

EMERGENCY PREPAREDNESS CHECKLIST



The next time an emergency strikes you may not have much time to act. Prepare now for a sudden emergency.

Learn how to protect yourself and loved ones and cope with emergencies by planning ahead.

This checklist was made to help you get started but you should continue to expand your lists and needs based on your situation.

Discuss these ideas with your family, then prepare an emergency plan. Post the plan where is visible to everyone to see it.

Emergency Checklist

Knowledge is key: Call your local Emergency Management Office or Red Cross Chapter

Create an Emergency Plan

- Find out which emergencies could occur in your area.
- Get instruction on how to prepare for the emergency.
- Ask about the community evacuation route.
- Ask how you could be warned of an emergency.
- Learn about emergency plans for your childrens school or day care center.
- Create two safe zones where everyone should meet in an emergency.
- Show family members how to turn off gas, electric, water at the main switches when necessary.
- Post emergency phone numbers in a visible location where everyone can find them..
- Pick an out-of-state and one local friend or relative for family members to call.
- Take a basic first aid and CPR class.
- Keep family records in a water and fire proof container.

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Emergency Plan

Out-of-State Contact

Name _____

City _____

Telephone (Day) _____ (Evening) _____

Local Contact

Name _____

Telephone (Day) _____ (Evening) _____

Nearest Relative

Name _____

City _____

Telephone (Day) _____ (Evening) _____

Family Work Numbers

Father _____ Mother _____

Other _____

Emergency Telephone Numbers

In a life threatening emergency, dial 911 or the local emergency medical services system number

Police Department _____

Fire Department _____

Hospital _____

Family Physicians

Name _____ Telephone _____

Name _____ Telephone _____

Name _____ Telephone _____

Reunion Locations

1. Right outside your home _____

2. Away from the neighborhood, in case you cannot return home _____

Address _____

Telephone _____

Route to try first _____

CHECKLIST

Escape Plan

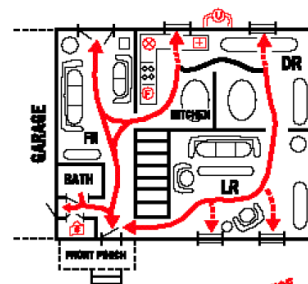
In a fire or other emergency, you may need to evacuate your house, apartment or mobile home on a moment's notice. You should be ready to get out fast.

Develop an escape plan by drawing a floor plan of your residence. Using a black or blue pen, show the location of doors, windows, stairways, and large furniture. Indicate the location of emergency supplies (Disaster Supplies Kit), fire extinguishers, smoke detectors, collapsible ladders, first aid kits and utility shut off points. Next, use a colored pen to draw a broken line charting at least two escape routes from each room. Finally, mark a place outside of the home where household members should meet in case of fire.

Be sure to include important points outside such as garages, patios, stairways, elevators, driveways and porches. If your home has more than two floors, use an additional sheet of paper. Practice emergency evacuation drills with all household members at least two times each year.

Example:

Floor one



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- Week 1**
- 1 gallon water*
 - 1 can ready-to-eat meat* (tuna, chicken, etc.)
 - Large tub to hold items
 - Hand-operated can opener
- To Do:**
- Learn about the emergencies that could happen where you live and the right way to respond to them.

- Week 2**
- Dry fruit or trail mix
 - Permanent marker, paper and pencil
- To Do:**
- Make sure emergency contact numbers are easy to identify in mobile devices: I.C.E. + contact (I.C.E. = In Case of Emergency).

- Week 3**
- First aid kit
 - Hand sanitizer
- To Do:**
- Date items in kit.

- Week 4**
- Battery/hand-crank emergency radio
 - 2 flashlights with batteries
 - Waterproof matches
- To Do:**
- Install a carbon monoxide (CO) detector and smoke alarm.
 - Make a list of bank account numbers, credit card account numbers and companies, and insurance policy numbers, include in kit.

- Week 5**
- 1 gallon water*
 - 1 can ready-to-eat meat* (tuna, chicken, etc.)
 - Energy bars
- To Do:**
- Identify family meet-up locations.

- Week 6**
- 1 can fruit*
 - 1 box crackers
 - Paper plates
 - Playing cards
 - Plastic container for personal items

- To Do:**
- Develop home evacuation plans

- Week 7**
- Pain reliever
 - Thermometer
 - Hand soap
- To Do:**
- Practice home evacuation plans.

- Week 8**
- Utility wrench (to shut off utilities)
 - Fire extinguisher
 - Utility knife
- To Do:**
- Locate and identify utility shutoffs.

- Week 9**
- 1 gallon water*
 - 1 can soup*
 - Puzzle books/games
- To Do:**
- Develop an emergency network among family, friends and neighbors.

- Week 10**
- Dry nuts
 - Rain poncho

- Week 11**
- Laxative
 - Antacid
 - Anti-diarrheal
 - Rubbing alcohol

- Week 12**
- Duct tape
 - Whistle
 - Tarp
 - Blank DVDs to record home inventory
- To Do:**
- Use camcorder to record the contents of your home for insurance purposes.
 - Make a copy of the recording and send it to an out-of-town friend or family member.

- Week 13**
- Electrolyte replacement drink (sports drink or infant electrolyte solution)
 - 1 can fruit*
 - Hard candy
 - Comfort/stress food (cookies, instant coffee, sweetened cereal, candy or tea bags)
- To Do:**
- Photocopy important documents, include in kit.

- Week 14**
- 1 jar peanut butter
 - 1 box crackers
 - 1 package eating utensils
- To Do:**
- Discuss with your network and neighbors what help may be needed and how best to assist each other.

- Week 15**
- 2 rolls toilet paper
 - Bucket with tight-fitting lid
 - 1 gallon regular household bleach (DO NOT USE scented, color-safe or bleaches with added cleaners)
 - Medicine dropper
- To Do:**
- Review insurance coverage to be sure you are covered for disasters that may happen in your area.

- Week 16**
- Work gloves
 - 50-foot rope
 - Crow bar
 - Cash (small bills) or traveler's checks, and coins
- To Do:**
- Keep a card with important health information in kit.

- Week 17**
- 1 gallon juice
 - 1 can fruit*
 - Garbage bags
- To Do:**
- Arrange for a friend or neighbor to help your children if you are not able to respond.

- Week 18**
- Paper cups
 - Blanket or sleeping bag*
 - Change of clothing and sturdy footwear*
- To Do:**
- Volunteer with a local disaster/emergency group (Red Cross, Medical Reserve Corps, CERT team).

- Week 19**
- Toothbrush*/toothpaste
- To Do:**
- Make a smaller kit for your vehicle.

- Week 20**
- Hammer
 - Screwdriver
 - Pliers
 - Assorted nails and screws
- To Do:**
- Purchase and install an emergency escape ladder for upper story windows.

- Week 21**
- Electrolyte replacement drink (sports drink or infant electrolyte solution)
 - 1 can vegetables*
 - Comfort/stress food (cookies, instant coffee, sweetened cereal, candy or tea bags)
- To Do:**
- Check with child's school/day care center to find out about their disaster plans.

- Week 22**
- Energy bars
 - 1 box crackers
 - Aluminum foil
- To Do:**
- Take a first aid/CPR class.

- Week 23**
- 1 box facial tissues
 - Feminine hygiene products
- To Do:**
- Find out about your workplace disaster plan.

- Week 24**
- Extra batteries for radio/flashlight
 - Dust masks
 - Sewing kit
- To Do:**
- Mark your calendar to check your emergency supply kit in six months!

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Essential/Survival

Prepare a Disaster Supplies kit

- Water 1 gallon per person per day.
- Food non-perishable
- Battery power radio
- Flashlight w/extra batteries
- Sleeping bags, blankets
- Rain Gear
- Money, small bills and coins
- Snack/ Trail food
- Well stocked first aid kit
- Clothing for ALL seasons

- Hiking boots or study shoes
- Hat (for blocking sun/rain)
- Extra socks, underwear
- Hat (for blocking sun/rain)

TOOL and Misc

- Multipurpose tool
- Tool to turn off water and gas
- Nylon cord, rope, twine
- Dust mask: N95 w/exhale valve
- Lantern and fuel

- Bucket and garbage bags
- Fire Extinguisher
- Camp shovel
- Extra batteries
- Manual can opener
- Work gloves
- Non-scented bleach

- Soap
- Toilet paper or baby wipes
- Medications
- Feminine hygiene

Personal Hygiene

- Over the counter hand sanitizer
- Toothbrush and toothpaste

EMERGENCY PREPAREDNESS CHECKLIST



29 Items To Hoard Before A Crisis

- | | | |
|---|---|--|
| <input type="checkbox"/> Baby wipes | <input type="checkbox"/> Multi-Vitamins | <input type="checkbox"/> Fire Extinguisher |
| <input type="checkbox"/> Trash bags | <input type="checkbox"/> Swiss Army knife | <input type="checkbox"/> Electric cooker |
| <input type="checkbox"/> Cotton balls | <input type="checkbox"/> Dry shower foam | <input type="checkbox"/> Extra batteries |
| <input type="checkbox"/> Can opener | <input type="checkbox"/> Leather gloves | <input type="checkbox"/> Pest and insect repellent |
| <input type="checkbox"/> Bathroom Towels | <input type="checkbox"/> Hand crank or battery operated radio | <input type="checkbox"/> Proper footwear |
| <input type="checkbox"/> Duct Tape | <input type="checkbox"/> Chlorine bleach and medical dropper | <input type="checkbox"/> Hiking backpack |
| <input type="checkbox"/> Fire starter kits | <input type="checkbox"/> Seasoned wood | <input type="checkbox"/> Over the counter hand sanitizer |
| <input type="checkbox"/> Binoculars | <input type="checkbox"/> Honey, syrup and sugar | <input type="checkbox"/> Axe |
| <input type="checkbox"/> Thermal blankets | <input type="checkbox"/> Coconut oil | <input type="checkbox"/> Food/water |
| <input type="checkbox"/> Activated Charcoal Tablets | <input type="checkbox"/> Electric Generator | |