

# 5-Minute Battery Audit Checklist

*A Quick-Read Readiness Tool for Emergency Preparedness Teams*

## Purpose

*Ensure all mission-critical equipment stays powered and reliable.  
No dead batteries, no downtime, no surprises.*

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### Step 1 — Map Your Battery Zone

Make a quick list of every device in your workspace that depends on portable power.

- ☐ Radios/walkie-talkies
- ☐ Thermometers/digital data loggers (including Cool Cube™ temperature loggers)
- ☐ Flashlights/headlamps
- ☐ Laptops/tablets
- ☐ Label printers/barcode scanners
- ☐ Portable monitors or chargers
- ☐ Other battery-powered response gear

**Tip:** Use a whiteboard or sticky notes to visualize what depends on batteries.

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### Step 2 — Check Lifelines

For each device, identify what type of power source it uses.

Device	Battery Type	Replaceable	Rechargeable	Hardwired
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Rechargeable:** Note the last full charge date.

**Replaceable:** Keep two backups stored next to the device.

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### 🕒 Step 3 — Date Check & Replace

**Rule:** If you can't remember when it was replaced or recharged, it's time for a replacement or recharge.

- ☑ Replace disposable batteries every **6 months**
- ☑ Fully recharge and test all rechargeable units **monthly**
- ☑ Mark batteries with tape showing replacement date (MM/YY)

**Tip:** Sync this with your regular equipment inspection schedule.

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### ● Step 4 — Label Smart

Use a visual color code on each device or storage bin:

- Green: Fresh, ready-to-go
- Yellow: Low/due for replacement
- Red: Expired or untested

**Tip:** Keep extra colored dot stickers or markers in your Command Kit for quick labeling.

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### 📦 Step 5 — Store With Intention

Create a **Battery Grab Bag** for emergency swaps:

- ☑ Clearly labeled by battery size (AA, AAA, 9V, D, CR2032, etc.)
  - ☑ Stored in a cool, dry place near your primary deployment gear
  - ☑ Include small screwdrivers, charging cables, and power banks
  - ☑ Date the stockpile check on the outside of the container
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### ✅ Final Quick Review

Before your next shift or drill, confirm:

- ☐ Every critical device powers on instantly
- ☐ Backup batteries are fresh and labeled
- ☐ Charging cables and adapters are co-located
- ☐ Team members know where the “grab bag” is

**Tip:** Pair this checklist with your Cool Cube™ or SmartBook™ maintenance checks for a unified readiness routine.

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