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In preparation of the upcoming Season (June 1st through November 30th) you may want to ensure that you are making the necessary arrangements for the safety of your staff and office.

If you do not already have a Hurricane plan in place, you may find some of the below information useful in creating your plan.

Immediate preparations

- Update your emergency contact lists (simple Excel format enclosed for your convenience)
- Ensure fuel (gasoline) on hand for operation of emergency generators if appropriate.
- Inventory and replenish emergency supplies. (example: plastic sheeting or bags to protect equipment)

36 hours prior to storm arrival - HURRICANE WATCH ISSUED

- Begin office distribution of plastic bags/sheeting to cover and protect equipment.
- Staff should keep abreast of weather conditions by checking local media outlets periodically.
- The office should begin preliminary hurricane preparations.
- Cancel or postpone special events, meetings, and/or activities.
- Back up critical computer files; store in a safe place.
- Notify employees of the designated call in procedures (including hotline phone number and/or manager phone numbers)
- Prepare a voicemail message for your telephone extension stating, “*ABC company has closed due to emergency weather conditions and will reopen when conditions permit. ---(For the latest information on the reopening of our office, please call the client hotline at (954) XXX-XXXX.)*”

24 hours prior to storm arrival- Hurricane Warning has been issued

- Turn off and unplug computers and other essential office equipment
- Move essential office equipment to protected areas. (Best location: away from windows, preferably behind a protected wall.)
- Move all equipment off the floor.
- Close and lock all windows.
- Lower Venetian blinds.
- Place all loose papers and important documents in cabinets or files

Personal Workplace Disaster Supplies Kit

For the workplace, where you might be confined for several hours, or perhaps overnight, the following supplies are recommended. www.redcross.org/www-files/Documents/pdf/Preparedness/WorkplaceDisasterKit.pdf

Flashlight with extra batteries

Use the flashlight to find your way if the power is out. Do not use candles or any other open flame for emergency lighting.

Battery-powered radio

News about the emergency may change rapidly as events unfold. You also will be concerned about family and friends in the area. Radio reports will give information about the areas most affected.

Food

Enough non-perishable food to sustain you for at least one day (three meals), is suggested. Select foods that require no refrigeration, preparation or cooking, and little or no water. The following items are suggested:

- Ready-to-eat canned meals, meats, fruits, and vegetables.
- Canned juices.
- High-energy foods (granola bars, energy bars, etc.)

Water

Keep at least one gallon of water available, or more if you are on medications that require water or that increase thirst. Water should be stored in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.

Medications

Include usual non-prescription medications that you take, including pain relievers, stomach remedies, etc.

If you use prescription medications, be sure to keep at least three-day's supply of these medications at your workplace. Consult with your physician or pharmacist how these medications should be stored, and your employer about storage concerns

First Aid Supplies

Have the following essentials readily available: **(suggested list –but should be adjusted to the size and needs of your team):**

- (20) Adhesive bandages- various sizes.
- 5" x 9" sterile dressing.
- Conforming roller gauze bandage.
- Triangular bandages.
- 3 x 3 sterile gauze pads.
- 4 x 4 sterile gauze pads.
- Roll 3" cohesive bandage.
- Germicidal hand wipes or waterless alcohol-based hand sanitizer.
- (6) Antiseptic wipes.
- pair large medical grade non-latex gloves
- Adhesive tape, 2" width.
- Anti-bacterial ointment.
- Cold pack.
- Scissors (small, personal).
- Tweezers.
- CPR breathing barrier, such as a face shield

Tools and Supplies (Your kit should be adjusted based on your own personal needs)

- Emergency "space" blanket (Mylar).
- Paper plates and cups, plastic utensils
- Non-electric can opener.

- Personal hygiene items, including a toothbrush, toothpaste, comb, brush, soap, contact lens supplies, and feminine supplies.
- Plastic garbage bags, ties (for personal sanitation uses).
- Include at least one complete change of clothing and footwear, including a long sleeved shirt and long pants, as well as closed-toed shoes or boots.
- If you wear glasses, keep an extra pair with your workplace disaster supplies.

Suggested by the Red Cross. You should not include candles, weapons, toxic chemicals, or controlled drugs unless prescribed by a physician.

HURRICANE TERMINOLOGY

Hurricane Season: The six-month period from June 1st through November 30th is considered to be the hurricane season.

Tropical Storm: An organized system of strong thunderstorms with a defined circulation and top winds of 39-74 MPH. Tropical Storms can quickly develop into hurricanes. Storms are named when they reach Tropical Storm strength.

Tropical Wave: A cluster of clouds and/or thunderstorms without an organized circulation, with top winds of less than 39MPH.

Tropical Storm Watch: Tropical Storm conditions are possible in the specified area of the Watch, usually within 36 hours.

Tropical Storm Warning: Tropical Storm conditions are expected in the specified area of the Warning, within 24 hours.

Hurricane: An intense tropical weather system with a well-defined circulation and a sustained wind speed of 75 MPH or higher.

Hurricane Watch: Hurricane conditions are possible in the specified area of the Watch, usually within 36 hours. During a Hurricane Watch, prepare to take immediate action to protect your family and your property in case a Hurricane Warning is issued.

Hurricane Warning: Hurricane conditions are expected in the specified area of the Warning within 24 hours. Complete all storm preparations, and evacuate if you are in an official evacuation zone.

Saffir-Simpson Scale of Hurricane Intensity	
Category 1 Hurricane	74-95 MPH
Category 2 Hurricane	96-110 MPH
Category 3 Hurricane	111-130 MPH
Category 4 Hurricane	131-155 MPH
Category 5 Hurricane	Above 155 MPH

Emergency Contact Information

Miami-Dade Emergency Management-- <http://www.miamidade.gov/hurricane/>
 9300 North West 41 Street Miami, Florida 33178 (305) 468-5900

Broward County Emergency Management---
<http://www.broward.org/Hurricane/About/Pages/default.aspx>
201 NW 84th Avenue Plantation, Florida 33324 (954) 831-3900

Palm Beach County Emergency Management--- <http://www.pbcgov.com/dem/hurricane/>
20 South Military Trail West Palm Beach, Florida 33415 (561)-712-6400

Red Cross South Florida Region—(Miami-Dade, Broward and Monroe counties)
305-644-1200

Red Cross Palm Beaches/Treasure Coast region—(Palm Beach, Martin, Okeechobee, St Lucie and Indian River)
561-833-7711

American Red Cross Mid-Florida Region (Brevard, Citrus, Flagler, Hernando, Highlands, Lake Marion, Orange, Osceola, Polk, Seminole, Sumter and Volusia)
407-894-4141

American Red Cross of North West Florida (Escambia, Santa Rosa, Okaloosa and Walton)
850-432-7601

Red Cross-Florida West Coast Region (Charlotte, DeSoto, Hardee, Hillsborough, Manatee, Pasco, Pinellas and Sarasota counties)
941-379-9300