

## Be Prepared Checklist

You should make sure that you have an emergency plan and the proper emergency supplies in your home and at work. An emergency can occur quickly and without warning so a portable cache of emergency supplies that can be used at home or at work is a necessity.

Steps to take to create a household emergency plan include the following:

- Meet with your family members and discuss the dangers of possible emergency events including fire, severe weather, hazardous spills and terrorism.
- Discuss how you and your family will respond to each possible emergency. Know how to contact all family members at all times. Think 24/7 and 365.
- Draw a floor plan of your home. If possible, mark two escape routes from each room.
- Select two places to meet: a spot outside your home for an emergency such as fire, and a place away from your neighborhood in case you cannot return home (a real possibility during the day when most adults are at work and children are at school).
- Identify an out-of-town friend or relative as your emergency family check-in contact for everyone to call if the family gets separated. Make sure all family members have the correct phone number. It is often easier to call out-of-town during an emergency than within the affected area.
- Post emergency contact numbers near all telephones. Include local police, fire and health departments, poison control, your children's schools, doctors, child/senior care providers and insurance agents.
- Have your family learn basic safety and first aid measures.
- Keep family records in a waterproof and fireproof portable safe.
- Have emergency supplies on hand.
- Teach adults how to turn off the water, gas and electricity at main switches. If for any reason you do turn off natural gas service to your home, call your natural gas utility to restore service. DO NOT attempt to restore gas service yourself.
- Make arrangements for your pets. Most shelters do not allow pets. Prior to an emergency, contact your county or local emergency management office and ask them where you could leave your pet. Have ID, collar, leash and proof of vaccination for all pets. Have current photos of your pets in case they get lost.

Often during an emergency, electricity, water, heat, air conditioning or telephone service may not work. Be prepared to make it on your own for at least three days, maybe longer. Use the checklist below to help you prepare for what you and your family will need. Consider two kits. In one put everything you will need to stay where you are. The other should be a lightweight, smaller version you can take with you if you have to evacuate. If you have a pet make a third supply kit (see pet disaster checklist).

## Food and Water

- Bottled water ó 1 to 2 gallons per person per day. Additional water is needed to flush toilets, to clean, wash with etc.
- Ready-to-eat canned foods ó vegetables, fruits, beans, meat, fish, poultry, pasta, soup, juice.
- Milk ó powdered, canned or shelf-stable brick pack.
- High Energy Food ó peanut butter, jelly, nuts, dried meat (for example, jerky), granola and trail mix.
- Staples ó sugar, salt, pepper, instant coffee, tea bags, cocoa.
- Instant and small children's needs ó baby food, formula, disposable diapers.
- Specialty food ó for elderly or people on special diets.
- Pet food (if needed).

## Health and Hygiene Supplies

- Prescription medication ó at least one week's supply.
- First aid kit including: instruction, bandages, gauze pads, adhesive tape, fever reducer, anti-diarrhea medication, alcohol wipes, burn ointment, eye flush solution.
- Premoistened hand wipes ó premoistened towelettes or baby wipes.
- Disinfectant no-rinse hand soap.
- Toiletries ó shampoo, toilet paper, feminine products, toothpaste & brush.
- A list of family physicians, important medical information (including allergies), and the style and serial number of medical devices such as pacemakers.
- Copy of health insurance and identification cards.

## Personal Supplies

- A change of clothing, rain gear and sturdy shoes for each family member.
- Sleeping bags, bedding or blankets for each family member.
- An extra pair of glasses or contact lenses and solution (be sure to check the expiration dates).
- Identification, credit cards/traveler's checks/cash, important telephone numbers and photocopies of important family documents including home insurance information.
- Games, books, other forms of entertainment

## Household Supplies and Equipment

- One gallon unscented liquid chlorine bleach and eyedropper for water purification.
- Battery-powered radio or TV.
- Flashlights.
- Extra fresh batteries for radio, TV and flashlights.
- Plates, utensils and other feeding supplies.
- Manual can opener.
- Pocket knife.
- Whistle.
- Local map.
- Extra set of keys to house and vehicles.

- Permanent marker, pens, pencils, paper and tape.
- Plastic bags ó zip sealing, garbage.
- Fire extinguisher (small canister A-B-C type)
- Food thermometer ó able to measure temperature from 0 to 220 degrees Fahrenheit.
- Standard wired telephone (not cordless) ó Cellular phones only work if the cellular towers are functioning and the battery is charged.
- Money ó coins as well as paper money in small denominations (credit cards & ATMs need electricity).

#### Tools

- Rope (for rescue, tow, tying down property)
- Shovel
- Hammer and nails
- Utility knife
- Work gloves
- Duct tape
- Electrical tape
- Clean-up supplies
- Broom
- Buckets
- Bungee cords
- Dust masks
- Disinfecting spray
- Disposable camera
- Mop
- Paper towels
- Plastic sheeting (to cover broken windows)
- Rags (to clean with)
- Rubber gloves
- Scissors, tweezers, safety pins
- Scrub brush
- Sponges
- Staple gun & staples
- Trash bags ó especially large heavy duty trash bags

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