

Preparing your property for storm season

Here are some reminders of action items we can all take to protect church and personal property:

1. **Severe Storms:**

- Secure outdoor furniture and decorations to prevent them from becoming projectiles.
- Trim trees and shrubs to reduce the risk of branches falling on your property.
- Check and clean gutters and downspouts to ensure proper drainage.

2. **Heavy Rain and Flooding:**

- Sandbagging if necessary.
- Ensure that your sump pump is functioning properly and has a backup power source.
- Elevate electrical appliances and utilities above potential flood levels.

3. **Snow and Ice:**

- Clear snow and ice from roofs to prevent structural damage.
- Keep walkways and driveways clear to prevent slips and falls.
- Insulate pipes to prevent freezing and bursting during cold weather.
- Keep the heat at minimum temperatures to prevent freezing and pipe bursts.

4. **High Winds:**

- Install storm shutters or board up windows to protect against flying debris.
- Move vehicles to a safe location away from trees and potential flooding.
- Have an emergency kit ready, including food, water, and first aid supplies.

5. **Seasonal Changes:**

- Inspect your roof and siding for any damage that may worsen with weather changes.
- Check your insulation and weather stripping to improve energy efficiency.
- Prepare your garden and landscaping for seasonal changes to minimize damage.

Property Claims Reporting

GUIDELINES FOR REPORTING A PROPERTY CLAIM

In case of a Property loss.....

- Notify the policy if a law may have been broken
- Take all reasonable steps to protect the Covered Property from further damage, and keep a record of your expenses necessary to protect the covered property, for consideration in the settlement of the claim.
- If feasible, set the damaged property aside and in the best possible order for examination.
- Take photos of the damage
- Call Marsh at 206-214-3000 / 206-605-9491 / email to mark.walters@marsh.com / Kelly.Lewis@marsh.com / van.h.vong@marsh.com

Gather the facts.

ACCOUNT/LOSS INFORMATION

Accident Location
Church Name, #, and address
Did the loss occur at the church address? (If no, address where loss occurred)
Date and time of loss
Full description of loss
Contact name and phone numbers

PROPERTY DAMAGE

Were authorities contacted? (policy, fire, medics)
If yes, who
Was a report # given? If yes, give #
Description of Loss (fire, theft, lightning, hail, wind, other)
Were operations curtailed?
Is there an estimate of damage? If yes - amount

INJURIES

- Name
- Business and/or home phone numbers
- Address
- Date of Birth
- Gender
- Description of injury
- Medical Facility (if treatment received)
- Attorney Information (if represented)