



AUSTIN R. FREUNDLICH, ESQUIRE \*  
GREGORY C. LITTMAN, ESQUIRE \*  
BRIAN M. RUDITYS, ESQUIRE \*  
DAVID B. KLINE, ESQUIRE †  
SARAH E. HOLMES, ESQUIRE \*  
OF COUNSEL

---

LICENSED IN: PENNSYLVANIA, NEW JERSEY\*, FLORIDA \*  
NEW YORK AND MARYLAND †

## **Property Damage Checklist**

### **1. PREPARE AND PROTECT YOUR DOCUMENTATION**

a. Before a weather event affects your congregation, it is important to make sure your insurance policy is valid. In an ideal situation, a congregation would have had an opportunity to review their policy with an experienced adjuster/attorney who can explain the policy coverage to you. In any event, make certain that you have a certified updated copy of your policy and that it is in effect.

b. In that same vein, it is also important to make certain that your records in general are secured, organized and in a safe place, protected from possible flooding.

### **2. PREPARE POLICIES AND PROCEDURES IN ADVANCE**

a. Assign people roles and create checklists and procedures for ensuring that the property is secure, and your employees are safe.

b. Have a plan of escape if need be.

c. Have a list of emergency contacts, including your contractors, local emergency services company.

d. Familiarize yourself with flood zones in your area to determine whether your location presents any additional risk.

e. Have your emergency contacts list.

### **3. DOCUMENT YOUR BUILDING**

a. If there is a storm make sure to take pictures of your building before the storm documenting the condition of your building.

b. Patch roofs where possible.

c. Identify emergency power requirements and determine if a generator is available. If a facility must be operational during a storm and a generator is not available, rent or purchase a generator. Test generator monthly during the hurricane/storm season.

d. Make certain you have the means to communicate, and your systems are operational.

### **4. SECURE YOUR BUILDING**

a. Many congregations contain historic and delicate stained-glass windows that require special attention. It is important that if there is a high wind event to secure your windows and doors.

### **5. FOLLOWING THE STORM**

a. Assess your damages.

b. Make sure there is proper documentation of the damages- pictures etc.

c. Based on the damages consult your emergency contact list.

:

**EMERGENCY CONTACT LIST**

**Policy Review and Explanation:**

**Freundlich & Littman, LLC  
215-545-8500**

**Local Emergency Services Company**

\_\_\_\_\_  
\_\_\_\_\_

**Local Fire Station**

\_\_\_\_\_  
\_\_\_\_\_

**Power Company**

\_\_\_\_\_  
\_\_\_\_\_

**Contractor/architects**

\_\_\_\_\_  
\_\_\_\_\_

