



Post-Hurricane Recovery Checklist

If your organization has been impacted by a severe hurricane, the TASB Risk Management Fund (Fund) is here to help you with every step of the recovery process. Follow the steps on this checklist to recover safely and effectively, and always reach out to the Fund for further assistance.

Workers' Compensation

- Check for employee injuries. Even if it's not an employee's normal job description, if they are injured while assisting the member in hurricane preparation and/or aftermath of a storm, their incident should be reported to or discussed with the WC carrier. Fund members can [file a WC claim here](#).
- Inspect buildings for potential hazards before letting staff return to work so you can avoid workplace injuries. Look out for risks such as slippery walkways, mold-build-up, exposed electrical wiring, or wild animals let loose in the building.

Auto

- Inspect your vehicles as soon as possible and notify the Fund immediately if any of them are not drivable.
- Check for flood or storm damage. If you suspect your vehicle has sustained water damage, do not attempt to move it. Instead, [report a claim](#) and we will arrange for an investigation.
- Provide a list of all damaged vehicles, with VIN, license plates, year, make, model, and/or bus unit number when filing a claim.
- Call Member Services at 800.482.7276 to request claims status.

Property

- Check for interior [flooding](#) and respond appropriately. Look for signs of structural damage like wall cracks and sagging roofs, inspect your facilities for [flood and weather damage](#), and contact your power company if you notice excess standing water.
- Make sure your water is [safe to drink](#) after the storm. Check your water distribution system to see if it has lost operating pressure; if it has, then it may be contaminated. Take the necessary flushing and disinfecting measures to restore the integrity of your water supply.
- Conduct mold assessments to monitor the development or appearance of mold in your buildings after the storm. Contact our [Risk Solutions](#) team if you have any questions about mold.
- Inspect buildings for major structural or environmental hazards before fully reopening.
- If your roofs have been damaged, [file a claim](#) promptly and arrange for repairs before further damages occur.
- Call Member Services at 800.482.7276 to request claims status.

Cyber

- If your systems got taken down in the storm, refer to your disaster recovery (DR) plan for necessary steps to bring them back online. Consult your personnel contacts, including any



third-party vendors you have service agreements with, as well as claims representatives if you need to file a claim. Reach out to your main point of contact to begin your restart.

- If you have them, distribute a fleet of laptops, tablets, and other mobile devices to staff to quickly restore operations when necessary. Check your DR for information on executing this process.
- Check your inventory of physical and digital assets to see how many and what type of network and system components need to be assessed for damage or prepared for startup.
- If your local equipment is damaged, check your DR plan for a copy of backup restoration procedures or to find the contact info of a third party who manages your backups. If you don't have a DR, refer to your local backup policies.

Emergency management

- Apply for [FEMA reimbursements](#) to cover costs of debris removal and other protective emergency response measures.
- Update your campus or district [emergency operations plan](#) (EOP) and its annexes to reflect lessons learned from the storm.
- Conduct a de-brief of your incident that analyzes how your response aligns with your EOP, identifying what areas worked and what could be improved. Compile this info into a written After-Action Report to support the revision of your EOP.
- Develop plans to manage [volunteer](#) efforts and [donations](#) to ensure an effective emergency response.
- Read [FEMA's official Fact Sheet](#) regarding public assistance for sheltering and evacuation during COVID-19.
- If you provided shelter operations or evacuation assistance using school resources, check your options for reimbursement through the [Texas Department of Emergency Management Recovery website](#).