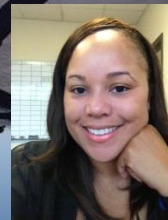




AMERICAN TECHNOLOGIES, INC.

Contingency Planning – Planning for the Future in the Event of an Emergency



PRESENTED BY:

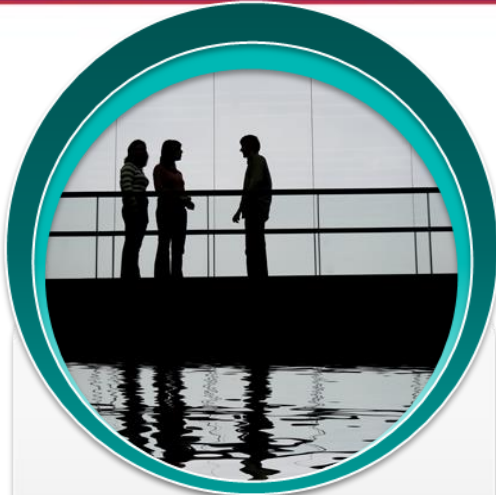
KELLEY AMEY

Are You Prepared?

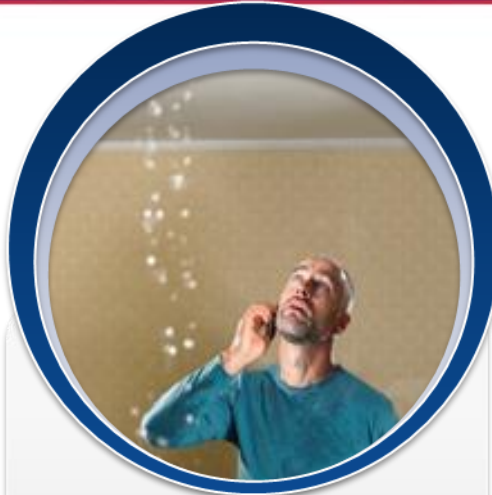
If **disaster strikes** your property or facility,
do **you know** what to do next?



What If ...



A pipe has burst in your office building and the entire first floor is flooded.



A monsoon comes through and compromises the roof of your building causing the inside to flood.



A fire strikes your facility causing extensive smoke damages that threatens to cut your production rate for the upcoming weeks.

Tucson Area Disasters



2006 Tucson Floods

Tucson Area Disasters



S.T.A.R. School Academy Fire

Tucson Area Disasters



Water Washes Over a Car (Northside)

Types of Losses Your Business May Encounter



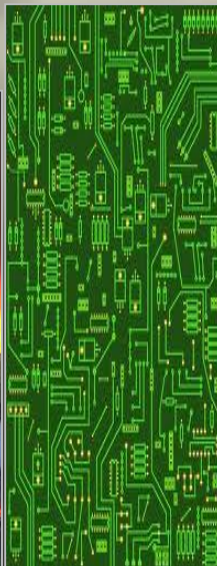
Fire



Water



Smoke
Damages



Electronic
Restoration



Catastrophe



Document
Restoration



Construction



Vandalism

What The Future May Hold...

Officials predict that the U.S. could experience a **\$100 BILLION** catastrophic season. If this occurs, recovery work **WILL EXCEED THE CAPACITY** of all U.S. restoration companies.



Contingency Planning is Critical

One of the **BEST WAYS** to survive and recover from a natural or man-made disaster is to create a contingency plan **BEFORE** disaster strikes.

Your plan should include:

- ✓ Risk assessment
- ✓ Continuity planning
- ✓ Communication plans
- ✓ Provisions for back-up utilities, alternative communication sources and medical supplies
- ✓ Equipment and documentation inventory
- ✓ Identification of equipment staging sites
- ✓ Identification of command center location and set-up
- ✓ Specific job assignments and contact information
- ✓ Emergency Response Agreement with reputable contractor



Sample Emergency Preparedness Checklist



ATI
AMERICAN TECHNOLOGIES, INC.



ERA Readiness Checklist

Client Checklist: Print out this form and complete each step on your client on-site walk-thru.

► Company Name _____
 Street Address _____
 City _____ State _____ Zip Code _____

 **Take Photo** Take photo of **FRONT OF BUILDING** Date _____

► **Main HR Contact**
 Name _____ Title _____
 Phone _____ Emergency Phone _____
 Email _____

	Emergency	Non-Emergency	Local Direct Line
► Local Fire Dept.	911	_____	_____
► Local Police Dept.	911	_____	_____
► Local Hospital	911	_____	_____
► Security Company	_____	_____	_____

ERA Readiness Checklist

2

ELECTRIC

Phone Number _____

After Hours Phone _____

Account Number _____

► **Electric Company** _____

Shut Off Location Inside _____ Outside _____ Floor Location _____

Description of Location _____

Is there a key needed for access? Yes _____ No _____ If yes, location: _____

 **Take Photo** Take photo of **SHUT OFF AREA** Date _____

GAS

► **Gas Company provider** _____

Shut Off Location Inside _____ Outside _____ Floor Location _____

Description of Location _____

Is there a key needed for access? Yes _____ No _____ If yes, location: _____

 **Take Photo** Take photo of **SHUT OFF VALVE** Date _____

WATER

► **Water Company provider** _____

Shut Off Location Inside _____ Outside _____ Floor Location _____

Description of Location _____

Is there a key needed for access? Yes _____ No _____ If yes, location: _____

 **Take Photo** Take photo of **SHUT OFF VALVE** Date _____

Sample Emergency Preparedness Checklist Cont...

ERA Readiness Checklist				3
ALARM				
Phone Number		After Hours Phone		Account Number
▶ Alarm Company _____				
Shut Off Location		Inside _____	Outside _____	Floor Location _____
Description of Location _____				
Is there a key needed for access? Yes _____ No _____ If yes, location: _____				
 Take Photo Take photo of SHUT OFF AREA Date _____				
SPRINKLERS				
Phone Number		After Hours Phone		Account Number
▶ Sprinkler Company _____				
Shut Off Location		Inside _____	Outside _____	Floor Location _____
Description of Location _____				
Is there a key needed for access? Yes _____ No _____ If yes, location: _____				
 Take Photo Take photo of SHUT OFF AREA Date _____				
MSDS BINDER / PROTOCOL				
Name _____		Phone _____		
Is there a key needed for access? Yes _____ No _____ If yes, location: _____				
IT/IS DIVISION				
▶ Battery Backup		Inside _____	Outside _____	Floor Location _____
Description of Location _____				
Is there a key needed for access? Yes _____ No _____ If yes, location: _____				
 Take Photo Take photo of SHUT OFF AREA Date _____				

ERA Readiness Checklist		4
IMPORTANT CONTACTS		
▶ Building Owner _____		
Email _____		
▶ Building Contact _____		
Email _____		
▶ Work Authorization (Main Structure) _____		
Email _____		
▶ Maintenance _____		
Email _____		
▶ Risk/Prop Manager _____		
Email _____		
INSURANCE CONTACTS		
▶ Structural Insurance (If Applicable)		
Insurance Broker _____	Phone _____	
Insurance Carrier _____	Policy # _____	
Dec. Pg. Attached? Yes _____ No _____	Bulletin Reference _____	
▶ Contents Insurance Information (If Applicable) – Mainly Tenant Use		
Insurance Broker _____	Phone _____	
Insurance Carrier _____	Policy # _____	
Dec. Pg. Attached? Yes _____ No _____	Bulletin Reference _____	

Sample Emergency Preparedness Checklist Cont...

ERA Readiness Checklist				5
MORE CONTACTS				
	Phone Number	After Hours Phone	Account Number	
▶ Internet	_____	_____	_____	
▶ HVAC	_____	_____	_____	
▶ Flooring Company	_____	_____	_____	
▶ Plumber	_____	_____	_____	
▶ Elevator Company	_____	_____	_____	
▶ Phone Company	_____	_____	_____	
▶ Electrician	_____	_____	_____	
▶ Mechanical	_____	_____	_____	
ADDITIONAL CONTACTS				
▶ Company _____				
	Phone Number	After Hours Phone	Account Number	
_____	_____	_____	_____	
▶ Company _____				
	Phone Number	After Hours Phone	Account Number	
_____	_____	_____	_____	
▶ Company _____				
	Phone Number	After Hours Phone	Account Number	
_____	_____	_____	_____	

ERA Readiness Checklist				6
PROPERTY OVERVIEW				
▶ Building Address Information				
Street Address _____				
City _____ State _____ Zip Code _____				
Main Phone Number _____				
Directions to Property _____				

Year Built _____ Renovations Yes _____ No _____ If yes, what year? _____				
Are you Energy Program Certified Yes _____ No _____ Multi-Tenant Bldg. Yes _____ No _____				
▶ Known Hazardous Material Information				
Main Contact _____ Phone Number _____				
Type _____ Location _____ Report? Y ___ N ___ Attached Y ___ N ___				
Type _____ Location _____ Report? Y ___ N ___ Attached Y ___ N ___				
Type _____ Location _____ Report? Y ___ N ___ Attached Y ___ N ___				
▶ Description of Building				

Total Square Footage of Building _____				
▶ Floor	Primary Use	Square Footage	Type of Flooring	
LL	_____	_____	_____	
1	_____	_____	_____	
2	_____	_____	_____	
3	_____	_____	_____	
4	_____	_____	_____	
5	_____	_____	_____	

ERA Readiness Checklist

8

ADDITIONAL NOTES

The logo features three red wavy horizontal lines on the left. To their right, the words "Emergency", "Response", and "Agreement" are stacked vertically in blue, sans-serif font.

Benefits of a Contingency Plan

- + **MINIMIZES**
potential economic loss
- + **PROVIDES**
a sense of security
- + **REDUCES**
business interruptions
- + **MINIMIZES**
the risk of delays and decision-making
- + **ENHANCES**
an orderly recovery
- + **REDUCES**
reliance on key employees
- + **ENSURES**
safety of employees and customers



Keys to a Successful Contingency Plan

- **PRIORITIZE**
establish key objectives
- **COMMUNICATE**
to employees, tenants, partners
- **PRACTICE**
may not make perfect but is vital
- **PARTICIPATE**
in community disaster
preparedness events
- **UTILIZE**
a variety of media
- **UPDATE**
regularly so plan is not out of date



Emergency Response Agreement Benefits

- + **Identifies** your company as a preferred customer.
- + **Immediate** emergency services 24/7/365.
- + **No surprises.** All emergency services and contractual agreements are specified before disaster strikes.
- + Services are based on your particular **business needs**.
- + Services and costs are **pre-approved** by your insurance carrier.
- + **Eliminates** the need to locate emergency services during the first chaotic hours after a disaster.
- + **Frees you up** to attend to your business, employees and customers.

How Do You Get Started?



- ▶ **Interview** prospective restoration companies to identify company that meets your requirements
- ▶ **Review** your existing contingency plan and identify your specific business needs
- ▶ **Discuss your insurance policy** and coverage with insurance agent or broker
- ▶ **Develop Emergency Response Agreement** that satisfies your needs and meets with your insurance carrier's requirements
- ▶ **Communicate** agreement to all necessary management personnel

Your Emergency Response Contractor Should Handle:

Emergency Response



- 24-hour emergency response to fire, flood and smoke damage
- Water extraction
- Building Dehumidification and moisture control
- Odor Removal and Deodorization
- Temporary Power



- Debris removal
- Board-ups / Roof Cover Ups
- Emergency Repairs
- Temporary Shoring
- Consulting and Project Management



Your Emergency Response Contractor Should Handle:

Contents Restoration



- Complete Content Inventory
- Electronics restoration
- Document restoration and preservation
- On-location cleaning
- Pack-outs for off-site cleaning and storage
- Artwork
- Furniture Restoration
- Dry Cleaning
- Consulting and Project Management

Your Emergency Response Contractor Should Handle:

Environmental Remediation



- Mold remediation
- Asbestos abatement
- Biohazard clean-up
- Hazardous materials
- Lead removal

Your Emergency Response Contractor Should Handle:

Reconstruction and Restoration



- Turn-Key Construction Services
 - Complete demolition and rebuilding
 - Construction Defect Reconstruction
 - Historic preservation
- Complete electrical, mechanical, plumbing, paint, drywall, framing, roofing, carpentry, flooring, mechanical shaft and elevator, cabinetry, demolition and insulation

What Happens When Disaster Strikes?

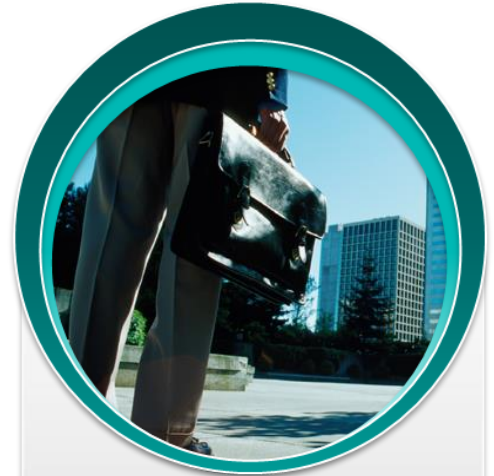
Activate your Contingency Plan! Contact your selected Emergency Response Contractor to:



Dispatch an
emergency
response crew



Mitigate your
damages



**Get you on
the road to
recovery**

Contingency Planning Summary

Create a Contingency Plan that meets the needs of your company, employees, clients and partners. Studies have shown that businesses that do not reopen within one week of a disaster are 40% less likely to still be in business within one year of the disaster.

Your Contingency Plan should be flexible enough to handle everything from a small disaster – a broken pipe in the basement, for example, to a large disaster, such as an earthquake or wildfire. Once your Contingency Plan is in place Practice, Practice, Practice! The best plan is only as good as its implementation!

Make sure that an Emergency Response Agreement with a reputable contractor is part of your Contingency Plan. Delays in emergency services and mitigation can seriously delay the implementation of the rest of your Contingency Plan. Expeditious handling of an emergency, when appropriate, can save you a lot of money, and more important, keep you in business.