

DISASTER PREPARATION ★ ANNUAL HOME CHECKLIST

SECURE YOUR HOME.....

- Board up windows and doors
- Cover vents
- Label a window shutter with insurance agency name and policy number

SECURE THE YARD.....

- Move outdoor furniture inside
- Remove garden ornaments and store in garage or home
- Move or secure play equipment and toys

PROTECT FAMILY DOCUMENTS.....

- | | |
|---|--|
| <input type="checkbox"/> Birth certificates | <input type="checkbox"/> Social Security Cards |
| <input type="checkbox"/> Medical records | <input type="checkbox"/> Marriage Certificates |
| <input type="checkbox"/> Identification Cards/
Drivers License | <input type="checkbox"/> Life Insurance Policies |
| <input type="checkbox"/> Passports | <input type="checkbox"/> Divorce/custody papers |
| | <input type="checkbox"/> Pet vaccination records |

LIST OF PRESCRIPTION MEDICINES

SECURE HOME & AUTO PAPERWORK

- Deeds and titles Insurance Mortgage

MONEY MATTERS.....

- Checking and savings account numbers
- Credit card numbers
- Investment documents
- Monthly bill phone numbers and account numbers
- Cash
- Previous year's tax return

IMPORTANT PHONE NUMBERS.....

CHECKLIST ITEM

CHECKUP DATE

FAMILY PREPARATION.....

- Review Family Disaster Plan _____
- Designate Safe Meeting Location _____
- Restock First Aid Kit _____
- Stock 3 days worth of food and water for family and pets _____
- Gather one week's supply of medications for family and pets _____
- Have an extra charged cell phone battery _____
- Have a supply of different size batteries _____
- Have a map of the area _____

MAINTENANCE.....

ROOF

- Inspect covering _____
- Inspect roof to wall connections _____
- Ensure vents are attached to structure _____
- Inspect gable bracing _____
- Review warranty _____

OPENINGS

- Repair wood rot on windows and doors _____
- Caulk/weather strip windows and doors _____
- Check condition of window glass _____
- Check exterior doors for storm resistance and reinforce _____
- Check garage door for storm resistance and reinforce _____
- Label each shutter for its opening _____

YARD

- Secure AC unit and raise up around base _____
- Anchor shed _____
- Prune tree limbs _____