrophic: Most buildings destroyed. Vegetation destroyed. Major roads cut off. Homes flooded.	Greater than 18 feet

Information courtesy of Colorado State University and FEMA.

CHECKLIST

- Alkaline Batteries
- Extension Cords & Adapters
- First Aid Kits
- Lanterns
- Canvas & Polyethylene Tarps
- Water Coolers
- Glow-sticks
- Nylon Rope
- PaperCups
- Flashlights
- Wet/Dry Vacuums
- Gatorade®
- Barrier Tape
- Carpet Dryers/Blowers
- Floor Squeegees
- Radios
- Sorbents
- Brooms
- Pumps
- Masking Tape
- Mops & Buckets
- Motors
- Duct Tape
- Leather PalmGloves
- Drain Hoses
- Masonry Screws
- Rainsuits
- Air Compressors
- Fasteners
- Boots
- Generators
- Vehicle Recovery Straps
- Chain Saws
- Polyethylene Gas Cans
- Drills
- Shovels
- Engine Oil
- Hammers
- SafetyVests

For a complete listing, go online to www.grainger.com/hurricane





PREPARING FOR THE STORM

Take action ahead of time to help minimize damage and lost productivity.

Before a hurricane strikes

Plan a safe evacuation route that will take you 20-50 miles inland. Contact your local emergency management office or The American Red Cross chapter and ask for the community preparedness plan.

Also, to avoid any undue anxiety, now is the time to discuss with family and co-workers your communication and “check-in” plan for after the storm.

Important disaster supplies to have on hand:

- Flashlights and extra batteries
- Portable battery-operated radio and extra batteries
- First aid kit
- Emergency food and water
- Nonelectric can opener
- Essential medicines and supplies

Know that you should evacuate under the following conditions:

- If you are directed by local authorities to do so, be sure to follow their instructions
- If you are located in a mobile or temporary structure—such shelters are particularly hazardous during hurricanes no matter how well fastened to the ground they are
- If you are located in a high-rise building—hurricane winds are stronger at higher elevations
- If you are located on the coast, on a floodplain, near a river, or on an inland waterway
- If you feel you are in danger

Information courtesy of FEMA.



WEATHERING THE STORM

When a hurricane watch or warning is issued, it's time to put your plan into action.

When evacuation is necessary

If officials order evacuation, leave as soon as possible. Avoid flooded roads and watch for washed-out bridges.

Secure your home and business. Unplug appliances and turn off electricity and the main water valve. If time permits, elevate furniture to protect it from flooding or move it to a higher floor.

Take your pre-assembled emergency supplies and warm, protective clothing, cash and credit cards, rain boots, and copies of important papers, including bank accounts, insurance, and household and business inventory records.

If you are unable to evacuate, go to a wind-safe room. If you do not have one, follow these guidelines:

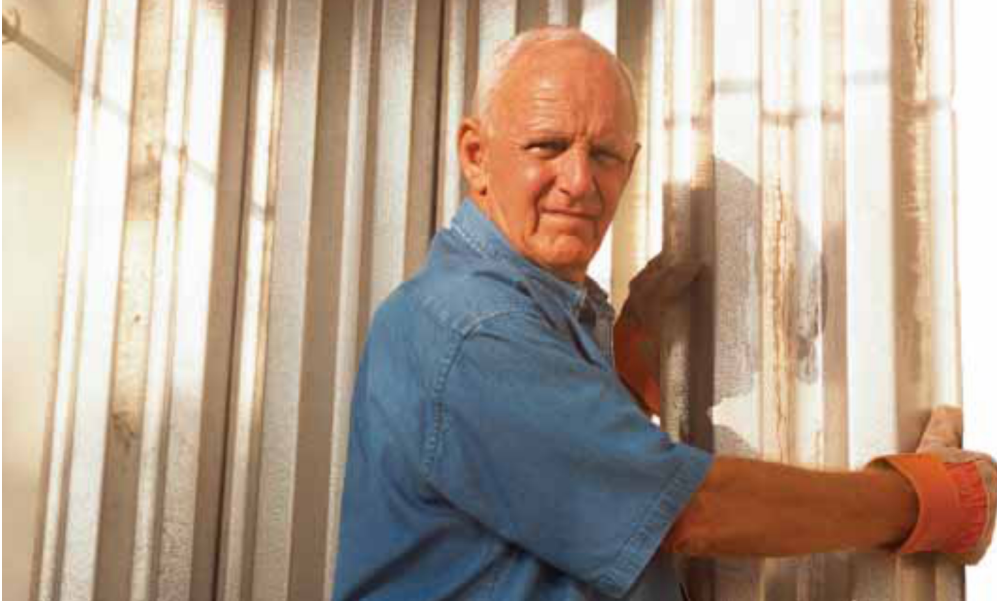
- Stay indoors during the hurricane and away from windows and glass doors
- Close all interior doors—secure and brace external doors

- Keep blinds closed. Do not be fooled if there is a lull; it could be the eye of the storm - winds will pick up again
- Take refuge in a small interior room, closet, or hallway on the lowest level
- Lie on the floor under a table or another sturdy object

During a hurricane, you should:

- Listen to the radio for information
- Turn off utilities if instructed to do so. If applicable, turn the refrigerator/freezer thermostats to their coldest setting and keep the doors closed
- Turn off propane tanks. Avoid using the phone, except for serious emergencies
- Ensure a supply of water for sanitary purposes such as cleaning and flushing toilets

Information courtesy of FEMA.



Some steps include:

- Make plans to secure your property. Board up windows with 5/8" marine plywood, cut to fit and ready to install. Tape does not prevent windows from breaking
- Remove outdoor hanging signs
- Bring inside or secure any objects that might become airborne and cause damage in strong winds
- Secure showcases. Use plywood to protect glass, or turn the glass side inward toward the inside wall
- Store merchandise and inventoried supplies as high as possible off the floor, especially goods that could be in short supply after the storm
- Move merchandise that cannot be stored away from glass and cover it with tarpaulins
- Clear out areas with extensive glass frontage as much as possible
- Install straps or additional clips to securely fasten the roof to the frame structure. This will reduce roof damage

Information courtesy of FEMA.

Essentials



Duct Tape

The always handy, always useful general repair tape makes quick work of bundling, patching, and mending.



Air Compressors

An essential for running pneumatic tools, helpful for cleanup too.



Safety/ Gas Can

Easy-grip handle helps you transfer fuel safely.



Generators

Power to keep lights, refrigerators, and other utilities working in the event of a power outage.

For more products and information visit www.grainger.com/hurricane

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Know the terms.

Tropical Depression: An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38 MPH (33 knots) or less. Sustained winds are defined as one-minute average winds measured at about 33 ft (10 meters) above the surface.

Tropical Storm: An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39–73 MPH (34–63 knots).

Hurricane: An intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds of 74 MPH (64 knots) or higher.

Storm Surge: A dome of water pushed onshore by hurricane and tropical storm winds. Storm surges can reach 25 feet high and be 50–1000 miles wide.

Storm Tide: A combination of storm surge and the normal tide (i.e., a 15-foot storm surge combined with a two-foot normal high tide over the mean sea level creates a 17-foot storm tide).

Hurricane/Tropical Storm Watch: Hurricane/tropical storm conditions are possible in the specified area, usually within 36 hours. Tune in to National Oceanic and Atmospheric Administration Weather Radio, commercial radio, or television for information.

Hurricane/Tropical Storm Warning: Hurricane/tropical storm conditions are expected in the specified area, usually within 24 hours.

Short Term Watches and Warnings: These warnings provide detailed information about specific hurricane threats, such as flash floods and tornadoes.

Information courtesy of FEMA.

Essentials



Flashlights

A long-range concentrated beam helps you through power outages.



Batteries

Sold in industrial packs, so you're confident that plenty are on hand.



Glow-Sticks

See and be seen—even in wind and rain—with 6" yellow, orange, red and green lightsticks that burn up to 12 hours.



Coolers

Ultratherm® insulation keeps water cold.

For more products and information visit www.grainger.com/hurricane





AFTER THE STORM

Getting back to business after a hurricane hits

When you go inside your building, be sure to enter carefully and check for damage. Wear sturdy shoes when walking through debris and use gloves when moving it. Possible hazards in your facility include:

Natural gas. If you smell gas or hear a hissing or blowing sound, ventilate the area and leave immediately. Turn off the main gas valve from the outside, if you can, and call the gas company. Do not smoke or use oil, gas lanterns, candles, or torches for lighting inside a damaged facility until you are sure there is no leaking gas or other flammable materials present.

Sparks, broken or frayed wires. Check the electrical system unless you are wet, standing in water, or unsure of your safety. If possible, turn off the electricity at the main fuse box or circuit breaker. If the situation is unsafe, leave the building and call for help. Do not turn on the lights until you are sure they are safe to use. You may want to have an electrician inspect your wiring.

Appliances. If appliances are wet, turn off the electricity at the main fuse box or circuit breaker. Then, unplug appliances and let them dry out. Have appliances checked by a professional before using them again. Also, have the electrical system checked by an electrician before turning the power back on.

Water and sewage systems. If pipes are damaged, turn off the main water valve. Check with local

authorities before using any water; the water could be contaminated. Pump out wells and have the water tested by authorities before drinking. Do not flush toilets until you know that sewage lines are intact.

Open cabinets. Be alert for objects that may fall.

Clean up chemical spills. Disinfect items that may have been contaminated by raw sewage, bacteria, or chemicals. Also clean salvageable items.

Information courtesy of FEMA.

Recovering from a disaster is usually a gradual process

Safety is a primary issue, as are mental and physical well-being. If assistance is available, knowing how to access it makes the process faster and less stressful. This section offers some general advice on steps to take after disaster strikes to begin getting your facility, your community, and your life back to normal.

Your first concern after a disaster is your co-worker's health and safety. You need to consider possible safety issues and monitor co-worker's health and well-being.

Aiding the Injured

Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.



- If the victim is not breathing, carefully position the victim for artificial respiration, clear the airway, and commence mouth-to-mouth resuscitation
- Maintain body temperature with blankets. Be sure the victim does not become overheated
- Never try to feed liquids to an unconscious person

Health

Be aware of exhaustion. Don't try to do too much at once. Set priorities and pace yourself. Get enough rest.

- Drink plenty of clean water
- Eat well
- Wear sturdy work boots and gloves
- Wash your hands thoroughly with soap and clean water often when working in debris

Safety Issues

Be aware of new safety issues created by the disaster. Watch for washed out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged electrical wiring, and slippery floors.

- Inform local authorities about health and safety issues, including chemical spills, downed power lines, washed out roads, smoldering insulation, and dead animals

Essentials



Mop Bucket/Wringers

A combination that gives you maximum water evacuation with minimal effort.



Wet/ Dry Vacs

Quickly extract water from carpets and floors.



All-Purpose Extension Cords

Extra long to bring power where you need it.



Portable Blowers

Dry carpets and floors, exhaust foul air, ventilate, and spot cool.

For more products and information visit www.grainger.com/hurricane

GRAINGER[®]



A PARTNER WHEN IT MATTERS MOST

When natural disasters strike, Grainger helps businesses recover.

Disaster relief

Grainger is a strategic partner with the American Red Cross in disaster relief. Since 2001, Grainger has contributed more than \$5 million to support the American Red Cross.

In September 2005, Grainger once again expanded its matching charitable gifts program to provide a four-for-one match following Hurricane Katrina, contributing \$1.2 million to the American Red Cross Disaster Relief Fund.

Beyond financial contributions, Grainger employees volunteer their time to their communities. In response to the 2005 hurricanes, Grainger employees volunteered over 450 hours taking calls from individuals seeking American Red Cross aid. Grainger encourages this by working hand-in-hand with select organizations and donating time off to allow employees to participate.

Additionally, through the Grainger Rebuilding America® program, the company awards grants to not-for-profit organizations in communities severely affected by natural disasters. The contribution is disbursed to small, independent businesses in the devastated community as seed money to begin rebuilding.

Product donations

In 2005, Grainger donated more than \$9.7 million worth of products for disaster relief and educational efforts. The company created special accounts at local branches in the Gulf area to ensure that local Red Cross volunteer units serving the hardest-hit areas got product donations quickly.

Community commitment and financial contributions

For the past 78 years, Grainger has contributed to local communities through its charitable giving program. The company is among fewer than two percent of U.S. companies that match employee contributions three-for-one. In 2006, Grainger significantly helped their communities by donating \$3.9 million through employees matching charitable gifts program.

In January 2005, Grainger expanded its matching charitable gifts program to provide a four-for-one match for employees who contributed to the American Red Cross International Response Fund following the tsunami in Southeast Asia. Grainger employees and the company contributed more than \$300,000 to this fund.

Tracking and Plotting Hurricanes



Remember: Hurricanes are large, powerful storms that can suddenly change direction. Check frequently on the storm's progress until all watches and warnings are canceled for your area by the National Weather Service.

Plotting a Storm: Hurricane center positions are given by latitude and longitude. For example: "the storm's center is located near 31.5 degrees North and 78.0 degrees West." On the chart, read North to 31.5 degrees and then West to 78.0 degrees as shown (see ●).



Chart reproduced by permission of NOAA.



The more you know, the better you can prepare.

For more information on how you can prepare for a hurricane:

Web Sites:

Grainger at www.grainger.com/hurricane

The American Red Cross at www.redcross.org

The Federal Emergency Management Agency at www.fema.gov

The Weather Channel at www.weatherchannel.com

The National Oceanic & Atmospheric Administration at www.noaa.gov

or call the
Grainger Emergency Phone Line:

1-800-CALL-WWG (1-800-225-5994)

Local Phone Numbers: (Write down your local emergency numbers below.)

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WEBSITE RESOURCES

American Psychological Association www.apa.org/helpcenter

American Red Cross www.redcross.org

Department of Homeland Security www.ready.gov

Federal Emergency Management Agency (FEMA) www.fema.gov

FEMA Flood Map Service Center www.msc.fema.gov/portal/home

Find a Psychologist in your area www.locator.apa.org

Florida Disaster website www.floridadisaster.org

Florida Farm Bureau Federation www.floridafarmbureau.org

Florida Farm Bureau Insurance www.floridafarmbureau.com

Generator Wattage Guide www.absolutegenerators.com

Grainger Hurricane Preparedness www.grainger.com/hurricane

The National Oceanic & Atmospheric Administration www.noaa.gov

USDA Disaster Resource Center www.usda.gov/topics/disaster-resource-center

Weather Channel www.weather.com

Contact by Phone

Department of Emergency Management Regional Manager (850) 519-1469

Department of Homeland Security (202) 282-8000

Disaster Distress Helpline (800) 985-5990

Farm Service Agency State Office (352) 379-4500

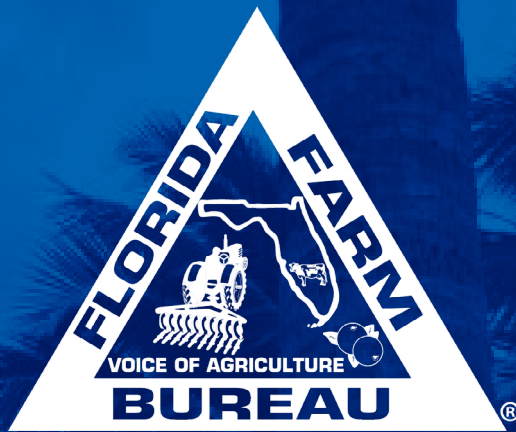
Federal Emergency Management Agency (FEMA) - General Operator (202) 646-2500

Florida Division of Emergency Management (850) 815-4000

Florida Farm Bureau Claims Department (866) 275-7322

Florida Farm Bureau Federation – General Operator (352) 378-8100

Grainger Emergency Phone Line (800) 225-5994



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05/24