

# SEVERE WEATHER CHECKLIST

FOR PROPERTY OWNERS  
& MANAGERS



**ENSURE SAFETY & MINIMIZE DAMAGE**

## BEFORE SEVERE WEATHER



### **STAY INFORMED**

- MONITOR WEATHER FORECASTS REGULARLY
- SIGN UP FOR WEATHER ALERTS AND NOTIFICATIONS



### **EMERGENCY PLAN**

- DEVELOP AND COMMUNICATE AN EMERGENCY PLAN TO TENANTS
- ESTABLISH COMMUNICATION CHANNELS (E.G., EMERGENCY CONTACT NUMBERS, ETC.)
- KNOW LOCATIONS OF UTILITY SHUT-OFF VALVES AND SWITCHES



### **INSPECT & MAINTAIN**

- INSPECT ROOFS, GUTTERS, WINDOWS, DOORS, AND DRAINAGE SYSTEMS REGULARLY, AND SECURE ANY LOOSE OBJECTS AROUND THE PROPERTY
- TRIM TREES AND REMOVE DEAD BRANCHES THAT COULD BECOME PROJECTILES
- ENSURE SUMP PUMPS ARE WORKING CORRECTLY IN FLOOD-PRONE AREAS



### **BACKUP SYSTEMS**

- ENSURE BACKUP POWER SYSTEMS, I.E GENERATORS, ARE WORKING PROPERLY
- HAVE EMERGENCY SUPPLIES ON HAND (E.G, FIRE EXTINGUISHERS EMERGENCY LIGHTING, ETC.)



### **INSURANCE REVIEW**

- REVIEW PROPERTY INSURANCE POLICIES TO ENSURE ADEQUATE COVERAGE
- UNDERSTAND WHAT IS COVERED AND HOW TO FILE CLAIMS

## DURING SEVERE WEATHER

### COMMUNICATION

- KEEP LINES OF COMMUNICATION OPEN WITH TENANTS AND EMERGENCY SERVICES
- PROVIDE UPDATES AND SAFETY INSTRUCTIONS AS NEEDED

### SAFETY MEASURES

- ADVISE TENANTS TO STAY INDOORS AND AWAY FROM WINDOWS
- INSTRUCT ON PROPER USE OF EMERGENCY EQUIPMENT (FIRE EXTINGUISHERS, IF NECESSARY)

### MONITORING

- CONTINUOUSLY MONITOR WEATHER UPDATES AND LOCAL NEWS
- KEEP TRACK OF ANY ISSUES ARISING ON THE PROPERTY (E.G., LEAKS, POWER OUTAGES)

### PROPERTY CHECKS

- IF SAFE, CONDUCT PERIODIC CHECKS OF THE PROPERTY
- DOCUMENT ANY DAMAGE OR ISSUES FOR INSURANCE PURPOSES

## AFTER SEVERE WEATHER

### SAFETY ASSESSMENT

- ASSESS THE SAFETY OF THE PROPERTY BEFORE ALLOWING TENANTS TO RETURN
- ADDRESS ANY IMMEDIATE HAZARDS (E.G., FALLEN POWER LINES)

### DAMAGE ASSESSMENT

- DOCUMENT ALL DAMAGES THOROUGHLY WITH PHOTOGRAPHS
- COMMUNICATE WITH TENANTS ABOUT ANY NECESSARY REPAIRS OR PRECAUTIONS

### INSURANCE CLAIMS

- INITIATE INSURANCE CLAIMS PROMPTLY
- PROVIDE NECESSARY DOCUMENTATION AND COOPERATE WITH ADJUSTERS

### RESTORATION AND RECOVERY

- ARRANGE FOR REPAIRS AND RESTORATION AS SOON AS POSSIBLE
- PRIORITIZE SAFETY AND STRUCTURAL INTEGRITY IN ALL REPAIRS

### TENANT SUPPORT

- OFFER SUPPORT AND ASSISTANCE TO TENANTS AFFECTED BY THE WEATHER EVENT
- PROVIDE INFORMATION ON LOCAL RESOURCES AND SERVICES IF NEEDED