



January 9, 2014

Winter Storms, Record Temperatures & Frozen Pipes - Are You Prepared?

Snow, ice, and record low temperatures bring about a myriad of problems for both commercial businesses and homeowners. As the winter continues, it is important to be prepared for severe conditions and know what to do in the event you suffer a loss.

Claim Reporting

We are here to help! Below are a few important reminders that will make the claim process as smooth as possible:

Promptly notify Conner Strong & Buckelew of your claim by calling (877) 861-3220.

- Take the necessary steps to protect your property from further damage.
- Document the damage and the steps you are taking.
- Set aside damaged property for further inspection by your insurance company – do not discard it!
- Take pictures of the loss and all damaged property.
- Take the necessary steps to re-establish your business operations.
- Track all claim-related expenses separately.
 - Keep hard copies of documents & receipts. You may consider taking a snapshot of the documents and receipts with your Smartphone or camera.
- If your business was damaged, consider establishing a separate, unique general ledger code for tracking these expenses. Costs to track include, but are not limited to:
 - All company labor used in the clean-up/rebuild (names and hours logged)
 - Outside contractors' labor & materials
 - Machinery and equipment rental
 - Supplies
 - Freight costs
- Document any projected loss of revenue and have your latest financials readily available.
- All documentation should be forwarded to your Conner Strong & Buckelew Claim Consultant.

Weather Preparedness Information

For information on winter storm and extreme cold preparation, please visit www.ready.gov/winter-weather

Clean-up and Loss Remediation

In the event you suffer a loss and need a company to assist with the clean-up efforts of your property, we suggest one of the following:

- **allRisk Property Damage Experts**
Toll Free - (877) 247-5252
Office - (856) 546-0016
Emergency Pager - (856) 337-6128
- **ServPro Storm Team**
SERVPRO of Upper Darby PA - Bear / New Castle DE (877) 352-0700
SERVPRO of Kennett Sq - Oxford PA - Tacony / Mayfair / Lawndale PA (800) 933-9707
- **RestoreCore**
(800) 231-1281
- **Belfor Restoration**
(800) 856-3333



connerstrong.com



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