

# RESIDENTIAL EMERGENCY DISASTER PLAN

## I. PERSONAL INFORMATION

FAMILY NAME			ADDRESS
CITY	STATE	ZIP CODE	COUNTY/TOWNSHIP

## II. INSURANCE INFORMATION

INSURANCE AGENCY	AGENT NAME
PHONE	EMAIL
POLICY NUMBER	CARRIER

## III. EMERGENCY SERVICES

FIRE DEPARTMENT	POLICE DEPARTMENT
ELECTRICIAN	PLUMBER
LOCKSMITH	CARPENTER
HVAC	RESTORATION CONTRACTOR

## IV. UTILITY COMPANIES AND SHUTOFF LOCATIONS

ELECTRIC	INTERNAL:	EXTERNAL:
WATER	INTERNAL:	EXTERNAL:
GAS	INTERNAL:	EXTERNAL:

## V. INSURANCE CLAIM INFORMATION

DATE OF LOSS	CLAIM NUMBER
ADJUSTER NAME	ADJUSTER PHONE NUMBER
ADJUSTER EMAIL	

### In the event of property damage follow these steps...

#### Fire

- 1.) Call 911/Evacuate/Assist with evacuation of building
- 2.) Once fire is extinguished, Call
  - a.) Restoration Contractor
  - b.) Insurance Agent
  - c.) DO NOT enter the premises until permission is granted

#### Water

- 1.) Call Restoration Contractor
  - a.) Attempt to determine the source and seek the water shutoff immediately if inside the home (internal). If the source is external, contact the water company/Disaster Recovery Expert to assist.
- 2.) Call Insurance Agent if filing a claim. Your Disaster Recovery Expert can assist with this as well.
- 3.) If the area is safe, attempt to salvage non wet items by moving them to a protected location in the home.
- 4.) Begin to create a Content List of unsalvageable items

\*\*Update yearly during your Homeowners Insurance Review

Date of Completion: \_\_\_\_\_

