

City of Palm Bay Directory

Palm Bay City Hall

120 Malabar Road SE

Palm Bay, FL 32907

(321)952-3400

www.palmbayflorida.org

Citizen Information Hotline

During emergency situations, residents can call the hotline for important information and updates.

(321)726-5683

- **Building Department**
(321)953-8924
building@pbfl.org
Inspections: (321)952-3484
- **Code Compliance**
(321)952-3430
pbcodecompliance@pbfl.org
- **Community & Economic Development**
(321)409-7187
econdev@pbfl.org
- **Growth Management**
(321)733-3042
landdevelopmentweb@pbfl.org
- **Public Works**
(321)952-3437
pwcustomerservice@pbfl.org
Right-of-Way Permitting:
(321)952-3403
Solid Waste & Recycling:
(321)952-3420
- **Utilities Customer Service**
(321)952-3420
ucs@pbfl.org
After Hours Emergency Service: (321)952-3478

Additional Disaster Preparedness Resources

Insurance Institute for Business & Home Safety—Tips on how to create your own business continuity plan, how to rebuild stronger, and an interactive disaster hazard map are available at disastersafety.org.

Ready.Gov—Preparedness tips for risks including floods, hurricanes, earthquakes, tornadoes cyber-attacks and active shooters.

SBA Resource Partners—Resource partners can also help businesses apply for disaster loans and provide guidance on how to get up and running after a hurricane strikes. Free and low-cost business assistance is now available by visitingmba.gov/local-assistance/find.

Hurricane Preparedness Guide for Businesses



Before the storm...

When preparing for hurricane season it is important to also prepare for the potential impact a storm may have on your business. Early preparation will ensure business continuity.

Inventory your assets

The first step is to prepare an inventory of business assets. Depending on the type of business, you may have a significant amount of assets that could be at risk during a hurricane. Important business assets include Networks, data, equipment, supplies, products, and facilities. Possible damage to assets include flooding, high winds, gas shortages and power outages.

The Federal Emergency Management Agency (FEMA) recommends a Continuity Resource Toolkit, which can help businesses “prepare for and adapt to changing conditions and recover rapidly from operational disruptions.” Visit [FEMA.gov](https://www.fema.gov) to view the toolkit.

When preparing an inventory of assets, consider the following:

- Where are your assets located?
- What kind of physical protection is available for each asset?
- Which assets are critical to running the business?
- Are these assets owned or insured?
- What assets are leased and what is your responsibility if they are damaged?

After the storm...



After the hurricane passes, the following tips can help you quickly start the recovery process.

- Carefully assess your business property for safety hazards. This could include live wires, leaking gas or flammable liquids, and poisonous gases. Inspect for damage to foundations or underground piping. If you are uncertain where to begin in this process, consult with an expert first to ensure your own safety.
- Repair immediate visible damage as soon as possible to prevent further damage. Be sure to cover broken windows and torn roof coverings immediately. Clean roof drains or gutters to prevent drainage issues.
- Apply for disaster assistance if needed. Check disasterloan.sba.gov to see if a disaster has been declared in your area.

STAY INFORMED

The City has a dedicated hurricane preparedness page at www.palmbayflorida.org/hurricane that includes tips for before, during, and after a storm. You can also sign up for eNotifications to News stories posted on the website at www.palmbayflorida.org/enews.



In the event of an emergency, the City of Palm Bay maintains a citizen hotline number providing updates to important information. Add (321)726-5683 to your contacts to get the latest updates during a storm or disaster.

The City also uses an emergency notification system known as Alert Brevard to provide important alerts to residents. Alert Brevard allows users to customize the types of alerts and how they are delivered during sign-up.

Receive alerts about local emergencies, police and fire notifications, garbage schedules, boil water notices, and news from the City of Palm Bay.

To sign up:

- Visit www.palmbayflorida.org/news
- Register for “Emergency Notifications” to receive alerts
- Fill in your personal information and be sure to select (Palm Bay) in the “City/Town” section
- Get notifications based on the addresses you provide
- Choose from telephone, text, or email alerts

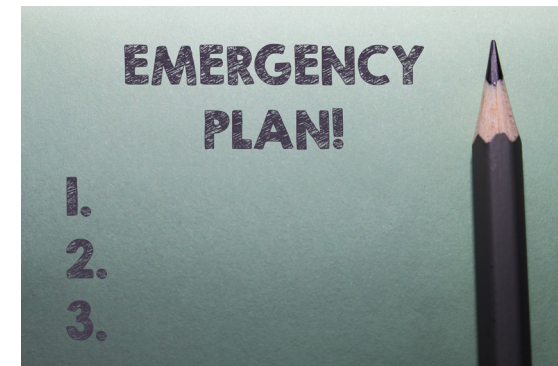
For City news and updates, follow our social media platforms at:

Facebook: www.facebook.com/palmbayfl

Twitter: www.twitter.com/CityofPalmBayFL

Instagram: www.instagram.com/cityofpalmbayfl

Nextdoor: www.nextdoor.com/city/feed/



MAKE A PLAN

Next, make a plan to prepare your business in the event a storm approaches. Your plan should be flexible to account for changes in people, assets, and locations.

Your business plan should include the following precautions:

- Back up data and make sure you can access important files remotely. These systems should be put into place well in advance in the event your on-site computers or paper files are damaged or otherwise inaccessible during a storm. Regular data backups will help safeguard your business against loss.
- Set up cloud systems. Disaster recovery is one of the main reasons why cloud-based systems are the preferred choice for IT professionals. If disaster strikes and you must work from a different location, you want to make sure you can access key business systems and data from mobile devices. This may include payroll, customer relations management, and HR systems. If you haven't converted such systems to the cloud, now is the time to look into it.
- Implement a back-up power supply system. A back-up generator will enable you to keep essential systems online during a storm. It will also help you get your business up and running after the storm passes.
- Establish an emergency communications plan. Make sure you have up-to-date contact information for all relevant stakeholders, including customers, employees, and suppliers.



BUSINESS PREPARATION IF A HURRICANE OR STRONG STORM IS IN THE FORECAST

Much like your home, businesses must take the proper precautions to protect its operations, facility and surrounding property. When a storm is approaching, follow these steps to prepare your property:

- Install storm shutters or plywood over windows and doors. Doing so will help prevent interior damage to your building.
- Take precautions so that items outdoors will not blow away or cause physical damage. Remove any items that aren't secured to the ground, such as lawn furniture or trash cans. Loose items like decorations and flags should be taken inside until the storm passes. These items can get blown around by strong winds and damage property. This sort of debris could also get caught up in storm drains and canals and increase the potential for flooding.
- Once the storm is expected to make landfall within 72 hours: DO NOT cut down trees or vegetation or do any major yard work. Mass cutting of vegetation places a tremendous burden on the normal solid waste collection process, and collection of such debris a few days prior to landfall of the storm is not guaranteed. During a Watch or Warning period DO NOT place materials at the curb or take materials to the landfill or transfer facility. Services may be suspended, and facilities may close early to prepare for the storm.
- Bring garbage cans into the garage if possible and secure dumpsters. If they must remain outside, make sure they are in a sheltered, secured location.
- Turn off automatic sprinklers.
- Shut off your main water valve to prevent potential flood damage to your business.
- Locate sandbags. Sandbags are available at the Sheriff's Work Farm, 2955 Pluckebaum Road, in Cocoa. For more information, contact the Brevard County Sheriff's office at (321)747-0205. Not all structures need sandbags. Research ahead of time if your business is in a low-lying area that is prone to flooding. Sandbags may be used to protect your business by placing them across doorways to prevent water from entering the building. Most home improvement stores carry sandbags, which can be purchased in advance and kept in a hurricane supply kit. Home improvement stores often sell fill dirt for sand as well. Remember DO NOT fill your bags with sand from the beach. If you plan ahead, this will save you time when a storm is approaching.
- Have cash on hand for post-hurricane needs. In the event electronic payment systems are down, be sure to have cash readily available for buying food and supplies or paying employees and contractors.