	Please complete the following checklis	st on the first Saturday of every month:			
Date review performed:		Signature:			
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	Test smoke detectors (if applicable)				
	Test carbon dioxide detectors (if applicable)				
	Check fire extinguishers for proper pressure. Turn fire extinguisher upside down and				
	shake for 1 minute to remix extinguishin	g powder (this is important as it settles to the			
	bottom, and over time it can clog the ext	inguisher).			
	Test fire escape ladder (if applicable)				
	Practice fire escape plan.				
	Test sump pump(s) (if applicable). Mix a	a little bleach with water when testing to disinfect			
	pump and plumbing.				
	Clean out drain line from furnace. Mix a	little bleach with water when testing to disinfect			
	drain line and drain.				
	Install (if applicable) and verify that anti	-tip over strapping is securely attached to			
	furnace.				
Clean out drain line from air conditioner(s). Mix a little bleach with water w					
	disinfect drain line and drain.				
	Install (if applicable) and verify that anti	-tip over strapping is securely attached to air			
	conditioner.				
	Drain one gallon of water from your hot water heater.				
	Attach a wrench to your hot water heater	in case you need to turn off the water.			
	Install (if applicable) and verify that anti	-tip over strapping is securely attached to hot			
	water heater.				
	Attach a wrench to your gas meter in cas	se you need to turn off the gas. CAUTION – IF			
	YOU TURN OFF THE GAS FOR AN	Y REASON, A QUALIFIED			
	PROFESSIONAL MUST TURN IT B	ACK ON. NEVER ATTEMPT TO TURN			
	THE GAS BACK ON YOURSELF.				
	Install (if applicable) and verify that antimeter.	-tip over strapping is securely attached to gas			
	Attach a wrench to your electrical fuse p	anel if you have one of the old style screw-in			
	fuse panels in case you need to remove a	fuse.			

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Test Ground Fault Circuit Interrupt (GFCI) outlets (these are usually located in kitchen
and bathroom areas and any other areas where water is present).
Check "Go-Kit" for outdated/expired supplies. Switch out seasonal items if appropriate.
Try on clothing and shoes in bag to make sure they still fit.
Check "Shelter-in-place kit" for outdated/expired supplies. Switch out seasonal items if
appropriate. Try on clothing and shoes in bag to make sure they still fit.
Check "Auto Emergency Kit" for outdated/expired supplies. Switch out seasonal items if
appropriate. Try on clothing and shoes in bag to make sure they still fit.
Review emergency contact information is up to date, make appropriate changes.
Register with "Next of Kin" emergency contact registry http://nokr.org/ .
Check generator(s) for proper operation, fuel and oil levels. Have service performed per
user manual recommendations.
Check fuel storage status for items like the generator. Add or replace fuel and fuel
stabilizer in fuel storage cans.
Back-up all important information from your computer. This includes anything you
cannot live without if the computer fails. Store the back-up in an offsite location (safe
deposit box, etc.)
Review list of telephone numbers stored in home/cell phones.
Review list of email accounts and contacts (MySpace, Facebook, etc).
Check automobile/transportation: tires are properly inflated (including the spare), battery
is charged, fluids are at user manual specifications, overhead storage bins is properly
fastened, child car seat is properly installed (go to your local fire department and they
will check it), trailer hitch and fuel tank is full.
Check trailer: tires are properly inflated (including the spare).
Attach a spare house key to a chemical (glow stick) light stick. Keep in bedroom night
stand. If you are trapped in your house (there is an intruder/someone is breaking into your
house), call 911. Notify them of your situation and tell them you have attached a house
key to a chemical light stick and you have thrown it out of your window towards
(mailbox, front door, backdoor, etc). Activate the chemical light stick by gently bending
it until you hear/feel the glass container inside "break". Shake light stick to mix
chemicals. Throw out of your window to location you told 911. Wait for help.

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RIGHT NOW: Create your 5 Minute Go List¹

- 1. Go from room to room with a small notebook.
- 2. In your notebook list the one thing in each room that you would be able to carry in your backpack that if lost you would suffer for the rest of your life (such as Grandma's wedding ring, the only photo of your deceased cousin, a special book, a wedding photo).
- 3. List only one or two absolute treasures that fit in the go bag that you can grab as you are running through the house at breakneck speed with your list in hand because you have already pre-decided what you cannot live without. Make those critical choices NOW. If you can put those precious items in the Go Bag now, all the better. If not, list them on the 5 Minute Go List.

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¹ Taken from <u>Disaster Recovery Journal's</u> Fall 2008 Magazine article "Creating a Go Bag".

Review important documents are up to date and copies are stored in an offsite location (safe deposit box, etc.). These documents include but are not limited to the following (add whatever other documents you feel are important):

TT /A /	3.4	1. 1	0/1
Home/Auto	Medical		Other
Car Insurance	Cremation Authorization		
Car Title	Doctors' Contact Information		
Driver's License	Postmortem Sperm Retrieval and Artificial Insemination		
T1 11			
Flood Insurance	Powers of Attorney		
Homeowners Insurance	Medical Records		
House Deed	Medication Information		
Household Inventory	Medical Directives		
	Wills		
	Life Insurance		
	Living	g Wills	
	Docum	entation	
401k/Stocks/Bonds Info	rmation	Emergency Contact Information	
Awards/Certificates		Evacuation Plans	
Banking Institute Information		Pet Identification (Chip, Tattoo, License, Etc)	
Birth/Death Certificates		Pet Vaccination Records	
Credit Card Informa	tion	Utility Bill/ <u>Property Card</u> to Prove Legal Residence	
Licenses		Utility Bills	
Marriage/Divorce Cert	tificate	Veterinarians' Contact Information	
Military Discharge Re		Warranty Information	
Parole Informatio			
Passport Book/Passport			
School/Educational Re			
Social Security Ca			
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