

## **DISASTER PREPAREDNESS PLAN CHECKLIST**

In addition to a Disaster Preparedness KIT, every family should have a Disaster Preparedness PLAN. Many of these tasks take only minutes to complete, but the peace-of-mind is priceless.

### **COMMUNICATION PLAN**

- Talk with your in-town relatives and agree on an out-of-town contact for emergencies
- Inform the out-of-town contact of your plan
- Put the out-of-town contact in your cell phone, home phone, phone books, etc.
- Inform child's school of out-of-town contact
- Agree on how all family members will communicate if separated during a disaster

### **FIRE ESCAPE PLAN**

- Call a Family Meeting
- Discuss Fire Safety (stop/drop/roll; smoke alarms, hot doors, etc.)
- Make a Plan for Escape – include two exits per room.

- Agree on a Meeting Spot (outside by the lamp post, for example)
- Practice the Escape Plan
- Place a Fire Extinguisher upstairs, in the garage and in the kitchen.
- Demonstrate how to use a Fire Extinguisher

### **INFORMATION PLAN**

- Consider On-Line Backup for Your Computer Files
- Take a Detailed Video Tour of Your House and Contents
- Burn a DVD of the House Tour
- Place one DVD in Safety Deposit Box/Place one DVD in Emergency Kit
- Make Copies of the Following:
  - Birth Certificates
  - Social Security Cards
  - Passports

- Driver's Licenses
- Medical Records
- Insurance Papers
- A List of Credit Card Numbers/ Bank Accounts/ Investment Numbers & Contacts
- A List of Utility Companies and Contact Numbers
- Last Year's Tax Return
- Emergency Medical Directive
- Wills
- Trusts
- Place a Packet of Copies in Safety Deposit Box
- Place a Packet of Copies in Emergency Kit