

# Loss Preparedness Checklist



Here is a checklist that can be used to better prepare for potential losses and minimise interruption to your business:

- Analyse your loss potential, identifying critical equipment, facilities and processes.
- Review your company's loss history. What did you learn that could help to prepare you for future losses?
- Establish emergency response procedures to ensure immediate communication with appropriate authorities (fire service, police, etc.).
- Maintain updated emergency procedures and make them available to those who need to know them.
- Maintain a list of all individuals inside the company to call in the event of loss.
- Determine procedures to report a loss, as well as loss handling and claims submission.
- Maintain a procedure to collect appropriate records and duplicates of vital information necessary to support a potential claim.