



EMERGENCY SHUT OFF

This form is to be completed, scanned and filed in the electronic system.

Add the location below of all things that must be shut down in case of emergency:

1. Water Lines turned off. Water valve located at: _____

Paste Picture Here

☐ This location has a well. In below 32 degrees leave water lines on by leaving the kitchen sink at a small drip.

2. Electrical Box Circuit Breaker turned of Electrical Box located at: _____

Paste Picture Here

3. Additional items that need to be turned off in case of evacuation: _____

4. Please refer to the Facility Closing Policy and Emergency Call List

When evacuating the facility make sure the area has been secured by locking all doors, windows and any other possible means of entrance into the facility.

The safety of all evacuees will be ensured and an accounting for all persons involved will be given to Administration/Management.