

Emergency Plan Checklist

Disasters, natural or man-made, often come without warning. Have these supplies and details organized ahead of time, and you'll weather the storm with less stress.

1 Know your area and what disasters are possible.

If you live in a flood plain or your town is on an active fault line, you need to plan accordingly. Check [ready.gov](https://www.ready.gov) for what to expect in your area.

2 Create a basic emergency supply kit.

Be sure that it includes the following: Water (have one gallon per person, per day, for three days—for drinking and sanitation); food (have a three-day supply of nonperishable items); can opener; battery-powered radio; flashlight; extra batteries; moist towelettes and garbage bags (for sanitation needs); local maps (if your preplanned evacuation route isn't passable, you can navigate back roads, if necessary); first-aid kit; whistle (to signal for help); wrench or pliers (to turn off utilities); dust mask

3 Consider a few extra items, depending on your family's needs.

These might be: Food, medication, and toys for pets; infant formula and diapers; extra eyeglasses; an extra prescription slip or refill of important medications (talk to your doctor); comfortable shoes and a change of clothing for each family member; blankets or sleeping bags **Make a to-go bag.**

Create a small version of an emergency kit with essentials like nonperishable food, water, a small first-aid kit, and a change of clothes that you can grab in a hurry or keep in the car.

4 Know your evacuation routes.

Have more than one option for getting out of town quickly.

5 Designate three family meeting spots.

Pick an area near the home to meet in the event of a fire. Choose another that is in the region, in case everyone is scattered and can't get home. Have a third that is out-of-town, should your family have to evacuate separately.

6 Select an out-of-town contact.

Name one family member or friend who can serve as a point person if your immediate family is separated.

7 Make a list of phone numbers.

Everyone in the family should have a list of important contacts they carry with them. Make sure you include numbers for your office, your partner's office, your children's schools, day care, doctors, and close family members. Include the numbers of your health and home owner's insurance companies, as well as your policy numbers.

8 Write down important personal information.

On the same emergency phone list, note any medical conditions you have. For your young children, record date of birth, address, and medical conditions. You can print out a template listing all of this info at [ready.gov](https://www.ready.gov).

9 Know the emergency plan of your children's schools.

If your kids are evacuated from school or day care, where do they go? Where can you pick them up?

10 Have a family meeting.

Make sure everyone knows and understands your emergency plan. Talk about meeting points, discuss fire safety, and have kids get involved in making the emergency supply kit. They may alert you to something you forgot—like the necessity of a spare security blanket.

What Do You Need In A Survival Kit? (As per Red Cross)

At a minimum, you should have the basic supplies listed below:

1. Water: one gallon per person, per day (3-day supply for evacuation, 2-week supply for home)
2. Food: non-perishable, easy-to-prepare items (3-day supply for evacuation, 2-week supply for home).
3. Flashlight
4. Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
5. Extra batteries
6. First aid kit
7. Medications (7-day supply) and medical items
8. Multi-purpose tool
9. Sanitation and personal hygiene items
10. Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
11. Cell phone with chargers
12. Family and emergency contact information
13. Extra cash
14. Emergency blanket
15. Map(s) of the area

Consider the needs of all family members and add supplies to your kit:

- Medical supplies (hearing aids with extra batteries, glasses, contact lenses, syringes, etc)
- Baby supplies (bottles, formula, baby food, diapers)
- Games and activities for children
- Pet supplies (collar, leash, ID, food, carrier, bowl)
- Two-way radios
- Extra set of car keys and house keys
- Manual can opener

Additional supplies to keep at home or in your survival kit based on the types of disasters common to your area:

- Whistle
- N95 or surgical masks
- Matches
- Rain gear
- Towels
- Work gloves
- Tools/supplies for securing your home
- Extra clothing, hat and sturdy shoes
- Plastic sheeting
- Duct tape
- Scissors
- Household liquid bleach
- Entertainment items
- Blankets or sleeping bags

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