



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.), 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. <i>DO NOT make permanent repairs to your damaged property unless the adjuster has reviewed your claim and given you permission to restore your property.</i>		
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. <i>DO NOT discard ANY items before the adjuster is given a reasonable amount of time to inspect them.</i> Provide available cancelled checks, invoices, etc. that support the value of damaged or destroyed property.		
Talk with the ACCG adjuster before signing restoration or repair contracts. The adjuster can play a key role in helping you avoid price gouging. ACCG-IRMA is NOT bound by the contracts you sign.		
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.		