

Preparedness Checklist

Knowing What to Do Protects You and Your Family

- ✓ **MAKE a plan about potential hazards and how to deal with them**
- ✓ **PRACTICE and maintain your Emergency Plan**
- ✓ **BUILD an Emergency Kit**
- ✓ **STAY INFORMED**
- ✓ **KNOW YOUR NEIGHBORS**

1. Make A Plan

Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency.

- Make sure everyone knows important phone numbers and that children know their parents' full names.
- Keep a list of contacts by the phone and in your emergency kit. Be sure to have a charger for your mobile phone.
- Find safe areas in your home for when you need to shelter-in-place.
- Determine the best escape routes from your home and find two ways out of each room
- Decide on a meeting place outside of your home, and one just outside of your neighborhood, in case you cannot return to your home.
- Pick a friend or family member both inside the city, and one who lives out of the area for your family to contact in case they become separated.
- Make a plan about what you will do if you need to evacuate with your pets.
- Assemble an Emergency Supply Kit that has adequate supplies for you family for 3-5 days.
- Keep a copy of your family emergency plan in your supply kit or another safe, waterproof place where you can access it in the event of a disaster.

Prepare your home for an Emergency/Disaster

- Install safety features such as smoke detectors and fire extinguishers in your home.
- Learn basic safety measures such as CPR, first aid and use of the fire extinguishers.
- Know how and when to turn off water and electricity at the primary connections.
- Post emergency phone numbers by all home telephones. Teach children how and when to dial 911, fire/police/EMS.
- Prepare a 3-5 day Stay-at-Home kit for when you are impacted by a disaster.

- Inventory your possessions. Keep important papers in a safe deposit box or another safe and dry location.

2. Practice Your Plan

- Conduct fire and emergency evacuation drills annually.
- Replace sored water every three months and food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Practice with your child so that he or she knows important phone numbers.
- Periodically visit your meeting place and remind family members what to do during and Emergency/Disaster, so that everyone is familiar.

3. Build and Emergency Kit

Building a family emergency kit is crucial. During Emergencies, you will need to be self-reliant for a period of time. You may want to consider two type of kits: Go-Bag and a Stay-At-Home Kit.

Go-Bag

A Go-Bag is one that you would take with you in case of an evacuation. Go-Bags should be easily portable like a backpack or suitcase on wheels. Store it somewhere easily accessible.

Go-Bag Checklist:

- Copies of your important papers in a waterproof bag.
- Extra set of car and house keys
- Extra mobile phone charger
- Bottled water and snack such as energy or granola bars enough for each person for 3-5 Days.
- First –aid kit, flashlight, and whistle
- Radio with batteries (don't forget to pack extra batteries)
- A list of the medications each member of your family needs and at least 14-day supply of each medications
- Toothpaste, toothbrushes, wet cleansing wipes and etc.
- Change of clothes – underwear, socks and etc.
- Contact and meeting place information for your family and a small map of your local area.

- A special cuddly stuffed animal for your child and something to help occupy their time, like books or coloring books. If this includes a hand held video game, make sure to have extra batteries.

Stay-at-Home Kit

Use a Stay-at-Home Kit when you need to seek shelter.

Recommended supplies to include in a basic kit:

- Water (one gallon per person per day, for drinking and sanitation (3-5 day supply)
- Non-perishable food (at least 3-5 days supply per person)
- Battery-powered or hand crank radio
- Weather radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First Aid Kit
- Whistle to signal for help
- Filter mask or cotton T-shirt, to help filter the air
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or plier to turn off utilities (water and electric)
- Manual can opener if kit contains canned foods
- Plastic sheeting, tarps and duct tape to shelter-in-place
- Items for unique family needs, such as daily prescription medications, infant formula or diapers
- Rain gear, change of clothes complete
- Mess kits, paper cups, plates and plastic utensils
- Cash or traveler's checks, change
- Paper Towels
- Fire Extinguisher
- Matches in a waterproof container
- Disinfectant
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof portable container
- A special cuddly stuffed animal for your child and something to help occupy their time, like books or coloring books. If this includes a hand held video game, make sure you have extra batteries.

4. Stay Informed

Stay informed in an emergency situation may be different than normal

Know when to dial 911



- When you are in immediate danger or witness a crime in progress
- For a serious injury or medical condition

5. Know Your Neighbors

Your neighbors can be a great source of help immediately after a disaster. You are encouraged to get to know your neighbors, particularly those too elderly or too ill to independently plan or prepare themselves for a disaster. Know what Community Emergency Services are available and contact numbers.