

PACE

SAFETY • SERVICE • SAVINGS
A **TRUST** BUILT FOR **STUDENTS**
EMERGENCY PREPAREDNESS GUIDE

EMERGENCY PREPAREDNESS GUIDE



SAFETY • SERVICE • SAVINGS
A **TRUST** BUILT FOR **STUDENTS**
EMERGENCY PREPAREDNESS GUIDE

Contents of this Profile

1. Emergency Action Checklist
2. Advanced Warning and Emergency Contacts
3. Emergency Contacts
4. Main Utility Information (Shut-off Locations)
5. Primary Contact Information (Work Authorization Contact)
6. Insurance Contact Information
7. Miscellaneous Contact Information
8. Property Overview
9. Building Access Information
10. Evacuation Maps



SAFETY • SERVICE • SAVINGS
A TRUST BUILT FOR STUDENTS
EMERGENCY PREPAREDNESS GUIDE

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: _____

Phone: _____

Emergency Phone: _____

Email: _____



SAFETY • SERVICE • SAVINGS
A TRUST BUILT FOR STUDENTS
EMERGENCY PREPAREDNESS GUIDE

Emergency Contacts

	<u>Emergency</u>	<u>Non-Emergency</u>	<u>Local Direct Line</u>
Local Police Department	911		
Local Fire and Rescue	911		

	<u>Emergency</u>	<u>Non-Emergency</u>	<u>Local Direct Line</u>
Local Hospital	911		
On-Call Security Services			
Business Continuity Contacts			
Generator Service Company			

Utility Contact and Shut Off

Electric Company

Name

Phone Number

Account Number

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



SAFETY • SERVICE • SAVINGS
A **TRUST** BUILT FOR **STUDENTS**
EMERGENCY PREPAREDNESS GUIDE

Gas Company

Name

Phone Number

Account Number

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

Water Company

Name

Phone Number

Account Number

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



SAFETY • SERVICE • SAVINGS
A **TRUST** BUILT FOR **STUDENTS**
EMERGENCY PREPAREDNESS GUIDE

Alarm Company

Name

Phone Number

Account Number

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

Sprinkler Name

Name

Phone Number

Account Number

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

PACE

SAFETY • SERVICE • SAVINGS
A **TRUST** BUILT FOR **STUDENTS**
EMERGENCY PREPAREDNESS GUIDE

Main IT Contact

Name	Phone Number	Emergency Phone	Email

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



SAFETY • SERVICE • SAVINGS
A TRUST BUILT FOR STUDENTS
EMERGENCY PREPAREDNESS GUIDE

Primary Contacts

<i>Name</i>		<i>Title</i>	<i>Phone</i>	<i>Emerg. Phone</i>
Building Owner	Name of District			
Email Address:				
Building Contact	Company/Dist. Name			
Email Address:				
Work Authorization	Company/Dist. Name			
Email Address:				
Maintenance	Company/Dist. Name			
Email Address:				
Risk Manager	Company/Dist. Name			
Email Address:				



SAFETY • SERVICE • SAVINGS
A **TRUST** BUILT FOR **STUDENTS**
EMERGENCY PREPAREDNESS GUIDE

Insurance Company Information

Broker Company

Name	Phone Number	Account Number

Insurance Carrier

PACE (Property and Casualty Coverage for Education)

Administration: dharvey@osba.org or pace@osba.org

Risk Management: riskmanagement@sdao.com

Legal Services: pacelegal@osba.org

Claims Services: claims@sdao.com

Underwriting: underwriting@sdao.com



SAFETY • SERVICE • SAVINGS
A **TRUST** BUILT FOR **STUDENTS**
EMERGENCY PREPAREDNESS GUIDE

Other Contacts

Internet Provider

Name	Phone Number	Account Number

HVAC

Name	Phone Number	Account Number

Flooring

Name	Phone Number	Account Number

Plumber

Name	Phone Number	Account Number

Elevator Company

Name	Phone Number	Account Number

Phone Company

Name	Phone Number	Account Number

Electrician

Name	Phone Number	Account Number

Mechanic

Name	Phone Number	Account Number



SAFETY • SERVICE • SAVINGS
A **TRUST** BUILT FOR **STUDENTS**
EMERGENCY PREPAREDNESS GUIDE

Property Overview

Building Address	
Directions to Property	
Year Built	
Renovations	
Hazardous Materials	
Type	
Location	
Total Square Footage of Building	

PACE

SAFETY • SERVICE • SAVINGS
A TRUST BUILT FOR STUDENTS
EMERGENCY PREPAREDNESS GUIDE

<i>Floor</i>	<i>Primary Use</i>	<i>Apprx. Sq. Ft.</i>	<i>Type of Flooring</i>

Blueprints Available	
Supplemental Generator Power	
Fuel	

Building Access

Knox Box	
Security Access	
Preferred Access Point	
Elevator Access	
Stairway Access for Service	



SAFETY • SERVICE • SAVINGS
A **TRUST** BUILT FOR **STUDENTS**
EMERGENCY PREPAREDNESS GUIDE

Evacuation Maps

Fire Evacuation Map

Fire Extinguisher Map

PACE

SAFETY • SERVICE • SAVINGS
A **TRUST** BUILT FOR **STUDENTS**
EMERGENCY PREPAREDNESS GUIDE

Tsunami Evacuation Map