

Property & business recovery log

For property managers, offices, schools, restaurants and facilities. Use with your existing emergency and continuity plans.

Protect occupants first. Reopening may require building, fire, health or other authority approval; a completed checklist is not clearance.

Assign the next steps

- ☐ Account for occupants and establish a safe contact point outside restricted areas.
- ☐ Identify the site lead, property owner, insurer and restoration contact.
- ☐ Record affected rooms, inventory, equipment and records without entering unsafe areas.
- ☐ Assign who will notify staff, tenants, families, customers or vendors as relevant.
- ☐ Ask the appropriate authorities what inspections or approvals are needed before reopening.

Site / incident date

Site lead / emergency contact

Owner / insurer / restoration contact

Recovery actions

Area / priority	Action / owner	Due / status

Reference: FEMA: Business emergency response plan
Reference: National Weather Service: After a flood