

Emergency Plan Checklist

By John F. Smith

- ☐ Research
 - ☐ Find out which disasters could occur in your area.
 - ☐ Ask how to prepare for each disaster.
 - ☐ Ask how you would be warned of an emergency.
 - ☐ Learn your community's evacuation routes.
 - ☐ Ask about special assistance for elderly or disabled persons.
 - ☐ Ask your workplace about emergency plans.
 - ☐ Learn about emergency plans for your children's school or day care center.
- ☐ Create an Emergency Plan
 - ☐ Meet with household members to discuss the dangers of fire, severe weather, earthquakes and other emergencies.
 - ☐ Explain how to respond to emergencies.
 - ☐ Find the safe spots in your home for each type of disaster.
 - ☐ Discuss what to do about power outages and personal injuries.
 - ☐ Draw a floor plan of your home and mark two escape routes from each room.
 - ☐ Show family members where to shut off the water, power, and gas and have placed the tools at each location.
 - ☐ Post emergency telephone numbers near telephones.
 - ☐ Know the location of the nearest police, fire station, and hospital.
 - ☐ Your children know how to get help from neighbors and 911.
 - ☐ Instruct household members to turn on the radio for emergency information.
 - ☐ Pick one out-of-state and one local friend or relative for family members to call if separated during a disaster.
 - ☐ Teach children your out-of-state contact's phone numbers.
 - ☐ Pick two emergency meeting places: A place near your home in case of a fire and a place outside your neighborhood in case you cannot return home after a disaster.
 - ☐ Take a basic first aid and CPR class.
 - ☐ Keep family records in a water and fire-proof container.

- ☐ Items to include in a Disaster Supplies Kit
 - ☐ Drinking water (3-6 day supply).
 - ☐ Food (3-6 day supply, requires no cooking, high energy).
 - ☐ Manual can opener
 - ☐ Flashlight (check batteries regularly).
 - ☐ Portable radio (check batteries regularly).
 - ☐ Spare batteries.
 - ☐ First aid kit and prescription medications.
 - ☐ A change of clothing, rain gear and sturdy shoes.
 - ☐ Blankets or sleeping bags.
 - ☐ Light sticks (safer than candles).
 - ☐ An extra pair of glasses.
 - ☐ Credit cards and cash.
 - ☐ An extra set of car keys.
 - ☐ A list of family physicians.
 - ☐ A list of important family information; the style and serial number of medical devices such as pacemakers.
 - ☐ Special items for infants, elderly or disabled family members.
- ☐ Plan Ahead
 - ☐ Look around your house for potential hazards.
 - ☐ Secure heavy pictures and mirrors onto walls away from beds.
 - ☐ Place heavy objects on lower shelves.
 - ☐ Strap water heaters to wall studs.
 - ☐ Keep chimneys and vents free from dirt and debris.
 - ☐ Store flammable products away from potential heat sources.