

Preparation for a Pending Storm

- _____ 1. Send Notice to Residents, regarding independence and importance to heed all warnings. Management will not return to site until area is safe for travel.
- _____ 2. Secure a contractor to go out and assess damage and use any temporary measures such as boarding up or tarps to prevent further damage.
- _____ 3. Secure contractor to assist with any urgent debris clean up or removal Immediately following the storm.
- _____ 4. Create a preparedness kit for the resident's potential needs after the storm including:
Bottled water, flashlights, batteries, non-perishable foods, first aid, bug Spray
- _____ 5. Be sure management and maintenance is registered with the local town to return with property owners if in remote or coastal areas.
- _____ 6. Be sure list of all residents is updated with correct contact numbers, email addresses and emergency contacts for continued communication.
- _____ 7. Be sure all staff is aware of their responsibilities during and after the storm as it relates to communication with residents and contractors as well as returning to the site to assess any damage.

After the Storm

1. Contact any residents who may still be on site to ask about damage.
2. Communicate with contractors to ensure they are going to the site as soon as it is safe to assess and prevent further damage.
3. Return when possible and begin documenting any and all damage.
4. Contact Insurance company
5. Disburse any items needed by the residents such as water, food etc.
6. Notify all residents of next steps once assessments are complete.

Documentation includes:

Pictures of each building including identifying unit or building numbers.

Detail list of exterior damages

Assess how many residents are still at the property and walk each unit to inspect for damage. Again, taking photos including the unit number to document. Make a detailed list of all broken items, water damage in each room and check attic access for unseen damage.