

# Hurricane & Storm Preparedness Checklist

## for Condos & HOA Communities



### ► BEFORE THE STORM



#### Insurance & Documentation:

- Review insurance policies** — confirm coverage for property, flood, windstorm, liability, etc.; ensure you understand your deductibles and exclusions.
- Backup key documents** — store insurance policies, contracts, emergency plans and resident records both digitally and in a waterproof container.
- Document current condition** of buildings and common areas with photos/videos to support future claims if needed.



#### Communication & Contacts:

- Confirm and update contact info** for board members, property managers, residents, emergency vendors and local emergency services.
- Review pre-storm agreements and coordinate with licensed vendors** (roofers, electricians, water mitigation) to ensure prompt post-storm response.
- Share preparedness reminders, community protocols** and a **concise checklist** to guide resident responsibilities.



#### Physical Property Preparations:

- Inspect and secure common areas** — roofing, windows, doors, balconies, pools, playgrounds, parking lots; remove or secure outdoor furniture and loose items.
- Review elevator shutdown procedures** and designate responsible parties (where applicable).
- Test emergency lighting and backup power systems** in common areas.
- Stock emergency supplies** — flashlights, batteries, first aid kits, sandbags, tools, etc.

### ► DURING THE STORM

- Monitor local alerts and evacuation orders**; keep the emergency contact team ready.
- Shut down and secure elevators** before storm winds reach dangerous levels (if applicable).
- Communicate status updates** to residents via email, text or community apps.
- Restrict access to hazardous common areas** like pools, playgrounds and garages.
- Suspend routine maintenance and inspections** until conditions are safe.

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Looking for more storm resources or carrier info? Scan the QR code here.



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### ▶ AFTER THE STORM



#### Damage Assessment & Insurance:

- Conduct safe inspections** of roofs, exteriors, balconies, parking, pools, elevators (if present) and common areas; document all damage with photos/videos before making repairs.
- Notify your insurance carrier immediately** to report damage and start the claims process. Need help? We're here for you—contact your CIG team for guidance.



#### Repairs & Resident Communication:

- Hire licensed vendors** for cleanup and repairs; maintain detailed records of expenses.
- Communicate repair progress and safety updates** to residents.
- Assist residents with filing individual claims** if unit damage occurred.
- Review emergency response efforts** and update your community emergency plan.

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### Your Chapman Team Is Here When You Need Us!

We're committed to helping your community stay prepared, protected and supported — before, during and after the storm. Keep this checklist handy and review it each season to stay ready for whatever comes your way.

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