



## Emergency/Disaster Checklist

### Pre- Emergency/Disaster Checklist:

Take the time to review and implement this list – it could be a lifesaver.

- Take an inventory of your belongings, complete with photos, descriptions, and serial numbers. Items to list are TVs, VCRs, stereos, cameras, camcorders, sports equipment, jewelry, silver, computers, or anything of value. Make copies of important documents.
- Know where the shut off valves are in your residence, review the Key Realty Center Tenant Handbook section on “getting to know your residence”
- Keep copies of important papers stored in a safety deposit box
- Make sure your renters insurance is current at all times
- Plan emergency procedures and escape routes in the event of fire and inform every resident of the routes, including children. Post a copy in the kitchen, office area, etc. and teach children how to use 9-1-1 or call for other services.
- Always maintain a reserve of bottled water/drinks and non-perishable foods in your residence, along with a manual can opener.
- Have a portable radio and flashlights with plenty of extra batteries.
- Have two or more flashlights with the extra batteries and for the right kind the flashlight
- Have large long-burning candles and matches available
- Have an adequate first aid kit and replace items when necessary
- Keep your cellular phone charged

### Use this list when an emergency/disaster occurs:

- Immediately turn off the gas valve. A gas leak is possible during an emergency/disaster.
- Keep your car in the driveway, if it is practical, for any necessary evacuation
- Call 9-1-1 only to access help and NOT to learn news
- Call Key Realty Center when it is practical, but remember that Key Realty Center will do what they can to help you, but is not an emergency service. Many repairs will have to wait until the emergency/disaster passes
- Only call people when necessary and have an emergency contact outside your area who can notify other people. Limit cell phone usage or use your car to charge batteries
- Limit use of the telephones during emergencies/disaster to avoid overloading the circuits
- Unplug or turn off major lights and appliances - such as space heaters, washers, dryers, computers, TVs, etc. Several appliances coming back on at the same time may overload circuits or hot appliances if they on while you are away or asleep causing fire hazards
- Leave a single light on to alert you that power is restored
- If you use candles and matches, do it safely – you do not want to create another problem.
- If you have to call emergency services, be calm, state your problem, and be patient. Emergency services will be overloaded.
- If you have standing water in a room, do not enter if the electricity is on; try to wait for a professional. Do not use a normal vacuum to try to remove water!
- Conserve water and food when disaster occurs. Only open freezers and refrigerators when necessary to avoid losing food as long as you can.
- If you are in a car when power lines fall, remain in the car until you can get help or you are certain that it is safe to do so; then jump clear of the car, not touching any metal.

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