

NIKKI R. HALEY, CHAIR
GOVERNOR

CURTIS M. LOFTIS, JR.
STATE TREASURER

RICHARD ECKSTROM, CPA
COMPTROLLER GENERAL



HUGH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE COMMITTEE

W. BRIAN WHITE
CHAIRMAN, HOUSE WAYS AND MEANS

MARCIA ADAMS
EXECUTIVE DIRECTOR

MEMORANDUM

TO: All Insureds

FROM: Anne Macon Smith, Director
Insurance Reserve Fund

DATE: May 08, 2015

RE: Hurricanes

The 2015 hurricane season begins June 1st, with late August through mid-October representing the peak season in South Carolina. While we hope that a hurricane does not strike, we ask that you prepare now by reviewing your catastrophe plans and checking to make sure all needed supplies are in place. As it relates to potential property damage claims due to the storm, we hope you find the following information helpful.

1. IRF will suspend writing all new business or increases in coverage on a state-wide basis whenever a tropical storm or hurricane watch or warning has been declared for **any part** of South Carolina. Please review your coverage to make sure you have adequate insurance to repair damaged buildings and to avoid any co-insurance penalty if you are not insured to 80% of replacement cost. The 2014 replacement cost report is available on the IRF website at www.irf.sc.gov. The 2014 report is the most up to date report available. Please make any needed adjustments now.
2. If your property is damaged, you may be making claims to IRF and FEMA. Detailed documentation is the key to a smooth claims process. You should consider how you are going to document your claim now. (Since electrical service will be interrupted by a hurricane, the initial documentation will have to be on paper, not computer).
3. In the event your property sustains damage in a hurricane, please make temporary repairs to “dry in” damaged buildings as quickly as possible. This will reduce subsequent water damage and speed the recovery process. The cost of temporary repairs to damaged buildings is covered by your IRF property policies. Please retain documentation of these costs.
4. If you use your employees to make repairs to damaged buildings, the cost of those employees is covered by your IRF property policies. For employee repairs, detailed documentation will assist you in your recovery.
5. The days immediately after a storm are chaotic, and reporting claims may not be possible. Once communications are restored, please report claims in one of the following ways.

- **E-Mail to:** newclaims@irf.sc.gov
- **Facsimile to Catastrophe Claims:** 803-988-0350
- **Telephone:** 803-737-0020 (agents will assist you).
- **Regardless of how you report a claim, please have the following information:**
 - Policy Number
 - Segment Number (building number)
 - Description of damage

***Please use the attached property claim reporting form. This form is also available at www.irf.sc.gov.**

We hope that this is not the year South Carolina gets hit by a hurricane. If it does happen, the keys to rapid recovery are temporary repairs to “dry in” buildings and detailed documentation.