



The Atlantic hurricane season runs June 1 through November 30. Check off each step before the first storm.

Carriers

- ☐ **Insurance certificates saved to the cloud**
Auto liability, cargo and physical damage, reachable from a phone.
- ☐ **Safe parking plan**
Where each truck and trailer goes if a storm threatens the yard.
- ☐ **Driver contact and check-in plan**
How drivers report in when cell service is spotty.
- ☐ **Broker and shipper contact list**
Printed and saved, with after-hours numbers.
- ☐ **Fuel and cash plan**
Fuel cards and cash for when stations or card readers are down.
- ☐ **Paperwork backed up**
Rate confirmations, BOLs and PODs scanned the day they arrive.

Property owners

- ☐ **Dated photos of every property**
Outside and inside, before the season starts.
- ☐ **Policies reviewed**
Hurricane deductible, flood coverage and its waiting period.
- ☐ **Shutters, drains and loose items**
Who secures each property, and by when.
- ☐ **Vacant property check schedule**
Extra checks before and after each storm.
- ☐ **Licensed contractor list**
Verified roofers, electricians and plumbers to call afterward.
- ☐ **Tenant and neighbor contacts**
Who to call for a first look after the storm.

Office

- ☐ **Files backed up off site**
Contracts, tax records and client files in cloud storage.
- ☐ **Deadline calendar shared**
Who covers filings and court dates if the office closes.
- ☐ **Client notice drafted**
A ready message on how you will operate and how to reach you.
- ☐ **Remote work tested**
Email, phone forwarding and files from a laptop at home.
- ☐ **Bank and payroll access**
How to pay people and bills if the office is closed.
- ☐ **Equipment inventory**
Computers and equipment with serial numbers and photos.

