

# **Disaster Preparedness**

**Guide to Assembling and  
Storing Disaster Supplies**

**&**

**Disaster and Emergency Family  
Communications Plan**



## **DISASTER PREPAREDNESS**

### **Guide to Assembling and Storing Disaster Supplies**

You can cope best by preparing for disaster before it strikes. One way to prepare is to assemble disaster supplies in multiple locations. After disaster strikes, you won't have time to shop or search for supplies. But if you've gathered supplies in advance, you and your family can endure an evacuation or home confinement.

#### **To Prepare Your Kit**

1. Review the checklist on the next few pages.
2. Gather the supplies from the list. Remember that many households already have many of the items needed for your kits. These items can be assembled in appropriate locations for quick access in an emergency, but used under normal circumstances whenever needed. For example, keep a wrench in your kit to shut off gas at the meter in an emergency, but use the wrench for everyday tasks, too. Just be sure to return it to the emergency kit.
3. Place the supplies you're apt to need for an evacuation in an easy-to-carry container.

[This section intentionally left blank]

# DISASTER PREPAREDNESS

## Guide to Assembling and Storing Disaster Supplies

### General Disaster Supplies

	Need It	Have It
Emergency cash (bills and coins)		
Fuel for vehicles		
Propane for gas grills/stoves		
Generator (with fuel for 5 days)		
Battery-powered flashlight for each person		
Battery-powered portable TV or radio		
Batteries		
Basic landline telephone		
Weather/All-hazards alert radio		
Garbage bags (several sizes)		
Blue tarp/heavy plastic		
Utility knife or Swiss Army knife		
Tools (hammer, screwdriver, pliers)		
First Aid kit		

### Personal & Hygiene Items

	Need It	Have It
Soap and hand sanitizer		
Toothbrush, toothpaste, denture supplies		
Toilet paper supply		
Feminine hygiene products		
Diapers and diaper wipes		
Eyeglasses, contact lenses, solution		
Hearing aids and batteries		
Sunscreen, insect repellent		

### Bedding/Clothing

	Need It	Have It
Cots, bedding, blankets, pillows, sleeping bags		
Changes of clothing for 5 days		
Protective clothing: rain gear, boots, gloves, masks, goggles, warm clothing		
Other:		

### Important Documents

	Need It	Have It
Photo identification		
Proof of home occupancy		
Insurance policy documents		
Photo inventory of personal belongings		
Banking information		
Medical records		
Proof of pet vaccination		
Emergency contact numbers		
Personal/family contact numbers		

### Water and Food Items

	Need It	Have It
Water (1 gallon per person per day)		
Cereal/granola		
Trail mix, nuts, dried fruits, protein bars		
Peanut butter and jelly		
Crackers and cookies		
Powdered drinks/canned juices		
Canned/jarred vegetables		
Canned/jarred fruits		
Canned meats/fish		
Beans, pasta, soups		
Baby formula and extra bottles/liners		
Dietary supplements		
Oral hydration fluids		
Other:		

### Kitchen/Food Preparation

	Need It	Have It
Disposable kitchen utensils		
Napkins/paper towels		
Paper plates		
Plastic wrap and aluminum foil		
Portable gas grill/stove		
Manual can opener		
Cleaning supplies: bleach, laundry detergent		
Cooler		

### Individual Comfort Items

	Need It	Have It
Baby toys, infant pacifier		
Children's games and toys		
Books, playing cards, magazines, puzzles, board games		
Other:		

### Pet Supplies

	Need It	Have It
Pet food, water and supplies		
Kennel/muzzle		
Leash, collar with identification tags		
Sanitary supplies: cat litter, waste bags		

### Special Needs Items

	Need It	Have It
Specify:		
Specify:		
Specify:		

The only thing tougher than preparing for a disaster .... Is explaining why you didn't.

# DISASTER PREPAREDNESS

## Guide to Assembling and Storing Disaster Supplies

### General Disaster Supplies

	Need It	Have It
Keys (house, office, car, storage shed)		
Emergency cash (bills and coins)		
Battery-powered flashlight for each person		
Batteries		
Weather/All-hazards alert radio		
Utility knife or Swiss Army knife		
Whistle		
Tools (hammer, screwdriver, pliers)		
First Aid kit		

### Personal & Hygiene Items

	Need It	Have It
Soap and hand sanitizer		
Toothbrush, toothpaste, denture supplies		
Toilet paper supply		
Feminine hygiene products		
Diapers and diaper wipes		
Eyeglasses, contact lenses, solution		
Hearing aids and batteries		
Sunscreen, insect repellent		
Other:		

### Bedding/Clothing

	Need It	Have It
Blanket, pillow, sleeping bag		
Towel, wash cloth		
Changes of clothing for 5 days		
Protective clothing: rain gear, boots, gloves, masks, goggles, warm clothing		

### Water and Food

	Need It	Have It
Water (1 gallon per person per day)		
Cereal/granola		
Trail mix, nuts, dried fruits, protein bars		
Peanut butter and jelly		
Crackers and cookies		
Baby formula and extra bottles/liners		
Dietary supplements		
Oral hydration fluids		
Other:		

### Important Documents

	Need It	Have It
Photo identification		
Proof of home occupancy		
Insurance policy documents		
Photo inventory of personal belongings		
Banking information		
Medical records		
Proof of pet vaccination		
Emergency contact numbers		
Personal/family contact numbers		

### Individual Comfort Items

	Need It	Have It
Baby toys, infant pacifier		
Children's games and toys		
Books, playing cards, magazines, puzzles		
Other:		

### Vehicle Go-Kit Supplies

#### General Supplies

	Need It	Have It
Waterproof disposable camera		
Battery-powered flashlight and batteries		
Tools (hammer, screwdriver, pliers)		
First Aid kit		
Roadmaps		
Other:		

#### Car Repair Supplies

	Need It	Have It
Jumper cables		
Tire repair kit/spare tire and tools		
Flares/white distress flag		
Utility knife		
Duct tape/masking tape		
Bungee cords		

### Pet Go-Kit Supplies

	Need It	Have It
Pet food and water		
Pet medications		
Leash, muzzle, collar with identification tags		

	Need It	Have It
Portable kennel		
Community kennel or other safe facility info.		
Sanitary supplies: cat litter, waste bags		

The only thing tougher than preparing for a disaster .... Is explaining why you didn't.

## DISASTER PREPAREDNESS

### Guide to Assembling and Storing Disaster Supplies

#### Medical Records & Contact Info

Need It    Have It

Hardcopy of personal medical records		
Electronic version of medical history		
Vaccination history		
Physician contact information		
Hospital and clinic contact information		
Other care provider contact information		
Pharmacy contact information		
Care instructions for current medical conditions		

#### Medications/Medical Devices

Need It    Have It

List of medications for each family member		
1 month's supply of each medication		
Medical device information		
Medical device supplies		
Medical device professional support contacts		
Special needs medical supplies		
Other:		
Other:		

#### First Aid Kit Supplies

Need It    Have It

Latex or rubber gloves (2) pairs		
Rubbing alcohol		
Sterile adhesive bandages		
Sterile bandages (assorted sizes)		
Adhesive tape		
Safety pins (assorted sizes)		
Scissors		
Tweezers		
Needles		

Need It    Have It

Cortisone cream		
Aspirin and non-aspirin pain relievers		
Anti-diarrheal medication		
Antacids		
Antihistamines		
Hydration packs for children and adults		
Laxative medication for children and adults		
Special needs medical supplies		
Other:		

[This section intentionally left blank]

## DISASTER PREPAREDNESS

### Disaster and Emergency Family Communications Plan

Family Name:	Address:
	Phone:

#### Step 1: Family Members Covered by the Family Communications Plan

Name	Phone/Cell	Email	Address (if not home address)

#### Step 2: Local Contacts

Name	Phone/Cell	Email	Address

#### Step 3: Primary Out-of-Area Contact

Name	Phone/Cell	Email	Address

#### Step 4: Secondary Out-of-Area Contact

Name	Phone/Cell	Email	Address

## DISASTER PREPAREDNESS

### Disaster and Emergency Family Communications Plan

#### Step 5: Family Emergency Meeting Places

##### In Town

Location Name:

Contact Name:

Address:

Phone:

##### Out of Town

Location Name:

Contact Name:

Address:

Phone:

#### Step 6: Emergency Services Contact List

##### Local Emergency Contacts

Police Emergency: 911

Police (non-emergency):

Fire Department:

Ambulance/EMS:

Office of Emergency Mgmt.:

Local Red Cross:

Local Disaster Shelter:

##### Medical/Health Contacts

Physician:

Physician:

Clinic:

Hospital:

Dentist:

Pharmacy:

Veterinarian:

##### Children's Information

School/Child Care:

Teacher:

School/Child Care:

Teacher:

School/Child Care:

Teacher:

##### Other Information

Insurance Agent:

Plumber:

Electrician:

Contractor:

Landlord:

Bldg. Maintenance:

#### Step 7: Communications Options

Land line telephone

Cellular Telephone

Local Contacts

Out-of-area primary and secondary contacts

Email messaging

Text Messaging

Digital two-way radio

#### Step 8: Distribute Communications Plan

Copy for every family member

Copy for every Go-Kit

Copy for each vehicle

Copy near in-home telephones

Copy in the in-home sheltering location

Copy at each worksite