



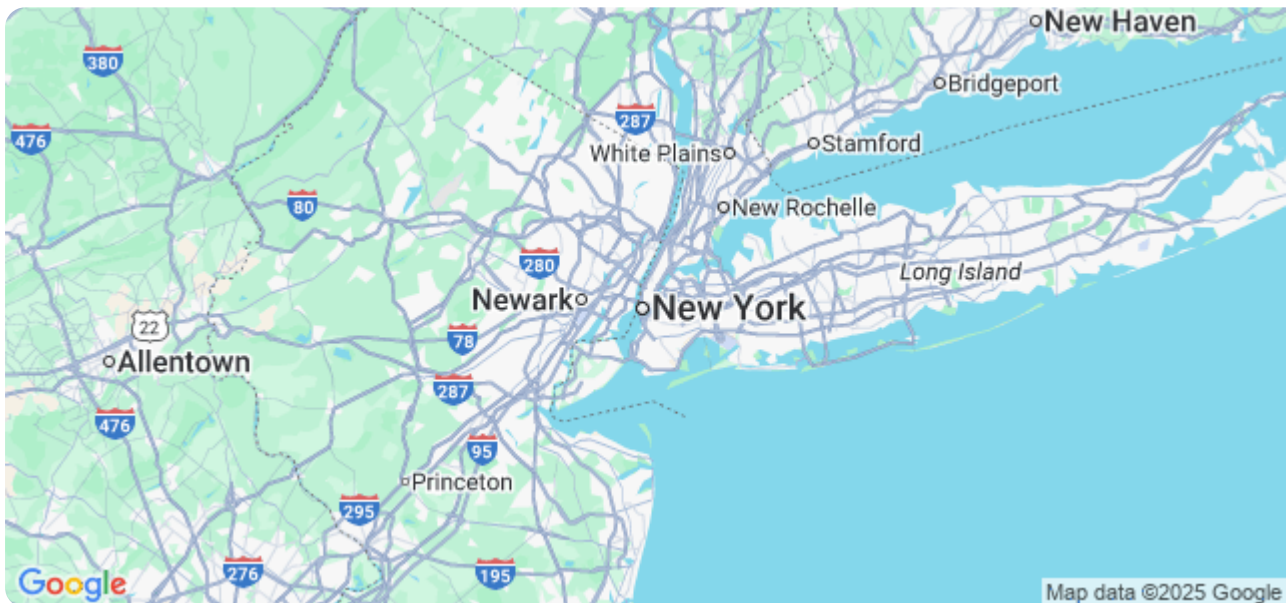
Emergency Preparedness Checklist for Rental Properties

Property Hazard Assessment

Identify and document potential hazards on the property.

Identify Potential Trip Hazards (e.g., uneven pavement, loose rugs)

 [Set My Current Location](#)



Number of Cracked or Damaged Steps

Enter a number...


Description of Overhanging Branches or Potential Falling Hazards

Write something...

Condition of Railings (if applicable)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Photo of Hazard (if applicable)

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Description of any signs of water damage or mold

Write something...

Emergency Contact Information

Compile and maintain up-to-date contact details for tenants, property managers, and emergency services.

Tenant Name

Write something...

Emergency Contact Number

Write something...

Alternate Contact Name

Write something...

Alternate Contact Number

Write something...

Relationship to Tenant

- ☐ Family
- ☐ Friend
- ☐ Neighbor
- ☐ Other

Property Manager Name

Write something...

Property Manager Phone Number

Write something...

Emergency Services - Police (Non-Emergency)

Write something...

Emergency Services - Fire Department

Write something...

Fire Safety Equipment

Verify the presence, functionality, and maintenance of fire extinguishers, smoke detectors, and carbon monoxide detectors.

Last Smoke Detector Inspection Date

Enter date...

Last Carbon Monoxide Detector Inspection Date

Enter date...

Number of Fire Extinguishers

Enter a number...

Fire Extinguisher Type(s)

- ☐ ABC
- ☐ Class K
- ☐ BC
- ☐ Other

Last Fire Extinguisher Inspection/Service Date

Enter date...

Smoke Detector Functionality

- ☐ Working
- ☐ Not Working
- ☐ Needs Batteries
- ☐ Tampered With

Carbon Monoxide Detector Functionality

- ☐ Working
- ☐ Not Working
- ☐ Needs Batteries
- ☐ Tampered With

Utility Shut-Off Procedures

Document and communicate the location of utility shut-off valves and switches.

Water Shut-Off Valve Location

Write something...

Gas Shut-Off Valve Location

Write something...

Electricity Main Breaker Location

Write something...

Detailed Shut-Off Instructions (Water)

Write something...

Detailed Shut-Off Instructions (Gas)

Write something...

Detailed Shut-Off Instructions (Electricity)

Write something...

Inspector Signature (Verification)

Evacuation Plan

Outline and communicate a clear evacuation plan for tenants, including designated meeting points.

Primary Evacuation Route Description

Write something...

Secondary Evacuation Route Description

Write something...

Designated Evacuation Meeting Point (Address/GPS)

 [Set My Current Location](#)



Distance (in feet/meters) to Meeting Point

Enter a number...

Who is responsible for directing tenants?


- ☐ Property Manager
- ☐ Designated Staff Member
- ☐ Tenant Volunteer

Date of Last Evacuation Drill

Enter date...

Time of Last Evacuation Drill (Start Time)

Attach Evacuation Map (if available)

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First Aid Supplies & Training

Ensure access to first aid supplies and consider providing basic first aid training for staff.

Number of First Aid Kits on Property

Enter a number...

Contents of Each First Aid Kit (list items)

Write something...

Last First Aid Kit Inspection Date

Type of First Aid Training Provided (if any)

- ☐ CPR/AED
- ☐ Basic First Aid
- ☐ None
- ☐ Other

Number of Staff Trained in First Aid/CPR

Date of Last First Aid/CPR Training

Upload Certificate of Completion (if applicable)

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Severe Weather Protocols

Establish procedures for handling severe weather events such as hurricanes, floods, or tornadoes.

Hurricane/Storm Warning Notification Procedure

Write something...

Last Storm Preparedness Meeting Date

Enter date...

Sandbag Quantity (if applicable)

Enter a number...

Primary Communication Method (e.g., Email, SMS)

- ☐ Email
- ☐ SMS
- ☐ Phone Call
- ☐ Property Management Portal

Potential Evacuation Routes

- ☐ Route A
- ☐ Route B
- ☐ Route C

Tenant Communication Script (for Severe Weather)

Write something...

Insurance Review

Review property and liability insurance coverage to ensure adequate protection.

Policy Type

- ☐ Property Insurance
- ☐ Liability Insurance
- ☐ Flood Insurance
- ☐ Windstorm Insurance

Coverage Amount

Enter a number...

Policy Expiration Date

Enter date...

Notes/Comments

Write something...

Deductible Amount

- ☐ \$1,000
- ☐ \$2,500
- ☐ \$5,000
- ☐ Other

Insurance Certificate

 Upload File

Communication Plan

Define how emergency information will be disseminated to tenants and stakeholders.

Emergency Notification System Description

Write something...

Primary Communication Method

- ☐ Email
- ☐ SMS/Text Message
- ☐ Phone Call
- ☐ Building Announcement System

Number of Affected Tenants (Estimated)

Enter a number...

Last Communication Drill Date

Enter date...

Typical Response Time (Minutes)

Communication Channels Used

- ☐ Website
- ☐ Social Media
- ☐ Local News Outlets
- ☐ Tenant Portal

Pre-written Emergency Announcement Template

Write something...

Documentation & Record Keeping

Maintain records of inspections, maintenance, and emergency preparedness activities.


Date of Last Emergency Preparedness Review

Enter date...

Summary of Review Findings & Action Items

Write something...

Copy of Emergency Action Plan

 Upload File

Number of Fire Extinguishers Inspected

Enter a number...

Date of Last Fire Extinguisher Inspection

Enter date...

Inspection Completion Status

- ☐ Complete
- ☐ In Progress
- ☐ Not Started

Notes on Maintenance or Repairs Needed

Write something...

Signature of Responsible Party