

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.