



An unexpected fire.
 A sudden earthquake.
 A devastating hurricane.
 Or maybe just a busted pipe.
 Disaster can strike
 anytime, anywhere.
 What will you do?
 The answer is simple.
STAY CALM. CALL BELFOR.

DAMAGE EVENT	
No Immediate Measures Further Damage Partial And/Or Total Loss	Competent Immediate Measures Damage Stabilized Total Loss Prevented
Total Loss And/Or Substantial Damage High Costs Operational Downtime Loss of Market Share	Restoration Possible Costs Reduced Up To 85% Shortened Downtimes Client Retention

BASIC GUIDELINES:
 What To Do When Disaster Strikes



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PROPERTYRESTORATION

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THIS IS A DISASTER - WHAT NOW?

Following a disaster or loss event, there are some simple steps or “immediate measures” that can be taken to limit the damage to your business or property.

Basic Guidelines

The basic actions you take may depend on different factors (cause and condition) but there are some general rules that can be applied to almost all types of damage:

- **Life safety issues should always be addressed prior to beginning property recovery.**
- Shore up, secure and/or evacuate all areas in danger of collapse.
- Secure the scene to prevent unauthorized entry.
- Install protection barriers or secondary containment systems to prevent pollutants from flowing into drains or absorbing into the soil.
- Switch off all equipment immediately. Do not reconnect them, even for test purposes, until it is safe to do so.
- Shut down all systems - power, water, gas, compressed air supply and air conditioning. Do not reconnect them until it is safe to do so.
- Document the damage with photographs and written records.
- Notify your insurance company.

Water Damage

- Extract water as quickly as possible to stop any water damage which cannot be reversed such as swelling and discoloration.
- Remove soaked objects such as furniture, curtains, carpet, floor coverings and more.
- Apply corrosion prevention agents to protect and preserve equipment, electronics and machinery.
- If walls, floors and ceilings are very wet or totally saturated, demolition or special drying efforts are | essential.
- Reduce the relative humidity to less than 40% as quickly as possible to slow down the corrosion process and discourage mold growth.
- Raise furniture and insert plastic wedges or styrofoam blocks underneath to prevent moisture wicking up from below.
- Begin drying as soon as possible with dessicant or refrigerant dehumidifiers. Use a professional for these services as some items can be damaged by inappropriate drying techniques.
- Pack books and documents in a cardboard box lined with a plastic trash bag.
- For valuable items and bound materials, use a wax paper sling to prevent color transfer.
- Maintain a good inventory of wet materials.
- Freeze any wet books or documents as quickly as possible. A refrigerator freezer or upright/chest freezer is acceptable.



Dust Damage

- Switch off and do not operate equipment or electronic devices if possible. Dust contaminants can cause increased wear to moving parts, overheating and abrasive damage.
- If damage is caused by a Type ABC powder extinguishing agent, attempt to maintain humidity levels below 40% to minimize corrosion.

Fire Damage

- Allow smoke to escape by opening vents, windows, and doors. Turn on fans or install fans as needed.
- Organize a fire watch in your community/area and review emergency plans periodically.
- Cover electronics, machines and equipment with plastic sheeting as long as extinguishing water is flowing or dripping.
- Pump out or extract residual extinguishing water into tanks for temporary storage.
- Remove objects soaked by water such as furniture, curtains, carpets, floor covering and more.
- Disconnect electrical supply to equipment and disconnect back-up batteries when it is safe to do so.
- Place electronic devices, machines, stock and inventory in dry storage.
- To minimize further corrosion, try to keep the relative humidity at less than 40% in the room or inside plastic sheeting tents erected to protect valuable items. Blow in dry air or set up an air dehumidifier.
- Apply corrosion prevention agents to machinery and technical equipment.
- Safeguard unaffected areas. Isolate fire contaminated areas to prevent cross-contamination.



Got A Problem?

Ask The Professionals At BELFOR.

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RESTORING MORE THAN PROPERTY