



EMERGENCY PHONE NUMBERS/ INSTRUCTIONS

**A MONTHLY SAFETY TOPIC
BY SAFER VRS**



INTRODUCTION

The purpose of this handout is to provide you with information about the importance of having emergency phone numbers and instructions readily available for your guests.

This handout will also provide information on the different types of emergency phone numbers that should be included, the different ways you can make these emergency phone numbers and instructions available to your guests, and the key pieces of information to include.

Importance of Emergency Phone Numbers:

Having emergency phone numbers and instructions readily available for your guests is essential in case of an emergency. This can help to ensure the safety and well-being of your guests and prevent a small issue from becoming a larger problem.

Types of Emergency Phone Numbers:

The following is a list of emergency phone numbers that should be included:

- Local police department
- Fire department
- Ambulance
- Poison control center
- Property manager (24-hour coverage)

Key Pieces of Information to Include:

- Street address and unit number (if condo)
- Water shutoff valve location
- Electrical shut off/circuit panel box location
- List of emergency guidelines for situations in and around the property
- Bold and capitalized print of the property's address

MAKING EMERGENCY INFORMATION AVAILABLE:

There are several ways to make emergency phone numbers and instructions available to your guests. Some methods include:

- ✓ Mounting the information on the refrigerator or a bulletin board in the main entryway of the property.
- ✓ Including the information in arrival instructions.
- ✓ Providing a handout in the rental property.

VERIFICATION STEPS

To ensure that you have taken the necessary steps to make emergency phone numbers and instructions easily accessible to your guests, please complete the verification steps on the next page.

Emergency Information & Instructions Verification Checklist

- List of emergency guidelines for the situations that exist in and around the property is provided
- The address of the property is provided in bold, capitalized print
- Emergency phone numbers and contacts are provided
Emergency contact information is in a prominent, visible location in each property
- Contact information for Fire, Police, and Ambulance is included on the Emergency Information Card
- Street address and unit number (if applicable) of the property is included on the Emergency Information Card
- Emergency Information & Instructions are mounted on the refrigerator or a bulletin board in the main entry way of the property
- Information and instructions to contact the property manager (with 24-hour coverage) are provided
- Information on water shutoff valve and electrical shutoff/circuit panel box is provided.

CONCLUSION

Ensuring that guests have access to emergency phone numbers and instructions is essential for their safety in case of an emergency. By following the steps outlined in this handout, you can ensure that you have taken the necessary steps to make emergency phone numbers and instructions easily accessible to your guests.