



**SPECIALTY RESTORATION**  
*Preparing and restoring assets during a crisis*  
6906 Old McGregor Road • Waco, Texas 76712 • 254.776.0441

## **PRIORITY PLUS PLAN**

### **PROACTIVE**

#### **Emergency Management Information System**

- Preparation and planning to react quickly in an emergency
- Complete detailed survey to ensure familiarity with your facilities

#### **Business Continuity Planning**

- Having guidelines in place to keep your facilities operable
- Minimizing interruptions by having alternate plans established

#### **Evaluation of your Insurance Policy**

- We will review the policy, coverage and endorsements as needed with key personnel

### **REACTIVE**

#### **Fast, Real-Time Response**

- Response from SRT Emergency Coordinator within 15 minutes
- Upon damage assessment, mobilization within 1 hour

# SRT PRIORITY PLUS PLAN Worksheet

## Facility Information

Facility name \_\_\_\_\_

Physical address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Mailing address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Facility Type \_\_\_\_\_

(Hotel, school, church, etc.)

Number of buildings covered under plan \_\_\_\_\_

Insurance company \_\_\_\_\_

Contact person \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Is facility used as shelter in an emergency? \_\_\_\_\_

## Key Personnel

1. Name \_\_\_\_\_

Position \_\_\_\_\_

Phone #1 \_\_\_\_\_

Phone #2 \_\_\_\_\_

Email \_\_\_\_\_

2. Name \_\_\_\_\_

Position \_\_\_\_\_

Phone #1 \_\_\_\_\_

Phone #2 \_\_\_\_\_

Email \_\_\_\_\_

3. Name \_\_\_\_\_

Position \_\_\_\_\_

Phone #1 \_\_\_\_\_

Phone #2 \_\_\_\_\_

Email \_\_\_\_\_

4. Name \_\_\_\_\_

Position \_\_\_\_\_

Phone #1 \_\_\_\_\_

Phone #2 \_\_\_\_\_

Email \_\_\_\_\_

5. Name \_\_\_\_\_

Position \_\_\_\_\_

Phone #1 \_\_\_\_\_

Phone #2 \_\_\_\_\_

Email \_\_\_\_\_

# SRT PRIORITY PLUS PLAN Worksheet

## INTERNAL EMERGENCY RESPONSE TEAM (IER)

| TITLE                         | NAME/PHONE                | RESPONSIBILITIES   |
|-------------------------------|---------------------------|--|
| Emergency Team Leader         | Name _____<br>Phone _____ | Activates the Disaster Plan;<br>coordinates all recovery activities;<br>supervises all members of the IER            |
| Work Crew Coordinator         | Name _____<br>Phone _____ | Coordinates the emergency work<br>force of staff and volunteers until<br>Specialty Restoration arrives on-site       |
| Technology Coordinator        | Name _____<br>Phone _____ | Assesses damage to all technology<br>systems including computers,<br>servers, and telecommunications<br>systems      |
| Library Collections           | Name _____<br>Phone _____ | Assesses damage to Library and<br>all items within. Supervises the<br>immediate preservation of Library<br>contents. |
| Building Recovery Coordinator | Name _____<br>Phone _____ | Assesses damage to the building<br>structure and systems. Log informa-<br>tion to give to Specialty Restoration.     |
| Security Coordinator          | Name _____<br>Phone _____ | Maintains security of building(s) and<br>property during initial emergency.<br>Delegates security positions.         |
| Public Relations              | Name _____<br>Phone _____ | Coordinates all public relations<br>including communication with the<br>media and the public.                        |
| Financial Coordinator         | Name _____<br>Phone _____ | Responsible for all emergency<br>financial transactions, including<br>purchasing materials and supplies.             |





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## COMMAND CENTER

During a disaster, a command center will be needed to serve as base of operations for the Disaster Response Team. It is essential to have one central location through which all recovery activities are coordinated. All communications and decisions should be made through the command center.

List several locations below that might be used as a command center in case of a disaster. The center should be near enough to the affected area to allow for easy communications, but far enough away to be safe and out of the way of active salvage efforts. It should have easy access to phones, and sufficient space to allow for completion of documentation and other paperwork.

Command Center location \_\_\_\_\_

City/State \_\_\_\_\_

Alternate location #1 \_\_\_\_\_

City/State \_\_\_\_\_

Alternate location #2 (off-site) \_\_\_\_\_

City/State \_\_\_\_\_

# SRT PRIORITY PLUS PLAN Worksheet

## CONTRACTORS AND SERVICE PROVIDERS

List of all preferred companies, or companies with existing contracts. If no preference, leave blank.

### ELECTRICIAN

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### LOCKSMITH

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### GAS COMPANY

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### ELECTRIC COMPANY

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### PLUMBER

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### COMPUTER TECH/I.T.

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### WATER COMPANY

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### TELEPHONE COMPANY

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

# SRT PRIORITY PLUS PLAN Worksheet

## CONTRACTORS AND SERVICE PROVIDERS, continued

### OIL/FUEL SERVICE

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### COOLING SERVICE

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### SECURITY SYSTEM

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### CATERING SERVICE

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### ARCHITECT

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### HEATING SERVICE

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### SPRINKLER SYSTEM

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### ELEVATOR COMPANY

Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_



# SRT PRIORITY PLUS PLAN Worksheet

## TEMPORARY STORAGE OF CONTENTS

Designate one or more areas (within the building, in another building within the institution, or off-site) to which contents in imminent danger of becoming damaged could be relocated, or where undamaged contents could be temporarily stored while the building and damaged contents are salvaged. These areas should be secure and climate-controlled.

### WITHIN THE BUILDING/FACILITY

Location \_\_\_\_\_

Space available \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_

Cell phone \_\_\_\_\_

### OFF-SITE

Location \_\_\_\_\_

Space available \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_

Cell phone \_\_\_\_\_