

Disaster Preparedness Checklist

There are many aspects related to preparing for a disaster. The following guidance is focused primarily on the financial and bureaucratic aspects of disaster preparation.

Mark when complete:

Insurance:

- Invest 30 minutes to an hour annually in developing a relationship with your insurance agent. In the event of a disaster, this relationship will benefit you tremendously.

Business Liability Insurance:

This covers the loss of business from unplanned accidents. Those include claims of bodily injury, associated medical costs and damage to property. This section will focus on “business interruption” and “loss of income” insurance.

- Review your policy for provisions that relate to “business interruption” and “loss of income”. Typically this type of coverage is for a specific daily dollar amount or actual loss of income. If the policy doesn’t include coverage for these items, you should promptly contact your insurance agent to gain coverage.

Property Insurance:

Property insurance policies are a critical part of disaster readiness. Generally, property insurance should include a provision for either full replacement cost or replacement cost. The terms are interchangeable and mean that the insurance company will replace the damaged or lost property at current prices without considering depreciation. Additionally, if the value of your property exceeds the policy limits you should request a policy that includes “guaranteed” replacement cost.

- Check if your policy reimburses under guaranteed replacement cost, full replacement cost or replacement cost and what the policy dollar limit is.
- To prevent any property appreciation that could occur beyond the policy limits, consider requesting a policy that includes “guaranteed” replacement cost.
- Know what your out of pocket deductibles are.
- Decide if you need a policy rider to cover expensive personal property such as the practice’s equipment.

Flood Coverage: Defined as a rising and overflowing body of water onto normally dry land. Insurance carriers typically use the term “rising” to distinguish between flood damage and water damage.

- Know if your policy includes specific coverage for flood damage—especially if your home or business is in or near a flood plane. Typical flood coverage is a completely separate policy.



Mark when complete:

Vehicle: When it comes to your personal vehicles, make sure your coverage is adequate.

- If it is worth more than \$40,000, ensure the policy has an agreed value for the vehicle and not a depreciated value.

Substantiating your Property Insurance:

- Document your property with photos and videos, track market changes and diligently keep copies of your receipts/invoices. This is especially true for large purchases.
- Keep a list of the improvements that were made to your real estate.

Back up and Recovery: Ensure you have a secure backup solution in place, such as [Briteva](#), for your office that stores your critical business and patient information.

- Work with your service provider to set automatic back up times and learn how to access your data in case of disaster.

Estate Considerations:

- Ensure estate planning documents are up to date and that you have a letter of intent drafted.
- Original documents should be retained by your lawyer and copies of these documents should be stored in a safety deposit box. It is always good practice to also provide copies to the Executor named in your will.

Disaster Kit:

Compile a kit of important documents. Review the contents of your kit annually with the most recent copies of the following documents:

- A sufficient supply of cash to meet your household's daily needs
- A list of emergency contacts
- Copies of important medical information including your insurance cards
- Statements of your recent banking, investment, and retirement accounts
- An inventory of your possessions
- Home improvement records
- Warranties and receipts of major purchases
- Appraisals
- Income tax returns
- Digital backups of your accounting files
- Safety deposit box information and keys
- Letter of intent