



DISASTER MANAGEMENT PLAN

When an emergency occurs at a property you manage, your immediate actions will be crucial to ensure safety, minimize damage, and enable effective recovery. This disaster management plan should be used as a reference for your residents and company to be prepared in the event of a disaster. Keep this plan in a safe place and update in annually.

Certified Restoration, Inc (CRI) is a certified emergency mitigation firm that is fully licensed and insured to handle flood & water damage, fire restoration and mold remediation

Emergency Information

Emergency Restoration Service:

Certified Restoration, Inc.

(619) 234 - 2500

Available 24/7

Property Description

Size: _____

Square Feet: _____

Floors/Levels: _____

Offices: _____

Other: _____

Health Dept: _____ Police Dept: _____

Environmental Protection: _____ Fire Dept: _____

Dept of Transportation (spill response): _____

Poison Control Center: _____

Plumber: _____

Electrician: _____

Locksmith: _____

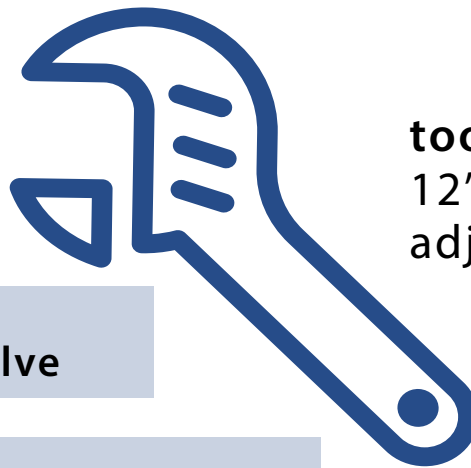
Security Services: _____

Neighboring property's managers:

Insurance Information

insurance agency: _____ policy number: _____
phone: _____
agent contact: _____
phone: _____ deductible: _____
insured: _____
insurance carrier: _____
type of insurance: _____

Know How to Shut Off Natural Gas in an Emergency



tools needed:
12" or larger
adjustable wrench

Step 1:
Locate Gas Meter

Step 2:
Find Natural Gas Shut Off Valve

Step 3:
Using a wrench 1/4 turn in either direction

**location of meter/shut off
on property:**

**gas company
contact information:**

Name: _____

Phone: _____

type of natural gas meter:

under-property meter

cabinet meter

underground meter

multiple meter

Know How to Shut Off Water in an Emergency

location of meter/shut off
on property:



type of water shut off valve:

- lever shut off
- angle valve shut off
- knob shut off

water company
contact information:

Name: _____

Phone: _____

Step 1: Locate Water Shut Off

Interior Leak:

turn water off internal water
source

(typically found next to water
heater, faucets & fixtures, and on the
unit/home's meter)

Exterior Leak:

cut water from the main
water meter

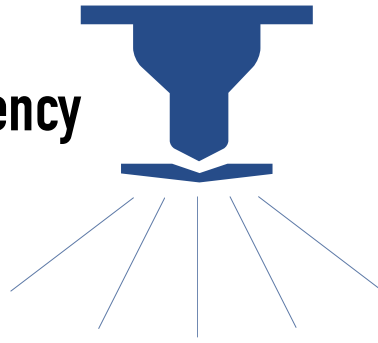
(typically installed inside concrete
boxes by the street.)

Step 2: Turn Valve Clockwise (right)

useful tools to have:

- water meter key
- screwdriver
- adjustable wrench

Know How to Shut Off Water to Fire Sprinklers in an Emergency



Shut Off From Sprinkler

tools needed:
sprinkler stopper tool
OR wedge.

Step 1: Locate Activated Sprinkler

method is best if there is no fire and only one sprinkler has been activated.

Step 2: Use Stopper Tool

place stopper over sprinkler and engage (holds a water tight seal mitigating damage)

Step 3: Turn Water Off to Building

turn water off at water main shut-off valve and contact your sprinkler service provider

Contacts

Company: _____

Phone: _____

Fire Dept: _____

Water Main Shut Off

if there is no fire and multiple sprinklers have been triggered

use a water meter key to turn meter valve clockwise to cut water from the main water source to building.

call your sprinkler service company after water is shut off.

Building Contacts

Building Owner: _____

Phone: _____

Onsite Management: _____

Phone: _____

Offsite Management: _____

Phone: _____

Safety Features

Alarm

type: _____

location: _____

Sprinklers

type: _____

location(s): _____

Air Supply

type: _____

location: _____

Generators

type: _____

location: _____

Fire Hose & Extinguisher

type: _____

location: _____

Fire Escape

type: _____

location: _____

Electrical Panels

voltage: _____

current: _____

location: _____

Floor Plans & Blueprints:

Floor Plans Location: _____

Blueprints Location: _____