

## **HURRICANE CHECKLIST**

(This is not a complete, exhaustive list. Add/delete per any local requirement/needs.)

Name / Location	Date	
PRE-HURRICANE		
ACTION ITEM	By Whom	Completed
Contact local authorities to plan and coordinate prior to any emergency action	-	
Store contact information for key personnel, GEMHSA, FEMA and ACCG Claims Unit in safe place	1	
Provide phone number for employees to call for information and/or arrange to broadcast with local radio		
Arrange backup communications		
Stock up on necessary fuel		
Plan for preservation of vital records		
Utilize Continuity of Operations Plan (COOP)		
Prepare Emergency Supplies (Water, medical, flashlights, batteries, walkie-talkies,		
emergency lighting, generators, power converters, lumber, plywood, nails, hand and		
power tools, covers/tarps, etc.)		
Use straps to anchor/brace loose outdoor equipment		
Inspect/repair roof flashings, coverings, drains, gutters, etc.		
Remove debris/unrestrained materials from roofs		
Plywood shutters for windows/doorways		
Prepare for flooding (Sandbags, brooms, mops, absorbents, etc.), especially where		
property is prone to flood		
Trim/remove large trees/limbs that could cause damage		
Plans for site security after hurricane		
Advise staff how they will be notified of any changes		
Check all portable building anchors		
Share hurricane preparedness info with staff/citizens		
Monitor all progress reports and emergency orders		
Plan for vehicle storage, considering elevation and using multiple storage locations to		
spread risk of damage		

Ed. 09/05/2017



## **HURRICANE CHECKLIST**

(This is not a complete, exhaustive list. Add/delete per any local requirement/needs)

Name / Location	Date	_
IMPENDING HURRICANE		

Shut down nonessential electrical equipment Inspect/make repairs to roof drains, flashing, gutters, etc.  Secure roof-mounted equipment (satellite dishes/antennae's/small HVAC units, etc.) Check guy wires on any towers/antennas, etc.  Remove TV/satellite antennas from roofs Remove all unrestrained materials from roof Close/latch exterior doors, windows, roof hatches, etc. Install plywood over windows/doors and tape both sides of glass Clean out storm drains, culverts, catch basins, etc. Verify all fire protection equipment is in service Check oil level and fill fuel tanks of all needed vehicles/generators, etc. Relocate nonessential yard/athletic equipment and remove loose yard debris Secure storage of flammable liquids Secure scaffolds/cranes, etc. Brace outdoor signs Relocate and/or tie-down dumpsters Turn refrigerators/freezers to coldest settings and limit openings	IMPENDING HURRICANE		
Monitor/map hurricane to track progress Implement emergency action plan Establish/use mutual aid agreements with other entities outside the affected area Arrange for procurement of equipment, supplies and labor from companies not affected by hurricane Re-check all emergency supplies Cash and/or credit card plans for buying necessary items Plan for preservation of vital records Relocate water sensitive equipment/materials Move books, papers, equipment far away from windows; store above floor level Protect and cover computers/other technology. Backup all important computer information and store safely. Check/clear all floor drains Relocate/remove dangerous chemicals Shut-off main gas valves/ gas-fired equipment Inspect/make repairs to roof drains, flashing, gutters, etc. Secure roof-mounted equipment (satellite dishes/antennae's/small HVAC units, etc.) Check guy wires on any towers/antennas, etc. Remove all unrestrained materials from roof Remove all unrestrained materials from roof Close/latch exterior doors, windows, roof hatches, etc. Install plywood over windows/doors and tape both sides of glass Clean out storm drains, culverts, catch basins, etc. Verify all fire protection equipment is in service Check oil level and fill fuel tanks of all needed vehicles/generators, etc. Relocate nonessential yard/athletic equipment and remove loose yard debris Secure scaffolds/cranes, etc. Brace outdoor signs Relocate and/or tie-down dumpsters Turn refrigerators/freezers to coldest settings and limit openings	ACTION ITEM	Dr. Mham	Completed
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AVOID AII EIEVATORS	Avoid all elevators		
	Unplug appliances/electrical equipment to protect from damage caused by power		
	surges		
	If eminent flooding, shut off building's electrical power (except power to electric		
	motor-driven fire pumps)		
	Implement plan for vehicle storage		
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Ed. 09/05/2017 2



## **HURRICANE CHECKLIST**

(This is not a complete, exhaustive list. Add/delete per any local requirement/needs)

Name / Location	Date	
HURRICANE RECOVERY		
ACTION ITEM	By Whom	Completed
Wait until "ALL CLEAR" signal is officially announced		
Secure site(s) and provide security as necessary; require ID to enter restricted area		
Survey all facilities for damage and safety hazards (live electrical, leaks, etc.), and as		
soon as possible, notify appropriate parties of dangerous situations		
Notify ACCG Claims Unit as soon as possible of damage: (EMERGENCY #: 404-217-1500 / NON-EMERGENCY #: 877-421-6298 OR ONLINE AT ACCGINSURANCE.ORG)		
a. Be prepared to give an accurate description of the amount and type of damage to		
help the Claims Unit send the adjuster with the appropriate level of experience		
b. Be sure to provide contact information and a complete address of the location		
c. Stay in touch with the adjuster and respond to calls quickly. Since catastrophes can generate many claims, communication and cooperation is vital for a quick resolution to the claim.		
After photographing damaged areas, start temporary repairs and salvage if possible to		
prevent further damage, theft or vandalism. Mitigating damage is usually a condition		
of coverage and insurance will usually cover the reasonable cost of temporary repairs.		
DO NOT make permanent repairs to your damaged property unless the adjuster has		
reviewed your claim and given you permission to restore your property.		
a. Cover broken windows and damaged roofs		
b. Clean debris from roofs and drains		
c. Make temporary repairs to prevent further damage		
d. Separate damaged goods from undamaged goods and allow ACCG adjuster to		
inspect the damaged items before discarding them		
e. Remove standing water in buildings, yard areas, etc.		
f. Clean and dry equipment with most critical objects receiving priority		
g. Consider dehumidification of moist areas, especially moisture sensitive equipment		
h. Inspect all electrical equipment, including exposed insulators, bus bars, and		
conductors before reenergizing electrical distribution systems and equipment		
i. Check refrigerated items for spoilage (if power failure)		
Prepare an inventory of damaged/destroyed property for the adjuster and keep a		
copy for your records. <b>DO NOT discard ANY items before the adjuster is given a</b>		
reasonable amount of time to inspect them. Provide available cancelled checks,		
invoices, etc. that support the value of damaged or destroyed property.		1
Talk with the ACCG adjuster <b>before</b> signing restoration or repair contracts. The		
adjuster can play a key role in helping you avoid price gouging. ACCG-IRMA in NOT		
bound by the contracts you sign.		1
Keep ALL receipts and invoices for EVERY expense incurred after the loss, including		
those for temporary repairs. They should be detailed, including the specific county		

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