

# Disaster Recovery Checklist



Enduring a disaster is not something any individual or business administration wants to think about. The truth is, however, disasters (natural, accidental and intentional), are a reality and a possibility. If and when they do occur, business leaders will deeply regret not having implemented a disaster recovery plan beforehand.

There are several preventative and preparative actions your company can take that can help recovery from w go swiftly and smoothly.

From our over 100 years of experience, Armor Environmental Solutions knows what it takes to be prepared for a disaster. As a support to businesses of all sizes, we have developed a free disaster recovery checklist.

This checklist provides you with a suggested list of actions you can implement prior to and after a disaster. In case a disaster occurs, you will be thankful you have the tools for a swift recovery.

Feel free to use and implement this checklist as part of your business administration and emergency preparedness plan. Feel free to get in touch with Armor Environmental Solutions if you have any questions.

## Establish an emergency procedure

This should be part of the overall disaster plan. The company should include procedures that are vital to running your business and keeping people safe, including

- Identifying and preparing shelters
- Training employees
- documenting emergency contacts and emergency communication procedures
- Selecting a training a response team

Take employees, customers, suppliers, equipment, property, and records (including insurance) into account.

## Prepare an emergency supply kit for employees

An emergency supply kit is important, should the disaster occur during business hours, and should any injuries occur. You can consult the [Red Cross' website](#) for official recommendations regarding what a disaster supply kit should contain.

## Identify hazards

External equipment, open windows, and elevators and more can all be the cause of damage during a disaster. Survey the installations and identify anything that could be the cause of damage or injury as a result of wind, rain, foods, or even people moving from one place to another.

Then, designate teams to take care of these elements (like bringing in the furniture or closing windows), if time and safety allow, before exiting the premises. These teams should be trained in doing so swiftly and safely.

## Document the premises

Take pictures and write up a description of what the spaces look like in their normal state. This may include equipment, walls, furniture, and more. Keep these in a file you can pick up quickly should a disaster take place.

Identify and establish contact with Armor Environmental Solutions through a Pre-Loss agreement.

After disasters occur, our teams of disaster recovery specialists tend to be overbooked. Before a disaster occurs, establish contact with us through a “pre-loss agreement”. Let us know you have selected us as the pre-approved company to take care of disaster cleanup, should one occur.

## There are many advantages of having a pre-loss agreement

These include:

- Providing a structure of responsibility
- Guarantees a discounted rate
- It is a non-binding agreement that ensures AES will be your preferred restoration company in the event of losses or damage
- It helps you understand the dynamics of disaster recovery before the job begins
- It is a no-cost contingency plan (in other words, there is no cost to signing the agreement unless you use the services)

[Armor Environmental Solutions](https://www.armorenviro.com) is happy to offer you their 100+ years of combined experience to help you recover after a disaster. The pre-loss agreement is unique to Armor Environmental Solutions and will help you have peace of mind, knowing that you have the best partners in disaster recovery by your side.

## Document the damage

Just like you documented the original state of the premises, it is important to document the premises after a disaster as well. These photos will be extremely useful when making insurance claims, or when reconstructing the spaces.

## Contact experts to protect property from further damage

Often after disasters, it is not recommended that untrained people roam about the space. While they may assist in recovery, certified professionals, like Armor Environmental Solutions, are trained in identifying hazards and doing their best to ensure further damage doesn't occur. This may include boarding up openings, turning off electricity (if not done already) and protecting belongings.

## Document all of the activities and expenses

Take pictures of all of the spaces that were affected and unaffected by the disaster. Keep these in files together with the "before pictures" and descriptions you took. Describe, in a written fashion, the damage that occurred. You may also want to implement a survey of the spaces that provide a quick glance at the damage that occurred. If you have numerical evidence of the loss, like comparative inventory sheets, include those as well. These may be useful for your insurance claims.

Additionally, keep track of all of the expenses related to disaster cleanup and recovery. You should be able to show receipts and account balances. Your business administration may be able to submit these with the insurance claim.

## Hire experts for disaster recovery

Now is when you use the contact you established prior to the disaster. Talk to the experts to help clean up after the disaster and get it back on its feet. Armor Environmental Solutions can help with everything from wind damage repair, reconstruction, and water damage restoration.

Experienced disaster recovery businesses like Armor Environmental Solutions will work with your company to help identify the best ways to allow your business to move forward.



No individual or business wants to think of disasters as a potential reality of the future. Disasters may put your employees and customers in danger, interrupt business, and cause damage to your infrastructure.

Many of the potential dangers and inconveniences of natural disasters can be mitigated by implementing this disaster checklist.

### **Why wait until it's too late?**

Contact Armor Environmental Solutions for all of your disaster prevention and recovery needs by calling us anytime at

**1-800-413-3070**

**965 Midland Ave Yonkers, NY 10704**

**[armorenviro.com](http://armorenviro.com)**