

Utility Emergency Preparedness Guidelines

Dear [Recipient Name],

In light of recent events, we want to ensure that you are prepared for any utility emergencies that may arise. Please find below our guidelines to help you stay safe and informed:

1. Prepare an Emergency Kit

- Water: At least one gallon per person per day for at least three days.
- Non-perishable food items: Enough for at least three days.
- Flashlight and extra batteries.
- First aid supplies.
- Tools for turning off utilities.

2. Stay Informed

Monitor local news channels and sign up for alerts from your utility provider to stay updated on emergencies and outages.

3. Create a Communication Plan

Establish a plan for how you and your family will communicate during an emergency. Designate a meeting place if you get separated.

4. Know How to Shut Off Utilities

Learn how to safely shut off your gas, water, and electricity in case of an emergency.

5. Review Insurance Policies

Make sure your insurance covers utility-related emergencies such as flooding or power outages.

Thank you for taking these important steps to ensure your safety. If you have any questions or need further assistance, please feel free to contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]