

# Emergency Review Checklist

Date \_\_\_\_\_

## Earthquake

Completed By whom

- Shelves fastened securely to walls  \_\_\_\_\_
- Water heaters strapped to wall studs or bolted to the floor in each unit  \_\_\_\_\_
- Overhead light fixtures braced (if applicable)  \_\_\_\_\_
- Cracks along foundation are inspected and repaired  \_\_\_\_\_
- Flammable liquids (weed killers, gasoline, pesticides) are stored in a secure cabinet  \_\_\_\_\_
- Gas, electrical, and water connections are strong and easy to locate  \_\_\_\_\_

## Fire

- Fire department contact information is current and posted in commons areas  \_\_\_\_\_
- Fire and smoke detectors in each unit and common areas installed and checked  \_\_\_\_\_
- Flammable debris (branches, grasses, garbage) cleared from property  \_\_\_\_\_
- Fire extinguishers charged and inspected (tags are current, not expired)  \_\_\_\_\_
- Gas and electrical shutoff valve/switch unblocked and easily accessible  \_\_\_\_\_
- Flammable liquids are properly stored  \_\_\_\_\_
- Insurance policy is updated and adequate  \_\_\_\_\_
- Evacuation routes are clear and free from obstacles (halls, stairs, and fire lanes)  \_\_\_\_\_
- Fire alarms checked regularly (including alarms for deaf or hard of hearing)  \_\_\_\_\_

## Winter storms

- Branches over power lines and buildings are trimmed  \_\_\_\_\_
- Sidewalks are maintained (proper grade, even, and free from potholes)  \_\_\_\_\_
- Roof shingles are properly installed and in adequate shape  \_\_\_\_\_
- Drainage ways are clear from blockages (storm drain, sewer, rain gutters, etc.)  \_\_\_\_\_
- HVAC filters checked and replaced if necessary  \_\_\_\_\_
- Furnaces and boilers are checked and tested for safety and efficiency  \_\_\_\_\_
- Windows in each unit are free from cracks and holes  \_\_\_\_\_
- Doors and windows in each unit are properly caulked and weather-stripped  \_\_\_\_\_
- Carbon monoxide detectors are installed in each unit and checked  \_\_\_\_\_
- Insulation installed in attics, exterior walls, and around pipes is sufficient  \_\_\_\_\_

## Power outage

- Current contact information of power is company posted in office  \_\_\_\_\_
- Alternate forms of communication established and reviewed  \_\_\_\_\_
- Accessible electrical panel  \_\_\_\_\_
- Generators serviced and well-ventilated (where available)  \_\_\_\_\_
- Battery-based emergency lighting installed and tested (where available)  \_\_\_\_\_

## Flood

- Adequate flood insurance (if available)  \_\_\_\_\_
- Cleared sewer and drain lines, with installed and functioning check-valves  \_\_\_\_\_
- Rain gutter downspouts are directed away from foundation  \_\_\_\_\_
- Nearby creeks and irrigation canals are identified and checked for strength  \_\_\_\_\_
- Shovels and empty sandbags are stored on-site (if available)  \_\_\_\_\_

## Man-made disasters

- Current contact information of emergency officials  \_\_\_\_\_
- Review shelter-in-place procedures  \_\_\_\_\_
- All exterior lights are functional and provide adequate lighting  \_\_\_\_\_
- Accessible shut off switches for any central HVAC air intake fans  \_\_\_\_\_