

General Preparedness

Prepare. Respond. Document. Recover.

Emergencies rarely follow a predictable path, but their impacts often share common patterns. Having a clear plan, understanding your building systems, and documenting conditions early can help protect people, property, and recovery timelines.

Prepare

- ☐ Develop and maintain an emergency response plan for your property
- ☐ Identify critical building systems (power, water, structural, life safety)
- ☐ Maintain up-to-date drawings, inspection reports, and maintenance records
- ☐ Secure and protect vulnerable building elements and equipment
- ☐ Establish communication protocols with tenants, vendors, and insurers
- ☐ Inspect and maintain installed protection systems including flood barriers, gates, and critical seals
- ☐ Pre-identify qualified engineers and consultants for rapid response

Respond

- ☐ Prioritize life safety and follow local emergency guidance
- ☐ Avoid entering compromised areas until conditions are verified safe
- ☐ Document visible damage with photos and notes as soon as possible
- ☐ Shut down utilities if damage or hazards are suspected
- ☐ Communicate status updates to occupants and stakeholders
- ☐ Preserve damaged conditions—avoid premature cleanup unless necessary for safety

Document & Recover

- ☐ Conduct a formal condition assessment with qualified experts
- ☐ Compile photos, inspection reports, and maintenance history
- ☐ Track timeline of events, response actions, and repairs
- ☐ Coordinate with insurance providers and claims adjusters early
- ☐ Identify temporary stabilization and permanent repair strategies
- ☐ Evaluate mitigation opportunities to reduce future risk



Next Step

If you need help determining what's safe to access, what should be stabilized first, or what documentation will be most useful, request a rapid condition assessment.