



MASTER RESTORATION

Better Than Before

DISASTER PLANNING ESSENTIALS

Disasters come in endless varieties. From sewage back-flows, lightning strikes, earthquakes, wind damage, fires and hurricanes or even burst pipes, these events cause everything to abruptly stop. The Restoration Industry Association (formerly ASCR) has compiled this list of things to keep in mind when preparing your home or office for general emergencies.

ASK YOURSELF

If you had to leave your home or business for three weeks, what would you wish that you had done?

PREPARE YOUR EMERGENCY KIT

- | | |
|--|---|
| <input type="checkbox"/> Health insurance information | <input type="checkbox"/> Digital inventory CD and/or printouts of important files |
| <input type="checkbox"/> Homeowners policies | <input type="checkbox"/> Wallet |
| <input type="checkbox"/> Family photos | <input type="checkbox"/> Checkbook |
| <input type="checkbox"/> Irreplaceable mementos/jewelry | <input type="checkbox"/> Credit Cards |
| <input type="checkbox"/> Multi-purpose tool | <input type="checkbox"/> Canned Goods |
| <input type="checkbox"/> Sharp knife | <input type="checkbox"/> Baby Food |
| <input type="checkbox"/> Bottled water | <input type="checkbox"/> Pet Food |
| <input type="checkbox"/> MREs | <input type="checkbox"/> Can opener |
| <input type="checkbox"/> Water purification tablets | <input type="checkbox"/> Work gloves |
| <input type="checkbox"/> Waterproof matches | <input type="checkbox"/> Boots |
| <input type="checkbox"/> Candles | <input type="checkbox"/> Waterproof matches |
| <input type="checkbox"/> Feminine products | <input type="checkbox"/> Transistor radio |
| <input type="checkbox"/> Diapers, wipes | <input type="checkbox"/> Flashlight |
| <input type="checkbox"/> First aid kit | <input type="checkbox"/> Batteries |
| <input type="checkbox"/> Cell phone, laptop & car chargers | <input type="checkbox"/> Duct tape |
| <input type="checkbox"/> Extra clothing (socks, underwear, etc.) | <input type="checkbox"/> Electrical tape |
| <input type="checkbox"/> Sleeping bag | <input type="checkbox"/> Toiletries |
| <input type="checkbox"/> Address book, paper, pens | <input type="checkbox"/> Toilet paper |
| <input type="checkbox"/> Medication & prescriptions | |



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DISASTER PREPARATION CHECKLIST

Inspect Every Area

Assess its vulnerability to water. Water is almost always a factor in disasters, whether from fire suppression, roof damage, plumbing failures, chemical spills or earth tremors, even when the damage originates on a remotely higher floor.

Protect Your Furnishings & Equipment

Remove furniture and durable equipment from being directly on the floor.

Secure Paper Records

Desk and table tops are vulnerable to water from sprinklers or runoff from higher floors, as well as to smoke and heat damage. Make sure important papers and files are put away in a filing cabinet or drawer.

Take Photos

Photograph each room in your house or apartment. This gives you a digital inventory of the major contents in your house and what they looked like prior to water or fire damage.

Backup Digital Files

Backup your computers and keep the information where it's easily accessible in an evacuation as well as at an offsite location. This is particularly important for people who work from home.

Charge Technology

If you have advance warning of a peril, charge cell phones, laptops, PDAs, etc. in case you're without electricity for a few days.



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Maintain Emergency Supply Stock

This is particularly important for businesses, but homeowners should also take note. Rapid response is the key to damage control. The ability to swiftly deploy tarps over computers, production equipment, file cabinets and other critical components can dramatically curtail the extent of damage. Do you have the following?

- A few dozen plastic tarps
- A couple of wet-pickup vacuums with wands and floor attachments
- A few floor squeegees
- A case of absorbent wipes