



Property Manager's Disaster Plan Template

Note: This disaster plan template is to be used as a guide. AnswerNet does not assume liability for injury or damages.

Comprehensive emergency plan for:

This property is owned and operated by:

Facility address:

Nearest cross street:

Facility contact number(s):

Contact names and numbers:

Types of emergencies that could occur in this area are:

- Earthquake
- Wildfire
- Extreme Weather
- Flooding
- Avalanche
- Ground Failure/ Landslide
- Volcanic Ashfall
- Severe Erosion
- Infectious Disease
- Food/Water Contamination
- Dam Failure
- Energy Emergency
- Urban Fire
- Hazardous Materials Release
- Power Failure
- Radiation Release
- Transportation Accident
- Air Pollution
- Communications Failure
- Civil Disturbance
- Terrorism
- Vandalism
- Burglary
- Fire
- Water leak
- Sinkhole
- Septic failure
- Other



Our first aid kit is located:

Our fire extinguisher(s) are easily accessible and located in plain sight at the following location(s):

Our disaster supply kit is located:
It contains:

If an emergency requires an evacuation, we have established two evacuation sites. They are:

1. Site One:

2. Site Two:

If evacuation to a location further away from the facility is required we will evacuate to:



The following steps have been taken toward preparing our property:

- YES NO The Emergency Hotline number has been provided to our residents, who have been instructed to call this number if they cannot get through to the local phone number during or after an event.
- YES NO An emergency exit plan is posted at each entrance/exit door.
- YES NO All staff members have been trained on how and when to shut off utilities to the facility.
- YES NO Emergency telephone numbers are posted in plain sight and residents are informed to call 911 if directed in the event of an emergency or if informed to do so by staff.
- YES NO Residents are advised of the outdoor area that is the designated meeting place in the event of an emergency.
- YES NO At least one staff person in the facility is current in First Aid and CPR.
- YES NO Each room has at least two escape routes.
- YES NO The Disaster Plan is reviewed every six months with employees and whenever a new staff person is hired.
- YES NO Fire extinguishers are examined monthly and recharged as recommended by the manufacturer.
- YES NO There is a smoke detector and carbon monoxide inside each residence.
- YES NO Smoke and carbon monoxide detectors are checked monthly and batteries are replaced twice annually if battery-powered.
- YES NO We have at least one battery-powered radio with extra batteries.
- YES NO We have working flashlights.
- YES NO We have a list of residents accessible on and offline.

Disaster	Areas Effected	Plan of Action	Notes
		Business:	
		Tenants:	
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		Tenants:	



EMERGENCY CONTACT INFORMATION

EMERGENCY NUMBERS

Police	911
Fire Department	911
Paramedics / Emergency Medical Services.....	911
Poison Control Center.....	800-555-5555
Office Emergency Management	555-555-5555
American Red Cross.....	555-555-5555
Medical Center	555-555-5555
Regional Hospital	555-555-5555
Emergency Alert System Station.....	555-555-5555
Daily News.....	555-555-5555