

HURRICANE PREPAREDNESS PRE-STORM STRATEGIES

"Proper Preparation Prevents Poor Performance"



The 5P's. It is a great military adage that has been around for years and applies to most areas of life. ***It also applies to Hurricane Preparedness.***

When preparing for a Hurricane, the best time to prepare is *pre-Hurricane season*, when the sun is shining and there are no storms in the forecast. This document will provide guidance in assessing your organization's readiness as well as providing helpful tips when preparing for a Hurricane.

This is not intended to be a comprehensive document on hurricane preparation. We encourage you to seek out other information in the ***Egis Storm Center*** as well as make use of the other websites in our ***"Helpful Links"*** section. These sites have additional information relevant to preparing for a hurricane.

As you begin the process of assessing your readiness for a hurricane, a big part of the process will be assessing the adequacy of your insurance coverage. We encourage you to thoroughly assess your insurance coverage in the 1st Quarter of the calendar year (Jan-March) before Hurricane Season begins.

Contact your ***Egis/FIA Account Team*** if you have any coverage questions or if you wish to make any changes to your policies.

The following will provide guidance on assessing your insurance coverage as well as a list of questions you should consider during your preparation process.

Insurance Coverage

The first step in the preparation process is reviewing the types and limits of your insurance coverages and assessing two important areas:

Adequacy of Coverage: Are your current insurance policies and limits adequate in the event of a total property loss?

Documentation: Can you adequately document the assets you have that may be exposed to a loss?

When assessing the adequacy of your current coverage, consider that in a hurricane most claims involve property loss but there may be liability claims as well as separate consideration for flooding.

The exposure with a liability claim; can be complicated and tricky to assess if you work with outside contractors and vendors in which you have agreements in place. More on this will be addressed below in the Assessment Questions.

Flood insurance may also be appropriate and should be discussed with your insurance advisor if you presently do not have separate flood coverage.

Any gaps detected, questions/concerns should be brought to the attention of your **Egis Account Manager** promptly for review, consultation and assistance.

Property Coverage

When assessing your property coverage, you should first compare your property coverage policy limits with your actual existing assets to ensure the coverage is adequate to repair or replace the assets in the event of a loss. Consider:

- Have you acquired any new assets since you last bound coverage?
- Have you made new enhancements to existing property?
- Do you have property or inventory in transit that could be impacted?

Then review your policy and familiarize yourself with the obligations in discharging your duties under the policy in the event of a loss. This will help maximize your recovery when it comes time to file a claim

Consider:

- Do you have sufficient documentation on the property?
- Is it properly itemized or identifiable? Keep in mind, a strong storm can often damage property beyond recognition or carry it off to other locations where it may not be found.
- Have you reported any new acquisitions to your carrier so your property records matches theirs?
- Where practical, do you have pictures of the assets? These can often be helpful if property is missing or damaged beyond recognition.
- Do you have these records stored in a safe off-site location easily accessible?



Assessment Questions

As you conduct your readiness assessment, the following questions will help identify areas that should be considered.

1. **Avoiding a loss is the best strategy** Have you done everything you can do to avoid or minimize a loss, e.g. alarm; and sprinklers installed and tested, hurricane shutters or impact resistant glass, upgraded any old structures to meet the current building code?
2. **Do you have contingency plans for securing** essential services at your current location if services are disrupted? Will a generator be available? Can you obtain internet and phone service by satellite or other means? Have you secured access to fuel for your fleet?
3. **Do you have a list of relevant insurance policies** and related information including:
 - a. **Contact information** for your **Egis & FIA Account Team** (See the **Egis & FIA Account Contacts** document in the Storm Center "After" section)
 - b. **Insurer names**, policy numbers, policy periods, deductibles and coverage limits
 - c. **Instructions regarding** your duty to perform to limit additional loss and how to file a claim (See the **Claim Filing Information** document in the Storm Center "After" section)
 - d. **Have you provided contact** information for your key personnel to your **Egis Agent?**
4. **If you can't continue** operating at your current location, have you made arrangements to operate at another location?
5. **Have you identified equipment** dealers who can provide necessary equipment to keep your business going in the short term and provide replacement equipment going forward?
6. **Have you identified** and made arrangements with local contractors, including restoration contractors, to begin cleanup, make temporary repairs, and salvage equipment and other property that can be saved? This could include "drying out" the premises to avoid mold or temporarily relocating property that is salvageable.

PLEASE NOTE We encourage you to make these arrangements in advance with service level agreements. The agreements should contain a proper indemnity clause and require all vendors to have adequate insurance coverage, as well as adding your organization as an additional insured on their policies. Often it is too hectic to attempt to put an agreement in place after a storm. Having contractors on-site to do cleanup work is high risk and can expose you to unnecessary liability. For assistance with this and contract reviews, please contact your **Egis Representative**.

7. **Do you maintain** an updated inventory of all your business personal property, including documentation (receipts, photos, video records) to prove the existence of the property?
8. **Do you back up data** including business and accounting records regularly and maintain the data in a secure off-site location?