

DISASTER PLAN

What to do in case of a fire damage?

Every company can suddenly find itself in an emergency situation due to fire or other damage. In the course of a functioning risk management, it is therefore essential to be aware of at least the most basic risks and to develop strategies in advance on how such an event can be countered as effectively as possible.



Incidentally, this also applies in the event that an important supplier is affected by damage and you are forced to find alternatives quickly.

In addition to the legally required measures for hazard prevention, a disaster plan should be developed in advance, which summarises the consequences and the resulting measures. It is also essential to name the responsible persons and to regularly check that the plan is up to date.



A risk analysis of the production plant should be carried out in advance and the following questions clarified:

- Which machines would have the most serious consequences if they were lost?
- What is the delivery time for these machines? Are they available second-hand at short notice?
- Is it possible to outsource parts of the production process? And if so, which ones?
- Is it possible to rent other production facilities in the vicinity of the site?
- Is the insured business interruption period sufficient?

The following documents should be prepared in case of damage:

1. List of technical and personnel responsibilities, including contact persons and deputies in case of absence or illness. Form an emergency team with clearly structured responsibilities.
2. List the documents that the individual responsible persons must prepare or make available, e.g. operational documents such as machine set-up plans, asset accounting, etc., official documents such as permits, test reports, etc., other documents such as contracts. It is important: Where are these documents stored, are there digital copies, can the deputies or others inspect the documents if they are unable to do so?
3. Alarm checklists, both internal and external to the company, i.e. to authorities such as the fire brigade, immission control authority, employers' liability insurance association, insurance broker, insurance company, including the contact persons.
4. List of immediate measures such as evacuation measures for employees, shutting down or shutting down systems, naming the persons responsible for this.
5. Measures to minimise or prevent damage, such as maintaining operating procedures by using replacement machines, relocating processes or production steps, purchasing external parts or semi-finished products, etc.
6. Planning communication with employees, customers, suppliers and the public, i.e. the media and neighbours, naming contact persons and persons responsible.



It has proven successful that an employee of the company manages copies of all the above documents and regularly checks that these documents are up to date.

Behaviour in the event of damage and procedure:

1. Alert fire brigade, evacuate staff if necessary, carry out immediate measures
2. Inform staff, authorities, brokers, insurers, appoint experts etc.
3. Criminal investigation unit always investigates; release of damage site
4. Inform customers and suppliers about damage and possible duration of restoration
5. Determine possible temporary solutions, determine alternative employment of staff
6. Damage assessment and evaluation, resulting in repairs, cleaning and
7. Determine new orders and delivery times
8. Agree with insurance companies on advance payments
9. Schedule for restoration
10. Inform customers and suppliers that operations are ready
11. Settle costs and draw up expert reports for buildings, equipment, interruption of operations, etc.

Major losses always represent an exceptional situation for the company affected and can jeopardise the entire existence of the company.



In the event of a loss, we are available to you around the clock to initiate the necessary initial measures and to carry out a fast and fair claims settlement in the further course of events.