

# Water Loss Emergency Response Checklist



## Emergency Contacts

Key internal team members, facility owners/managers, and external facility solutions vendors.



## Shut-Off Locations

Maps or guides that identify water main valves, sprinkler controls, and electrical panels.



## Response Procedures

Step-by-step instructions for containment, communication, and cleanup.



## Roles and Responsibilities

An assignment of who takes charge of specific tasks during an emergency.



## Documentation Protocol

How to record damage, take photos, and report incidents for insurance or maintenance tracking.