HURRICANE CHECKLIST

AFTER THE STORM

AFTER THE STORM	NOT STARTED	IN PROGRESS	COMPLETE
Keep listening to radio, TV or NOAA Weather Radio All Hazards to make sure the storm has passed.			
Wait until an area is declared safe before entering to secure the site and survey damage.			
Secure 24-hour security if needed to avoid looting or vandalism.			
Survey for safety hazards such as live wires, leaking gas, flammable liquids, poisonous gases, and damage to foundations or underground piping.			
Identify/Mark hazardous areas by roping off, putting up warning tape, planting hazard cones or any other markers available.			
Call in key personnel and notify contractors to start repairs. Make sure safety systems are fully implemented before work is allowed to begin (including controlling smoking and other open flame sources). Require contractors to share responsibility for establishing fire safe conditions before and during the job.			
Begin salvage as soon as possible to prevent further damage. Cover broken windows and storm roof coverings immediately. Separate damaged goods, but beware of accumulating too much combustible debris inside the building. Do your best to stop or patch any leaks.			
Clean roof drains and remove debris from roof to prevent drainage problems.			
If property is damaged or heavy debris clean-up required, contact your Egis/FIA Account Team to schedule an on-site adjuster to visit. Take neccesary steps to minimize further damage. Take detailed pictures of property damage before the cleanup begins. For claim filing instructions, download the Claim Filing information document from the Storm Center.			
Post updates for employees regarding when to return to the facility or any temporary work arrangements as necessary. Ensure all employees and their status is accounted for after the storm.			
Post customer service updates advising clients of any potential disruptions in service, plans on how you will address their needs and expected time to resume normal operations.			