

S.C. COUNTIES PROPERTY & LIABILITY TRUST (SCCP<)
DISASTER RESPONSE GUIDELINES

- As soon as possible, notify the SCCP< of damage to any insured property. The claim reporting forms for the SCCP< are located on the S.C. Association of Counties website (www.sccounties.org). There are separate forms for Property Claims and Automobile Claims. Click on the “Programs” tab on the home page, then “Insurance Trusts” and “Trust Forms”. Please use the new versions of the forms for reporting all new claims, making sure to provide as much of the requested information as possible. Email the forms to the email address listed at the top of the form. To report a claim by phone, call 803-252-7255 or 800-922-6081.
- When safe to do so, take steps to secure damaged property to prevent further damage. This may include temporary repairs to roofs, windows, doors, etc. to limit further exposure to the elements. This may also include relocating business personal property to a more secure or undamaged area of an affected building or relocating it to an undamaged building. If possible, take photos of damaged portions of building prior to covering with tarps, plywood, etc., and take photos of damaged contents in their original locations prior to relocating them. Be sure to obtain detailed invoices or receipts for all labor and materials used for any damage mitigation, temporary repairs and/or property relocation.
- As soon as possible, mitigation and drying of any water damage to the interior of buildings and contents should commence. If outside vendors are needed, the following are possible options (Listed alphabetically. SCCP< does not recommend or endorse any vendor)
 - Belfor: 1-800-856-3333; www.belfor.com
 - PuroClean: 1-800-775-7876; www.puroclean.com
 - ServiceMaster: 1-844-907-2828; www.servicemasterrestore.com
 - Servpro: 1-855-865-7344; www.servpro.com
- If, for reasons of health and/or safety, any damaged property must be demolished or disposed of prior to assessment by an insurance adjuster, the member should complete an inventory of the property and photograph all the property prior to demolition or disposal.
- SCCP< will assign property damage appraisers and/or third-party adjusters as needed to assess damaged property and prepare repair estimates. Once the damage has been appraised, we will receive a copy of the appraisal. We will pay the insured the appraisal amount less the deductible that applies. Members should not begin permanent repairs or enter contracts for permanent repairs with repair vendors or contractors until the damage assessments and repair estimates are completed. Additionally, members should obtain estimates from vendors and/or contractors prior to entering contracts for any repairs. Any supplement should be requested by the insured. The appraiser will then work with the contractor regarding the supplement. If approved a check for the agreed upon amount will be issued to the insured.