DEVELOP A DISASTER PREPAREDNESS PLAN
INFORMATION TECHNOLOGY CONTINUITY

• Minimize systems downtime
• Ensure secure offsite backup
• Clarify staff roles and responsibilities
Financial Continuity

• Payroll
• Commissions payouts
• Other critical financial requirements
• Emergency funds reserve
SECURING FACILITIES AND HARDWARE

Preplanned course of action to secure:

• Offices and ancillary facilities
• Company vehicles
• Critical hardware
• Portable devices
SECURING FACILITIES AND HARDWARE

• Steps to secure building
• Vehicles
• Critical hardware
• Portable devices
HUMAN SAFETY

• Conduct safety drills
• Offer safety seminar
• Implement emergency phone tree and communications plan
POST DISASTER TRANSACTION CONSIDERATIONS
COMMUNICATION

• Agents: Reestablish communication with clients
• Buyer inquiries to financial institutions:
  – Re-inspection
  – Reappraisal
  – Additional costs
  – New timeframes
• Seller inquiries to financial institutions:
  – Mortgage payments
  – Mortgage forbearance
OTHER CONSIDERATIONS

• Review the contract
• Check state law
• Consult with attorney
• File insurance claims
• Document damage
• Research homeowner aid services