Back 2 Basics

EMERGENCY CHECKLIST



EMERGENCY PREPAREDNESS CHECKLIST

The next time an emergency strikes you may not have much time to act. Prepare now for a sudden emergency.

Learn how to protect yourself and your loved ones, and cope with emergencies, by planning ahead.

This checklist helps you get started. Keep expanding your lists based on your situation and needs.

Discuss these ideas with your family, then prepare an emergency plan. Post the plan where everyone can see it.

General guidance only. Always follow instructions from your local emergency officials.

Knowledge is key

- ☐ Call your local emergency management office or Red Cross chapter.
- ☐ Find out which emergencies could occur in your area.
- ☐ Get instruction on how to prepare for each emergency.
- ☐ Ask about the community evacuation route.
- ☐ Ask how you will be warned of an emergency.

Emergency checklist

- ☐ Create two safe zones where everyone should meet in an emergency.
- ☐ Show family members how to turn off gas, electric and water at the main switches.
- ☐ Post emergency phone numbers in a visible location where everyone can find them.

Create an emergency plan

- ☐ Pick one out-of-state and one local friend or relative for family members to call.
- ☐ Take a basic first aid and CPR class.
- ☐ Keep family records in a waterproof, fireproof container.

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Emergency Plan

Out-of-State Contact

Name _____

City _____

Telephone (Day) _____ (Evening) _____

Local Contact

Name _____

Telephone (Day) _____ (Evening) _____

Nearest Relative

Name _____

City _____

Telephone (Day) _____ (Evening) _____

Family Work Numbers

Father _____ Mother _____

Other _____

Emergency Telephone Numbers

In a life threatening emergency, dial 911 or the local emergency medical services system number

Police Department _____

Fire Department _____

Hospital _____

Family Physicians

Name _____ Telephone _____

Name _____ Telephone _____

Name _____ Telephone _____

Reunion Locations

1. Right outside your home _____

_____

2. Away from the neighborhood, in case you cannot return home _____

_____

Address _____

Telephone _____

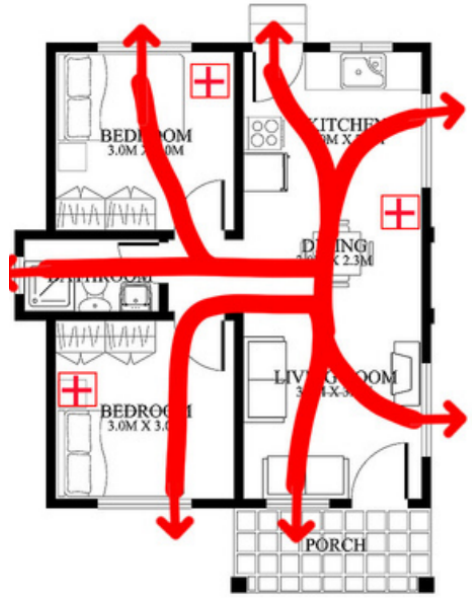
Route to try first _____

_____

Your escape plan

Draw a floor plan of your home. Mark every exit and a meeting location outside. Everyone in the house should know where the disaster kits, bug out bags and first aid kits are.

Practice evacuation drills with every household member twice a year. Hold a debrief after each drill and discuss how to improve your plan. Review the whole plan every year.



Drill checklist

- ☐ Everyone can find both exits in each room.
- ☐ Everyone knows the outside meeting spot.
- ☐ Kits and first aid supplies are easy to reach.

After each drill

- ☐ Time how long it took.
- ☐ Note what slowed you down.
- ☐ Fix it and update the plan.

TORNADO FLASH FLOOD EARTHQUAKE HURRICANE FIRE PANDEMIC

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Week 1
- ☐ 1 gallon water*
- ☐ 1 can ready-to-eat meat* (tuna, chicken, etc.)
- ☐ Large tub to hold items
- ☐ Hand-operated can opener

To Do:
- ☐ Learn about the emergencies that could happen where you live and the right way to respond to them.

Week 2
- ☐ Dry fruit or trail mix
- ☐ Permanent marker, paper and pencil

To Do:
- ☐ Make sure emergency contact numbers are easy to identify in mobile devices: I.C.E. + contact (I.C.E. = In Case of Emergency).

Week 3
- ☐ First aid kit
- ☐ Hand sanitizer

To Do:
- ☐ Date items in kit.

Week 4
- ☐ Battery/hand-crank emergency radio
- ☐ 2 flashlights with batteries
- ☐ Waterproof matches

To Do:
- ☐ Install a carbon monoxide (CO) detector and smoke alarm.
- ☐ Make a list of bank account numbers, credit card account numbers and companies, and insurance policy numbers, include in kit.

Week 5
- ☐ 1 gallon water*
- ☐ 1 can ready-to-eat meat* (tuna, chicken, etc.)
- ☐ Energy bars

To Do:
- ☐ Identify family meet-up locations.

Week 6
- ☐ 1 can fruit*
- ☐ 1 box crackers
- ☐ Paper plates
- ☐ Playing cards
- ☐ Plastic container for personal items

To Do:
- ☐ Develop home evacuation plans

Week 7
- ☐ Pain reliever
- ☐ Thermometer
- ☐ Hand soap

To Do:
- ☐ Practice home evacuation plans.

Week 8
- ☐ Utility wrench (to shut off utilities)
- ☐ Fire extinguisher
- ☐ Utility knife

To Do:
- ☐ Locate and identify utility shutoffs.

Week 9
- ☐ 1 gallon water*
- ☐ 1 can soup*
- ☐ Puzzle books/games

To Do:
- ☐ Develop an emergency network among family, friends and neighbors.

Week 10
- ☐ Dry nuts
- ☐ Rain poncho

Week 11
- ☐ Laxative
- ☐ Antacid
- ☐ Anti-diarrheal
- ☐ Rubbing alcohol

Week 12
- ☐ Duct tape
- ☐ Whistle
- ☐ Tarp
- ☐ Blank DVDs to record home inventory

To Do:
- ☐ Use camcorder to record the contents of your home for insurance purposes.
- ☐ Make a copy of the recording and send it to an out-of-town friend or family member.

Week 13
- ☐ Electrolyte replacement drink (sports drink or infant electrolyte solution)
- ☐ 1 can fruit*
- ☐ Hard candy
- ☐ Comfort/stress food (cookies, instant coffee, sweetened cereal, candy or tea bags)

To Do:
- ☐ Photocopy important documents, include in kit.

Week 14
- ☐ 1 jar peanut butter
- ☐ 1 box crackers
- ☐ 1 package eating utensils

To Do:
- ☐ Discuss with your network and neighbors what help may be needed and how best to assist each other.

Week 15
- ☐ 2 rolls toilet paper
- ☐ Bucket with tight-fitting lid
- ☐ 1 gallon regular household bleach (DO NOT USE scented, color-safe or bleaches with added cleaners)
- ☐ Medicine dropper

To Do:
- ☐ Review insurance coverage to be sure you are covered for disasters that may happen in your area.

Week 16
- ☐ Work gloves
- ☐ 50-foot rope
- ☐ Crow bar
- ☐ Cash (small bills) or traveler's checks, and coins

To Do:
- ☐ Keep a card with important health information in kit.

Week 17
- ☐ 1 gallon juice
- ☐ 1 can fruit*
- ☐ Garbage bags

To Do:
- ☐ Arrange for a friend or neighbor to help your children if you are not able to respond.

Week 18
- ☐ Paper cups
- ☐ Blanket or sleeping bag*
- ☐ Change of clothing and sturdy footwear*

To Do:
- ☐ Volunteer with a local disaster/emergency group (Red Cross, Medical Reserve Corps, CERT team).

Week 19
- ☐ Toothbrush*/toothpaste

To Do:
- ☐ Make a smaller kit for your vehicle.

Week 20
- ☐ Hammer
- ☐ Screwdriver
- ☐ Pliers
- ☐ Assorted nails and screws

To Do:
- ☐ Purchase and install an emergency escape ladder for upper story windows.

Week 21
- ☐ Electrolyte replacement drink (sports drink or infant electrolyte solution)
- ☐ 1 can vegetables*
- ☐ Comfort/stress food (cookies, instant coffee, sweetened cereal, candy or tea bags)

To Do:
- ☐ Check with child's school/day care center to find out about their disaster plans.

Week 22
- ☐ Energy bars
- ☐ 1 box crackers
- ☐ Aluminum foil

To Do:
- ☐ Take a first aid/CPR class.

Week 23
- ☐ 1 box facial tissues
- ☐ Feminine hygiene products

To Do:
- ☐ Find out about your workplace disaster plan.

Week 24
- ☐ Extra batteries for radio/ flashlight
- ☐ Dust masks
- ☐ Sewing kit

To Do:
- ☐ Mark your calendar to check your emergency supply kit in six months!

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Essential Supplies

Essential / Survival

- ☐ Water: 1 gallon per person per day
- ☐ Non-perishable food
- ☐ Battery or hand-crank radio
- ☐ Flashlight with extra batteries
- ☐ Sleeping bags and blankets
- ☐ Rain gear
- ☐ Money in small bills and coins
- ☐ Snack or trail food
- ☐ Well-stocked first aid kit
- ☐ Clothing for ALL seasons

Disaster Supplies Kit

- ☐ Hiking boots or sturdy shoes
- ☐ Hat for sun and rain
- ☐ Extra socks and underwear

Tools and Misc

- ☐ Multipurpose tool
- ☐ Tool to turn off water and gas
- ☐ Nylon cord, rope or twine
- ☐ N95 dust masks
- ☐ Lantern and fuel (store fuel outside living space)

Also pack

- ☐ Bucket and garbage bags
- ☐ Fire extinguisher
- ☐ Camp shovel
- ☐ Extra batteries
- ☐ Manual can opener
- ☐ Work gloves
- ☐ Unscented household bleach

Personal Hygiene

- ☐ Hand sanitizer
- ☐ Toothbrush and toothpaste
- ☐ Soap
- ☐ Toilet paper or baby wipes
- ☐ Feminine hygiene products
- ☐ Medications

Rotate food, water, medications and batteries every six months.

EMERGENCY PREPAREDNESS CHECKLIST

29 Items To Stock Before A Crisis

- ☐ Baby wipes
- ☐ Trash bags
- ☐ Cotton balls
- ☐ Can opener
- ☐ Bath towels
- ☐ Duct tape
- ☐ Fire starter kits
- ☐ Binoculars
- ☐ Thermal blankets
- ☐ Activated charcoal tablets
- ☐ Multivitamins
- ☐ Swiss Army knife
- ☐ Dry shower foam
- ☐ Leather gloves
- ☐ Hand-crank or battery radio
- ☐ Chlorine bleach and medical dropper
- ☐ Seasoned firewood
- ☐ Honey, syrup and sugar
- ☐ Coconut oil
- ☐ Generator
- ☐ Fire extinguisher
- ☐ Camp or electric cooker
- ☐ Extra batteries
- ☐ Pest and insect repellent
- ☐ Proper footwear
- ☐ Hiking backpack
- ☐ Hand sanitizer
- ☐ Axe
- ☐ Food and water

SAFETY

Run generators, grills and camp stoves outdoors only, at least 20 feet from doors and windows. Carbon monoxide can kill in minutes. Keep a working fire extinguisher and carbon monoxide alarm in your home. Store fuel in approved containers away from living space.

EMERGENCY PREPAREDNESS CHECKLIST

Priorities and S.T.O.P.

IMMEDIATE PRIORITIES

- ☐ Evaluate and treat all injuries, no matter how small.
- ☐ Find water and a way to treat it.
- ☐ Get into dry clothing to protect your core body temperature.
- ☐ Avoid anything that could cause head or spine injury.
- ☐ Decide on a plan B: evacuate, or stay in place.

HIGH PRIORITIES

- ☐ Secure shelter from wind, rain, cold and heat.
- ☐ Make a safe heat source or fire if you need one.
- ☐ Signal for help: whistle, mirror, bright cloth.
- ☐ Ration food and water.
- ☐ If you stay in place, set a date and time to wait for help before you move.

S.T.O.P.

An acronym that keeps you focused and busy, which helps you avoid panic.

S — STOP
Begin addressing the immediate situation.

T — THINK
Stay calm and avoid irrational decisions. Take care of yourself, gather your inventory and supplies.

O — OBSERVE
Look around. Note the time of day, the weather, the direction of the sun, animals and possible shelter.

P — PLAN
Conserve resources, set your priorities, and watch for anything that could become a medical emergency.

EMERGENCY PREPAREDNESS CHECKLIST

Emergency Water Checklist

Store at least one gallon of water per person per day. Plan for more in hot weather, and for nursing mothers, children and anyone who is sick. Store water in clean, food-grade containers and replace it every six months.

PURIFYING WATER

Boiling (best choice)

- Bring water to a rolling boil for at least 1 minute. Boil for 3 minutes above 6,500 feet.
- Let it cool, then store it in a clean, covered container.

Household bleach

- Use plain, unscented bleach with 5 to 6 percent sodium hypochlorite. Use fresh bleach, since it weakens over time.
- Strain cloudy water through a clean cloth first. Add 8 drops per gallon of clear water, or 16 drops if cloudy.
- Stir or shake, then let it stand for 30 minutes. You should smell slight chlorine. If not, repeat the dose and wait 15 more minutes.

Iodine tablets

- Follow the package directions. A common dose is 2 tablets per quart, then wait 30 minutes before drinking.
- Loosen the cap so treated water wets the threads, then tighten. Do not use iodine if you are pregnant or have a thyroid condition. Check that tablets are not expired.

Calcium hypochlorite (pool shock)

- Use only products that list calcium hypochlorite as the only active ingredient, and follow the label directions to make a stock solution. Store it dry, cool and well ventilated, away from fuel and other chemicals.

Why it matters

Health departments and water safety experts keep your everyday drinking water safe. A natural disaster can break that protection. Your home supply may be cut off or become unsafe to drink. Your most valuable survival gear may be a stock of saved water. Before drinking stored water, check it for odor and cloudiness, and treat it if you have any doubt.

EMERGENCY PREPAREDNESS CHECKLIST

Eat what you store. Store what you eat. Use it or lose it!

1. Water: emergency supplies and treatment

Second only to the air we breathe. A person can survive only about 3 days without it. Store this first.

2. Wheat, other whole grains, flours and beans

Essential for any food storage program. Store in mylar bags in 5-gallon buckets with oxygen absorbers.

3. Powdered milk, dairy products and eggs

Store whole dried milk or skim. Use mylar bags in 5-gallon buckets with oxygen absorbers.

4. Sweeteners: honey, sugar and syrups

Sugars are essential for many recipes. Store in mylar bags in 5-gallon buckets with oxygen absorbers.

5. Cooking catalysts

Oils, salt and leaveners are essential for cooking. Easiest to store and least expensive.

6. Sprouting seeds and supplies

Fresh, live whole foods you can grow year round for nutrition.

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Sanitation

1. Emergency indoor toilet

5-gallon bucket with a plastic bag liner. Add a scoop of cat litter, sawdust or straw after each use. Seal and store bags outdoors in a covered container until you can dispose of them properly.

2. Waste placement guidelines

Stay at least 50 feet from sleeping areas, 100 yards from eating areas and 200 feet from water sources. Always follow local rules.

3. Cat hole latrine

Where soil allows, dig a hole 6 to 8 inches deep. Cover it with soil after each use. For human waste only. Pack out toilet paper or bury it in the hole.

4. Compost with care

Composting human waste needs the right setup and time. Do not use it on food crops. Follow your local health department guidance.

5. Waste gelling powder

Gels and solidifies liquid and solid waste and controls odor. Follow the package directions for how much to use.

Wash hands with soap and clean water after every toilet use, before eating and before preparing food.

Keep Going.

This checklist is your starting line. The KOR Field Guide gives you step-by-step plans for your family, your home and your region.

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