

Emergency Preparedness Checklist....



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

Learn how to protect yourself and cope with disaster by planning ahead.

This checklist will help you get started. Discuss these ideas with your family, then prepare an emergency plan. Post the plan where everyone will see it - on the refrigerator or bulletin board.

For additional information about how to prepare for hazards in your community, contact:

Agoura Hills
 Emergency Preparedness
 818/597-7302
www.ci.agoura-hills.ca.us

Emergency Checklist

Call Your Emergency Management Office 818/597-7302 or American Red Cross Chapter

- Find out which disasters could occur in your area.
- Ask how to prepare for each disaster.
- Ask how you would be warned of an emergency.
- Learn your community's evacuation routes.
- Ask about assistance for elderly or disabled persons.

Also...

- Ask your workplace about emergency plans.
- Learn about emergency plans for your children's school or day care center.

Create an Emergency Plan

- Meet with household members to discuss the dangers of fire, severe weather, wildfire, earthquakes and other emergencies. Explain how to respond to each.
- Find the safe spots in your home for each type of disaster.

- Discuss what to do about power outages and personal injuries.
- Draw a floor plan of your home. Mark two escape routes from each room.
- Show family members how to turn off the water, gas and electricity at main switches when necessary.
- Teach children how and when to call 911, police and fire.
- Instruct household members to turn on the radio for emergency information.
- Pick one out of state and one local friend or relative for family members to call if separated during a disaster (it is often easier to call out-of-state than within the affected area).
- Teach children your out-of-state contact's phone numbers
- Pick two emergency meeting places.
 - 1) A place near your home in case of a fire.
 - 2) A place outside your neighborhood in case you cannot return home after a disaster.
- Take a basic first aid and CPR class.
- Keep family records in a water and fire-proof container.

Prepare a Disaster Supplies Kit

Assemble supplies you might need in an evacuation. Store them in an easy-to-carry container such as a backpack or duffle bag.

Include:

- A supply of water (one gallon per person per day). Store water in sealed, unbreakable containers. Identify the storage date and replace every six months.
- A supply of non-perishable packaged or canned food and a non-electric can opener.
- A change of clothing, rain gear and sturdy shoes.
- Blankets or sleeping bags.
- A first aid kit and prescription medications.
- An extra pair of glasses.
- A battery-powered radio, flashlight and plenty of extra batteries.
- Credit cards and cash.
- An extra set of car keys.
- A list of family physicians.
- A list of important family information; the style and serial number of medical devices such as pacemakers.
- Special items for infants, elderly or disabled family members.

Emergency Plan	Escape 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	
<i>In a life-threatening emergency, dial 911 or the local emergency medical services number.</i>	
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 _____	
Evacuation Route	
1. To Try First _____	
2. To Try Second _____	

In a fire or other emergency, you may need to evacuate your home, apartment or workplace on a moment's notice. You should be ready to get out fast.

Develop an escape plan by drawing a floor plan of your residence. Using a black or blue pen, show the location of doors, windows, stairways, and large furniture. Indicate the location of emergency supplies. (Disaster Supplies Kit), fire extinguishers, smoke detectors, collapsible ladders, first aid kits and utility shut off points. Next, use a colored pen to draw a broken line charting at least two escape routes from each room. Finally, mark a place outside of the house where household members should meet in case of fire.

Be sure to include important points outside such as garages, patios, stairways, elevators, driveways and porches. If your home or workplace has more than two floors, use an additional sheet of paper. Practice emergency evacuation drills with all household and workplace members at least two times each year.

Sketch your Escape Plan here: