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How To Protect and Save Valuable Possessions In The Office From An Earthquake

By Scott M. Haskins
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This specialized niche emergency preparedness/disaster planning info for protecting and saving valuable personal items is the only expertise available to you and your office!

What is of most value to your company/workplace? What if these items were badly damaged or lost in a disaster?:

- financially valuable collectibles,
- historically valuable memorabilia,
- emotionally important keepsakes,
- intellectual and creative property,
- important gifts,
- important documents,
- certificate, diplomas, awards,
- submittals and project plans,
- legal docs, prescriptions
- insurance papers and back up documentation

How would your home be affected after a disaster if you lost these items?



Four Things, in Short, To Do To Prepare:

1. "Shake Proof" your office.
2. Know ahead of time what is important to "grab 'n go"?
3. Make copies of important items and keep them off site.
4. Upgrade your storage of important items.



A disaster may be when your water heater leaks (is it strapped down?!) and soaks into all your cardboard

boxes, photo albums, project files and legal papers. You don't need Mother Nature to have a full blown disaster! Think about your intellectual property! It's probably not covered by insurance.

How many of these following items make up your business' image to your customers? Do these items help make up your corporate culture? Framed art and certificates, awards and collectibles, figurines and client's gifts, photos and books, documents, certificates... What can you do to protect yourself and your items? This pamphlet provides easy to follow steps to give you peace of mind and save important, treasured and valuable personal items in the office and at home.



Humans are hard wired with these two primeval instincts: One, to save, gather and collect "stuff" you relate to and that documents your life and memories. Two, the fear of losing that valuable/meaningful stuff.

Then "it" hits. Scott M. Haskins, preservation specialist and disaster response expert for 35 years says,

"After everyone is safe and accounted for, the biggest reason people mourn after a disaster is for their lost stuff... and they lose their edge. These losses can take a serious toll on emotions and your ability to reopen after a disaster."

Here are 5 tips Haskins says will give your stuff a better chance of surviving. This niche information is an essential element of a company's disaster plan... whether you are a home based business or whether you have 300 employees:

1. Make copies of important documents and photos and keep them someplace else (out of the area). Electronic copies are not archival and need to be

reformatted every so many years.

2. Think for a moment about where you will store important, irreplaceable items! Avoid areas that get too hot or are at risk by high humidity.
3. Archival "page protectors" can be found at an office supply store. They won't say "archival" on the packaging, but the plastic they all use these days is all good. Important photos, documents, certificates etc can be placed in a binder for your grab 'n go items.
4. An anchor wax is a great product for holding down items when the building starts to shake.
5. Don't put things in a cardboard box on the floor of the garage! Use a Tupperware like container. The plastic is archival. Keep it up off the floor.

Putting this info into practice is better than an insurance policy! Your ability to reopen after a disaster could very well depend on DOING these suggestions. For help in assessing

what you need to protect call 805 564
3438 and ask for Scott M. Haskins

Tips and suggestions were taken from national best
seller, "How To Save Your Stuff From A Disaster."

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