

Emergency Review Checklist

Date _____

Earthquake

- | | <i>Completed</i> | <i>By whom</i> |
|---|--------------------------|----------------|
| Shelves fastened securely to walls | <input type="checkbox"/> | _____ |
| Water heaters strapped to wall studs or bolted to the floor in each unit | <input type="checkbox"/> | _____ |
| Overhead light fixtures braced (if applicable) | <input type="checkbox"/> | _____ |
| Cracks along foundation are inspected and repaired | <input type="checkbox"/> | _____ |
| Flammable liquids (weed killers, gasoline, pesticides) are stored in a secure cabinet | <input type="checkbox"/> | _____ |
| Gas, electrical, and water connections are strong and easy to locate | <input type="checkbox"/> | _____ |

Fire

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

Winter storms

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

Power outage

- | | | |
|---|--------------------------|-------|
| Current contact information of power is company posted in office | <input type="checkbox"/> | _____ |
| Alternate forms of communication established and reviewed | <input type="checkbox"/> | _____ |
| Accessible electrical panel | <input type="checkbox"/> | _____ |
| Generators serviced and well-ventilated (where available) | <input type="checkbox"/> | _____ |
| Battery-based emergency lighting installed and tested (where available) | <input type="checkbox"/> | _____ |

Flood

- | | | |
|---|--------------------------|-------|
| Adequate flood insurance (if available) | <input type="checkbox"/> | _____ |
| Cleared sewer and drain lines, with installed and functioning check-valves | <input type="checkbox"/> | _____ |
| Rain gutter downspouts are directed away from foundation | <input type="checkbox"/> | _____ |
| Nearby creeks and irrigation canals are identified and checked for strength | <input type="checkbox"/> | _____ |
| Shovels and empty sandbags are stored on-site (if available) | <input type="checkbox"/> | _____ |

Man-made disasters

- | | | |
|---|--------------------------|-------|
| Current contact information of emergency officials | <input type="checkbox"/> | _____ |
| Review shelter-in-place procedures | <input type="checkbox"/> | _____ |
| All exterior lights are functional and provide adequate lighting | <input type="checkbox"/> | _____ |
| Accessible shut off switches for any central HVAC air intake fans | <input type="checkbox"/> | _____ |