

# Emergency Preparedness Checklist

## 1. Develop an Emergency Plan

- Review hazards that could threaten your family and know what you will do in an emergency
- Identify an out-of-town and/or out-of-state emergency contact
- Identify evacuation routes from your home and designate a nearby location where you will meet to make sure everyone is okay
- Know how to turn off gas, water, and electricity
- Review and practice your plan with all family members every year
- Know the emergency procedures in your workplace and for your children's school.
- Make sure your phone numbers are included in your local emergency notification system, NIXLE. Contact your local emergency manager for more information.

## 2. Assemble a Disaster Supplies Kit

- Use the lists on the next two pages to assemble your Disaster Supplies Kit

## 3. Know What to Do in an Emergency

- Shelter in Place
  - Move Inside
  - Immediately close and lock all windows and doors
  - Turn off heating, cooling, and ventilation systems
  - Move to an interior room
  - Listen to the radio or TV for instructions

- Remain inside until officials issue an "All Clear"
- Take your disaster supply kit when you shelter in place
- Evacuate
  - Leave immediately
  - Take disaster kits and pets with you
  - Lock your home
  - Use designated evacuation routes only
- What Else Can I Do?
  - Get to know your neighbors and their contact information
  - Check on neighbors, especially those who may need assistance
  - Learn CPR/First Aid or other disaster response skills
  - Give emergency first aid to victims
  - Limit telephone use unless there is a life-threatening emergency
  - Listen to radio or TV for instructions
  - Always follow instructions from local officials
  - Keep an emergency supply kit in your car

## Register your phone to NIXLE

- What is NIXLE? NIXLE is a Community Information Service dedicated to helping you stay connected to the information that matters most to you, depending on your physical location. You stay connected to your local police department, your children's schools, your local community agencies and organizations, and the important information from other locations throughout the county that are relevant to you. Sign up by visiting the NIXLE website at: [www.nixle.com](http://www.nixle.com)

# 3-Day Emergency Supply Checklist

- For Everyone:
  - Water (3 gallons per person for drinking and sanitation)
  - Non-perishable food, such as:
    - Salt-free crackers, whole grain cereals, and canned goods with high liquid content
    - Ready-to-eat canned meats, fruits, and vegetables
    - Canned juices, milk, and soup (if powdered, store extra water)
    - Staples-sugar, salt, pepper
    - High energy foods-peanut butter, jelly, crackers, granola bars, trail mix
    - Vitamins
    - Foods for infants, elderly persons, or persons with special dietary needs
    - Comfort/stress foods-cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags
    - Pack a can of Sterno if you want to heat your food. If you plan to use a barbecue grill, do not use it indoors.
  - Mess kits, paper cups, plates and plastic utensils, paper towels, moist towelettes, garbage bags and ties
  - Complete change of clothing, including a long-sleeved shirt, long pants, socks and sturdy shoes - add outdoor gear in winter
  - Cash in small denominations or traveler's checks and change
  - Copies of important family documents, such as insurance policies, identification and bank account records in a waterproof, portable container
  - Wrench or pliers to turn off utilities
  - Matches in a waterproof container
  - Household chlorine bleach and medicine dropper (when diluted nine parts water to one part bleach it can be used to disinfect)
  - Dust mask (to help filter contaminated air) and plastic sheeting/duct tape (to shelter where you are)
  - Local maps
  - Books, games, puzzles, or other activities for children
  - Paper and pencil
  - Fire extinguisher
  - Whistle to signal for help
- Manual can opener (if kit contains canned food)
- Battery-powered NOAA Weather Radio and a commercial radio or hand crank radio
- Flashlights and extra batteries
- Sleeping bag or warm blanket for each person
- First aid kit and emergency medical reference manual
- Prescription medications and eyewear

# 3-Day Emergency Supply Checklist

- First Aid Kit Suggestions
  - Two pairs of Latex, or other sterile gloves
  - Sterile dressings to stop bleeding
  - Cleansing agent/soap and antibiotic towelettes to disinfect
  - Antibiotic ointment to prevent infection
  - Burn ointment to prevent infection
  - Adhesive bandages in a variety of sizes
  - Eye wash solution to flush the eyes or as general decontaminate
  - Thermometer
  - Scissors
  - Tweezers
  - Tube of petroleum jelly or other lubricant
  - Aspirin or non-aspirin pain reliever
  - Anti-diarrhea medication
  - Antacid (for upset stomach)
  - Laxative
  - Cold medications
- Winter Emergency Car Kit Suggestions
  - Shovel
  - Windshield scraper and small broom
  - Flashlight
  - Battery powered radio
  - Extra batteries
  - Water
  - Snack food
  - Matches
  - Extra hats, socks, and mittens
  - First-aid kit with pocket knife
  - Necessary medications
  - Blanket(s)
- Tow chain or rope
- Road salt and sand
- Booster cables
- Emergency flares
- Fluorescent distress flag
- For Pets:
  - Identification tags on collars
  - Medications and veterinary immunization records
  - Food, drinking water, bowls, cat litter/pan, and can opener
  - Sturdy leashes or carriers to transport pets safely (carriers should be large enough for the pet to stand up, turn around, and lie down)
  - Towels or blankets
  - Current photos of you with your pets
  - Feeding schedules, medical conditions, behavior problems, and the name and phone number of your veterinarian
  - Pet beds and toys
- For Babies:
  - Formula
  - Bottled water to mix with formula and to wash bottles
  - Bottles
  - Blankets (both emergency blankets and receiving blankets)
  - Diapers-keep the diaper size current
  - Disposable wipes
  - Copy of immunization records and other medical information
  - Bath towels and wash cloths
  - Burp cloths and bibs
  - Cotton swabs
  - Medications
  - Diaper rash ointment
  - Binkies and toys