

## Claims Checklist

Here is a list of steps to take in the event of loss:

### Property Damage

- Mobilize your emergency response organization.
- Protect your property from further damage.
- Fix leaking pipes.
- Restore fire protection.
- Temporarily support collapsed or impaired structures.
- Notify your insurance broker or your Affiliated FM claims representative, giving the date, time, cause and location of the loss.
- Board up the premises and correct unsafe conditions, if applicable.
- Isolate the damaged area whenever possible.
- Separate damaged from undamaged property.
- Restore power to critical areas such as freezers.
- Establish a loss control account to detail all expenses incurred as a result of the loss.
- Retain all invoices, time sheets, etc., to ensure all costs are captured and attributable to the loss, and to prevent an overlapping of normal costs with these expenditures.
- Obtain identification of all civil authorities involved such as fire, police, health department, building inspector, etc.
- Retain any piece of equipment or other property that may be the cause of the loss. This should be tagged and identified as to its function and the time and date of the incident in order to establish a chain of custody.
- Take photographs, if possible, prior to the removal of any debris.

### Business Interruption

- Estimate the period of interruption to operations due to the property damage event.
- Determine the direct effect to operations or production, including any indirect or contingent effects of the shutdown.
- Determine if your company can use other facilities to make up the loss.
- Determine if your company can make up production through overtime or weekend work.
- Determine if finished goods inventory can be utilized to offset a loss of sales.
- Determine if your company has any extraordinary sales commitments.
- Determine if your company has any sales contracts that can be delayed.