EMERGENCY CHECKLIST
PLEASE KEEP HANDY AT ALL TIMES

1. NO ELECTRICITY
   A. Check circuit breaker
   B. Look at utility meter, is it running? Is it tilted? Has the bill been paid?
   C. Is there electricity in the neighborhood?
   D. If there is no power in the bathroom, check the reset button on the outlet.
   E. Is the utility department working in the neighborhood? Any construction going on in the neighborhood?
   F. Call utility department.

2. FLOODING
   A. Locate and turn the water off immediately.
   B. Where is it coming from? Water heater, water spicket, ground water?
   C. Foundation cracks?
   D. Broken pipe under the sink:
   E. If you have a sump pump, is it working?
   F. Will you need water extraction?

3. NO HEAT
   A. Is the pilot light on?
      *Call the gas company
      *If you try and light the pilot, will it stay lit?
   B. Is the blower working correctly?
      *Does the blower come on?
      *Does it blow warm air?
   C. If the pilot is on, is the thermostat set properly?
   D. Is the door to the furnace itself shut tight?
   E. Can the situation wait until first thing in the morning?

4. FENCE DOWN
   A. Is the fence down due to wind?
   B. Do you have an animal that needs to be contained within the fence?
   C. Call the office on the next business day and report it to your property manager.

5. SHINGLES BLOWN OFF THE ROOF
   A. Is the roof leaking?
   B. Is there an excessive amount?
   C. Call the office and report the problem to the property manager.

6. WINDOW BROKEN OUT
   A. What caused the window to break?
   B. If necessary, did you get a police report?
   C. Please cover the window with a piece of wood until we can get someone to replace it.
7. **FIRE**
   A. Call 911
   B. Get everyone out of the house/unit.
   C. Call Advanced IMMEDIATELY to report.

8. **LEAKING HOT WATER HEATER**
   A. Turn off water to hot water heater IMMEDIATELY
   B. Use existing hot water sparingly
   C. If water can be turned off and maintained, call Advanced Realty the next morning for service.

9. **NO HOT WATER**
   A. Check hot water heater, is the unit warm? Is pilot on?
   B. Run other taps to determine if it is just one line.
   C. If you find a leaking pipe, turn water off at that pipe.
   D. Call Advanced Realty IMMEDIATELY.

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