



Windjammers Sailing Club
4009 Channel Road
Suamico, WI 54173



9/18/2024

Ready for whatever happens.®



WHAT IS IN THIS PROFILE

Windjammers Sailing Club

- Emergency Action Checklist
- Advanced Warning and Emergency Contacts
- Emergency Contacts
- Main Utility Information (Shut Off Locations)
- Primary Contact Information (Work Authorization Contact)
- Insurance Contact Information
- Miscellaneous Contact Information
- Property Overview
- Building Access Information



EMERGENCY ACTION CHECKLIST

Below is a top line Action Checklist of what to do in the event of a fire or water damage that will help keep employees safe and help reduce business interruption.

- Advanced Warning: Be Alert and Stay Informed
- Always Think Safety First
- Stop the Source of Damage
- Notify Emergency Contacts
- Call SERVPRO Emergency Services
- Notify Key Contacts
- Secure the Property
- Take Photos of Damage
- Write Summary of Event / Documentation



BE ALERT

Windjammers Sailing Club

- Turn off utilities at the main switches or valves when instructed to do so.
- Disconnect electrical equipment and appliances.
- Move vehicles out of low lying parking garages or to higher ground.
- Raise elevators from the bottom floor.
- Review evacuation floor plans. Note: Make copies and file with your ERP.
- Board up windows prior to forecasted high wind storm events, such as hurricanes.



SAFETY FIRST

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Employee And Emergency Contacts Notification

Before, during and after any disaster event, employee safety should always be the first priority. Account for all employees by establishing evacuation plans in advance, identifying areas outside the building that are designated meeting places. Appoint Team Leaders responsible for keeping a list of names and contact information of their team members in order to account for their whereabouts. Establish a central form of contact, ideally a Human Resources lead, and contact them immediately upon learning of any damage. A Phone Tree is recommended to help ensure all employees are contacted and accounted for. Also consider a password-protected information page on your website.

Once the HR Lead is contacted, it will be necessary to then contact your local emergency authorities to respond and begin securing the facility.

	Name	Phone	Emergency Phone
Main HR Contact			
Email:			
	Emergency	Non Emergency	Local Direct Line
Local Fire Department	911	920-434-3201	
Local Police Department	911	920-391-7450	
Local Hospital	911	920-498-4200	
Security Company			



UTILITY CONTACT AND SHUT OFF

Windjammers Sailing Club

ELECTRICITY

Electric Company	Phone Number	Alternate Phone	Acct #
Village of Suamico	920-434-2212		

Shut Off Location: Inside **Needs access key?** No

Notes:
In utility closet located in room with shower. North side of building.



GAS

Gas Company	Phone Number	Alternate Phone	Acct #
Wisconsin Public Service	800-450-7260		

Shut Off Location: Outside **Needs access key?** No

Notes:
On north-facing wall of exterior on building.





UTILITY CONTACT AND SHUT OFF

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WATER

Water Company	Phone Number	Alternate Phone	Acct #
Village of Suamico	920-434-2212		

Shut Off Location: Inside	Needs access key? No
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Notes:
 Located in closet on main floor, north side of building.



ALARM

Phone Number	Alternate Phone	Acct #

Shut Off Location:	Needs access key?
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Notes:



UTILITY CONTACT AND SHUT OFF

Windjammers Sailing Club

	Phone Number	Alternate Phone	Acct #
SPRINKLER			
	Shut Off Location:	Needs access key?	
	Notes:		

	Phone Number	Alternate Phone	Acct #
SERVER			
	Shut Off Location:	Needs access key?	
	Notes:		



PROPERTY OVERVIEW

Windjammers Sailing Club

Building Address:

4009 Channel Road
Suamico, WI 54173

Phone Number:

920-639-8207

Directions to Property:

Hwy 141 to Sunset Beach Road Exit,
Left on N Lakeview Drive, Right on
Resort Road, Left on Channel Road.



Year Built: **Renovations?** No

Are you Energy Program Certified? No **Multi-Tenant Building?** No

KNOWN HAZARDOUS MATERIAL INFORMATION:
Main Contact:
Notes:

DESCRIPTION OF BUILDING:

TOTAL AREA OF BUILDING: 0 Sq. M.

<u>Floor</u>	<u>Primary Use</u>	<u>sq/ft</u>	<u>Type of Flooring</u>
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SUPPLEMENTAL GENERATOR POWER: Not Available



BUILDING ACCESS

Windjammers Sailing Club

LOCATION TO PARK SERVPRO VEHICLES:

On south side of building, near but not in front of boat launch ramps.

PREFERRED BUILDING ACCESS FOR SERVICE:

South side building door, usually locked.

ELEVATOR ACCESS FOR SERVICE:

No elevator.

STAIRWAY ACCESS FOR SERVICE:

No basement, just main level and upstairs.

Other Special Instructions:

First Aid Kit



First Aid kit located in closet closest to front door.

HVAC System

HVAC System located in small utility closet area in the main dining room area. Closer to North side of the building.

Inside Fire Extinguishers





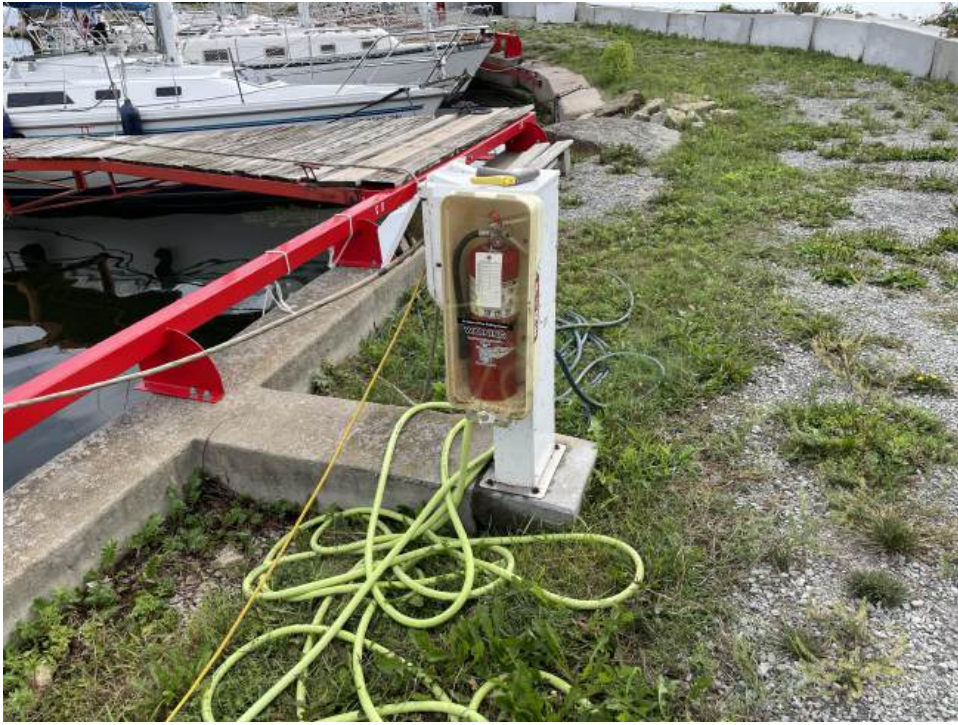


Fire Extinguisher #1 - To the left once you walk through the main door, paired with AED unit. Fire Extinguisher #2 & #3 - Located near bin in closet. Fire Extinguisher #4 - Near back door. Fire Extinguisher #5 - Underneath bar in kitchen area, right next to the garbage can. Fire Extinguisher #6 - Located upstairs, in conference room area on the wall.

Outdoor Fire Extinguishers









Outside Fire Extinguisher locations
- Along North and South side of
marina/dock area. Also located in
land-storage areas.

Water Heater



The Water Heater is located in the closet on the North-side of the building. Also featured the main water valves of the building.