

# Catastrophe Contingency Plan Worksheet



Being prepared in advance of a CAT is your best defence against the impact these losses can have on your company. This is part 1 of 3 worksheets that cover the plan, the process and the people.

If CAT is out of town, how does my team continue servicing clients at home while still responding to the CAT?

Do we have a CAT team lead?  Yes  No

Where is our cash coming from?  
Have we talked to our banker before a CAT hits?

Have we identified emergency response team members?  Yes  No

Have we outlined our communication procedures?  Yes  No

Have we outlined our communication procedures?  Yes  No

## Who are our partners?

Insurance Partners

Sub-Contractors

Laborer - Supplier

Affiliate Restoration Company

TPA or other provider

# Catastrophe Process Worksheet



Your process should outline the steps you will take before, during and after a large loss. This is part 2 of 3 worksheets that cover the plan, the process and the people.

List remediation, restoration, and repair resources available: (ex. air movers)

How do I intake jobs when there is an influx of claims?

How do I track and document jobs?

How do we triage jobs?

What if my credit cards don't work?

# Catastrophe Process Worksheet



What's my path to collecting payment on each claim?

What if I can't get fuel?

How will we communicate if cell phones are down?

## **Do we have local partnerships in place?**

For a large loss what is our plan to handle it?

Do we have a standard referral rate and process?

Who deals directly with the insurance company for updates, changes, or payment collection?

# Catastrophe Process Worksheet



## What is our plan for:

- Temporary Labor
  - Technicians & Supervisors
- Administrative Staff
  - Safety Staff Member
- Clerk of the Works
  - Project Managers/ Coordinators
- Sales & Support
  - Generators & Electricity
- Air movers & Dehumidifiers
  - Gas, Fuel
- Tools, tracking systems, consumables
  - PPE, logo wear
  - Specialty Tools/EQ
- Hotels / Accommodations
  - Food
- Transportation - Buses
  - Debris removal/ Disposal

# Catastrophe People Worksheet



A plan that incorporates a wide range of talents and perspectives is necessary in a CAT situation. These are the people who will execute the plan in the event of a catastrophe. This plan should include your team as well as external service providers. Clearly define the roles and responsibilities of each person involved. This is part 3 of 3 worksheets that cover the plan, the process and the people.

## Emergency Response Team Members

Name	Role	Contact Info	Responsibilities

