

## Emergency Preparedness: Essential Contact List

Property Address:

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*This document is a critical component of your home's safety plan. Provided by **Executive Home Management**, it serves as your central resource during any urgent situation. Keep a printed copy in an accessible location (e.g., kitchen drawer, utility room) and a digital copy on your phone.*

### Level 1: Immediate Life-Threatening Emergencies

*For any situation involving fire, medical crisis, or immediate danger, call 911 first.*

Service	Contact Number
Police / Fire / Medical	911
Poison Control	(800) 222-1222

### Level 2: Property Emergencies & Coordination

*For any urgent property issue (water leak, security alarm, heating failure), your first call should be to your dedicated property manager.*

Service	Contact Number	Notes
Executive Home Management (24/7)	(929) 381-4919	Your primary contact for all home issues.
Your Assigned Property Manager	_____	

## Utility Providers

Contact these providers for outages or service emergencies. Your Property Manager can coordinate this for you.

Utility	Company Name & Account #	Emergency Phone Number
Gas	_____	_____
Electric	_____	_____
Water	_____	_____
Oil / Propane	_____	_____
Internet / Cable	_____	_____

## Key Home Systems & Service Providers

List your preferred vendors here. Executive Home Management maintains a network of vetted, 24/7 professionals as a backup.

Service	Company Name	Contact Number
HVAC (Heating & A/C)	_____	_____
Plumbing	_____	_____
Electrical	_____	_____
Security / Alarm System	_____	_____

<b>Roofing</b>	_____	_____
<b>Landscaping / Tree Service</b>	_____	_____
<b>Pool / Spa Service</b>	_____	_____
<b>Appliance Repair</b>	_____	_____

### Personal & Family Contacts

*List trusted contacts who should be notified in an emergency.*

<b>Name</b>	<b>Relationship</b>	<b>Primary Phone</b>	<b>Alternate Phone</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### Insurance Information

*Keep your policy information readily available for claims.*

<b>Item</b>	<b>Details</b>
<b>Homeowner's Insurance Co.</b>	_____
<b>Policy Number</b>	_____

<b>24/7 Claims Hotline</b>	<hr/>
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**Your Peace of Mind is Our Priority.**

This checklist is the first step in proactive home protection. With **Executive Home Management**, you have a professional partner ready to manage these situations on your behalf, ensuring your home is secure whether you are present or away.