**EMERGENCY**

**PREPAREDNESS GUIDE**

**(Enter District Name)**

**(Enter Address Line 1)**

**(Enter Address Line 2)**

(Enter Special District Name)  
*(Enter Address Line 1)  
 (Enter Address Line 2)*

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**Emergency Action Checklist**

Below is an action list of what to do in the event of a fire, water damage event or emergency that will help keep employees safe and reduce business interruption.

**□** Advanced Warning: Be alert and stay informed  
**□** Always think safety first  
**□** Stop the source of damage  
**□** Notify emergency contacts  
**□** Call your restoration contractor  
**□** Notify key contacts  
**□** Secure the property  
**□** Take photos of damaged property  
**□** Write summary of event/documentation

**Advanced Warning**

Listen to local weather, the Red Cross and county emergency management for severe weather.

* Turn off all the main utilities or valves
* Disconnect electrical equipment and appliances
* Move vehicles from low lying areas
* Review evacuation floor plans
* Board up windows prior to forecasted high winds

**Emergency Contacts**

**Main HR Contact**   
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_*(Enter name)*

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_*(Enter phone #)*

Emergency Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_(*Enter phone #)*   
Email: \_\_\_\_\_\_\_\_\_\_\_\_\_*(Enter email)*

**Emergency Contacts**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Emergency** | **Non-Emergency** | **Local Direct Line** |
| **Local Police Department** | 911 | (XXX-XXX-XXXX) | (XXX-XXX-XXXX) |
| **Local Fire and Rescue** | 911 | (XXX-XXX-XXXX) | (XXX-XXX-XXXX) |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Emergency** | **Non-Emergency** | **Local Direct Line** |
| **Local Hospital** | 911 | (XXX-XXX-XXXX) | (XXX-XXX-XXXX) |
| **On-Call Security Services** |  | (XXX-XXX-XXXX) | (XXX-XXX-XXXX) |
| **Business Continuity Contacts** |  | (XXX-XXX-XXXX) | (XXX-XXX-XXXX) |
| **Generator Service Company** |  | (XXX-XXX-XXXX) | (XXX-XXX-XXXX) |

**Utility Contact and Shut Off**

**Electric Company**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone Number** | **Account Number** |
| *(Enter company name here)* | *(Enter phone # here)* | *(Enter acct. # here)* |

|  |  |
| --- | --- |
| **Shut-off Location** |  |
| **Description of Location** |  |
| **Is a Key Needed for Access?** |  |

*(Add a photo of the shut-off below)*

**Gas Company**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone Number** | **Account Number** |
| *(Enter company name here)* | *(Enter phone # here)* | *(Enter acct. # here)* |

|  |  |
| --- | --- |
| **Shut-off Location** |  |
| **Description of Location** |  |
| **Is a Key Needed for Access?** |  |

*(Add a photo of the shut-off below)*

**Water Company**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone Number** | **Account Number** |
| *(Enter company name here)* | *(Enter phone # here)* | *(Enter acct. # here)* |

|  |  |
| --- | --- |
| **Shut-off Location** |  |
| **Description of Location** |  |
| **Is a Key Needed for Access?** |  |

*(Add a photo of the shut-off below)*

**Alarm Company**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone Number** | **Account Number** |
| *(Enter company name here)* | *(Enter phone # here)* | *(Enter acct. # here)* |

|  |  |
| --- | --- |
| **Shut-off Location** |  |
| **Description of Location** |  |
| **Is a Key Needed for Access?** |  |

*(Add a photo of the shut-off below)*

**Sprinkler Name**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone Number** | **Account Number** |
| *(Enter company name here)* | *(Enter phone # here)* | *(Enter acct. # here)* |

|  |  |
| --- | --- |
| **Shut-off Location** |  |
| **Description of Location** |  |
| **Is a Key Needed for Access?** |  |

*(Add a photo of the shut-off below)*

**Main IT Contact**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Phone Number** | **Emergency Phone** | **Email** |
| *(Enter name here)* | *(Enter # here)* | *(Enter # here)* | *(Enter email here)* |

|  |  |
| --- | --- |
| **Shut-off Location** |  |
| **Description of Location** |  |
| **Is a Key Needed for Access?** |  |

*(Add a photo of the shut-off below)*

**Primary Contacts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Name*** | | ***Title*** | ***Phone*** | ***Emerg. Phone*** |
| **Building Owner** *(Enter first name here)* | **Name of District**  *(Enter district name here)* | *(Building Owner)* | (xxx-xxx-xxxx) | (xxx-xxx-xxxx) |
| Email Address: *(Enter email here)* | | | | |
| **Building Contact** *(Enter first name here)* | **Company/Dist. Name** *(Company name here)* | *(Maintenance Supervisor)* | (xxx-xxx-xxxx) | (xxx-xxx-xxxx) |
| Email Address: *(Enter email here)* | | | | |
| **Work Authorization** *(Enter first name here)* | **Company/Dist. Name** *(Company name here)* | *(Director of  Facilities)* | (xxx-xxx-xxxx) | (xxx-xxx-xxxx) |
| Email Address: | | | | |
| **Maintenance** *(Enter first name here) (Enter last name here)* | **Company/Dist. Name** *(Company name here) (Company name here Line 2)* | *(Maintenance Supervisor)* | (xxx-xxx-xxxx) | (xxx-xxx-xxxx) |
| Email Address: *(Enter email here)* | | | | |
| **Risk Manager** *(Enter first name here)* | **Company/Dist. Name** *(Company name here) (Company name here Line 2)* | *(Director of Facilities)* | (xxx-xxx-xxxx) | (xxx-xxx-xxxx) |
| Email Address: *(Enter email here)* | | | | |

**Insurance Company Information**

**Broker Company**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone Number** | **Account Number** |
| *(Enter company name here)* | *(Enter phone # here)* | *(Enter acct. # here)* |

**Insurance Carrier***PACE (Property and Casualty Coverage for Education)*

*(Add an aerial photo of property from Google Earth)*

**Other Contacts**

**Internet Provider**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone Number** | **Account Number** |
| *(Enter company name here)* | *(Enter phone # here)* | *(Enter acct. # here)* |

**HVAC**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone Number** | **Account Number** |
| *(Enter company name here)* | *(Enter phone # here)* | *(Enter acct. # here)* |

**Flooring**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone Number** | **Account Number** |
| *(Enter company name here)* | *(Enter phone # here)* | *(Enter acct. # here)* |

**Plumber**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone Number** | **Account Number** |
| *(Enter company name here)* | *(Enter phone # here)* | *(Enter acct. # here)* |

**Elevator Company**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone Number** | **Account Number** |
| *(Enter company name here)* | *(Enter phone # here)* | *(Enter acct. # here)* |

**Phone Company**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone Number** | **Account Number** |
| *(Enter company name here)* | *(Enter phone # here)* | *(Enter acct. # here)* |

**Electrician**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone Number** | **Account Number** |
| *(Enter company name here)* | *(Enter phone # here)* | *(Enter acct. # here)* |

**Mechanic**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone Number** | **Account Number** |
| *(Enter company name here)* | *(Enter phone # here)* | *(Enter acct. # here)* |

**Property Overview**

*(Add photo of the building below)*

|  |  |
| --- | --- |
| **Building Address** | *(Enter building address here)* |
| **Directions to Property** | *(Enter directions here)* |
| **Year Built** | *(Enter year here)* |
| **Renovations** | (Enter year and what was done) |
| **Hazardous Materials** | *(List materials here)* |
| **Type** | *(Enter type of materials here)* |
| **Location** | *(Enter location of materials here)* |
| **Total Square Footage of Building** | *(Enter xxxx sq. ft. here)* |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Floor*** | ***Primary Use*** | ***Apprx. Sq. Ft.*** | ***Type of Flooring*** |
| *(Enter Floor #)* | *(Describe Use)* | *(Enter Sq ft.)* | *(Enter floor type)* |
| *(Enter Floor #)* | *(Describe Use)* | *(Enter Sq ft.)* | *(Enter floor type)* |

|  |  |
| --- | --- |
| **Blueprints Available** | yes or no/ if yes, where are they located? |
| **Supplemental Generator Power** | yes or no/ if yes, where are they located? |
| **Fuel** | yes or no/ if yes, where are they located? |

**Building Access**

|  |  |
| --- | --- |
| **Knox Box** | *(Enter location here)* |
| **Security Access** | *(Enter location here)* |
| **Preferred Access Point** | *(Enter location here)* |
| **Elevator Access** | *(Enter location here)* |
| **Stairway Access for Service** | *(Enter location here)* |

**Evacuation Maps**   
  
**Fire Evacuation Map**

*(Add photo below)*

**Fire Extinguisher Map**

*(Add photo below)*

**Tsunami Evacuation Map**

*(Add photo below)*