

In Case of Emergency (ICE) Notice – Resident Safety Advisory

If you are away from your unit or become incapacitated and require assistance, we strongly recommend **posting an ICE (In Case of Emergency) notice** on your door.

This simple step ensures that emergency responders **EMS, police, or fire services can access your unit without delay** possibly saving your life.

Without an ICE notice, emergency access may require forcibly entering your unit, which could result in **costly repairs at your own expense**.

Beyond personal safety, the ICE notice also **facilitates entry in cases of fire, smoke, or water damage in your absence**. Depending on your condo insurance, you may or may not be liable for such incidents, so timely access is critical.

Designating Emergency Contacts:

- With their permission you may list trusted individuals within the building or external contacts such as family, friends, or the person across the hall.
- If your unit uses a keypad entry, seal the access code in an envelope and give it to your designated contact(s).
- If your unit uses a physical key, ensure your contact(s) has (have) a key, ideally someone nearby or within the building.

Please complete the ICE form with the following information:

- Contact Name (include relationship if desired)
- Unit Number (if applicable)
- Your contact(s) phone number
- Available Entry Method: indicate “code” (for keypad), “key,” or “both”

How to Post Your ICE Notice:

- Fill in your information on one of the attached forms and place it in your sleeve.
- Attach the sleeve with thread or string
- Use the provided plastic sleeve to attach the notice to your peephole.

- To install: loosen the peephole from inside your unit with a screwdriver or blunt knife, slide the sleeve over it, and retighten.

Your cooperation helps protect your safety and property and supports emergency responders in doing their job effectively.

A separate page has blank forms that you can fill out and use.

If you would like a computer printed list for your door, drop a sheet with your contact names and the other information under the door at 311 or 434. Be sure to include your unit number so that we can get it back to you."

If you would like a computer version in Word that you can fill out and print, please go to <https://somh.ca/in-case-of-emergency-ice/>

Thank you for your attention and consideration to this matter.

Your Board of Directors