|  |  |
| --- | --- |
| ***Emergency Review Checklist*** | *Date* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |
| **Earthquake**  | **Completed** | **By whom** |
| Shelves fastened securely to walls | images |  |
| Water heaters strapped to wall studs or bolted to the floor in each unit | images |  |
| Overhead light fixtures braced (if applicable) | images |  |
| Cracks along foundation are inspected and repaired | images |  |
| Flammable liquids (weed killers, gasoline, pesticides) are stored in a secure cabinet | images |  |
| Gas, electrical, and water connections are strong and easy to locate | images |  |
|  |  |  |
| **Fire**  | **Completed** | **By whom** |
| Fire department contact information is current and posted in common areas | images |  |
| Fire and smoke detectors in each unit and common areas installed and checked | images |  |
| Flammable debris (branches, grasses, garbage) cleared from property | images |  |
| Fire extinguishers charged and inspected (tags are current, not expired) | images |  |
| Gas and electrical shutoff valve/switch unblocked and easily accessible | images |  |
| Flammable liquids are properly stored | images |  |
| Insurance policy is updated and adequate | images |  |
| Evacuation routes are clear and free of obstacles (halls, stairs, and fire lanes) | images |  |
| Fire alarms checked regularly (including alarms for hearing impaired) | images |  |
|  |  |  |
| **Winter Storms** | **Completed** | **By whom** |
| Branches over power lines and buildings are trimmed | images |  |
| Sidewalks are maintained (proper grade, even, and free from potholes) | images |  |
| Roof shingles are properly installed and in adequate shape | images |  |
| Drainage ways are clear from blockages (storm drain, sewer, rain gutters, etc.) | images |  |
| HVAC filters checked and replaced if necessary | images |  |
| Furnaces and boilers are checked and tested for safety and efficiency | images |  |
| Windows in each unit are free from cracks and holes | images |  |
| Doors and windows in each unit are properly caulked and weather-stripped | images |  |
| Carbon monoxide detectors are installed in each unit and checked | images |  |
| Insulation installed in attics, exterior walls, and around pipes is sufficient | images |  |
|  |  |  |

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| **Power outage** | **Completed** | **By whom** |
| Current contact information of power company is posted in office | images |  |
| Alternate forms of communication established and reviewed | images |  |
| Accessible electrical panel | images |  |
| Generators serviced and well-ventilated (where available) | images |  |
| Battery-based emergency lighting installed and tested (where available) | images |  |
|  |  |  |
| **Flood** | **Completed** | **By whom** |
| Adequate flood insurance (if available) | images |  |
| Cleared sewer and drain lines, with installed and functioning check-valves | images |  |
| Rain gutter downspouts are directed away from foundation | images |  |
| Nearby creeks and irrigation canals are identified and checked for strength | images |  |
| Shovels and empty sandbags are stored on-site (if available) | images |  |
|  |  |  |
| **Man-made disasters** | **Completed** | **By whom** |
| Current contact information for emergency officials | images |  |
| Review shelter-in-place procedures | images |  |
| All exterior lights are functional and provide adequate lighting | images |  |
| Accessible shut off switches for any central HVAC air intake fans | images |  |