

**Take this test to see if you are prepared for emergencies and disasters.**  
**This form is on the CD-ROM or in the Download, depending on your purchase**

<b>THE EMERGENCY/DISASTER PROPERTY MANAGEMENT TEST</b>			
	<b>Yes</b>	<b>No</b>	<b>In Progress</b>
Have you outlined all the emergency/disasters that could happen to your office?			
Do you have all your important documents organized?			
Do you have a emergency/disaster plan?			
Do you have an Office Emergency/Disaster Manual?			
Do you have an Emergency/Disaster Manual for Tenants			
Do you have an Emergency/Disaster Manual for Tenants?			
Do you know what websites would help you the most after an emergency disaster?			
If you have a emergency/disaster plan, do you review it with your Personnel in the office?			
Do you know how you could monitor a disaster from your office?			
Do you have disaster insurance?			
Do you have backup disaster funds?			
Do you have a backup office for an emergency/disaster situation?			
Does your office have an evacuation plan?			
Does your office have an emergency/disaster kit?			
Does your office have a first aid kit?			
Do your managers know what to do if a disaster happens?			
Do you or your personnel know where to find shelter if you are ordered to evacuate?			
Do you or your Personnel know how to do a shelter-in-place?			
Do you have vendors for emergency/disaster situations?			
Do you have online backup to protect all your important records?			
Do you know how you would make payroll?			
Do you know how you would pay vendors?			
Do you have a warning system for personnel?			
Can your business continue if there is a temporary loss of utilities?			
If you have to evacuate, do you have a plan for securing your office and records?			
After the disaster, do you know how much it would cost to start over?			
Do you have a temporary broker or manager if you should die in an emergency/disaster?			
Do you have effective communications ready?			
Do you have emergency/disaster wording in your contracts?			