

---

## Monthly Emergency Preparedness Checklist

---

Please complete the following checklist on the first Saturday of every month:

Date review performed: \_\_\_\_\_ Signature: \_\_\_\_\_

Version: v1.3

Date of revision: 26AUG2009

- 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 extinguishing powder (this is important as it settles to the bottom, and over time it can clog the extinguisher).
- Test fire escape ladder (if applicable)
- Practice fire escape plan.
- Test sump pump(s) (if applicable). Mix 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 when testing to 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 case you need to turn off the gas. **CAUTION – IF YOU TURN OFF THE GAS FOR ANY REASON, A QUALIFIED PROFESSIONAL MUST TURN IT BACK ON. NEVER ATTEMPT TO TURN THE GAS BACK ON YOURSELF.**
- Install (if applicable) and verify that anti-tip over strapping is securely attached to gas meter.
- Attach a wrench to your electrical fuse panel if you have one of the old style screw-in fuse panels in case you need to remove a fuse.

## Monthly Emergency Preparedness Checklist

---

- 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- Check “Go-Kit” for outdated/expired supplies.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- Check “Shelter-in-place kit” for outdated/expired supplies.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- Check “Auto Emergency Kit” for outdated/expired supplies.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.

### **RIGHT NOW: Create your 5 Minute Go List<sup>1</sup>**

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.

---

<sup>1</sup> Taken from [Disaster Recovery Journal's](#) Fall 2008 Magazine article "Creating a Go Bag".

