

Disaster Management Plan Workbook

Prepared for you by



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Introduction

Should a destructive emergency occur at your place of business or occupant property, your immediate actions will be crucial to ensure safety, minimize damage, and enable 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. It will provide a basis for your preparedness.

The following forms will get you started recording essential information that needs to be kept in a safe place for ready reference. Think of the forms as samples of the kinds of information you should gather; your type of building, geographical location, and local climate will vary so be sure to add other data pertinent to you.

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. You can also find valuable information about disaster management at [websites].

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.

This Disaster Management Plan Workbook is not comprehensive. You will need to add information as necessary depending upon your particular needs. For more detail about creating a Disaster Management Plan, please review Instructions for Your Disaster Management Plan, compiled for your convenience by Flood Masters. You can download this document at [www.flood-masters.com/\[WHATEVER\]](http://www.flood-masters.com/[WHATEVER]).

There are many resources available regarding Disaster Preparedness, including the following:

- American Red Cross, Preparing and Getting Trained
 - http://www.redcross.org/services/prepare/0,1082,0_239_,00.html
- American Red Cross Disaster Preparedness
 - <http://www.redcrosslv.org/disaster/materials.html>
- FEMA, Are you Ready
 - <http://www.fema.gov/areyouready/>
- FEMA, Plan and Prepare
 - <http://www.fema.gov/plan/index.shtm>
- FEMA, Private Sector Focus
 - <http://www.fema.gov/privatesector/index.shtm>

- FEMA, Disasters (different types and what to do in each case)
 - <http://www.fema.gov/hazard/index.shtm>

Insurance Information

Insurance Agency

Name:

Phone:

Agent/Contact:

Agent/Contact Phone:

Agent/Contact Home Phone:

Insured

Insurance Carrier:

Type of Insurance:

Policy Number:

Deductible:

Emergency Information

Police Department: _____

Fire Department: _____

Paramedics: _____

Hospitals: _____

Health Department: _____

Department of Environmental Protection: _____

Department of Transportation (spill response): _____

Poison Control Center _____

Security Services: _____

Office of Emergency Management: _____

Emergency Restoration Services: Flood Masters 619-546-6034

Red Cross: _____

Salvation Army: _____

Other Community Services: _____

Internal Designee for Public Relations: _____

Building Owner: _____

Onsite Management Company: _____

Offsite Management Company : _____

Gas Company: _____

Water Company: _____

Phone Company: _____

Plumber: _____

Electrician: _____

Fuel Oil Dealer: _____

Electrician: _____

Elevator Contractor: _____

Emergency Information (continued)

Locksmith: _____

Equipment Rental Company: _____

Nearby Hotel/Motel _____

Manager of Nearby Buildings/Vacant Space: _____

Local Real Estate Agents _____

Contractor Reference List

Property Description

Size _____

Square Feet _____

Floors/Levels _____

Offices _____

Other _____

Safety Features and Locations

Alarms _____

Sprinklers _____

Air Supply _____

Generators _____

Fire Hoses/Extinguishers _____

Fire Escape _____

Electrical Panel _____

Voltage _____

Current _____

Other _____

Floor Plans and Blueprints (As-built Drawings)

Floor Plans Location _____

Blueprints Location _____

Contractor Reference List (continued)

Major Systems and Access

Heating _____

Air Conditioning _____

Plumbing _____

HVAC Cleaning _____

Other _____

Boiler Room Information

Manufacturer _____

Size _____

Fuel _____

Operations _____

Underground Storage Tanks

Age _____

Capacity _____

Location _____

Date Upgraded _____