

EMERGENCY AND DISASTER PREPARATION CHECKLIST

ACTION ITEMS

- Document alarm locations and know how to operate them
- Create and maintain an up-to-date emergency call list
- Designate a command center or central meeting point for organizing once a disaster has occurred. Be sure to specify a meeting time as well.
- Develop a plan to communicate the next steps to your team and residents
- Collect community resources for your team to utilize and distribute
- Identify and communicate evacuation routes to all staff and residents
- Ensure all hazardous materials are safely stored
- Mark a property map with utility shutoffs and important electrical points for your team
- Review and include a copy of any corporate-specific policies or procedures related to emergency response and distribute them accordingly

PREPARATION MATERIALS

Emergencies happen with little to no warning. Ensure you have the products you need to keep residents and staff safe.

- | | |
|--|---|
| <input type="checkbox"/> Batteries | <input type="checkbox"/> First Aid Kits |
| <input type="checkbox"/> Bottled Water | <input type="checkbox"/> Flashlights |
| <input type="checkbox"/> Boards & Plywood | <input type="checkbox"/> Generators |
| <input type="checkbox"/> Caulks, Sealants, Adhesives | <input type="checkbox"/> Hardware - Nails, Screws |
| <input type="checkbox"/> Disinfectants | <input type="checkbox"/> Pipe Insulation |
| <input type="checkbox"/> Emergency Lighting | <input type="checkbox"/> Propane Gas |
| <input type="checkbox"/> Extension Cords | <input type="checkbox"/> Radios & External Charging Devices |
| <input type="checkbox"/> Fire Extinguishers, Smoke & CO Alarms | <input type="checkbox"/> Rain Suits |

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PREPARATION MATERIALS CONT.

Emergencies happen with little to no warning. Ensure you have the products you need to keep residents and staff safe.

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|---|--|
| <input type="checkbox"/> Ropes, Chains, Ties | <input type="checkbox"/> Tarps & Drop Cloths |
| <input type="checkbox"/> Safety Cans | <input type="checkbox"/> Hand & Power Tools |
| <input type="checkbox"/> Safety Clothing & Gloves | <input type="checkbox"/> Utility Knives & Blades |
| <input type="checkbox"/> Sandbags | <input type="checkbox"/> Weather Stripping |
| <input type="checkbox"/> Tape | <input type="checkbox"/> Wipes |

RECOVERY AND CLEAN-UP MATERIALS & SERVICES

Timely recovery is dependent on thorough planning. Resources may be limited after an emergency, so order ahead.

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| <input type="checkbox"/> Air Movers / Fans | <input type="checkbox"/> Personal Protection |
| <input type="checkbox"/> Cleaning Equipment & Supplies | <input type="checkbox"/> Pest Control |
| <input type="checkbox"/> Disinfecting Wipes | <input type="checkbox"/> Pipe Repair |
| <input type="checkbox"/> Drywall Repair | <input type="checkbox"/> Pressure Washers & Cloths |
| <input type="checkbox"/> Dust Masks | <input type="checkbox"/> Safety Signs & Cones |
| <input type="checkbox"/> Identification Tape | <input type="checkbox"/> Sump Pumps |
| <input type="checkbox"/> Ladders | <input type="checkbox"/> Tools - Indoor & Outdoor |
| <input type="checkbox"/> Leak Detectors | <input type="checkbox"/> Utility Knives |
| <input type="checkbox"/> Mold Removal & Prevention | <input type="checkbox"/> Waste Containers & Liners |
| <input type="checkbox"/> Odor Control | <input type="checkbox"/> Wet/Dry Vacuums |
| <input type="checkbox"/> Paint Supplies | |