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INSURANCE RESERVE FUND

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W. BRIAN WHITE
CHAIRMAN, HOUSE WAYS AND MEANS

MEMORANDUM

DATE: May 02, 2016

TO: All Insurance Reserve Fund Insureds

FROM: Anne Macon Smith, Director
Insurance Reserve Fund

RE: 2016 Hurricane Season

The 2016 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 a storm, we hope you find the following information helpful.

1. Please review your coverage to make sure you have adequate insurance to repair damaged buildings and to avoid any co-insurance penalty that applies if you are not insured to 80% of replacement cost. If you have any questions about your values, please contact your field agent and make any needed adjustments now.
2. The IRF will suspend writing all new business or increases in coverage on a state-wide basis whenever a watch or warning has been declared for any part of South Carolina.
3. In the event your property sustains damage, please make temporary repairs to "dry in" damaged buildings as quickly as possible. This will reduce subsequent water damage and speed the recovery process. Please retain documentation of these costs and any other invoices from vendors to document your loss to the IRF and possibly FEMA.
4. **DO NOT** delay reporting your claim because you are waiting to collect all damage claim information before reporting to the IRF. The IRF wants to set up your claim as fast as possible to assign an adjuster to work with you. Additional damaged segments can always be added to your claim as they are discovered.
5. The days immediately after a storm are chaotic, and reporting claims may not be possible. Once communications are restored, please report claims as soon as possible 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, but if it does, be assured the IRF will be ready to help.