

## Pre-Hurricane Inspection Checklist

### Association Manager Preparedness Checklist

- \_\_\_\_ 1.) Contact all association to report for duty.
- \_\_\_\_ 2.) Organize staff by holding a meeting to insure all areas of preparedness and evacuation will be conducted in a coordinated manner.
- \_\_\_\_ 3.) Act as crisis coordinator and Liaison to staff from the association.
- \_\_\_\_ 4.) Move all essential records and materials to secure area or take with you during evacuation. Utilize technology like computer back up and thumb drives
- \_\_\_\_ 5.) Collect and box all unit and property keys and place in tote to take with you during evacuation.
- \_\_\_\_ 6.) Direct the rental manager (if association has on site) in securing the front desk and releasing all front desk personnel.
- \_\_\_\_ 7.) Conduct a final walk-through of the building with maintenance supervisor to ensure that each unit is vacant and secure.
- \_\_\_\_ 8.) Make sure all doors leading out of the building are secured except for the one door that will be used for the final exit
- \_\_\_\_ 10.) Determine when the facility has been prepared to the best of the ability of the staff and then release the staff from duty.
- \_\_\_\_ 11.) To ensure the safety association manager will advise when it is no longer safe for the staff to continue their duties.
- \_\_\_\_ 12.) Leave the property only if all guests and other staff members have left.
- \_\_\_\_ 13.) Inform BOD that the property has been properly prepared and has been evacuated of all owners, guests, and staff.
- \_\_\_\_ 14.) Take property tote of important items with you or to a safe location as designated
- \_\_\_\_ 15.) Contact beach service if boxes and equipment have not already been removed from your beach.
- \_\_\_\_ 17.) Provide all employees with emergency call list with phone numbers, emails, secondary phone numbers for where employees may evacuate
- \_\_\_\_ 18.) Back Up Mobile Phone or Satellite Phone Rental that's separate from your current cell phone carrier (in case cell phone towers are down)
- \_\_\_\_ 19.) Coordinate with HERT Response Team or approved mitigation licensed contractor for after storm response plan to address damages at the association
- \_\_\_\_ 20.) Back Up Mobile Phone or Satellite Phone Rental that's separate from your current cell phone carrier (in case cell phone towers are down)

### Patio Furniture/Common Area Property Checklist

\_\_\_\_\_ Is the patio furniture inside or outside (some units are non-rental and owners keep the furniture inside, when we go back to put the furniture out we do not know which units had their furniture inside or out.)

- \_\_\_\_\_ Number of chase lounges
- \_\_\_\_\_ Number of chairs
- \_\_\_\_\_ Number of patio tables
- \_\_\_\_\_ Secured sliding glass door(s) & window(s)
- \_\_\_\_\_ Pulled drapes windows
- \_\_\_\_\_ Pulled front door mats
- \_\_\_\_\_ Check for food / drinks etc. in the refrigerator
- \_\_\_\_\_ Entrance door secured
- \_\_\_\_\_ Elevators secured to the top floor

***For immediate assistance after the storm such as mitigation services and temporary repairs to prevent further damage to your association please call (850) 215-3528 to report your claim and our HERT Team will mobilize to have someone on site as swiftly as possible. While we hope we don't have to use it our HERT Team stands ready to respond***

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