

Safety & Preparedness

Master index and document approval register

Purpose

Keep approved safety references current, accessible to authorized staff, and easy to replace.

BINDER INDEX / CONTENTS

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DOCUMENT APPROVAL AND INSERTION LOG

Leave blank until an authorized person approves the completed document for local use.

DATE	DOCUMENT / VERSION	APPROVED BY	REPLACES?

Before a new resource goes into the active binder

- Verify local rules and agency policies; confirm names, numbers, dates, and review owner.
- Remove or mark superseded copies. Do not label a blank template as already approved.

Emergency Contacts

Complete locally, confirm every number, and date each revision

Site / house: _____ Location ID: _____

Street address: _____ Reviewed on: _____

EMERGENCY NUMBERS

Emergency police / fire / EMS

911

Use for immediate danger or urgent medical emergencies

Poison Control (U.S.)

1-800-222-1222

For possible poisoning; call 911 for life-threatening symptoms

Local police - non-emergency

Nearest emergency department

Address: _____

PEOPLE TO CONTACT

On-call manager / owner _____

On-call nurse / medical contact _____

Case manager / service coordinator _____

Emergency maintenance _____

UTILITIES AND SHUTOFF LOCATIONS

Electricity Provider / number: _____ Shutoff / location: _____

Water Provider / number: _____ Shutoff / location: _____

Gas / heating Provider / number: _____ Shutoff / location: _____

Phone / internet Provider / number: _____ Shutoff / location: _____

Store sensitive personal information in restricted-access records, not on a public wall sheet.

Monthly Safety Walkthrough

Check, record an issue, and follow up - adapted to your local standards

Site: _____ Month: _____ Inspector: _____

Use: OK = checked ISSUE = action needed N/A = not applicable. Do not use this as a certification.

FIRE & LIFE SAFETY

Smoke / CO alarms: checks completed per site policy ☐ OK ☐ ISSUE

Fire extinguishers: present, accessible, inspection status checked ☐ OK ☐ ISSUE

Exits and evacuation routes unobstructed ☐ OK ☐ ISSUE

Doors, lighting and emergency supplies accessible ☐ OK ☐ ISSUE

HEALTH & FIRST AID

First aid supplies present and in date ☐ OK ☐ ISSUE

Medication storage secured per the applicable policy ☐ OK ☐ ISSUE

PPE and disposal supplies available ☐ OK ☐ ISSUE

KITCHEN & FOOD

Refrigerator 40 F or below; freezer 0 F or below ☐ OK ☐ ISSUE

Food dates and storage reviewed ☐ OK ☐ ISSUE

Cleaning chemicals secured and separated from food ☐ OK ☐ ISSUE

HOUSE & ACCESS

Water temperature checked against local/site standard ☐ OK ☐ ISSUE

Handrails, paths and mobility access clear ☐ OK ☐ ISSUE

Lighting, maintenance and pest concerns reviewed ☐ OK ☐ ISSUE

INSPECTION RESULT AND FOLLOW-UP

Issues found / ticket number: _____

Immediate action / person notified: _____

Inspector / date: _____ Owner / follow-up date: _____

Issue & Follow-Up Log

Close the loop on problems found during safety checks

If there is an immediate hazard, protect people and follow your emergency response plan.

This log does not replace required incident, maintenance or regulatory reporting.

OPEN ITEMS

ISSUE 1 Date found: _____ Site / area: _____

What was observed: _____

Immediate action / who was notified: _____

Assigned to: _____ Due by: _____ Status: _____

Resolved / verified by: _____ Date: _____

ISSUE 2 Date found: _____ Site / area: _____

What was observed: _____

Immediate action / who was notified: _____

Assigned to: _____ Due by: _____ Status: _____

Resolved / verified by: _____ Date: _____

ISSUE 3 Date found: _____ Site / area: _____

What was observed: _____

Immediate action / who was notified: _____

Assigned to: _____ Due by: _____ Status: _____

Resolved / verified by: _____ Date: _____

REVIEW / BINDER CONTROL

Binder custodian: _____ Next review date: _____

Ensure emergency numbers, site details and completed checklists are current and access-controlled.

Use your organization's required schedule; this packet does not establish a legal inspection interval.