

PRE-DISASTER PLANNING

A plan built around your property.

An example of the information a property-specific PDP can organize before a disruption.

MAPLE GROVE BUSINESS CENTER

Fictional commercial office property

60,000 SF | Two occupied floors | One property

Sample revision: September 2026 | Owner: Property Manager

What this sample shows

- 01 Property profile and planning scope
- 02 Contacts, authority and communications
- 03 Systems, drawings and document register
- 04 Incident coordination and recovery priorities
- 05 Action register and review ownership

Every real PDP is scoped to the enrolled property and approved agreement. Actual documentation, mapping, response commitments and portal access depend on the selected program.

This fictional example contains no customer information, real access instructions or working contact details. It is a planning demonstration, not an operational emergency or life-safety plan.

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COMMERCIAL RESTORATION

01 / PROPERTY PROFILE

Know the property.

A consistent property record gives your team a shared starting point.

PROPERTY

Maple Grove Business Center | Fictional example | 60,000 SF

OPERATING PROFILE

Multi-tenant office; weekday occupancy; limited after-hours staffing.

PLANNING CONTACTS

Property Manager: plan owner. Facilities Lead: site documentation. Portfolio Director: escalation and authorization.

BUSINESS PRIORITIES

Protect people through existing emergency procedures; confirm safe access; coordinate restoration; prioritize occupied work areas and business-critical spaces.

ACCESS AND HAZARDS

Access procedures, keys, alarm contacts and known hazards belong in the controlled property record. They are intentionally omitted from this public sample.

INCLUDED RECORDS

Property profile, contact and authority matrix, systems register, drawing index, response coordination, recovery priorities and improvement actions.

Before activation: confirm the enrolled property list, contact accuracy, safe-access arrangements and the response terms in the executed agreement.

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02 / CONTACTS AND COMMUNICATIONS

Make responsibilities clear.

Example roles only. Real names and verified numbers would be maintained in the controlled plan.

Property Manager

Plan owner; coordinates occupants. Record: Primary contact; after-hours alternate.

Facilities Lead

Site systems and safe-access support. Record: System drawings; approved vendors.

Portfolio Director

Spending and escalation authority. Record: Authorization limits; alternate approver.

Restoration Partner

Restoration coordination. Record: Contracted activation and reporting route.

Tenant Liaison

Occupant communications. Record: Approved messages and update channels.

Example communication sequence

Follow existing emergency procedures and contact emergency services when needed. Notify the property lead, contact the restoration partner through the agreed activation route, and escalate authorization to the designated approver.

Agree who sends updates, who receives them, which channel is used and when the next update is due. A web consultation form is not an emergency dispatch channel.

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03 / SYSTEMS AND DOCUMENTS

Find the right information.

An illustrative drawing index and systems register. This is not a site map or instruction to operate equipment.

S-01 / DOMESTIC WATER

Record the verified isolation reference, qualified operator and supporting drawing. Location withheld in this public sample.

S-02 / ELECTRICAL

Record the designated electrical contact, drawing revision and restricted-access requirements. No switching instructions in this sample.

S-03 / FIRE PROTECTION

Record the approved service provider and impairment procedure reference. Follow the property's established life-safety procedures.

D-01 / SITE OVERVIEW

Property boundaries, building identifiers and approved access reference; verified during scoped documentation.

D-02 / FLOOR DRAWINGS

Floor 1 and Floor 2 drawing set; current revision and responsible reviewer.

D-03 / CRITICAL ASSET REGISTER

Business-critical assets, dependencies, document references and recovery owner.

Mapping is a scoped option. A real plan should distinguish verified information, items awaiting confirmation and documents requiring an update.

04 / INCIDENT AND RECOVERY

Coordinate the next decisions.

A sample planning sequence for a fictional water-loss scenario. Actual actions depend on conditions and authorized scope.

1 / ESTABLISH SAFETY AND AUTHORITY

Use existing emergency procedures. Identify the incident lead and authorized decision-maker. Re-entry and system operation remain with qualified, authorized people.

2 / ACTIVATE THE RESTORATION ROUTE

Use the agreed emergency contact, confirm the enrolled property and describe known conditions, occupancy, access restrictions and the site contact.

3 / CONFIRM SCOPE AND PRIORITIES

Document the authorized work, affected areas and operational constraints. Restoration services are separately authorized and billed.

4 / TRACK RECOVERY DECISIONS

Example priorities: occupied work areas, tenant access and business-critical rooms. Confirm sequence with property leadership and technical specialists.

5 / MAINTAIN THE RECORD

Log decisions, updates, authorization, photographs and work documents in the approved record location. Confirm who owns each next action.

This sample does not establish response guarantees, coverage or enrollment. A real proposal and agreement define applicable commitments and conditions.

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05 / MAINTENANCE AND IMPROVEMENT

Keep the plan useful.

An example action register turns a one-time document into an owned, reviewed record.

A-01 / VERIFY ALTERNATES

Owner: Property Manager | Due: onboarding | Status: example open item. Confirm primary and backup contacts with after-hours coverage.

A-02 / REFRESH DRAWING REGISTER

Owner: Facilities Lead | Due: onboarding | Status: example open item. Identify the current floor drawing revision and review owner.

A-03 / CONFIRM AUTHORIZATION ROUTE

Owner: Portfolio Director | Due: plan review | Status: example open item. Record approval limits and the escalation route.

A-04 / REVIEW OPERATING CHANGES

Owner: Plan Owner | Due: scheduled review | Status: example recurring item. Update contact, occupancy, system and property changes.

Program review cadence

Core: one check-in per year, no included tabletop. Portfolio: four check-ins and one tabletop per year. Enterprise: four check-ins and two tabletops per year. Final scope is confirmed in the agreement.

Build a plan for your properties

Explore the programs and request a consultation at rebuildersrestoration.com/pre-disaster-plans.