



PH: 888.981.2228

Emergency Evacuation Plan

Often in an emergency situation, whether due to a fire, flood, tree fall, vehicle/building collision or some other event, a property owner is displaced and must evacuate.

The following are some tips to help you manage this trying and stressful time. We believe that after the smoke clears or the water recedes ... The Healing Begins!

If you must leave your property, follow these protocols to minimize your stress and to prevent a difficult situation from spiraling out of control:

- Contact your local police department to let them know the site will be unoccupied.**
- In most cases it may be necessary to board up openings to discourage trespassers/looters.**

- Beginning immediately, save receipts for any money you spend. These receipts are important in showing the insurance company what money you have spent related to your loss and also for verifying losses claimed on your income tax.

Only if it is safe to do so, be certain to gather the following items from your property:

- identification, such as driver's licenses and Social Security cards
- insurance information
- medication information
- eyeglasses, hearing aids or other prosthetic devices
- valuables, such as credit cards, bank books, cash and jewelry
- Cell phones, laptops and tablets if they have not been compromised.
- Emergency clothing, just enough to last 2-3 days. We can process/dry clean/deodorize emergency clothing in approximately 24 hours.

Though you may not have considered it, there are many people/entities that need to be notified of your displacement. Though you may think of others, here is a sample list:

- your insurance company (we can assist in initiating the claim process for you)
- your family and friends
- your employer
- your child's school
- your post office
- any delivery services
- your fire and police departments
- your utility companies

If you need to evacuate, you have certainly experienced a sizable loss. You should do everything in your power to avoid the loss turning into a financial loss as well. Your contents have value as well. Much of your contents may be salvageable. Here is what you should know:

- Do not discard any damaged goods until after an accurate inventory is completed.
- It is a prudent measure to have a professional company help you with the inventory process. You could cost yourself thousands of dollars if the inventory is not properly documented and reported to your insurance carrier.

After a sizable loss, your personal belongings, the things that matter most are usually affected.

In the event that your personal property is damaged by fire, smoke or water, do not panic. Simply because items are damaged, does not necessarily mean they can't be restored.

Accusource Services has restored thousands of personal items after a disaster. We have state of the art equipment that cleans, deodorizes and restores the items to pre-loss condition.

When you've experienced a loss, you need an advocate in your corner; one that has extensive experience in dealing with loss on a daily basis. Accusource Services is just the team you want on your side.

We have an emergency management procedure to lead you down a path of success when you need assistance most.

Accusource Services will provide the following services to ease your way through the claims process:

- Accusource Services will accurately inventory your damaged belongings and thoroughly document your inventory loss.
- We will take plenty of digital photos to document the loss and damaged goods.
- We will perform “pack-out” services. In other words we will carefully box your contents, move them off site to our top-of-the-line warehouse facility, professionally clean them, pack in clean boxes until your building is ready to re-occupy and store them safely.
- We can provide you with either on-site or off-site storage of your belongings.
- We will stay in constant contact with you and your insurance adjuster to assist where we can in making the claims process move swiftly.
- We will safely deliver your belongings back to your property once your property has been restored.

CALL ACCUSOURCE SERVICES

for all your Fire Restoration Needs:

888.981.2228

