



# CATASTROPHE PREPAREDNESS AND RESPONSE CHECKLIST

Fire? Hurricane? Tornado? Is your county ready? Being ready for a catastrophic event likely will save time and money on recovery. Below are some items to consider which will help mitigate damages with suggestions to help with potential Property Claims.

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## BEFORE AN EVENT: COMMUNICATIONS

- Who is going to coordinate response to a catastrophe and from where?
- Where are and who has the contact numbers for Texas Association of Counties, emergency response companies, county employees, contractors, or other key contacts?
- What communication systems are needed if power is out and who maintains them?
- Are county essential documents, records, and information backed up or stored in multiple locations?
- Have you reviewed and do you understand your coverage and deductible(s)? If not, who can help?

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## BEFORE AN EVENT: BUILDING, CONTENTS & EXTRA EXPENSES

- Do you have your appraisal of properties or list of all county or member buildings and locations?
- Do you have an inventory or photos of each locations' contents or business personal property?
- Do you have a list of Emergency Response Companies & Contractors and have they been vetted?  
Do you have pre-negotiated contracts in place with key vendors and suppliers?
- Do you have emergency supplies, generators and tools for securing properties or temporary power?
- Do you have forms or personnel to track extra expenses the county might incur like employee after hour or overtime labor, temporary supplies, or temporary services?
- Do you have an initial response team who will immediately inspect buildings and locations after events?  
Who will handle the county's claim with TAC RMP and who will handle the possible claim with FEMA, TDEM or other governmental type assistance recovery program?

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## DURING & AFTER EVENTS: RESPONSE

- Are affected locations safe to inspect & does initial response team have proper training to do so?
- Have the correct additional parties like TAC, Emergency Response Companies, or Contractors been contacted?
- Are temporary generators or offices needed?
- Do any buildings need emergency services for water damage or security?
- Have contents or business personal property not damaged been secured or inventoried if damaged?
- Are you following property procurement or bid law practices?
- Who is coordinating repairs after initial response and emergency services are completed?
- Who is tracking payments for covered damages and do they understand the claim process?

**Being prepared with a quick initial response from the right individuals or companies, will save the county time and money. These events are difficult to manage. Be prepared and navigate your county to a successful response.**

## **Need assistance with a property claim?**

**TAC RMP Claims Department Number:** (800) 456-5974  
**Online Portal:** <https://www.county.org/Risk-Management/File-a-Claim>  
**TAC Helpline:** (888) ASK-TAC4 or (888) 275-8224  
**Brett Anderson:** (512) 615-8921  
**Property Program Supervisor**

### **TAC - Property Coverage:**

**<https://www.county.org/Risk-Management/Property-Coverage>**