

Disasters Happen

Are You Prepared?

What We Learned/Wish We
Had Known Before
Disaster Struck

| | |
|---|--|
| Business Continuation/Extra Expense Limits | |
| Up-to-Date Statement of Values | |
| Business and Personal Property | |
| Be Quick to Ensure Coverages like Auto | |
| Local Admins to Not Take Too Much On | |
| Earn Interest on Insurance Payout | |
| Keys & Cash in Fireproof Area | |
| Back Up Student Records | |
| Extra Insurance for High Value Items | |
| Inventories & Pictures/Videos of All Rooms | |
| Fire-Resistant Safe - Use It | |
| Is your area considered a fire zone? Things to do... | |
| Financial Statements to Conference Office | |

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- 13. Financial Statements to Conference Office**