



Emergency Preparedness Educational Outline

Moderator: Jeff Taxier, ATI - 10 minutes

Goals for Today:

- a) Supplement your knowledge for when disaster strikes – allocation of tasks, give you knowledge of resources, kernels of knowledge, lower stress.
- b) Save you money – direct costs and business interruption – help empower you to save money
- c) Save you time – You and your staff as individuals, along with shortening the timeline from event to 100% back in business

Session One: Kelley Amey, ATI – 30/45 minutes

What do you need to have in your Emergency Preparedness Plan?

Building Overview: Date Built and Date of any Major Renovations, Total # of floors, Total sq. ft. Identify any pertinent information regarding the use of each floor. Any major equipment on each floor, Building Access.

Outlines procedures and response requirements:

- Fire Plan
 - Flood
 - Severe Weather Plan
 - Utility Emergency
 - Bomb Threat
1. In each section you should identify the name and contact information for the personnel lead that is notified in case of an emergency.
 2. Identify the contractor that you want your personnel to contact in the event an emergency occurs.
 3. Identify the Electric Company - Phone Number, Office Hours, Account Number
 4. Identify the electrical shut off location and a description of the location. Recommended to take a picture of the actual shut off location.
 5. Repeat this step for Water, gas, alarm and sprinkler system.
 6. List important contacts for the building, and the insurance carrier info and broker.
 7. Include tenant insurance information.

Session Two: Agent - 20 Minutes

- Quick Overview
- Example that has good coverage
- Example that inadequate coverage

Bathroom Break – 5 minutes

Session Three: Dave Conger, Western Claims (Independent Adjuster) - 30 Minutes

- Discuss the process of filing a claim when a disaster strikes.
 - What are the first steps to be taken?
 - What documentation will be needed?
 - Who are Public Adjusters and when do they typically get involved.
 - What materials will need to kept in the event of subrogation.
 - Any additional prudent information that clients need to be aware of when dealing with a disaster.

Session Four: Breck Grumbles, Abracadabra Restoration - 30 minutes

- Contractor's Perspective - Fire
 - What has to happen from the contractor in terms of getting the building back into operable condition.
 - Do's and Don'ts of Water
 - Touch on Mold

Session Five: 30 minutes – 45 minutes

Questions and Answer for the Panel Discussion

Agent/Adjuster/Property Manager/Contractor - ServiceMaster