

EMERGENCY PLAN CHECKLIST

Wildfires and other types of disasters - flood, tornado, earthquake, hazardous material spill, winter storm - can strike quickly and without warning. You can cope with disaster by preparing in advance. Here is a [CHECKLIST](#) to help you get started with your plan.

- Contact your local Emergency Management Office and local fire department - find out about the hazards in your community. Ask how you would be warned. Ask for their tips on how to prepare for each type of disaster in your community.
- Post emergency telephone numbers by every phone in your home and program on your cell phones:
 - ◆ fire department, police department, sheriff's office, highway patrol, etc.
- Hold a Family Meeting:
 - ◆ Discuss the types of disasters. Explain how to prepare and respond to each.
 - ◆ Discuss where to go and what to bring if advised to evacuate.
 - ◆ Pick two meeting places:
 - ◇ a place a safe distance from home in case of fire.
 - ◇ a place outside your neighborhood in case you can't return home.
 - ◆ Chose an out-of-state friend as a "check-in contact" for all family members to call.
- Show responsible family members how to shut off water, gas and electricity at their main switches.
- Contact a friend or relative and let them know about your plans.
- Plan at least two escape routes from your home - two by car and two by foot.
- Make plans to take care of children who may be on their own if parents can't get home.
- Make plans to care for your pets in case you have to evacuate.
- Review your prized possessions - consider storage in safety deposit boxes.
- Make a list of valuable items you would take if you have to evacuate:
 - ◆ important personal documents, insurance papers, property titles, valuables, photo albums, passports, money, checkbooks, phone numbers, etc.
- Prepare an easily accessible cache of fire tools (ladder, shovel, rake, bucket, garden hose).
- Store a three day supply of drinking water and food that does not require refrigeration or cooking,
- Store first aid supplies, portable radio (with extra batteries), emergency cooking equipment, portable lanterns.
- Attach the [WHAT TO DO WHEN A FIRE OCCURS](#) to this Checklist.