

## ***EMERGENCY PLAN CHECKLIST***

**Wildfires and other types of disasters - flood, tornado, earthquake, hazardous material spill, winter storm - can strike quickly and without warning. You can cope with disaster by preparing in advance. Use this **CHECKLIST** to help you get started with your plan.**

- ★ Contact your local Emergency Management Office and local fire department - find out about the hazards in your community. Ask how you would be warned. Ask for their tips on how to prepare for each type of disaster in your community.

Post emergency telephone numbers by every phone in your home, and program them on your cell phones:

- ◆ 911, fire department, police department, sheriff's office, highway patrol, etc.
- ★ Hold a Family Meeting:
  - ◆ Discuss the types of disasters. Explain how to prepare and respond to each.
  - ◆ Discuss where to go and what to bring if you are advised to evacuate.
  - ◆ Pick two meeting places:
    - a place a safe distance from home in case of fire.
    - a place outside your neighborhood in case you can't return home.
  - ◆ Chose a friend or family member as a "check-in contact" for all family members to call.
- ★ Show responsible family members how to shut off water, gas and electricity at their main switches or connections.
- ★ Contact a friend or relative and let them know about your emergency plans.
- ★ Plan at least two escape routes from your home - two by car and two by foot.
- ★ Make plans to take care of children who may be on their own, if parents can't get home.
- ★ Make plans to care for your pets in case you have to evacuate.
- ★ Review your prized possessions - consider storing them in safety deposit boxes.
- ★ Make a list of **valuable items** you would take if you have to evacuate:
  - ◆ important personal documents, insurance papers, property titles, valuables, photo albums, passports, money, checkbooks, phone numbers, etc.
- ★ Prepare an easily accessible cache of fire tools (ladder, shovel, rake, bucket, garden hose).
- ★ Store a three day supply of drinking water, and food that does not require refrigeration or cooking.
- ★ Store an easily accessible cache of first aid supplies, portable radio (with extra batteries), emergency cooking equipment, portable lanterns.
- ★ Review this **CHECKLIST** and the **WHAT TO DO . . .** with family members and keep them in an easily accessible place known by all family members.