Keys To Disaster Preparedness

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Setting up your Chess Board

- Identify your Queen
- Decide who’s going to be King
- How many assets to protect and in what order (moving your pieces)
- Avoiding “Checkmate”
Pre-Planning

What Do I Need?

- Contingency Plan
- Disaster Recovery Plan
- Emergency Response
- Restoration and Reconstruction
- Business Resumption
Pre-Planning

- Prioritize your action plan
- Marshall the proper resources
- Capital – The grease that keeps the machine running *** where do you get it, how do you allocate it***
- Recovery Planning
Pre-Planning

- Identify Recovery Goals
- Identify Recovery Priorities
  - What Is Mission Critical?
  - Establish Departmental Priorities
  - Identify Critical Equipment
  - Everything Can’t Be First!
Pre-Planning

- Pre-Qualify Vendors and Experts
  - Computers/Data Recovery
  - Telephone System Relocation and Repair
  - Restoration Contractor
  - Specialized Equipment Providers
Disaster Recovery Plan

- Keep The Plan Simple!
- Practice The Recovery Plan
  - Tabletop Exercise
    - Discussion of Incident and Recovery Activities
- Full-Scale Recovery Exercise
  - Assigned Roles
  - Provide Incident Details
  - Work Through Recovery Process
- Identify Weaknesses
- Revise Recovery Plan
Disaster Recovery Plan

Critical Issues

- Emergency Response Agreements
- Resource Coordination
  - Facilities Director and Site Staff
  - Maintenance Cleaning Services
  - Department Personnel
  - Subcontractors
- Communication
  - Meetings and Walk-Throughs
  - Phone Calls, Email, Text Messages, Notices
  - Updates
Disaster Recovery Plan

Know Your Building

- Space Access
- Chain of Command
- Gas and Electric Meter Location
- Water Main and Fire Suppression Shut-Off Valves
- Tenant Contact Information
- Leases
Disaster Recovery Plan

Who Owns What?

- **Building Owner**
  - Exterior Walls and Roof
  - Existing Build-Outs
  - Reverted Leasehold Improvements

- ** Tenant**
  - Leasehold Improvements
  - Contents
Emergency Response

Life and Safety Issues

- Lighting
- Electrical Power
- Evacuation
- Immediate Issues
  - Is The Facility Functional?
  - Is Relocation Required?
  - Partial Occupation?
Emergency Response

Immediate Actions

- Maintain Security
- Water Extraction
- Climate Control
  - Temperature
  - Humidity
- Triage Damages
Emergency Response

Immediate Actions

▷ Begin Emergency Recovery
  ❖ Hazardous Materials?
  ❖ Recovery Goals
  ❖ Value
  ❖ Time-Sensitive Nature

▷ Communication
  ❖ Internal
  ❖ Subcontractor Resources

▷ Public Relations
  ❖ External
Scope of Services

Quantify Needs

- Water Damage
- Fire Damage
- Smoke and Odor
- Air Quality
- Construction Repairs
Scope of Services

Water Losses
Scope of Services

Fire and Smoke Losses
Scope of Services

Mold Losses
Scope of Services

Quantify Needs

- Equipment Repair or Replacement
- Building Repair
- Document Recovery
Scope of Services

- Establish Recovery Timeline
- Critical Path
- Measurable Objectives
- Ensure “Apples To Apples” Comparison
Recovery Activities

- Coordinate Priority and Pace of Work
- Perform Some Work In-House
- Utilize Outside Resources
Recovery Activities

Fire and Smoke

- Contents
  - Order Lead Time
  - Clean or Replace?
  - Data Recovery?

- Structure
  - Structural Integrity
  - Engineer’s Report
  - Municipalities (Code Considerations)
  - Hazardous Materials
Recovery Activities

Fire and Smoke – Data Recovery
Recovery Activities

Fire and Smoke – Document Recovery
Recovery Activities

Water Damage

- Start At The Source – Understand Damage Events
  - When, How, Problem Solved?

- Walls, Ceilings and Floors
  - Construction Profile

- Identify Pre-Existing Conditions
  - Mold, Stains, Other Damage
  - Documents With Photographs
Recovery Activities

Desiccant Drying Equipment
Recovery Activities

Document Freeze Drying
Recovery Activities

Water Drying Equipment
Disaster Preparedness

Keys To Business Resumption

PREPARE

Mitigate

Respond

Recover
BELFOR 24/7 Emergency Hotline
800-856-3333
www.belfor.com