

Storm Readiness

Here is a useful link to the weather service:

<http://www.srh.noaa.gov/mfl/>

Please read carefully.

In the event we have a hurricane watch or warning, these guidelines will assist you in preparation:

- 1) *Take care of all your personal and family matters first (i.e., food, gas, cash, storm shutters, pets, flash lights, radio, prescription drugs, insurance policies, cell phone, batteries, etc.).*
- 2) Take photos of your home and personal property for insurance purposes.
- 3) Business matters:
 - a) If a Hurricane warning is posted, no one is to enter the office from that point. Our computers and phone system will be disconnected. You may enter after the storm warning is removed.
 - b) Notify all of your sellers/landlords that they need to properly protect their own properties, including shutters, **removing the “for sale sign”, etc.**
 - c) Be sure the office as well as your fellow associates and customers have your cell and/or other emergency numbers.
 - d) Unplug all computers, fax machines, photo copiers and sensitive electronic equipment as well as your telephone system to avoid power surges both at home and in the office.
 - e) If you have an office suite, remove loose papers and small items throughout your office and place them in drawers and file cabinets. Close all doors within your office suite, file drawers, desk drawers and cabinet drawers within the office.
 - f) **Be sure to do a back-up on all your computer(s) hard drive.**
 - g) **Remove your personal PC and other important devices from the office. Store and protect these items at your home. The MC insurance only covers equipment owned by the company.**
 - h) Have a spare cell phone battery and charge it well.
 - i) Our office will close based upon the needs of our staff and safety.
 - j) Store emergency numbers in your cell.
 - k) Forward your home phone to your cell if you only have electric hand-held phones. If not, a regular phone plugged in will normally work.
 - l) Learn to use the text message feature of your cell phone.
 - m) Have extra batteries charged as well as a car charger.
 - n) Cover your copiers and computers with Garbage bags or tarp in case of roof leaks

Emergency contact numbers:

Call Numbers

Henry Aleman 754-204-0239

Chris Snyder 954-540-9019

Cody Brown 515-229-4654

Pray and keep your fingers crossed that we won't need to take any of these actions.

Suite 206



Premier Associates Realty, LLC.

Your Real Estate Professionals