

Dear Business Owner,

As we approach the 2025 hurricane season, the City of DeLand urges all businesses to take proactive steps to prepare for the possibility of severe weather. Hurricanes can pose significant threats to life, property, and business continuity, and early preparation is key to minimizing those risks.

Recommended Preparedness Actions:

1. Review and Update Your Emergency Plan
2. Secure Your Physical Property
3. Backup Important Financial and Digital Data
4. Communicate with Your Employees
5. Monitor Official Alerts From The State of Florida
6. Register for Emergency Notifications From @The City of DeLand (Facebook, X)

Resources and Assistance: The City has created a brief pre- and post-Hurricane preparedness guide (attached), which includes checklists to help you plan effectively.

We appreciate your commitment to keeping our community safe and resilient.

Sincerely,



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Pre-Hurricane Planning

1. Emergency Plan & Team

- Designate a hurricane response team in your office and assign clear roles.
- Review and update emergency procedures regularly.
- Share evacuation and shelter-in-place plans with all employees.

2. Employee Communication

- Maintain an up-to-date employee contact list.
- Establish communication protocols for before, during, and after the storm (e.g., text alerts, phone trees).

3. Insurance & Documentation

- Review business insurance policies (property, flood, business interruption).
- Take updated photos/videos of all assets.
- Backup and store essential documents in the cloud or off-site (licenses, contracts, inventory, insurance, etc.).

4. IT & Data Protection

- Backup all data to the cloud or an off-site server.
- Power down and unplug electronics.
- Protect equipment with surge protectors or elevate off the floor.

Physical Property Preparation

1. Exterior

- Secure or bring inside outdoor furniture, signage, and equipment.
- Board up windows and doors or install hurricane shutters.
- Check roof, gutters, and drains for vulnerabilities.

2. Interior

- Move valuable equipment and documents away from windows or to higher floors.
- Cover computers and sensitive electronics with plastic sheeting.
- Shut off gas, water, and electricity if advised.

Business Continuity

1. Continuity Plan

- Identify key functions and how they'll operate during downtime.
- Develop remote work capabilities or alternate site operations.
- Pre-arrange contracts with repair services or restoration companies.

2. Financials

- Keep some cash on hand for emergency purchases.
- Ensure payroll can still be processed.
- List vendors, suppliers, and customer contacts for updates.

Post-Hurricane Recovery

1. Safety First

- Wait for official all-clear before returning.
- Inspect the building for damage before entering.
- Document all damage with photos and video.

2. Communication

- Update employees, clients, and vendors about operational status.
- Notify your insurance provider ASAP.
- Begin repairs or clean-up with professional help if needed.