

New Homeowner

Emergency Preparedness Checklist

Getting your important documents and emergency supplies organized now means less panic later.

1. Clear Your Exits & Access Points

In an emergency, clutter becomes a hazard.
Make sure these areas stay clear:

- Hallways and stairwells free of boxes, shoes, and storage bins
- Circuit breaker, water shut-off valve, and gas meter accessible
- Main doors and windows unobstructed
- Flashlights, fire extinguisher, and first-aid kit within easy reach

2. Build Your Go-Bag

Pack one bag per person (and one for pets) near your main exit.
Use labeled pouches or ziplock bags:

Personal: medications, glasses, phone charger, change of clothes

Pet: food, leash, vaccination records, carrier tags

Household: cash, copies of keys, portable radio, batteries

Rotate food, water, and meds every 6-12 months. Label everything with expiration dates.

3. Create an Emergency Document Binder

Use a fireproof/waterproof bag or portable file box. Keep it near your go-bag or in an easy-grab location.

Gather these documents:

Category	What to Include
Personal ID	Driver's licenses, passports, birth certificates, Social Security cards, pet vaccination records
Property	Deeds, mortgage papers, lease, vehicle titles, insurance policies (home, auto, life, flood)
Financial	Bank account numbers, credit/debit cards, recent tax returns, investment accounts
Medical	Health insurance cards, prescription list, doctor contacts, blood types, immunization records
Contacts	Out-of-state emergency contact, neighbors, utility companies, employer

Backup tip: Scan everything to an encrypted thumb drive and store a copy in the cloud.

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4. Take a Home Inventory

Walk through each room and photograph or video your belongings. Note serial numbers for electronics and high-value items. Store this with your emergency binder.

5. Set an Annual Reminder

Every September during **National Preparedness Month**, update expired documents, check smoke detector batteries, rotate go-bag supplies, and review your emergency plan with everyone in the household.

Need help getting your documents, emergency supplies, or go-bag organized?

Organization Transformation helps homeowners create systems that actually work — so when life gets messy, you're ready.

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