



## Disaster Checklist

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### Basic Disaster Kit:

- 6 quarts of water per person.
- 3 day supply of non-perishable food.
- Bedding and blankets.
- Sanitation items: a small shovel and some lye.
- First Aid Supplies.
- One change of clothing and rain gear.
- Special items for sick, elderly, babies, or pets.

### Basic Home Planning:

- Practice an emergency exit plan.
- Keep a fire extinguisher in an accessible location.
- Keep a pair of sturdy shoes and a flashlight or chemlight under each family member's bed.
- Never hang shelves or heavy artwork above beds.
- Store all heavy items in closets and cabinets on the lowest shelves, or on the floor.
- Isolate flammables to one area.
- Keep your pet carrier, or leash is easily accessible.
- Keep candles and matches on hand.
- Know how and where to turn off utilities.
- Keep a small portable cooking stove, some fuel, and a can opener on hand.
- Keep bleach and ammonia in separate locations.
- Secure the water heater and refrigerator to the wall studs using straps or brackets.
- Keep a portable radio with spare batteries.

### Important Family Documents:

- List of contact numbers for each person's work, school, or other.
- Record of credit card and bank accounts and the institution's contact numbers.
- An up-to-date family photo.
- Inventory of valuable household goods, important telephone numbers.
- Copy of will, insurance policies, contracts, deeds, and stocks and bonds.
- Copy of passports, social security cards, immunization records.
- Family records (birth, marriage, death certificates)
- Keep all of these records in a waterproof, portable container.

### The Car:

- Keep the tank full.
- Keep a flashlight or chemlight in the glove box.
- Keep extra gloves, socks, and hats in the trunk.
- Keep tire chains, traction mats, or a small bag of sand or kitty litter (for traction) in the trunk.
- Keep the car well serviced and tuned.
- Keep several blankets in the trunk.
- Keep jumper cables and know how to use them.

### Your Office:

- Read and memorize your company's evacuation plan.
- Know the locations of fire extinguishers and medical kits.
- Keep a list of important numbers in your wallet or drawer.
- Keep a bottle of water and some crackers or other non-perishable in your drawer.

### During or Immediately After a Disaster:

- Remain calm and reassure others.
- If inside, stay inside. Only go outside if the structure seems unstable afterwards.
- If outside, stay away from buildings and structures that might be unstable.
- Check for injuries and administer first aid.
- Check utilities and shut off if necessary.
- Check your pet and confine or leash to calm and provide safety.
- Check for fires.
- Turn on a battery operated radio (or car radio) for emergency bulletins.
- Do not light a match or turn on a light switch. Instead, use a flashlight or chemlight.
- Clean up hazardous materials.
- Check house or building for structural damage.