

Tornado Impact Assessment for XYZ Sample Corporation
RecordMax, Inc. - Jackson, MS

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General Information – Tornado impacted North Jackson area at approximately 1:00pm CST on Friday, April 4th, 2008. Business Continuity Coordinator Jim Teske was contacted within less than ten minutes of the event. Within 30 minutes, the following resources were in route - agents/adjusters for Georgia Casualty; representatives of document restoration and recovery experts BMS Catastrophe (www.bmscat.com); KLLM freezer trailers delivered thru Fayard Logistics; as well as various contractors, engineers and industry affiliates. The property has also been secured since the afternoon of the event by armed personnel supplied by Capital Security.

"R" Building/Facility Impact - Approximately 800 square feet of roofing from the N Building was damaged. RecordMax staff covered exposed areas immediately with plastic to minimize impact to contents. BMS Catastrophe (www.bmscat.com) began normalizing the environment on April 5th, 2008 using forced air with controlled humidity levels. Donnie Pace Roofing secured and protected the roof from any further impact to facility contents on Saturday, April 5th, 2008.

"R" Building Contents Impact - Of the approximately 210,000 cubic feet of records stored within this facility, an estimated 500 cubic feet were affected by moisture and were promptly placed into cold storage (secured freezer trailers) at 30° F to maximize the potential for future restoration (via freeze drying) and to prevent deterioration of the paper through mold or mildew.

"W" Building Facility Impact - Damage to the roof and surrounding upper walls to west end of the W Building makes entrances inaccessible and use of order pickers and other equipment within the facility impossible at present. Engineers and Contractors are working to remove damaged roofing and structural material as quickly as possible to facilitate access. Any of your containers known to have been affected by moisture are listed on Exhibit A.

"W" Building Contents Impact – Of the approximately 93,000 cubic feet of records stored within this facility, a small portion are currently known to have been affected by moisture. Representatives of BMS Catastrophe made a cursory review in the small portion of space within the W Building that is accessible (under supervision of contractors or engineers) and only a small percentage were noticeably affected by moisture. Any of your containers with a status of "IN" at "W" Building are listed on Exhibit B.

Current Disposition and Status Notification - While there is no known impact to your records at this time, we cannot provide any further information until we have complete access to the W Building. Last week the focus changed in the latter part of the week from debris removal and facility access to the hanging of huge tarps to protect facility contents. Debris removal began over the weekend and access is anticipated shortly upon which a full facility audit will commence. Communications with customers will be ongoing until all customer records can be clearly accounted for as being okay or as being impacted.

Primary Resources Currently Involved in Recovery or Restoration Efforts

M & C Enterprises, Inc. - Kenneth Peacock, General Contractor
Engineering Fire Investigations, Inc. - Stratford Goins, Consulting Engineer
BMS Catastrophe – Dennis McKinley, Regional Director

