



Beginning Another



of Success

# Plan Ahead

Are you and your property prepared to recover if a disaster strikes?

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**M**any of us go about our lives without being prepared in case a disaster were to strike. We buy insurance for our cars, houses, businesses and health, but most of us don't have a plan if something were to happen.

The single most important factor for getting a claim processed expediently and thoroughly is to have a plan in place prior to a disaster happening. Our federal, state and county facilities all have emergency plans in place in case of a large-scale disaster. It not only helps facilitate the process faster but keeps everyone more calm because they know who is doing what in the event of a disaster.

For example, what if a fire destroys one or more of your apartment buildings? What is your first step, other than calling the fire department to come put out the fire? Do you have a team in place that can assist you in your claim process from beginning to end that knows construction and the insurance estimating software? Who is your main contact, and what role does that person play on the team? If you answered "no" or "I don't know" to any of these questions, then you need to begin putting together a disaster plan.

## CHOOSE A KNOWLEDGEABLE TEAM

When choosing your response team, make sure that the people you choose are knowledgeable in construction and in the claims process. Knowledge of both can be a vital factor when processing a claim. Many times a claim is processed for the minimal amount because the adjuster leaves off items that are necessary to get the building back to pre-disaster condition because he or she just does not know the details that a general contractor would know.

Pick a team member to be the primary contact person in the event of a disaster. This way, you have one person who is in contact with your team to help facilitate the process. Also, this person's focus should be disaster recovery. If you don't have a team

member who can do this, hire a professional responder. You want a project management team to manage the disaster from beginning to end.

The first priority of your team should be to document the property with pictures and video. This is a vital part in processing a claim. The more information an adjuster has, the quicker the claim can be processed. Be sure to keep the documentation updated if any major changes are made so that you have a record of them. Make sure your team knows what the building is made of, such as brick, stucco, siding, shingles, etc., and any specific information, such as paint color, that you may need. The more you know about the property the better prepared you are.

## MOVE QUICKLY TO PREVENT FURTHER DAMAGE

Once you have your team in place, whether it is one you have assembled yourself or a project management team that can assist you during your time of need, you can begin forming your disaster response plan. When a disaster strikes, call the lead contact person on your team to get the ball rolling. This leaders should get to the site as quickly as possible in order to minimize any further damage that could occur. At the same time, your insurance company should be contacted to set up a time to walk the property to start the claim process. Once the claim is written and a number settled upon with you and your team for the money needed to do the reconstruction, then you and your team can begin the rebuilding process. Having your team and plan in place is the key to bringing your building back to life.★

*Building EMTs provides preplanned disaster management for catastrophic damage from fire, wind, water, etc. For more information, call 800-854-7663, visit [www.buildingEMTs.com](http://www.buildingEMTs.com) or e-mail [April@BuildingEMTs.com](mailto:April@BuildingEMTs.com).*

Thank you, HAA members and volunteers, for your support of this worthy cause!

## HAA collects tons of food for Houston's needy

HAA members, properties and volunteers once again really stepped up and donated thousands of pounds of food and more than \$1000 in cash for needy Houston residents.

This was our 14th year to participate in the Houston Food Bank's "Share Your Holidays" food drive. Many thanks to Camp Construction for allowing us to use their warehouse as a drop off and repacking location, along with Certified Recovery Systems and For Rent Media Solutions. To help increase our donations, Hire Priority held a contest for the property that collected the most food, and the winners of that contest are: **1st place: Villa Toscana**, with manager Mary Ellen Tedford, donated 622 items and won the grand prize of a staff dinner at Seppia Restaurant & Wine Bar.

**2nd place: St. Andrews**, with manager Dana Holder, donated 530 items and received gift certificates to Maggie Rita's.

**3rd place: Greystar Cypress Village**, with manager Shannon Crumpler, donated 492 items and received gift certificates to Maggie Rita's.

Many thanks to these individuals, properties and companies who donated their time, food or cash for the cause. If we missed you or your property's name, please let us know.

Greystar – all properties  
 Falls at Copper Lake Apartments  
 Landmark Management  
 Nolan Real Estate  
 Henry S. Miller  
 Stonegate Villas  
 Ashford Lakes  
 Thornbury  
 Cabochon at River Oaks High Rise  
 Kensington Place  
 Francis Property Management  
 Kaplan Management  
 Stone Mist  
 Bay House  
 Parkside  
 Town Center  
 4444 Westheimer  
 Alexan at Grand Mission  
 The Abbey at Briar Forest  
 Timberlakes at Atascosita  
 Eagle Crest  
 Tradewinds at Willowbrook  
 Broadstone at Piney Point  
 Verde Woodson Park  
 Breakers at Windmill Lakes  
 Park Plaza  
 Camden  
 Jamila Ross, Ginger Posey and Betzabe Vasquez, Kaplan Management  
 Andrea Winans, Bishop's Office Needs  
 Brian Brueckner, Total Package Turnkey  
 Peter Sidaro and Lydia Conn, Asset Plus  
 Misti Morales and Carina Bryars, Greystar  
 Theresa Lamar, Ice Blue Advertising  
 Clint Strahm, Corestone Paving & Construction  
 April Wilkin, Building EMTs  
 Dean O'Kelley and Debra Knight, The Liberty Group  
 Mindy Price, BG Personnel  
 Roger Camp, Jeff Blevins, David Koenig, Camp Construction Services  
 Patrick Sheahan, Sherwin Williams  
 Christopher Hilton, Apartment Finder  
 Barbara Brett, TVMax  
 Darlene Hunter and Susan Wells, Francis Property Management  
 Brenda Nite, J&L Distributors  
 Susan Lee, Craven Carpet  
 Theresa Martinez, Frontier Utilities  
 Mark Denson, Overhaulpro.com  
 Beth Rohani, Ameritex Movers

Denise Hurt, Shannon Fletcher, Lisa and Lauren, Landmark Management  
 Mary Estrada, Certified Recovery Systems  
 Christian Espinoza, Ygnition Networks  
 Chris Gizinski and Kristi Riddle, Hire Priority  
 Jerry Winograd, Judwin Properties  
 Nichole Williams, Apartment Guide  
 Mary Parkhouse, Amanda Sherbondy and Susan Hinkley, HAA

