

(Enter Special 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 help 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, Red Cross and county emergency management for severe weather alerts.

* 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 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)*

**Main IT Contact**   
Name: *(Enter name here)* Phone: *(Enter phone #)* Emergency Phone: (*Enter phone #)*   
Email: *(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) (Enter last name here)* | **Name of District**  *(Enter district name here)*  *(Enter district name Line 2)* | *(Building Owner)* | (xxx-xxx-xxxx) | (xxx-xxx-xxxx) |
| Email Address: *(Enter email here)* | | | | |
| **Building Contact** *(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)* | | | | |
| **Work Authorization** *(Enter first name here) (Enter last name here)* | **Company/Dist. Name** *(Company name here) (Company name here Line 2)* | *(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) (Enter last 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 Name & Company Phone Number Policy Number***(Enter broker name here) (Enter phone # here) (Enter policy # here)*

**Insurance Carrier***SDIS (Special Districts Insurance Services)*1-800-305-1736 ***or***  503-670-7066



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

**Other Contacts**

**Internet Provider Phone Number Account Number***(Enter company name) (Enter phone #) (Enter acct. #)*

**HVAC Phone Number Account Number***(Enter company name) (Enter phone #) (Enter acct. #)*

**Flooring Phone Number Account Number***(Enter company name) (Enter phone #) (Enter acct. #)*

**Plumber Phone Number Account Number***(Enter company name) (Enter phone #) (Enter acct. #)*

**Elevator Company Phone Number Account Number***(Enter company name) (Enter phone #) (Enter acct. #)*

**Phone Company Phone Number Account Number***(Enter company name) (Enter phone #) (Enter acct. #)*

**Electrician Phone Number Account Number***(Enter company name) (Enter phone #) (Enter acct. #)*

**Mechanic Phone Number Account Number***(Enter name and company name) (Enter phone #) (Enter acct. #)*

**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 – yes or no If yes, what year?

**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 is it located?

Fuel - yes or no If yes, where is it 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)*