

EMERGENCY PREPAREDNESS CHECKLIST

WATER

- 3 to 7 day supply of drinking water. One gallon per person per day
- Provide a method of purifying drinking water
- Water for bathing, flushing toilets, washing dishes, etc.

FOOD

- 3 to 7 day supply
- Refrigerator thermometer
- Hand operated can opener
- Camp stove with fuel or other means of cooking food/boiling water. *
- Picnic plates, cups, utensils, paper towels, toilet paper
- Pet food and litter if needed

SHELTER/SECURITY

- Provide deadbolts, window locks, and good exterior lighting
- Create a personal support network
- Prepare your home and neighborhood to be your place of safe refuge
- Organize a neighborhood watch/CERT group

HEAT

- Blankets, and/or sleeping bags for each member of the household
- A secondary heat source such as a wood stove, if needed *
- Maintain a minimum fuel oil, propane, or wood supply
- Have chimney cleaned and inspected
- Matches and starter material
- RV type anti-freeze
- Know the location of your nearest community shelter
- If your plan includes a generator, get instruction on safe and proper use *

AIR

- Install smoke and CO detectors
- Paper face masks or HEPA filter

LIGHT

- Flashlight w/spare batteries
- Battery operated lamps, kerosene lanterns, or disaster style candles *

CLOTHING

- Extra season appropriate clothing

COMMUNICATION

- Establish a family communication plan
- Teach children their address and phone number and when and how to call 9-1-1
- Telephone that plugs directly into a phone jack with no AC power
- AM/FM battery operated radio with spare batteries
- A CB, FRS radio, or short-wave radio, are optional communication devices
- Replace batteries in smoke detectors and CO detectors every six months
- Listen for official instructions on TV or radio

HEALTH/MEDICAL

- First aid kit and home medical supplies
- Spare glasses, contacts, or dentures
- Maintain needed prescriptions
- Talk to a medical professional about special medical needs

SANITATION

- Backup sanitation supplies, i.e. bucket w/lid, plastic bags and deodorizers.
- Personal, feminine and infant hygiene items i.e. soap shampoo, toothpaste, disinfectant, and baby wipes
- Waterless hand cleaner
- Heavy duty trash bags
- Ample trash containers

TOOLS/SUPPLIES

- Tent, sleeping bags, pads
- Basic hand tools, i.e. hammer, saw, wrenches, screwdrivers, pry bar, etc.
- Yard tools, i.e. rakes, shovels, axe, wheelbarrow, etc.

- Tape, wire, staples, plastic sheeting, adhesives
- At least one 5-lb. ABC fire extinguisher
- Wrenches for shutting off water and gas

DOCUMENTS

- Have original or hard copies of all documents to prove identification, assets owned, liabilities, and other irreplaceable documents, photos, etc.

FINANCES /DOCUMENTS

- Keep sufficient cash on hand
- Keep inventory of all financial assets and personal and household items in the event of a claim
- Backup all critical computer files and financial records
- Keep hard copies of all other statements and financial records
- Keep copy of birth certificate, passport, titles, insurance policies, etc. in fire proof safe or safety deposit box

SKILLS

- Know how to use all your emergency tools and equipment
- If possible, take a first aid/CPR class
- Practice your family communication plan, fire escape plan, etc.
- Know how to safely use a generator
- Know how to shut off your gas, water, and electricity
- Know how to drain your pipes and protect against freezing
- Know how to disconnect your garage door opener
- Assemble a small resource library on preparedness and self-sufficiency subjects
- Practice skills that may be needed

TRAVEL/TRANSPORTATION

- Be aware of your location and surroundings
- Be observant of unusual/suspicious persons, packages or baggage
- Know location of emergency exits from buildings, subways, and public areas
- Carry cell phone
- Keep a mini emergency kit on your person and a winter emergency kit in your car

NEIGHBORHOOD TOPICS

- Get to know your neighbors
- Encourage others to have an emergency plan
- Identify elderly, disabled and others in your neighborhood needing special care
- Create a resource inventory of items that could be used by more than one family
- Develop contingency plans for sanitation, transportation, childcare, etc.
- Develop a neighborhood shelter that would have heat, light, and sanitation
- Develop a neighborhood watch group
- Brainstorm other potential problems and contingency plans to deal with them

GENERAL

- Include the whole family in your planning
- Have plenty of games and books for the kids
- Include the frail and elderly
- Have a winter emergency kit in your car
- Be pre-pared to evacuate if necessary. Have a 72-hour emergency get-away kit.
- Call your Fire Department, Red Cross or FEMA for more information.

❖ **CAUTION: Charcoal grills, gas grills, kerosene heaters, propane heaters, and generators must not be used inside your home. They consume oxygen and produce carbon monoxide. Provide adequate ventilation for lanterns, stoves, candles, etc.**