



HURRICANE CHECKLIST

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

Name / Location	Date	
IMPENDING HURRICANE		
ACTION ITEM	By Whom	Completed
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		
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		
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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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.); photograph all damage before making temporary repairs if possible		
Have Maintenance clear buildings before allowing any access		
Notify ACCG Claims Unit as soon as possible of damage (EMERGENCY #: 404-217-1500 / NON-EMERGENCY #: 877-421-6298)		
Prepare an inventory of damaged/destroyed property for the adjuster and available cancelled checks, invoices, etc. that support the value of that property		
Allow the ACCG adjuster to inspect damaged items before discarding them		
Talk with the ACCG adjuster before signing restoration or repair contracts		
Get fire protection back in full service as soon as possible and conduct tests		
Contact all key personnel		
Begin salvage work / complete temporary repairs as soon as possible to prevent further damage, theft or vandalism (boarding up broken windows, covering holes in roof, etc.)		
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 location.		
Cover broken windows/roof tears, etc.		
Clean roof drains		
Remove debris from roof		
Check refrigerated items for spoilage (if power failure)		
Limit access to freezers/refrigerators to maintain temperatures		
Clean and dry equipment, placing priority on critical high-valued equipment		
Check for the following:		
Availability of water		
Availability of electricity/gas		
Functioning of sanitation system		
Functioning of air conditioning system		
Functioning of boilers		
Roof leaks		
Fallen trees		
Fallen electrical wires		
Damaged windows/doors		
Damaged water lines/plumbing fixtures		
Flooding in the building/grounds; remove water and dehumidify if applicable		
Note rooms/other areas/ that are not usable		
Estimate earliest date that business can resume		