



Emergency Preparedness Checklist

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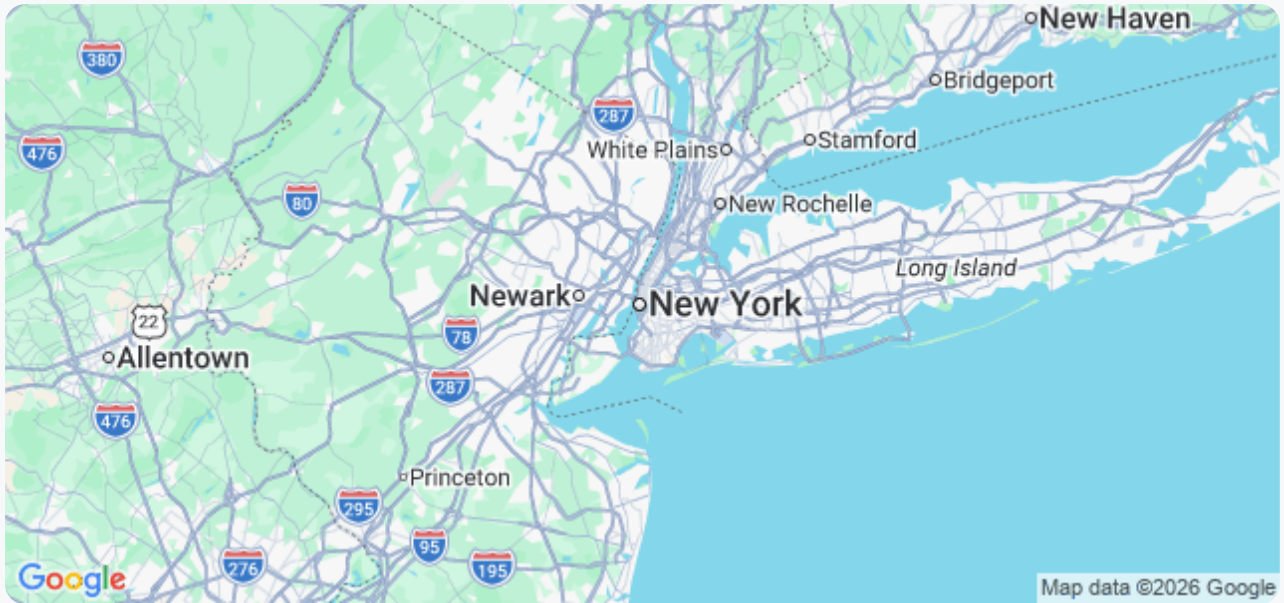
Property Assessment & Risk Identification

Identify potential hazards and vulnerabilities specific to your properties.



Property Address(es)

 [Set My Current Location](#)



Potential Hazards (Select all that apply)

- ☐ Flood Zone
- ☐ Earthquake Zone
- ☐ Wildfire Risk
- ☐ Hurricane/Severe Weather Risk
- ☐ Landslide Risk
- ☐ High Crime Area
- ☐ Proximity to Hazardous Materials

Description of Existing Safety Features (e.g., smoke detectors, security systems)

Write something...

Estimated Property Value (for insurance purposes)

Enter a number...

Building Type

- ☐ Residential (Single Family)
- ☐ Residential (Multi-Family)
- ☐ Commercial (Retail)
- ☐ Commercial (Office)
- ☐ Industrial
- ☐ Other

Notes on Structural Vulnerabilities (e.g., age of building, foundation concerns)

Write something...

Essential Documents & Records

Secure and protect vital property and client documentation.

Backup of Property Deeds and Titles

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Copies of Leases/Rental Agreements

 Upload File

Insurance Policies (Property & Liability)

 Upload File

List of Emergency Contacts (Tenants, Vendors, etc.)

Write something...

Important Property Records (Inspection Reports, Maintenance Logs)

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Last Backup Date of Digital Records

Enter date...

Location of Physical Document Storage (if applicable)

Write something...

Number of Copies of Critical Documents Kept Offsite

Enter a number...

Communication & Contact Information

Establish clear communication channels for clients, tenants, and your team.

Emergency Contact List (Employees & Key Personnel)

Write something...

Client/Tenant Emergency Contact Information Protocol (How to Obtain & Store)

Write something...

Primary Communication Method (Employee/Team)

- ☐ Phone
- ☐ Email
- ☐ SMS/Text
- ☐ Messaging App (e.g., Slack, Teams)

Communication Methods for Client/Tenant Updates

- ☐ Email Newsletter
- ☐ SMS/Text Alerts
- ☐ Website Announcements
- ☐ Social Media Updates
- ☐ Phone Calls

Emergency Hotline Number (Internal or External)

Write something...

Last Communication Protocol Review Date

Enter date...

Detailed Explanation of Communication Plan during Disaster

Write something...

Tenant/Client Preparedness (If Applicable)

Provide guidance and resources to tenants or clients to ensure their safety and preparedness.

Provide tenants/clients with a template for a personal/family emergency plan.

Write something...

Distribute information on local emergency alerts and warning systems (e.g., text alerts, sirens).

- ☐ Email
- ☐ Website
- ☐ Printed Flyers

Provide resources for creating emergency kits (e.g., checklists, recommended supplies).

Write something...

How do you communicate emergency preparedness information to tenants/clients?

- ☐ In-person meetings
- ☐ Email
- ☐ Property Website
- ☐ Printed Notices

Provide a list of local emergency contact numbers (police, fire, hospitals, etc.).

Write something...

Upload a document outlining building-specific emergency procedures (e.g., fire escape routes, assembly points).

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Business Continuity & Operations

Plan for how your real estate business will continue to function during and after an emergency.

Identify Critical Business Functions

Write something...

Estimated Downtime Tolerance (in hours)

Enter a number...

Primary Communication Method for Business Continuity

- ☐ Email
- ☐ Phone
- ☐ Instant Messaging (e.g., Slack, Teams)
- ☐ Website/Portal

Backup Location Options (Check all that apply)

- ☐ Remote Work Policy Implemented
- ☐ Secondary Office Space
- ☐ Cloud-Based Services
- ☐ Data Backup & Recovery Plan

Last Business Continuity Plan Review Date

Enter date...

Describe Data Backup and Recovery Procedures

Write something...

Designated Emergency Contact Person (within your business)

Property-Specific Emergency Plans

Develop tailored emergency plans based on property type and location (e.g., rental properties, commercial buildings).

Identify potential hazards for this property (e.g., flood zone, wildfire risk, earthquake zone)

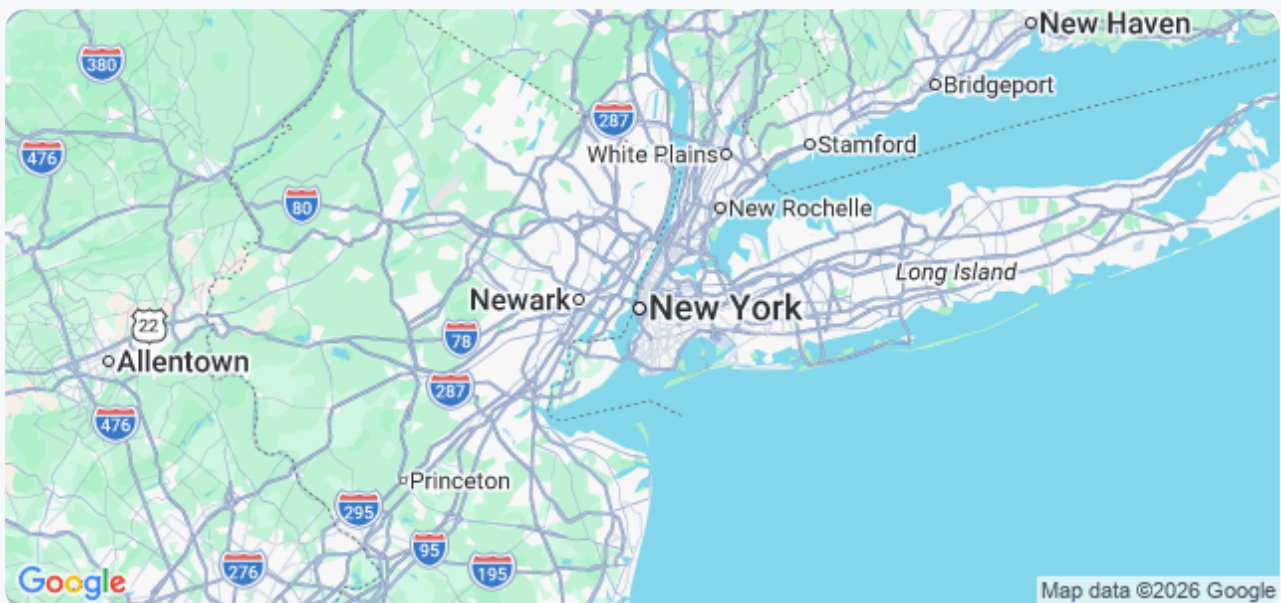
- ☐ Flood Zone
- ☐ Wildfire Risk
- ☐ Earthquake Zone
- ☐ Hurricane Zone
- ☐ Severe Weather (Tornadoes, Hail)
- ☐ Landslide Risk
- ☐ None

Describe specific evacuation procedures for tenants/occupants.

Write something...

Mark the location of the nearest emergency shelter.

 [Set My Current Location](#)



Number of fire extinguishers and their locations.

Enter a number...

Date of last fire extinguisher inspection/certification.

Enter date...

Describe procedures for securing the property after an emergency (e.g., preventing looting, damage control).

Write something...

Primary power source in case of outage (if applicable)

- ☐ Generator
- ☐ Solar Power
- ☐ None

Attach property-specific emergency plan document (if available)

 Upload File

Insurance & Legal Review

Ensure adequate insurance coverage and understand legal obligations related to emergencies.

Review Insurance Policy Coverage Amounts

Enter a number...

Document Review: Emergency-Related Clauses in Leases/Contracts

Write something...

Confirm Coverage for Business Interruption

- ☐ Yes
- ☐ No
- ☐ Need to Review

Review Liability Coverage Regarding Tenant Safety

- ☐ Adequate
- ☐ Insufficient
- ☐ Need to Review

Date of Last Insurance Policy Review

Enter date...

Notes from Legal Consultation Regarding Emergency Liability

Write something...

Review of Evacuation Procedures Compliance with Local Laws

- ☐ Compliant
- ☐ Needs Update
- ☐ Not Reviewed

Upload Copies of Relevant Insurance Documents

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