

# Summary Checklist



Flood



Fire



Lightning



Terrorism



Heatwave



Snowstorm



Hurricane



Bombing

Tab 11

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## Summary Checklist for Personal Emergency Preparedness

Write the date you finish each part of your emergency preparedness plan in the space provided. Update your checklist regularly.



1. Make an emergency information list. Include:

- Medical and emergency contact information
- Emergency contacts for when you are out-of-town
- Names and phone numbers of everyone in your personal network
- Name and number of a relative or friend who lives more than 100 miles away

Date Completed: \_\_\_\_\_

2. Write down the best way to communicate with you on a card or piece of paper that you can always carry with you if you have communication difficulties.

Date Completed: \_\_\_\_\_

3. Fill out a medical information list. Include:

- Your medical providers
- Medicines you use
- Adaptive and support equipment you use

- Allergies and sensitivities
- Communication or cognitive difficulties

Date Completed: \_\_\_\_\_

4. Attach copies of health insurance cards and related information to your medical information list.

Date Completed: \_\_\_\_\_

5. Keep enough of your medicines to last 7 days at all times. Fill your prescriptions at the earliest date possible. Remember: prescriptions for non-narcotic medicines can be used only 1 year after they are written, and narcotic prescriptions can be used for only 6 months. Put reminders on your calendar to check your medications and prescriptions monthly.

Date Completed: \_\_\_\_\_

6. Have extra copies of your prescriptions.

Date Completed: \_\_\_\_\_

7. Talk with your doctor or pharmacist about what you should do if you do not have enough medicine during an emergency. Find out how long your medication is usable and what temperature to keep it at.

Date Completed: \_\_\_\_\_

8. Check the expiration dates on your emergency supply of medications. Find out how often you should replace the medications so they can be used for your everyday needs before they expire. Put reminders on your calendar to switch them out each time you get newer ones.

Date Completed: \_\_\_\_\_

9. Identify safe places to go during a/an:

- Earthquake
- Fire
- Tornado
- Flood
- Hurricane
- Terrorist attack
- Tsunami
- Wildfire

Date Completed: \_\_\_\_\_

10. Install at least one smoke detector on each level of your home and in every bedroom.

Date Completed: \_\_\_\_\_

11. Find utility shutoff valves and switches. Learn how to use them.

Date Completed: \_\_\_\_\_

12. Identify as many exits as possible from each room in your home and the buildings you spend your time in.

Date Completed: \_\_\_\_\_

13. Make a floor plan of your home that includes your main escape routes to keep posted on the refrigerator or other easy place to see.

Date Completed: \_\_\_\_\_

14. Practice leaving your home from different exits, especially if you are in a building with many stories.

Date Completed: \_\_\_\_\_

15. Decide what type of equipment you will need for help during an evacuation.

Date Completed: \_\_\_\_\_

16. Be ready to give brief, clear, specific instructions and directions to rescue workers.

Date Completed: \_\_\_\_\_

17. If you do not drive, talk with your service coordinator or personal agent about how you will leave the area if authorities tell you to leave.

Date Completed: \_\_\_\_\_

18. Ask your local Emergency Management Office if transportation services are available for people with your disability during an emergency evacuation. Find out how to get the service.

Date Completed: \_\_\_\_\_

19. Learn all about the emergency evacuation plan for work, school, and any other location where you spend a lot of time.

Date Completed: \_\_\_\_\_

20. Choose a place to stay if you can't go home.

Date Completed: \_\_\_\_\_

21. Have a care plan for your pet and/or service animal.

Date Completed: \_\_\_\_\_

Source: American Red Cross (2007). *Disaster Preparedness Information*. Retrieved November 2008 from [redcross.org](http://redcross.org)

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