

# Time-saving Actions You Can Take Now

- ☐ Create a “Grab-N-Go” bag.
- ☐ Create a checklist of items, and where they’re located, to be grabbed quickly in an emergency evacuation: medications, computers/iPads, phone chargers, cash, pet food.
- ☐ Copy all important documents, like Insurance policies, Wills/ Trusts. Banking/Business records. Consider making digital copies and upload to the Cloud, or transfer to a portable flash drive.
- ☐ Record videos of every room in your home and do the same outside.
- ☐ Take digital pictures of every room of your home and upload to the Cloud, or transfer to a portable flash drive.
- ☐ Locate water, gas meters and electrical panels. Learn how to turn off each.
- ☐ Learn how to open a garage door manually if a power failure occurs.
- ☐ Purchase/inspect/maintain household fire extinguisher(s).
- ☐ Inspect/test smoke detectors annually.
- ☐ Make sure your address is clearly visible from the road.
- ☐ Close the fireplace flue when the chimney is not being used.