



## **Hurricane Preparedness**

Please forward loss notices to our Jimcor's Claims Department via fax 201-573-8820 or email [claims@jimcor.com](mailto:claims@jimcor.com) as soon as you are able to do so. We will assign adjusters as quickly as possible to inspect the damages.

In the event of a power outage in your office it is a good idea to have a print out list of your insureds and policy numbers including contact information. This will allow you to report claims quickly. You may also want to print a large supply of Property Loss Acord Notices.

What about an employee contact list? Make sure people know how to contact one another in the event of an emergency.

Set up an alternate location plan in the event you are unable to return to your office. Can employees work from home?

Have supplies available in your car - while most of our day is paperless, think about what you will need if you are unable to log into your system and print out appropriate forms.

We will be here as soon as we can to work with you through whatever this weekend has in store for us.

Thank you for choosing Jimcor Agencies.