



PROPERTY MANAGEMENT Disaster Preparedness Checklist



- 1. Put a Disaster Plan into Action**
- 2. Check Emergency Generators & Supplies**
- 3. Photograph or Video Premises** – keep a visual record of all premises to facilitate damage assessment and speed damage claims in the aftermath of the storm.
- 4. Backup Computer Files to a secure off-site server**
- 5. Secure the Premises** – secure all loose items including pool deck furniture, small planters, garden hoses, exterior wall decorations, and contact all residents to make sure they have removed items from their balconies and any other outside areas.
- 6. Check Storm Drains for Debris**
- 7. Secure your Elevators**
- 8. Shut Down All Pumps**
- 9. Be familiar with the location of all water shutoff valves and power boxes**
- 10. Contact List of Unit Owners, Board Members & Employees**
- 11. Complete Vendor List & Contact Information** – add VicSar Property Solutions to your list (833) 984-2727
- 12. Prepare Cleaning Maintenance and Security employees to help mitigate and respond to damage** - for more ideas on this contact us
- 13. Have a complete set of building or community plans ready and available**
- 14. Insurance Policies & Insurance Agent Details**
- 15. Bank Account Details & Signatories** – keep handy a list of all bank account numbers, and have petty cash and/or copies of handwritten checks on hand
- 16. Evacuate if a mandatory evacuation order has been issued!**



FOR ANY EMERGENCY RECOVERY SERVICES CONTACT US AT (833) 984-2727



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24/7 EMERGENCY SERVICES

CALL (833) 984-2727

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