

Prepare your business.

Minimize the impact.

Recover Quickly.

A Disaster Workplace Contingency and Rebuilding Guide



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Workplace Contingency Plan

Every disaster preparedness plan should include a workspace contingency plan to recover quickly and continue business operations.

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For nearly 40 years, ModSpace has been helping businesses and communities select workspaces that meet their unique space needs. Office complexes, medical clinics, classrooms, construction job sites and more—companies large and small rely on ModSpace for our expertise in space planning.

This depth of experience makes us one of the best resources out there for helping companies develop space plans for the unexpected—and then quickly rebuild and recover.

The following guide will provide you with an outline on how to begin to develop a workspace contingency plan so you can continue vital business operations in the event of a disaster.

Then, we'll guide you through your options on how to quickly mobilize after a disaster and begin the rebuilding process. Additional information, courtesy of the American Red Cross, will help you get started with a more complete disaster preparedness plan.

Count on ModSpace to help guide you through the process of developing a plan of action that minimizes the impact and gets you back onto the path of recovery faster.

Prepare your business for the unexpected.

No one expects it to happen to them. Even businesses in a hurricane prone area can become somewhat complacent when it's been several years since "a big one hit".

But disasters are unpredictable. Constantly changing weather patterns can quickly produce intense acts of Mother Nature with extreme flooding, violent tornados, wild fires or a relentless hurricane season.

On average, each year over 50 federal disasters are declared, with countless disasters classified as "major" or "emergency" declarations.

Getting your business up and running again quickly after a disaster is critical. And how many businesses can afford to be out of operation... for even a few days?

What happens to your business after a disaster strikes often depends on how well you have planned before the disaster. Planning ahead can cut disaster recovery time and expense—not to mention lost revenue.

Typical disaster preparedness plans include a **business continuity plan** that focuses on assuring technology infrastructure is uninterrupted in the event of a disaster. While this is obviously very important, disaster plans often overlook adequately planning for an **alternative workspace contingency plan**.

A safe, comfortable and functional space for employees to continue business operations after a disaster is essential to any disaster preparedness plan.

Getting an alternative workplace contingency plan in place is as simple as **reaching out** to your **local ModSpace branch**. We are experts at working with local businesses to help them evaluate space needs. A ModSpace representative can consult with you prior to a space need and recommend a space solution that fits your personnel and budget.

A space consultation will typically involve answering a series of questions to prepare a workspace contingency plan.

- Approximately how many employees do you have?
- How many square feet of general work/break space do you need?
- Approximately how many internal offices do you need?
- Do you need multiple buildings, or one large complex of buildings?
- Do you have satellite locations where you could add temporary space, or do you need to accommodate staff at your main location?
- Do you anticipate on-site storage needs?

If or when a disaster strikes, your immediate space needs have already been assessed...and you have one less thing to worry about.

Plan ahead for space needs after a disaster.

- Employee office and break space
- Multi-functional meeting and work space
- Mobile data/IT centers
- Training facilities/classrooms
- Storage to protect furniture, supplies and files
- Construction trailers for rebuilding/repairs

Be Red Cross Ready

Get a kit. Make a plan. Be informed.

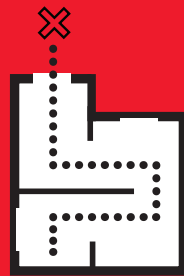
It's important to prepare for possible disasters and other emergencies. Natural and human-caused disasters can strike suddenly, at any time and anywhere. There are three actions everyone can take that can help make a difference...

Get a kit



Keep basic supplies in an easy-to-carry emergency preparedness kit that you can use at home or take with you in case you must evacuate.

Make a plan



Plan what to do in case you are separated during an emergency—and what to do if you have to evacuate.

Be informed



Learn what disasters or emergencies may occur in your area, and have emergency contact cards for all household members.

Be Red Cross Ready Checklist

- I know what emergencies or disasters are most likely to occur in my community.
- I have a family disaster plan and have practiced it.
- I have an emergency preparedness kit.
- At least one member of my household is trained in first aid and CPR/AED.
- I have taken action to help my community prepare.

Prepare Your Workplace and Employees

From CPR, first aid and automated external defibrillator (AED) training to injury prevention courses, bloodborne pathogens training and community disaster preparedness education, Red Cross training offers complete, flexible programs that help your company stay prepared for virtually any life-threatening situation. First Aid/CPR/AED training courses combine lecture, demonstrations and video with hands-on training in a 'practice-while-you-watch' format. And because the American Red Cross is a member of the OSHA Alliance, you can be absolutely positive your employees are receiving the highest quality information and training available to help prevent injuries, illnesses and fatalities in the workplace.

Build the program that works for your business using our modular curriculum. Contact your local Red Cross chapter for more information.

Information courtesy of the [American Red Cross](#). For more information on disaster and emergency responsiveness, visit [RedCross.org](#).

The Confidence to Weather Any Situation

A workplace contingency plan is your answer to the question “what now?” after the worse case scenario happens. When disasters strike, the best protection is knowing what to do.

As a multi-faceted organization with over 80 locations to manage throughout the U.S. and Canada, we know first-hand how important contingency plans are for a company. Our customers—and nearly 1,000 employees - depend on our ability to maintain safe work environments and react quickly to adverse conditions.

Our customers can feel confident that we have the experience and capabilities to help guide them through preparation and recovery. We take the extra step to ensure that your ModSpace modular buildings will offer you the highest possible security during a disaster.

“We make sure that every employee—from drivers to field managers—is thoroughly trained on first response actions after a disaster. Our own ModSpace disaster preparedness plan covers crisis communication chains, employees evacuation procedures and, yes, even temporary space planning.”

Mike Rogers, ModSpace Director of EHS and Facilities – North America

Quality Units

All ModSpace modular buildings are maintained for lasting durability and optimal use. Mobile offices in the hurricane belt are also engineered to be resistant to wind zones of up to 140 miles per hour along the coast. We make every effort to keep our buildings in quality condition and meet geographic coding requirements. Additional anchors can be added to buildings in hurricane or tornado zones.

Insurance Coverage

Our Damage Waiver and Optional Commercial General Liability insurance programs offer peace of mind for your modular space needs. Our worry free in-house damage waiver applies direct physical damage and the general liability insurance policy covers both bodily and physical damage. Your local ModSpace representative can help you assess your insurance coverage so that you can be sure you are covered.

Dedicated Local Teams

When disasters hit a region, our local teams are dedicated to ensuring that the needs of our customers are met quickly. Drivers and operations teams often work around the clock to assess and repair damaged modular buildings and make priority deliveries of new buildings.



Mobilize *fast* to minimize the impact

Choosing modular buildings for emergency space is a logical decision.

One call to ModSpace and your local team can quickly mobilize your space contingency plan to meet your emergency space needs. ModSpace specializes in fast, economical space solutions and has one of the largest inventories of readily available mobile offices, modular buildings, classrooms and storage units.

The speed of modular is the biggest advantage. Temporary modular buildings can quickly be deployed and functional, often in a matter of days. This is crucial to minimize downtime with your business.

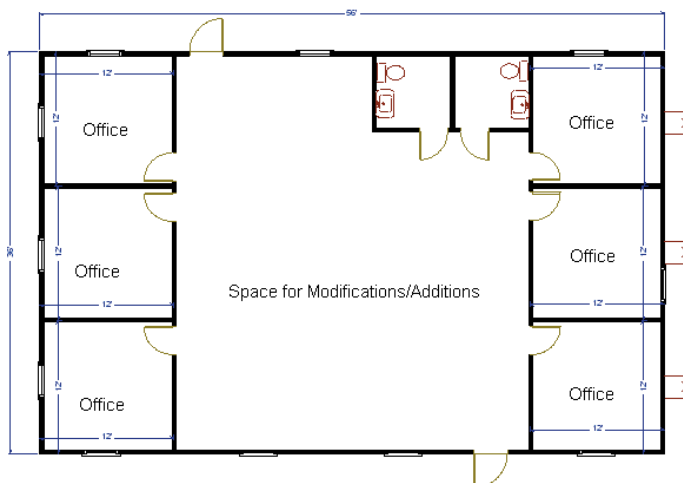
For hurricane prone areas that are more likely to predict disaster-related space needs, businesses may choose to opt for a Pre-Hurricane Lease for even faster delivery. A small monthly rental can reserve pre-assembled modular buildings so in the event of a storm customers can receive priority deployment of buildings. This pre-hurricane program can save valuable days after a storm, with minimal disruption of critical business operations.*

Modular buildings are also very flexible. Not only is there flexibility in terms of layout—number of offices, square footage—but there's also a lot of flexibility with the availability of space where and when you need it.

Finally, quality service and local expertise is essential to quickly mobilize space. ModSpace field teams average 20+ years experience in the construction industry and 15+ years in the modular industry. Our sales and operations teams have extensive experience working with government municipalities (local, state and federal), FEMA, American Red Cross, disaster response organizations, public utilities, school districts, hospitals and many other businesses across various industries impacted by disasters.

When national disasters generate a high demand for emergency space, ModSpace has the capability to tap into surrounding branch or manufacturer inventory to meet increased customer demand. A central command center is quickly formed to coordinate all operations, ensuring a well-run disaster response effort.

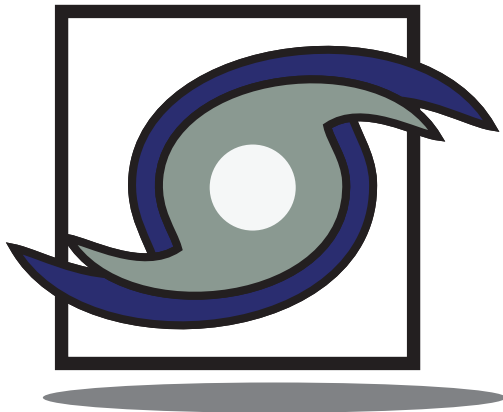
ModSpace local teams are experts at everyday space needs and are the best resource to quickly expedite space after a disaster.



* available in select areas

Disaster Facts

Hurricanes



Hurricane names have been generated by the National Hurricane Center since 1953. At first, the lists consisted of only female names; however, since 1979, the lists alternate between male and female.

Hurricanes are named alphabetically from the list in chronological order. There are six lists that continue to rotate. The lists only change when there is a hurricane that is so devastating, the name is retired and another hurricane name replaces it.

Thus, the 2011 hurricane name list is the same as the 2005 hurricane name list, although four hurricane names were retired after the devastating 2005 hurricane season. So, on the 2011 list Dennis was replaced by Don, Katrina was replaced by Katia, Rita was replaced by Rina, Stan was replaced Sean, and Wilma was replaced by Whitney.

2009 Hurricane Names

Ana
Bill
Claudette
Danny
Erika
Fred
Grace
Henri
Ida
Joaquin
Kate
Larry
Mindy
Nicholas
Odette
Peter
Rose
Sam
Teresa
Victor
Wanda

2010 Hurricane Names

Alex
Bonnie
Colin
Danielle
Earl
Fiona
Gaston
Hermine
Igor
Julia
Karl
Lisa
Matthew
Nicole
Otto
Paula
Richard
Shary
Tomas
Virginie
Walter

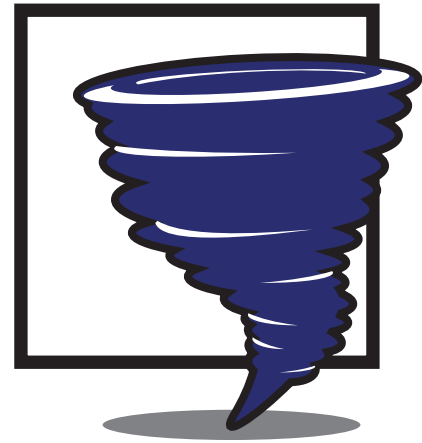
2011 Hurricane Names

Arlene
Bret
Cindy
Don
Emily
Franklin
Gert
Harvey
Irene
Jose
Katia
Lee
Maria
Nate
Ophelia
Philippe
Rina
Sean
Tammy
Vince
Whitney

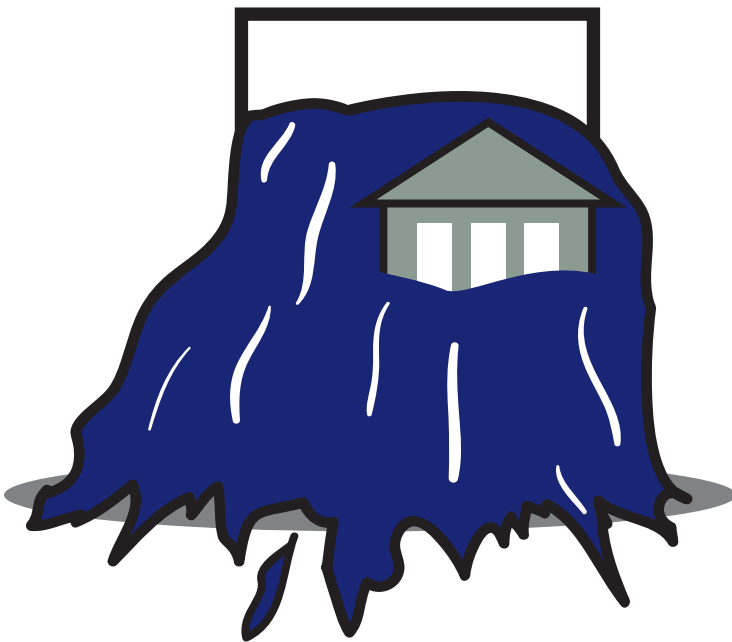
Tornados are nature's most violent storms—causing fatalities and devastation to a neighborhood in seconds.

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves Southwest to Northeast, but tornados have been known to move in any direction.
- The average forward speed of a tornado is 30 MPH, but may vary from stationary to 70 MPH.
- Tornados can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornados that form over water.
- Tornados are most frequently reported east of the Rocky Mountains during spring and summer months.
- Peak tornado season in the southern states is March through May; Northern, it is late spring through early summer.
- Tornados are most likely to occur between 3 p.m. and 9 p.m., but can occur at any time.

Tornados



Floods



Floods are one of the most common hazards in the United States. Flood effects can be local, impacting a neighborhood or community, or very large, affecting entire river basins and multiple states.

Some floods develop slowly, sometimes over a period of days. But flash floods can develop quickly, sometimes in just a few minutes and without any visible signs of rain. Be aware of flood hazards no matter where you live, but especially if you live in a low-lying area, near water or downstream from a dam.

Each year, more than 4,000 Americans die and more than 25,000 are injured in fires, many of which could be prevented. Direct property loss due to fires is estimated at \$8.6 billion annually. The threat of wildland fires for people living near wildland areas or using recreational facilities in wilderness areas is real. Dry conditions at various times of the year and in various parts of the United States greatly increase the potential for wildland fires.

Fires



Rebuilding Your Business

When disaster recovery begins, figuring out how to rebuild your business can be a daunting task. New construction can take too long and be too costly. Many businesses also don't want to relocate. They want to rebuild at the same location—and help to rebuild their own community.

When you need to rebuild as the result of a disaster, ModSpace provides custom modular building solutions that can get you new permanent space faster than conventional construction. In fact, we can get your new office, school or medical building ready about 50% faster.

Using the same quality materials as conventional construction, modular is a construction process where prefabricated individual modular buildings are assembled on site to make up larger structures. By combining the design flexibility of traditional building methods with the quality of controlled manufacturing, ModSpace has defined a construction process that provides speed, economics, and architectural aesthetics.

The end result is a superior, cost effective, quality-controlled building in less time than you'd expect. And we can even help supply you the temporary space while your new modular building is being constructed and assembled on site.

240,000 Louisiana area veterans needed a new clinic after the devastation of Hurricane Katrina. MedBuild, the specialized healthcare division of ModSpace, drove hundreds of pilings 50 feet deep, raising the site above the flood plain to support a new 9,195 square foot permanent building for veterans.



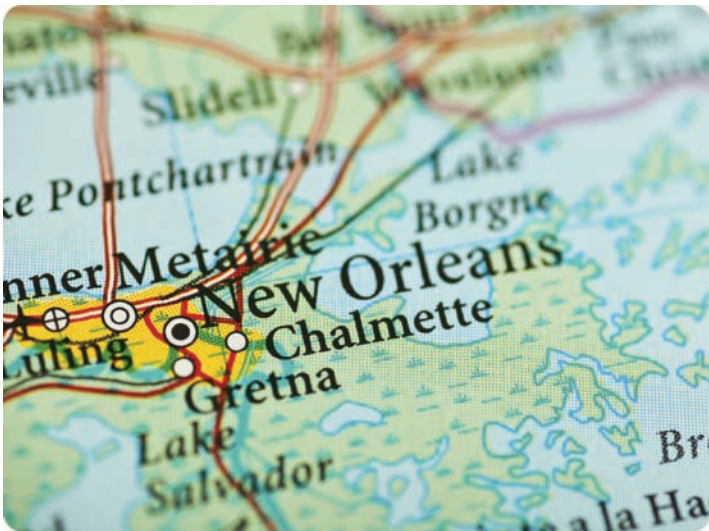
Rebuilding Your Business

Thousands of construction companies also rely on ModSpace for job site offices and storage as they support the construction and repair of infrastructure and other rebuilding efforts post-disaster.

Our expertise in quickly delivering fully-functional remote office environments helps workers jumpstart projects...and communities rebuild faster.

With ModSpace, rebuilding your business or community can be faster and easier than you may think.

ModSpace continues to support community rebuilding efforts in New Orleans by providing job site offices to Traylor Massman Weeks during the construction of a new levee wall for the City of New Orleans.



Disaster Planning Checklist for Your Business

Here are some things to consider when developing a comprehensive disaster preparedness plan for your business.

Prepare a Business Continuity / Disaster Recovery Plan.

- Establish a cross-functional team of employees responsible for specific tasks.
- Identify your risks (types of disasters most likely to occur in different regions).
- Prioritize critical business functions and how quickly they must be recovered.
- Establish a workplace contingency plan for employees to continue critical work functions.
- Update, test and re-evaluate your plan annually.

Workplace Contingency Plan—Be ready to continue important business operations.

- Do you have satellite offices available for your business?
- Do you know how much space would be needed for temporary emergency space?
- Do you have a longer-term space plan if needed?
- Do you anticipate storage needs?

Backup Supplies—Maintain an off-site inventory of critical business equipment and supplies:

- Power generators
- Computers and software
- Employee and business data files (payroll, accounts payable and receivables, customer orders, inventory)
- Equipment and spare parts
- Business forms and contracts
- Basic first aid/sanitary and emergency supplies

Contact information—Maintain a current list of key contacts for communications:

- Employees
- Key customers
- Important vendors, suppliers, business partners
- Insurance companies

Communications—Develop reliable methods to quickly communicate to your employees:

- Emergency toll-free hotline
- Web sites / Internet
- Cell phones / Two-way radios
- Pagers / Blackberry
- Email

Preparing Employees—Inform your employees of all plans:

- Emergency plan
- Workplace contingency plans
- What methods of communication will be used
- How they will be notified to return to work
- Emergency company assistance options available for them and their family

Preparing Customers and Suppliers—Communicate your plans to key customers:

- Emergency contact information for sales and service support
- Backup business or store locations
- What to expect from your company in the event of a prolonged impact from disaster
- Alternate methods for placing orders
- Alternate methods for sending invoice payments in the event of mail disruption
- Make general plans readily available on your web site

Recovery Post-disaster—make plans for how your business will fully recover after a disaster.

- Identify necessary repairs and/or rebuilding plans.
- Determine what changes/adjustments, if any, need to occur with your business operations.
- Develop a timeline for re-establishing business operations and communicate the timeline to all involved (employees, suppliers, customers).
- Document lessons learned and best practices and reassess your current disaster plan.

Additional Resources

Even with a fully integrated disaster preparedness plan, it's difficult to ever be 100% prepared. But with some thoughtful planning, you can certainly minimize the impact to your business and get back on the road to recovery.

Below are some additional resources that you may find helpful.

American Red Cross: www.redcross.org

- Donate Blood: 1-800-GIVE-LIFE
- Red Cross Health and Safety Training: 1-800-42-CROSS

Federal Emergency Management Agency (FEMA): www.fema.gov/areyouready/

U.S. Department of Homeland Security: www.ready.gov/business

U.S. Department of Health and Human Services: www.hhs.gov/disasters

National Weather Service: www.weather.gov

Environmental Protection Agency (EPA) for environmental emergencies: www.epa.gov

Disaster Preparedness and Emergency Response Association: www.disasters.org

For more information on ModSpace Disaster Relief Services, visit www.modspace.com/prepare

Or call your local ModSpace branch at 800-523-7918 (U.S.) or 800-451-3951 (Canada)

