



## **How Do You Prepare Your M&R Equipment from a Storm**

Hurricane/Storm preparedness does not end at home, we often overlook our business and respective workplace. The well-being of you and your family should be priority, but if time permits, it is important to take proactive steps in preparing for unpredictable storms and other disasters. When a storm is approaching, make sure to follow these basic suggestions.

- Document all your equipment and related assets.
- Take pictures and catalog your equipment and all relevant assets.
- Document and record your serial numbers, model numbers, log your equipment counters if applicable.
- Gather all press related documentation for future reference or for a potential claim purpose.
- Equipment manuals, Schematics, Maintenance Records.
- Equipment invoices, receipts, all relevant purchase documentation.

### **Protect Your Equipment**

- Anchor and brace your equipment to the best of your ability.
- Relocate your ancillary equipment (Flashes, Exposure Machines, Ez-Preps, etc...) to higher ground or different location if at all possible to avoid water damage.
- Secure electronics or physically remove computers such as those on I-Images and M-Links. (back up settings and parameters if possible)
- Safely store, or relocate spare parts or critical components from your spare parts inventory. These items may be needed and critical to recommission your equipment.

### **Cover Your Equipment (If Possible)**

Make sure to shut power and gas supplies to your equipment, as well as shutting incoming power and gas/propane connections before covering and securing equipment with tarps.

### **Protect Your System from A Power Surge**

Shut power off to all your equipment as soon as possible, turn off all the related breakers at the source of your power distribution panel. However, ask for a professional's help if you are not comfortable doing so.

### **After the Storm Check for Damage**

Important! Do Not attempt to clean your equipment prior to contacting your insurance company, it is important to preserve the condition of the equipment in its original state after the event. The evaluating professional needs to determine the level of exposure and, if applicable, water levels the equipment was exposed to. Cleaning the equipment will erase some of these critical clues needed for an accurate equipment evaluation.

Do not attempt to repair the equipment without consulting with a service professional. Trying to start equipment improperly after it has been exposed to water, fire, debris, or any other devastating event may result in further damage to your equipment.

After the storm has passed inspect your equipment for damage, do not turn your equipment on! Call Service Experts at M&R to assist with the process of bringing your equipment back online. If you are working with your insurance agent have them contact M&R and we will work with them directly to expedite the claims process to the best of our ability.

**M&R Service Dept  
800-483-8765**