



Emergency Preparedness Checklist

- ❑ **Identify your risk.** Be aware of hazards where you live or work.
- ❑ **Eliminate hazards in your home and the workplace.**
- ❑ **Create a family disaster plan.** Include things like a family meeting place, out-of-state “family contacts,” places to get emergency information in your community and instructions on how to care for family pets.
- ❑ **Share your plan with neighbors.** Disasters often strike entire communities not just a single home.
- ❑ **Make sure your work and/or school has written emergency plans.** Get copies of each plan.
- ❑ **Be sure your work and/or school conducts practice safety drills regularly.** Talk to your kids about their school's emergency plan.
- ❑ **Build a disaster supply kit for your home and car.**
- ❑ **Work with your school to make sure it has a first aid and a disaster supply kit in each classroom.**
- ❑ **Post emergency telephone numbers by your phones.** Be sure to include local fire, police and ambulance phone numbers.
- ❑ **Install smoke alarms on each level of your home, especially near bedrooms.** A smoke alarm should also be in your bedroom if you sleep with your bedroom door closed.
- ❑ **Have a fire extinguisher in the home and know how to use it.** Fire departments will show you how.
- ❑ **Keep your records safe.** Make two photocopies of vital documents and put one in a safe deposit box, another in a safe place in the house (such as in your emergency supplies kit), and/or give a copy to an out-of-town friend or relative.
- ❑ **Know where the safe places are in your home for each kind of disaster.** Plan escape routes out of the house and, if possible, two ways out of each room.
- ❑ **Make a complete inventory list of your home, garage and surrounding property to help you prove the value of your damaged or destroyed possessions.** Store a copy outside the home in a safety deposit box or with a family member or friend.
- ❑ **Be sure you have adequate insurance coverage and a copy of your insurance plan.**
- ❑ **Prepare your children.** Talk to your kids about what the risks are and what your family will do if disaster strikes.
- ❑ **Don't forget those with special needs.** Infants, seniors and those with special needs must not be forgotten and often require special planning.
- ❑ **Learn CPR and First Aid.**
- ❑ **Contact your local American Red Cross to find out about training courses or programs that can help your work or school prepare for emergencies.** To contact the Team SAFE-T program you can send an email to support@teamsafe-t.org or call free at 1-866-71 SAFE-T.
- ❑ **Get involved, volunteer, bear responsibility.** Donate blood, join a local Community Emergency Response Team (CERT), educate your neighbors or volunteer with your local American Red Cross.