

Introduction

to

Disaster Management Plan

Should a destructive emergency occur at your place of business or occupant property, your immediate actions will be crucial to assure safety, minimized damage, and an effective recovery. This “**Disaster Management Plan**” is provided as a reference to business owners and risk managers of commercial, residential, and government properties for developing an action plan to be prepared in the event of a disaster. This plan will provide a basis for your preparedness.

The following forms are for recording essential information to be kept in a safe place for ready reference. Additional data, lists, etc., pertaining to your particular circumstances should be added as necessary. These very important references should always be kept up-to-date, as they will help you to minimize confusion and frustration in an emergency situation. They can also help you to reduce the extent of property damage, recovery time, and loss of business productivity.

Flood Masters is a Certified Firm with the Institute of Inspection, Cleaning, and Restoration Certification. Our firm meets the highest standards of professional integrity. Please refer to our web site for a complete list of our certifications. Feel free to ask our advice as you prepare your emergency plan. We have a Master Disaster Coordinator on staff.

Sample Disaster Management Plan

for

Company _____

Address _____

prepared for you by



3275 Market Street
Suite 102
San Diego CA 92102
flood-masters.com
email: info@flood-masters.com
Tel: 619 546 6034

Emergency Telephone Flow Chart

<u>Owner</u>	<u>Phone Number</u>	
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<u>Name</u>	<u>Phone Number</u>	<u>Team Leader</u>
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<u>Name</u>	<u>Phone Number</u>	<u>Emergency Notifications</u>
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<u>Name</u>	<u>Phone Number</u>	<u>Evacuations</u>
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<u>Name</u>	<u>Phone Number</u>	<u>Security</u>
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<u>Name</u>	<u>Phone Number</u>	<u>Public Relations</u>
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<u>Name</u>	<u>Phone Number</u>	<u>Insurance Agents</u>
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<u>Name</u>	<u>Phone Number</u>	
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<u>Name</u>	<u>Phone Number</u>	<u>Team Leader</u>
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<u>Michael Fahouris</u>	<u>619 546 6034</u>	<u>Flood Masters</u>
<u>Name</u>	<u>Phone Number</u>	<u>Restoration Contractor</u>

<u>Name</u>	<u>Phone Number</u>	<u>Utilities</u>
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<u>Name</u>	<u>Phone Number</u>	<u>Resident or Tenant Info</u>
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Name Phone Number

Name Phone Number

Name Phone Number

Insurance Information

Agency Name _____

Address _____

Phone Number _____

Agent/Contact _____

Business Phone _____

Home Phone _____

Insured

Insurance Carrier _____

Type of Insurance _____

Policy Number _____

Deductible _____

Emergency Information

Police Department

Fire Department

Paramedics

Dept. of Environmental Protection

Dept. of Transportation (spill response)

Poison Control Center

Security Services

Hospitals

Health Dept.

Office of Emergency Management

County Office of Emergency Management

Emergency Restoration Services

Flood Masters 619 546 6034

Community Services (Red Cross, Salvation Army)

Designated person for Public Relations

Building Owner

Emergency Information (cont.)

Management Company Onsite

Management Company Offsite

Electrical Company:

Gas Company:

Water Company:

Fuel Oil Dealer

Phone Company

Plumber

Electrician

Elevator Contractor

Locksmith

Equipment Rental Company

Nearby Hotel / Motel

Manager of Nearby Buildings w/Vacant Space

Local Real Estate Agents

Contractor Reference List

Property Description

Size _____
Square Feet _____

Levels _____
Offices _____
Etc. _____

List of Safety Features and Locations

Alarms _____
Sprinkler _____
Air Supply _____
Generators _____

Fire Hoses/
Extinguishers _____

Fire Escape _____

Electrical Panel _____

Voltage _____

Current _____
Etc. _____

Floor Plans and Blueprints - *“As-Built Drawings”*

Special Equipment:

1. Computers _____
2. _____

3. _____

Contractor Reference List (cont.)

Major Systems and Access

Heating _____

Air Conditioning _____

Plumbing _____

HVAC Cleaning _____

Etc. _____

Boiler Room Information

Manufacturer _____

Size _____

Fuel _____

Operators _____

Underground Storage Tanks

Age _____

Capacity _____

Location _____

Upgraded (Date) _____

Responding to an Emergency

- 1) Alert the Management Team
 - a) Quick and accurate flow of information is vital in an emergency
- 2) Alert the occupants
 - a) Designate a person to use public address system
- 3) See to the needs of the occupants
 - a) Safety of residents, tenants, and visitors
- 4) Contact government, community, and religious organizations such as United Way, Red Cross, and Salvation Army for any assistance they can offer the occupants.
- 5) Contact the San Diego County Offices of Emergency Services to review the counties list of services and emergency disaster plans by visiting:
<http://sdcounty.ca.gov/oes>

This is only an example of a Disaster Management Plan
Please feel free to modify to suit your needs.

For any question please contact Michael Fahouris at
Flood Masters: (619) 546 6034