



HURRICANE PREPAREDNESS

Checklist

A practical guide for Community Associations,
Condominium Boards & Property Managers



Protect your community.
Plan ahead, stay
prepared, and reduce the
impact of storm season.



BEFORE HURRICANE SEASON To Do Now

- ☐ Review and update emergency contact information.
- ☐ Review insurance policies, coverage limits, and deductibles.
- ☐ Confirm vendor contracts for debris removal and emergency services.
- ☐ Inspect roofs for visible damage or deterioration.
- ☐ Clean gutters, downspouts, and drainage systems.
- ☐ Trim trees and remove dead or overhanging limbs.
- ☐ Test generators and backup power systems.
- ☐ Inspect exterior lighting and replace as needed.
- ☐ Review reserve funding for potential storm-related repairs.
- ☐ Secure important association documents and records.
- ☐ Update resident emergency communication plans.
- ☐ Update vendor and contractor contact lists.



72 HOURS BEFORE A STORM Finalize Your Preparation

- ☐ Secure pool furniture and equipment.
- ☐ Remove or secure loose outdoor items and decorations.
- ☐ Test emergency lighting and exit signs.
- ☐ Charge radios, flashlights, and backup batteries.
- ☐ Secure maintenance equipment and tools.
- ☐ Protect elevators (review specific shutdown procedures).
- ☐ Verify resident communication procedures.
- ☐ Confirm emergency vendors are on standby.
- ☐ Secure important association documents and records.
- ☐ Ensure staff and board members know their emergency roles.



PRO TIP
Preparation today helps
protect life, property, and your
community's financial future.



AFTER THE STORM After the Storm Has Passed

- ☐ Ensure everyone's safety first. Document all property damage (take photos and notes).
- ☐ Contact your insurance carrier as soon as possible.
- ☐ Schedule inspections for roofs, structures, and critical systems.
- ☐ Inspect balconies, railings, walkways, and common areas.
- ☐ Check drainage systems and retention areas.
- ☐ Inspect elevators, fire systems, and building utilities.
- ☐ Coordinate debris removal and cleanup.
- ☐ Review reserve implications for repairs and replacements.
- ☐ Communicate repair plans and timelines to residents.



PRO TIP
Timely action and communication
help your community recover
faster and more safely.

IMPORTANT CONTACTS

Property Management
On-Site Manager
Emergency Services:
Insurance Agent:
Water Mitigation Vendor:
Roofing Contractor:
Electrical Contractor:
Other:

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NOTES



OUR SERVICES

