

Howard Hanson Dam Emergency Operations Planning Action Items September 9, 2009

- Update property books to include the following:
 - Accurate and up-to-date contact information
 - Building/Site plans with water valves, gas valves and electrical disconnects located
 - Property aerial
 - Location map
 - The Property Team leader should have a copy of this at their desk, in their car and at their home location. A copy of the information in the binder should be placed on a disk and copied to the Senior Manager, Jennifer McCormack and me.
- Update the following first responder contact information:
 - Fire Department (non-911 **emergency** number)
 - Police Department (non-911 **emergency** number)
 - Ambulance (non-911 **emergency** number)
 - City/Municipality (emergency, after-hours number)
 - County (emergency, after-hours number)
 - Water/Sewer Authority (emergency, after-hours number)
 - Electricity Provider (emergency, after-hours number)
 - Natural Gas Provider (emergency, after-hours number)
- Update owner single-point-of-contact (SPOC) emergency contact information including home and cellular telephone numbers.
- Obtain full contact information for a secondary owner SPOC.
- Update tenant SPOC emergency contact information including home and cellular telephone numbers and advise the contact that they will be part of the emergency response team and will need to be available to respond during emergency events.
- Obtain full contact information for a secondary tenant owner SPOC and advise the contact that they will be part of the emergency response team and will need to be available to respond during emergency events.
- Update property insurance coverage loss control reporting information including the following:
 - Emergency contact number
 - Loss/Damage Claim reporting process
- Review current property certificates of insurance to insure that the owner maintains flood insurance. If it does not indicate flood insurance, please contact the senior manager to discuss reviewing coverage with the client.
- Establish a list of preferred emergency service vendor consultants who you/we already have an established relationship including the following:
 - Emergency response/restoration vendor (Munters, Interstate Restoration, Service Master)
 - Sand bag supply, distribution vendor
 - Emergency equipment rental (I recommend establishing multiple accounts in multiple locations)
 - Environmental clean-up vendor

- Establish a list of preferred vendors who you/we already have an established relationship with for the following trades:
 - Plumbing (including vacor service)
 - Heating Ventilation and Air Conditioning
 - Electrical
 - General Construction
 - Fire Alarm
 - Fire Sprinkler
 - Landscaping (including heavy equipment access)

- Establish a list of preferred professional consultants who you/we already have an established relationship including the following:
 - Structural engineer
 - Civil engineer
 - Environmental consultant

- Establish a personal emergency kit that includes:
 - Team emergency contact list
 - Up-to-date property books
 - Fully charged laptop
 - Fully charged cell phone (with car charger)
 - Waterproof boots
 - Rain coat and pants
 - Warm hat and gloves

During an emergency have a warm, dry change of clothes in your vehicle

Safety First!