



Are you prepared for severe spring weather?



Agility Recovery



Simple Ways to Get Ready for Spring

Spring is right around the corner and with the change of season comes the dangers of severe weather. Here are 9 things you can do right now to ensure that your employees and your business are ready for spring.

1. Review your insurance policy.

Update any necessary information, such as number of employees, business addresses, number of locations, size of deductible and value of the policy. Meet with your insurance agent to get his or her input. Do a walkthrough around the office and property together.

2. Have your offices inspected by a contractor.

In particular, check the roof, gutters and HVAC system for damage or clogging. Make necessary repairs, clean air ducts and replace filters.

3. Update your go bag.

Spring is a great time to take inventory of the items inside your kit and update lists, replace old keys, change out batteries, etc. If you have not yet purchased a go bag, they can be found on popular websites like Amazon and eBay, and specialty sites such as Echo-Cigma.

4. Do an office spring cleaning.

Remove important documents from low-level storage and digitize them if possible. Do a building-wide clean-up and remove any unnecessary items. Ensure all windows are secure. Clear the parking lot and grounds of debris that may have been hidden under the snow.

5. Review your emergency management plan.

Ensure new hires are familiar with your emergency plan. Review how to get to the nearest and all back-up exits and be sure that all team leaders understand and are able to carry out their responsibilities.

6. Test your plan.

As part of your disaster plan “spring cleaning”, conduct a hypothetical drill where everyone carries out their assigned responsibilities. Then hold a post-drill meeting to discuss ideas for improvement.

7. Tune up your generator.

If you have a backup generator, have your maintenance dept. or mechanic tune up and test your generator to ensure it is in good working condition. In a safe place away from your building, store enough gasoline to run the generator for 2-3 days.

8. Ramp up your emergency alert system.

Make sure you have the correct contact information for all staff, then test your emergency alert system via every method you utilize- i.e. audio, text message, email, social media and the web.

9. Consider a disaster recovery vendor.

Plan out with your disaster recovery partner what would be needed to get your organization back up and running quickly or to keep it running during a disaster situation. Keep their contact information handy, and in multiple locations for easy access in an emergency.

Insurance Tip

4 Policies to Discuss with Your Agent:

Added/Extra Expense

Reimburses you for the costs associated with a business interruption.

Business Interruption

Covers you against losses as a result of downtime or interruption.

Off-Premise Utility Interruption Covers you against costs/damages associated with a power outage.

Flood Insurance

Covers you against damages/costs from flooding.

[Click here for more planning resources.](#)

About Agility Recovery

If you have a disaster, we'll rescue your business with power, office space, communications and computer systems. Become an Agility member and put your mind at ease. Call 866-364-9696 or visit our website today.