**Disaster or emergency event log template**

Use this event log to record information, decision and actions immediately following a disaster or incident.

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| **Business name** |  |
| **Affected address** |  |
| **Brief description of event** |  |
| **Insurance policy details** | Insurer:  Policy number:  Phone number: |

**Information, decisions or actions**

Record decisions or actions you took during and after the event, including any clean up actions.

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| **Date and time:**  **…………………...** |  |
| **Date and time:**  **…………………...** |  |

**Damaged property, equipment, furniture, vehicles and/or stock**

List the items damaged or destroyed and year purchased (if available).

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| --- | --- |
| **Item:**  **……………………** | Damage: |
| **Item:**  **……………………** | Damage: |

**Photos or video of damage**

Include before and after photos (if available) and include GPS location if photographing aerial views of a large property

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| **Location or item photographed** |  |
| **Location or item photographed** |  |

**Evidence of financial need**  
Demonstrate evidence of financial need to help fast track insurance claims (e.g. proof of why you can’t pay wages or bills)

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**Quotes and scope of works**

Add details of any quotes for repair work for your insurer, including business contact details, scope and cost of repairs.

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**Post event – record how spent money to repair property/items or to recover**

Additional items purchased or activities undertaken to repair damage.

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