



Be Aware Be Alert

Your 123HELP Emergency Preparedness Plan

It is important to listen to local weather reports when severe weather, the possibility of flooding, or other events are threatening. There are precautions and actions you can take before potential damage happens; and actions to take after a property disaster occurs to minimize and contain damage:

- Turn off utilities at the main switches or valves when instructed to do so by government authorities or when common sense dictates.
- Disconnect electrical equipment, appliances, and computers.
- Move vehicles out of low-lying parking locations or to higher ground.
- Board up windows prior to forecasted high windstorm events.
- Have sandbags at the ready, or in place.

Protect Your Family

Before, during and after any property damage disaster event **human safety** is always the priority. **Always call 911 when you are faced with any life-threatening disaster.** Remember, it's critical to exit a burning house quickly instead of risking your life gathering belongings. Be prepared by having a plan to account for all family members (and pets). Establish a predetermined location to meet if your home is heavily damaged or destroyed. The *Red Cross* and *FEMA* offer *contact programs* for family members who become separated!

Emergency Contact Notification

Local Fire Department	911	Non-Emergency	_____	Local Direct	_____
Local Police Department	911	Non-Emergency	_____	Local Direct	_____
Local Hospital	911	Non-Emergency	_____	Local Direct	_____

Electrical Utility Shutoff

Electric Company:	Account Number:
Main Phone Number:	Emergency Number:
Shut Off Location: <input type="checkbox"/> Inside <input type="checkbox"/> Outside	Is there a key needed for access? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Location:	

Gas Utility Shutoff

Gas Company:	Account Number:
Main Phone Number:	Emergency Number:
Shut Off Location: <input type="checkbox"/> Inside <input type="checkbox"/> Outside	Is there a key needed for access? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Location:	

Main Water Utility Shutoff

Water Company:	Account Number:
Main Phone Number:	Emergency Number:
Shut Off Location: <input type="checkbox"/> Inside <input type="checkbox"/> Outside	Is there a key needed for access? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Location:	

Water Delivery Shutoffs to Fixtures and Appliances

There are individual water delivery shutoff valves for sinks, toilets, the water heater, washing machine, and icemaker. 123HELP suggests that you locate and document each individual water shutoff valve in your home.

Sink location _____	Sink location _____	Sink location _____
Sink location _____	Sink location _____	Sink location _____
Toilet location _____	Toilet location _____	Toilet location _____
Ice Maker _____	Washing Machine _____	Water Heater _____
Others _____		

Alarm Company / Security Monitoring

If your home has an installed alarm system or uses an Internet based security monitoring app, in the aftermath of a property disaster, you may need to disable the alarm system and notify your security company; or contact your Internet security provider.

Alarm Company:	Account Number:
Main Phone Number:	Emergency Number:
Shut Off Location: <input type="checkbox"/> Inside <input type="checkbox"/> Outside	Is there a key needed for access? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Location:	

Insurance Information

Insurance Company:	
Policy Number:	Insurance Agent:
Claim Center Phone #:	Agent Phone #

123HELP strongly recommends that all homeowners use digital images or video recordings to document the special architectural features, recent remodeling, and all personal contents in their home. Safely store these digital images in the "cloud" or on a backup hard drive for police and insurance reports as needed.



The Benefits of Having Your 123HELP Emergency Preparedness Plan

Being prepared and knowledgeable about property disaster provides peace of mind, puts you in control, and expedites the repair and restoration process. – *Your 123 HELP service providers are here to return your home to new again.*