

# 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.