

# 10 Basic Steps



Flood



Fire



Lightning



Terrorism



Heatwave



Snowstorm



Hurricane



Bombing

Tab 1

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When reading this Emergency Preparedness Tool Kit, you may feel many emotions. Thinking about traumatic events can bring up difficult feelings. Reach out to those who are close to you to help if you want more support. We want you to be prepared just in case an emergency does happen. This tool kit will talk about types of disasters that may happen one day in the future.

## 10 Steps to Emergency Preparedness

1. Find out what **kinds of emergencies** could happen in your area and consider what your **neighborhood** might look like after one happens.
2. Do the **personal assessment**. Think about what you can do and what help you may need before, during and after an emergency.
3. Get a **support group** of family, friends, relatives, neighbors, roommates, care providers and people you work with who could help you in an emergency.
4. Make a list of **emergency information** so others will know who they can call if they find you unconscious (not able to wake up), need to help you leave your home fast, or if you are unable to speak.
5. Make a list of your **medical information** that has the names and phone numbers of your doctors, all your medicines, how much you take of each medicine and a list of your medical conditions. Write down any special equipment you use, allergies you have and communication difficulties.
6. Try to keep a **seven-day supply of meds** with you and fill your prescriptions as early as you can. Ask your doctor or pharmacist what

you should do if you can't get more in time. If you get any treatment at a clinic or hospital, ask the person who helps you what to do if you can't get your treatments during an emergency.

7. Have a **smoke alarm** installed on each floor in your home and test them every month. Know where the main **utility shut-off valves** are and learn how and when to turn them off during an emergency. Know **evacuation routes** and **safe places** to go during an emergency.
8. Make a **summary checklist** to be sure that your emergency plan covers every problem you might have. (Summary checklist available in this tool kit in Tab 11)
9. Have an **emergency supply kit** at home, in your car, at your work or anywhere you spend your time. Some things to have in your emergency supply kit are food, water, a first aid kit, and batteries. Have supplies for your pets or service animals.
10. Make your **home or office** safer by checking hallways, stairs, doors, windows and other areas for something wrong that may keep you from safely leaving a building during an emergency. Secure or remove furniture that may block your path.

Source: American Red Cross (2007). *Disaster Preparedness Information*. Retrieved November 2008, from [redcross.org/content/dam/redcross/atg/PDF\\_s/Preparedness\\_Disaster\\_Recovery/General\\_Preparedness\\_Recovery/Home/A4497.pdf](http://redcross.org/content/dam/redcross/atg/PDF_s/Preparedness_Disaster_Recovery/General_Preparedness_Recovery/Home/A4497.pdf)