



*Making a difference daily by
Restoring lives of people,
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Hawaii.*

24/7 Emergency Response: 808-694-3552



How Building Managers should prepare for any Disaster



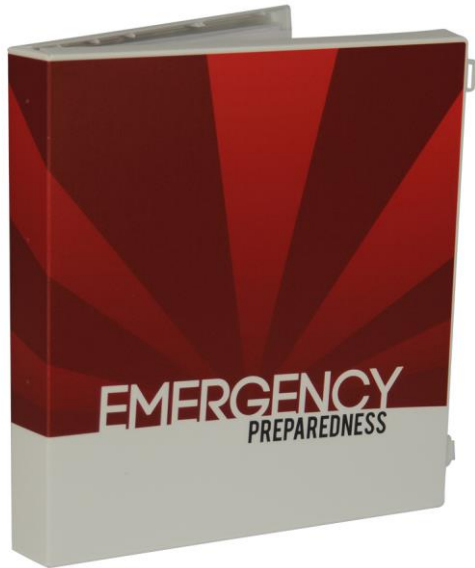


How Building Managers should prepare for any Disaster

- Do you have a plan?
- Do you know where it is?
- Does it accomplish the goal of being truly “prepared”?



Do you have a plan or a person?





Options for Disaster Planning

Advantages of having a comprehensive disaster plan

- Comprehensive
- Documented plan
- Identifies and creates a plan for all potential risks

Disadvantages of having a comprehensive disaster plan

- Takes a long time to complete
- May be too comprehensive
- Everything goes in a binder that sits on a shelf and only one person knows where it is



Disaster Planning, is it worth it?

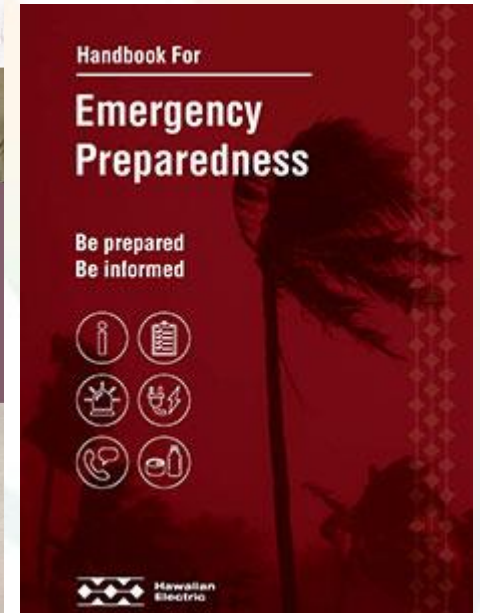
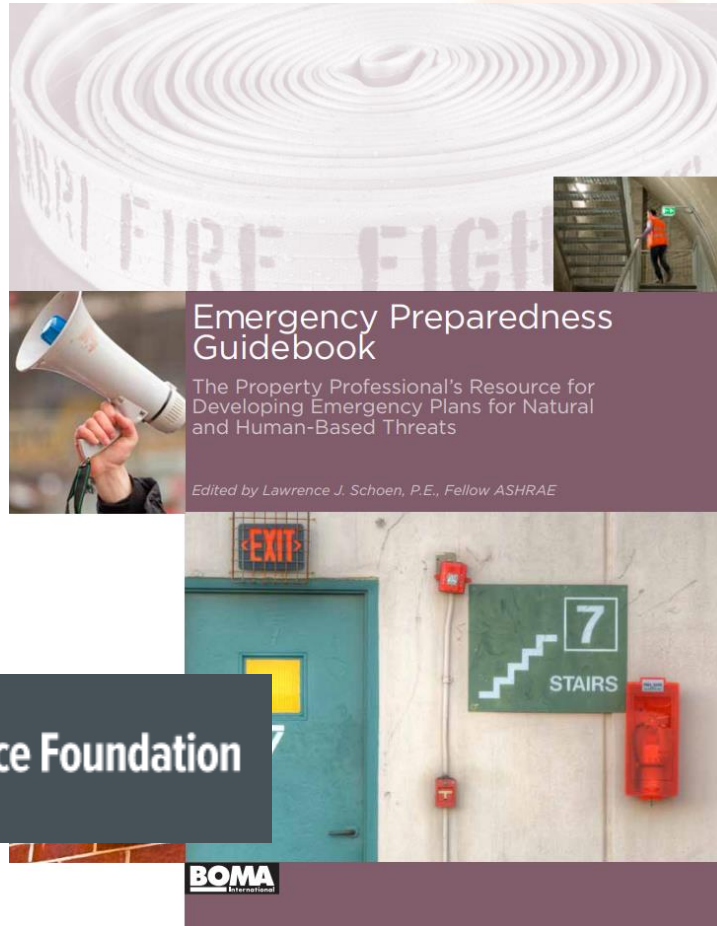




PREMIER
RESTORATION HAWAII

Use your Resources

Ready ✓



U.S. Chamber of Commerce Foundation





What would Anthony do?

- You do need a plan
- It needs to be simple
- It needs to be accessible to everyone
- It should address greatest exposures



What are your greatest risks?

- Hurricanes
- Earthquakes
- Tsunami
- Large Fires
- Large Mechanical Failures
- Disease Outbreaks
- Active shooter
- Rioting
-many many many more



Anthony's Solution:
Create a one page checklist for each risk



- Brainstorm with facilities team on what needs to be done
- Cross reference with other guides
- Create a list of actions
 - Based on time
 - Assigned to specific roles or individuals
- Review them Annually



Checklist for Hurricane

24 Hours Before Landfall

- Advise building occupants of the following
 - Any building closures
 - To move any items adjacent to windows away from windows and to remove all lanai furniture and fixtures
 - Unplug any sensitive electronics
 - Move their car from the ground floor (if applicable)
- Test any building security measures you intend on utilizing during the hurricane
- Double check that any roof mounted mechanical systems are secured and/or covered if necessary
- Remove and secure any outdoor furniture or any other items that are not permanently secured outside
- Back up any data offsite
- Ensure storm and roof drains are clear of any debris
- Test backup communication systems
- Place sandbags to prevent building flooding



Checklist for Hurricane

4 Hours Before Landfall

- De-energize any non-critical electrical building systems
- Turn off water supply
- Send non-essential staff home
- Secure the building
- Monitor News
- Get indoors and stay indoors
- Re-test redundant communications
- Check / assist high risk building occupants



Checklist for Hurricane

During the event

- Stay in designated location
- Perform location checks with assigned staff every 15 min
- Listen to news broadcasts and wait for the all clear to be sounded



Checklist for Hurricane

After the all clear has been sounded

- Inspect critical building systems to ensure they are operational & turn on any that you have turned off
 - Power
 - Water
 - Entrance systems
 - Fire Alarms
 - Elevators
 - Mechanical Systems
- Inspect the building envelope for any signs of physical damage and document with photos
- Board up any broken windows
- Mitigate any water damage sustained to prevent mold growth
- File any insurance claims for resulting damage



Commitment to our Communities





Resources for Disaster Preparedness

- BOMA Emergency Preparedness Guidebook - [https://www.boma.org/BOMA/BOMA/Research-Resources/Publication Pages/Emergency%20Preparedness%20Guidebook.aspx](https://www.boma.org/BOMA/BOMA/Research-Resources/Publication_Pages/Emergency%20Preparedness%20Guidebook.aspx)
- IREM Before and After a Disaster Strikes - [https://www.irem.org/bookstore/id-770/Before and After Disaster Strikes Developing An Emergency Procedures Manual 4th Edition](https://www.irem.org/bookstore/id-770/Before_and_After_Disaster_Strikes_Developing_An_Emergency_Procedures_Manual_4th_Edition)
- HECO Handbook for Emergency Preparedness - <https://view.hawaiianelectric.com/handbook-for-emergency-preparedness>
- US Chamber Foundation Resources - <https://www.uschamberfoundation.org/node/43155>
- Ready.gov site – <https://www.ready.gov/business>



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