

# EMERGENCY READINESS CHECKLIST

Use this form to: Organize your emergency preparations.

You may want to give a copy to your main contact person or caregiver, if you have one.

Do not forget to review and update this information often – at least every three months.

## Step 1: Know the Basics

- The most important disaster issues for the area where I live.
- The recommended life-saving responses for disasters that could strike with little or no warning.
- If there were an evacuation order, the recommended route from where I live? My evacuation transportation options. The location of the nearest emergency shelter.
- The location of shut-off valves for household utilities (gas, electricity, water) and how to use them. (If they take a special tool, it should be ready to use.)
- Designate an out-of-area emergency contact, in case phone service is disrupted.
- Make an emergency communications plan and make sure everyone knows the plan.
- Make a plan to meet neighbors to help one another in an emergency situation.

## Step 2: Have Essential Emergency Supplies Ready

“Stay at Home” Emergency Supplies – pull these items together for quick, easy access in your home; have quantities to last at least 3 to 6 days; rotate any items with expiration or “use by” dates:

- |  |   |
|--|---|
| <input type="checkbox"/> Drinking water                      | <input type="checkbox"/> Light sticks                       |
| <input type="checkbox"/> Food (non-perishable, ready to eat) | <input type="checkbox"/> Waterproof matches                 |
| <input type="checkbox"/> Flashlight                          | <input type="checkbox"/> Supply of prescription medications |
| <input type="checkbox"/> Portable radio                      | <input type="checkbox"/> Current medication list            |
| <input type="checkbox"/> Extra Batteries                     | <input type="checkbox"/> Cell phone and charger             |
| <input type="checkbox"/> First aid kit                       | <input type="checkbox"/> Cash or traveler’s checks          |
| <input type="checkbox"/> Hand-operated can opener            | <input type="checkbox"/> Emergency contact list             |
| <input type="checkbox"/> Other: _____                        | <input type="checkbox"/> Other: _____                       |
| <input type="checkbox"/> Other: _____                        | <input type="checkbox"/> Other: _____                       |

*Emergency Bag* – have a backpack or bag (preferably one on rollers) that has room on the front side for listing items in the bag and is ready to go. Items to include:

- Personal hygiene items (alcohol wipes, gel hand sanitizer, Kleenex)
- Change of clothing
- Waterproof raincoat
- Good pair of walking shoes and socks
- Bottles of water
- Breakfast or granola bars
- Blanket or sleeping bag
- Disposable dust masks
- List of emergency contacts
- List of current medications
- Spare pair of glasses

**Additional Precautions:**

- Gas tank kept at least half full
- Spare hearing aid batteries
- Emergency supply of pet food
- Other: \_\_\_\_\_

**Step 3: Make a Personal Plan**

- If I have any special needs, do I have a plan for meeting them in an emergency?
  - Mobility issues?
  - Reliance on medical equipment that requires electric power?
  - Other: \_\_\_\_\_
- If I am receiving home health services, have I discussed emergency procedures with my home health provider?
- If I live in a retirement or senior living community, am I familiar with its emergency planning and procedures?

SOURCE: The information used for this checklist was taken from the Administration on Aging, [www.AoA.gov](http://www.AoA.gov).

