



BONNER COUNTY EMERGENCY MANAGEMENT
Prevention - Preparedness - Mitigation - Response - Recovery

Emergency Preparedness Checklist

The next time a disaster strikes, you may not have much time to act. Prepare now for a sudden emergency. Learn how to protect yourself and cope with disaster by planning ahead. This checklist will help you get started. Discuss these ideas with your family, then prepare an emergency plan. Post the plan where everyone will see it--on the refrigerator or bulletin board.

Emergency Checklist

- ☐ Find out which disasters could occur in your local area.
- ☐ Learn how to prepare for each disaster.
- ☐ Learn how you would be warned of an emergency.
- ☐ Identify your community's evacuation routes.
- ☐ Identify needs for special assistance for elderly or disabled persons.
- ☐ Ask your workplace about emergency plans.
- ☐ Learn about emergency plans for your children's school or daycare center.

Create an Emergency Plan

- ☐ Meet with household members and discuss with children the dangers of fire, severe weather, earthquakes, and other emergencies.
- ☐ Discuss how to respond to each disaster that could occur.
- ☐ Discuss what to do about power outages and personal injuries.
- ☐ Draw a floor plan of your home. Mark two escape routes from each room.
- ☐ Learn how to turn off the water, gas, and electricity at the main switches.
- ☐ Post emergency telephone numbers near telephones and your current address.
- ☐ Teach children how and when to call 911, police, fire, and medical emergencies
- ☐ Instruct household members to turn on the radio for emergency information.
- ☐ Pick one out-of-state and one local friend or relative for family members to call if separated by disaster. It is often easier to call out-of-state than within the affected area.
- ☐ Pick two meeting places:
 - ☐ - A place near your home in case of a fire.
 - ☐ - A place outside your neighborhood in case you cannot return home after a disaster.
- ☐ Take a Basic First Aid and CPR Class
- ☐ Keep family records in a water-and fire-proof container.

Prepare a list of important documentation

- ☐ Important family documents
- ☐ Printed copies of insurance policies and identification documents
- ☐ Copies of Bank Account records and credit cards
- ☐ Save copies electronically, and keep them in a waterproof, portable container
- ☐ The style and the serial number of medical devices, such as pacemakers
- ☐ Special items for infants, elderly, or disabled family members.
- ☐ Communications Plan - List of Contact Numbers, E-mail Addresses, and Handheld two-way radios



Evacuation Plan

In a fire or other emergency, you may need to evacuate your dwelling at a moment's notice. You should be ready to get out fast. Develop an escape plan by drawing a floor plan of your residence. Using a black or blue pen, show the location of doors, windows, stairways, and large furniture. Indicate the location of emergency supplies (Disaster Supplies Kit), fire extinguishers, smoke detectors, collapsible ladders, first aid kits, and utility shut-off points. Next, use a colored pen to draw a broken line charting at least two escape routes from each room. Finally, mark a place outside the home where household members should meet in case of fire. Be sure to include important points outside, such as garages, patios, stairways, elevators, driveways, and porches. Use an additional sheet of paper if your home has more than two floors. Practice emergency evacuation drills with all household members at least twice a year.

Prepare a Disaster Supplies Kit

- ☐ Assemble supplies you might need in an evacuation. NOTE: Each Kit is personal to the user. The items below are a suggestion. Store them in an easy-to-carry container, such as a backpack or duffle bag.
- ☐ Identify the storage date. Review and update it or replace it every six months.
- ☐ A supply of water (one gallon per person per day). Store water in sealed, unbreakable containers.
- ☐ Non-perishable packaged or canned food and a non-electric can opener.
- ☐ A change of clothing, rain gear, and sturdy shoes. (Store items relevant to your weather & time of year)
- ☐ Blankets or sleeping bags.
- ☐ A first aid kit and prescription medications.
- ☐ An extra pair of glasses an N95 Mask and gloves.
- ☐ A battery-powered radio, flashlight, and plenty of extra batteries.
- ☐ Credit cards and cash.
- ☐ An extra set of car keys.

If You Need to Evacuate

- ☐ Listen to a battery-powered radio for the location of emergency shelters.
- ☐ Follow instructions of local officials.
- ☐ Wear protective clothing and sturdy shoes.
- ☐ Take your Disaster Supplies Kit.
- ☐ Lock your home.
- ☐ Use travel routes specified by local officials.

If you are sure you have time

- ☐ Shut off water, gas, and electricity if instructed to do so.
- ☐ Let others know when you left and where you are going.
- ☐ Make arrangements for pets. Animals are not allowed in public shelters.
- ☐ Prepare an Emergency Car Kit to Include the following:
 - ☐ Battery-powered AM/FM Weather Radio
 - ☐ LED Flashlight & extra batteries
 - ☐ Cell Phone Charger(s) Car & Household
 - ☐ Booster cables / Multi-function Jump Starter
 - ☐ Fire extinguisher (5 lb., A-B-C type)
 - ☐ First aid kit, and manual
 - ☐ Bottled water
 - ☐ Non-perishable high-energy foods
 - ☐ Blanket / Sleeping Bag
 - ☐ Tire repair kit and pump
 - ☐ Flares / Glowsticks
 - ☐ Maps
 - ☐ Shovel
 - ☐ Handheld two-way radio (Ham / GMRS)