

SHELTER SAFETY AND SECURITY

SECURITY

- ❑ Keep windows locked at night and when members are away.
- ❑ Keep exterior door locked at all times.
- ❑ Install timers on outdoor and selected indoor lights.
- ❑ Ask local alumni to periodically check the facility during breaks.
- ❑ Change the locks on all doors frequently.
- ❑ Monitor the activity of guests.
- ❑ Question strangers of found in the shelter or on the property. Call the police when in doubt.

ELECTRICAL

- ❑ Repair any exposed wiring or damaged fixtures.
- ❑ Do not overload outlets.
- ❑ Know where the fuse and breaker box is located and how to reset it if necessary.
- ❑ All electrical outlets and switch plate covers must be in place. Cracked or broken covers need to be replaced.
- ❑ GFCI outlets located in bathrooms and kitchen.
- ❑ Space heaters should not be allowed in shelter.

TRIP HAZARDS

- ❑ No cords/cables running across pathways.
- ❑ No loose or missing stair treads.
- ❑ No frayed or bubbled carpet.
- ❑ No heaved or broken sidewalks.

NATURAL GAS

- ❑ Only allow professionals to move or work on gas lines or equipment.

- ❑ If doing yard work and digging, locate natural gas lines by first contacting the local gas company to properly mark the lines.

PLUMBING

- ❑ Know where the water main is located and how to turn it off in case of an emergency
- ❑ Take precautions during winter to avoid frozen pipes (see sheet on preparing for winter break.)

WINDOWS

- ❑ Inspect for missing or broken glass.
- ❑ All windows should be lockable.

WEATHER

- ❑ Be aware and educate members of emergency procedures in case of tornado, hurricane, blizzard, earthquake, flood, and severe thunderstorm. Be prepared.
- ❑ Conduct occasional emergency drills.