

# FAMILY EMERGENCY DOCUMENTS

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# EMERGENCY PREPAREDNESS CHECKLIST



Plan to be prepared by knowing what disasters are prominent in your area, how to prepare for them and then taking action! During a disaster, you may not have much time, so it's important to be prepared. Use this checklist to help you divide up your plans and always be ready.

## GATHER INFORMATION

- Find out which disasters are most common in your area.
- Ask ReadyExperts how you can best prepare for those disasters.
- Find out what emergency warning systems are in place in your community.
- Find out what evacuation routes are in place in case of an emergency.
- Ask your workplace about emergency plans.
- Learn about emergency plans at your child's school or day care center.
- Find out what natural resources are near your home (lakes, rivers, etc.)

## CREATE A PLAN

- Discuss how to respond to certain disasters with each family member.
- Plan what you'd do in case of a power outage.
- Draw a floor plan of your home and practice evacuating.
- Show each family member how to turn off water, gas and electric utilities.
- Identify an out-of-state friend or relative to contact in case of an emergency.
- Pick an emergency meeting location as a family
- Learn basic CPR and first-aid.
- Keep family records in a water- and fire-proof container.

## PREPARE AND COLLECT

Collect and assemble enough supplies to keep you and your family safe in an emergency. Include items such as:

- Water (at least one gallon per person per day) in sealed, unbreakable containers.
- Non-perishable food storage.
- 72-hour kit or evacuation bag.
- A change of clothing, rain gear and sturdy shoes.
- Blankets and sleeping bags.
- A first-aid kit and prescription medications.
- An extra pair of glasses.
- A battery-powered radio, flashlight and extra batteries.
- Credit card and cash.
- Contact information for friends and family.
- Important family information such as serial numbers

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1-800-773-5331

# 72-HOUR KIT CHECKLIST

## THE BASICS

- Water, one gallon of water per person per day, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered radio and a NOAA weather radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First-aid kit
- Whistle to signal for help
- Infant formula and diapers, if you have an infant
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Dust mask or cotton T-shirt, to help filter the air
- Plastic sheeting and duct tape to shelter-in-place
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)

## WARMTH & SHELTER

If you live in a cold weather climate, you must think about warmth. It is possible that the power will be out and you will not have heat. Rethink your clothing and bedding supplies to account for growing children and other family changes. One complete change of warm clothing and shoes per person, including:

- A jacket or coat
- Long pants
- A long sleeve shirt
- Sturdy shoes
- A hat and gloves
- A sleeping bag or warm blanket for each person

## OTHER ITEMS

You might also consider:

- Mess kit and cooking supplies
- Cash, traveler's checks or change
- Work gloves and clothes
- Compass, GPS or navigation items
- Tools like a fold up shovel, knife, etc.
- Copies of important family and medical documents

EMERGENCY CONTACT (OUT OF STATE)



What to do for a

# EARTHQUAKE

## BEFORE

- Create survival kits & have food storage
- Fasten shelves to the wall
- Place large and heavy objects on lower shelves
- Fasten heavy items close to anywhere people sit
- Repair old electrical wiring and leaky gas lines
- Secure your water heater, refrigerator and furnace with straps and bolts
- Install flexible pipe fittings to avoid gas and water leaks
- Hold earthquake drills with your family and friends

## DURING

- Drop to the ground. Cover yourself by getting under something sturdy and hold on until the shaking stops
- Stay away from glass, outside doors and walls
- If you're in bed, stay there with the pillow of your head
- If outdoors, stay away from buildings, streetlights and power lines
- If you're in a vehicle, come to a stop as soon as possible and stay in the vehicle
- If you're trapped under debris, try not to kick a lot of dust and begin tapping on pipes to signal that you need help

## AFTER

- Text instead of call on your phone - it's more likely to go through
- Avoid using elevators
- Expect aftershocks as you are exiting the building
- Try to extinguish small fires
- Open cabinets carefully as contents may have shifted
- Check on neighbors and friends

EMERGENCY CONTACT (OUT OF STATE)



What to do for a

# TORNADO

## BEFORE

- Build a family emergency kit with food and water
- Be alert to changing weather conditions and watch for approaching storms
- Look for weather signs like:
  - » Dark, sometimes greenish skies
  - » Large hail
  - » A large, dark, low-lying cloud system
  - » A loud roar, sometimes described as a train
- Listen to local weather stations and emergency instructions
- Consider building a safe room in your home

## DURING

- Go to your safe-room or shelter
- Do not open the windows
- Get to the lowest possible level of a home
- If you are in a trailer or mobile home, find a more sturdy shelter
- If you are in your vehicle, buckle up and place your head below the windows of the car - ideally underneath a blanket
- Do not get under an overpass or bridge
- Never try to outrun the tornado in urban or congested areas
- Watch for flying debris - debris cause the majority of fatalities and injuries during a tornado

## AFTER

- Continue to monitor the weather on a radio or television
- Be cautious when entering any structure
- Never use generators inside an enclosed area
- Be aware of foreign hazards when cleaning you home
- Wear sturdy boots or shoes, long sleeves and gloves when cleaning
- Respond to requests for volunteer assistance

EMERGENCY CONTACT (OUT OF STATE)

What to do for a

# HURRICANE

## BEFORE

- Locate your survival kit & food storage
- Install your emergency generator
- Identify levees and dams in your area and possible evacuation routes
- Install straps to fasten your roof to the frame
- Learn community evacuation routes and higher ground areas
- Cover your home's windows with plywood or permanent shutters
- Ensure that you remove dead branches and shrubs around your home
- Clear rain gutters and drain spouts
- Reinforce your garage door
- Bring in patio furniture, decorations, etc.
- Locate emergency radio or communication device

## DURING

- Stay indoors. If you live in a high-rise, winds get faster at higher elevations
- Listen to the radio or TV for emergency information
- Turn off utilities if instructed to do so
- Turn off propane tanks
- Turn refrigerator to coldest setting and keep its door closed
- Avoid using phones, except for serious emergencies
- Close all interior doors - secure and brace external doors
- Keep curtains and blinds closed even during a lull in the storm
- Take refuge in a small interior room
- Avoid elevators

## AFTER

- Never use a generator indoors or in small spaces
- Continue to monitor the radio and TV for alerts
- Drive only if necessary and avoid bridges and flooded roads
- Stay away from dangling power lines
- Stay out of homes that smell of gas or where floodwater remains
- Be careful as you inspect your home for damage. Many foreign objects may be around your home after the storm

EMERGENCY CONTACT (OUT OF STATE)

What to do for a

# WILDFIRE

## BEFORE

- Locate your emergency kits and evacuation packs
- Pack your emergency kit and evacuation supplies in your car
- Monitor TV and radio news for evacuation notices
- Use fire-resistant materials on the roof and exterior of your home
- Regularly clean your roof and gutters
- Maintain your lawn and yard to prevent items from burning or becoming dry
- Inspect your chimney at least twice a year and clean them at least once a year
- Install mesh wiring over vents in your home to prevent leaves from collecting
- Remove combustible items from your deck
- Keep a ladder that will reach your roof on hand

## DURING

- Shut off natural gas, propane and other fuel supplies in your home
- Close all openings in your home including doors, windows, vents, etc.
- Clear the vegetation within 30 feet of your home
- Connect garden hoses to outdoor water faucets and fill pools, hot tubs, containers, etc. with extra water
- Place valuables that will not be damaged by water in the pools or ponds
- Move furniture away from the windows and doors
- Turn outside lights on and a light on in every room. This will help you track smoke and visibility better
- Place lawn sprinklers on the roof and turn them on if the fire gets close

## AFTER

- Check the roof for ashes or hot sparks
- Check for sparks for at least 5 hours after the fire has passed
- Wear thick leather gloves, pants and long sleeves when cleaning
- If you have evacuated, do not return unless instructed to do so
- If you return to your home and feel heat before entering a room, do not proceed
- Evacuate and reevaluate.
- Wet debris before cleaning to prevent breathing in the ash

EMERGENCY CONTACT (OUT OF STATE)

What to do for a

# DROUGHT

## BEFORE

These points are some strategies to consider in conserving water:

- Repair dripping faucets and leaky pipes
- Avoid pouring water down the drain; instead water your house plants
- Replace your showerhead with a low-flow version
- Avoid purchasing water toys that require a constant flow of water
- Consider a drip system for your garden or flowerbed
- Position sprinklers to avoid paved areas
- Plant drought-resistant lawn seeds
- Raise your lawn mower blades so the lawn doesn't dry out as quickly
- Install an instant hot water heater on your sink

## DURING

- Avoid flushing the toilet unnecessarily. Dispose of tissues and similar waste in the trash
- Avoid taking baths
- Only run the water when necessary when brushing your teeth or shaving
- Place a bucket in the shower to catch extra water to use for watering the plants
- Run dishwashers only when they are fully loaded using the "light wash" setting
- Hand wash dishes by filling two containers - one with soapy hot water and the other with water to rinse
- Avoid running clothes washers with small loads
- Use a commercial car wash that recycles water
- If you're washing your own car, use a hose nozzle that shuts off quickly
- Avoid watering your lawn in the middle of the day
- Use timers to water your lawn during the evening
- Check the soil moisture of your plants and lawn to ensure that you are not over-watering

EMERGENCY CONTACT (OUT OF STATE)





# EMERGENCY CONTACTS

Should You Call?  
**911**



Local Police Department

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Local Hospital or Doctor

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Poison Control

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Electric Company

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Gas Company

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Water Company

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# FAMILY & FRIENDS

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