

The Importance of Documentation

Documentation will help if you need to make an insurance claim. The claim begins the Date and Time of Damage or evacuation. Documenting every aspect of this experience is also a method of staying present to help make the best decisions in a catastrophic environment.

Evacuation Warning Received

Date and Time of imminent danger warning: _____

How were you notified of the warning: _____

Actions taken to prepare to evacuate: _____

Actions taken to mitigate damage: _____

Evacuation Order

Date and Time of Evacuation: _____

Who notified you to evacuate and how were you contacted?: _____

Tracking Additional Living Expenses

Keep track of Additional Living Expenses due to the evacuation including:

- Purchase Date
- Time
- Type of Expense
- Name of Store/Hotel/Restaurant
- Amount
- ***Keep all receipts and documentation for consideration in any claim process.***

Examples of expenses:

Lodging

Clothing

Food

Travel

Medicine replacement

Insurance Information

Collect your insurance information in case you need to file a claim.

Insurance Company : _____

Policy Number: _____

Type of Policy: _____

If you file a claim with your insurance company, collect this information for each line of business:

Claim Number: _____

Adjuster Name: _____

Adjuster Phone: _____

Adjuster Email: _____

Each coverage will have Limits and deductible (if applicable):

Deductible: _____

Limits: _____

Take notes of what the adjuster says to do and how to proceed. Don't forget to document with whom you spoke, the Date and Time.

Your claims may be transferred to one or more adjusters as the losses develop. Documenting will help you manage your claim better.