

Pre-Emergency/Disaster Checklist

- Know where the shut off valves are in your residence.
- 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.
- 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 two or more flashlights with plenty of extra batteries.
- Have large long-burning candles and matches available.
- Have an adequate first aid kit and replace items when necessary.
- Keep your cellular phone charged.

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In the Event of an Emergency

- Immediately turn off the gas valve.
- 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 we can to help you, but we are 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. 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. 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
- 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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