



Sample Personal Emergency Preparedness Checklist

Note: This is only an example to help you get started. Be sure to review, change, add, or subtract items as needed to make this list work for you. In particular, be sure to safely store any combustible or explosive materials such as gasoline and/or propane tanks.

-----During warning period-----

- Review community Emergency Plan
- Note telephone numbers for civil defense, red cross, etc
- Identify relocation shelters and routes to get there
- Review your Quick Evacuation plan and materials (see end of this document)
 - plan communications with family and/or contacts which are in safe areas
 - prepare materials needed in case of evacuation so they fit quickly in the car
 - Decide on personal evacuation criteria (under what conditions will you evacuate)
- reassure children
- charge up all rechargeable devices (cell phones, cameras, walkie-talkies, and extra batteries)
- Photograph interior and exterior of your house
- Fuel up the cars
- Get emergency cash
- Review medical needs (medicines, supplies, equipment)
- Arrange for your pets needs
- Set a time for the Go No-Go Decision if evacuation is an option

-----supplies-----

- get gasoline for generator and store safely
- bottled water- 1 gal per person per day (1/2 gal a day for drinking, 5 day min)
- Paper pads and writing instruments
- Florida area road maps
- canned food and can opener
- pet food
- first aid kit
- buckets and plastic bags for garbage and toilet related waste
- plastic drop cloths and duct tape for leaks and sealing of openings
- Propane camping stove with propane tanks
- Electric table top stove
- disposable plates/utensils
- safety glasses and face masks (at the very least a dust mask from the hardware store)
- hats in case of extended outdoor exposure during evacuation if that happens
- sleeping bags/blankets/tents
- Heavy gloves
- walkie/talkies

- porta-potty
- face and body premoistened wipes, toilet paper, paper towels
- extra clothing
- plain clorox to disenfect water
- candles and matches
- small toolkit
- whistle and compass
- games for the kids
- small pressurized horns from marine supplies in case you are trapped in within the house
- Tire inflation cans
- ac Inverters for use inside cars
- tie down rope and ground anchor

-----Exterior of House-----

- Prepare whole house Generator and have extra oil(see end of this document)
- fill potable water containers (familiarize yourself on how to make safe drinkable water)
- lower all hanging plants
- organize/hide loose items on the outside
- nestle heavy flower pots and benches next to a wall
- store hoses
- deploy storm shutters (put some storm shutter screws on interior side for emergency opening from inside the house)
- Wire secure patio screen doors to keep them from swinging
- secure play set swings/slides
- Wire lock all exterior gates
- move cars into garage
- set up garage door brace if you have one
- put lock pins in garage door and unplug from power
- turn off electronic devices and trip main breaker as wind picks up (Note: computer UPS- set to OFF)
- Shut off main water supply

-----Interior of House-----

- Review emergency exit routes from house
- make ice cubes then shut off ice maker (future ice might be contaminated)
- have buckets of water for a couple of flushings-fill the tubs (Fill large Plastic trash can)
- plastic bags or drop cloths around electronics (tv, stereo, computers)
- locate flashlights, radios-battery operated tv
- Brace large exterior entry doors
- tape bottom of doors to prevent wind blown rain from entering
- locate fire extinguishers
- prepare a safe room or safe area of the house away from glass to weather the storm
(Bring in pry bars, cushions, flashlights, air horn, radio, into the safe room)
- Seal up the metal file cabinets containing important documents
- Back up computer files to external hard disks and then protect those disks
- confine the pets
- get comfortable for the wait. Do not consume alcohol. Be in possession of all your faculties.

-----During the Storm-----

Be aware that high winds cause lots of noises that are logical. Storm shutters rattle, bathroom and kitchen vents make creaking noises, toilets make gurgling sounds, bushes shake against windows

and doors, garage doors make buckling sounds as they flex, the wind makes whooshing sounds, etc. Stay calm. Your maximum anxiety will occur as the noise level keeps increasing and you start worrying that it simply cannot get much scarier...and then it does. This is because you do not know, at the moment, if this is as loud as it gets or if it gets louder...there is no way around this concern. It will happen. But, the wind and noise will die down. It always does. Just realize that these thoughts will cross you mind and that they are normal and all your neighbors are in the same boat.

-----After the storm-----

If the wind dies down quickly it is probably the eye of the storm. It can stay calm for minutes or even for an hour. If it is the eye, the noise and wind cycle will repeat again. The wind speed will pick up quickly. Do not leave your safe area until the wind is down after the eye . Winds then usually slow down over a longer period of time. (avoid a medical emergency at all costs)...listen to radio. When wind is down, leave the safe area carefully to do damage assesment and report within the family of your status.

- Check for structural, gas, and wiring damage before setting breakers back on...
- Ration food if necessary, but not water...repeat...not water (Drink 1/2 gallon per day, each person).
- Stabilize the house and family
- Check your neighbor...please check your neighbor!
- Be willing to assist and shelter neighbors who may have suffered severe housing damage

Quick Evacuation Prep

1. Decide Drive vs Fly
4. Seal and shut down the house (Gas, Generator, Electricity, Water)
5. Cash

Quick Pack

If Flying

- Documents
 - Home owners Insurance
 - Pre storm photos of property
 - Propety ownership papers
 - Bank account info (credit cards)
 - Car Insurance and Registration
 - Passports and Birth/Marriage Certificates/drivers licenses
- External Hard Drives
- Laptop+AC adapter
- Camera
- Medicines
- Pet papers
- Valuables
- Clothing (underwear, socks, shoes, pants, shirts, warm outerwear)

IF DRIVING, add to quick pack AS FOLLOWS

- Rain wear
- medicines, antidiarrhea medicine, laxative
- First Aid kits
- Tool Box

- Premoistened body/face wipes, +Clorox wipes, Personal hygiene stuff
 - Bottled water, Canned food and can opener, Full water containers
 - Plates, knives, forks
 - Paper towels, plastic trash bags
 - Rope
 - Clorox
 - AAA, AA, C, D batteries
 - flashlight and light sticks
 - Walkie Talkies
 - Battery radios
 - Bug Spray (Skin+Flying bugs)
 - Tent+ tent stakes
 - Camping stove
 - Matches and/or lighters
 - Porta Potty+deodorizer
 - Canvas tarps and canvas picnic blanket
 - Porta chairs, aero-bed air mattress, sleeping bags
 - Blankets
 - Inverters
- Leave a notice on front door that you have left and how to be reached**-----

If going to a county/city shelter quick pack as follows:

- Supplies for 7 days
- Pillows, blankets, linen
- Food and water for 7 days
- Medicines
- Personal hygiene stuff
- Clothing
- Flashlights/batteries
- Mattress
- Important documents
- First aid kit
- Battery radio
- Something to read

Whole House Generator Strategy During Storms
Verify these steps with your generator contractor

Prior to Storm

GAS- OFF at Meter and at Generator
 MAIN HOUSE CIRCUIT BREAKER-OFF
 CIRCUIT BREAKERS AT GENERATOR SUB-PANEL-OFF
 GENERATOR ROCKER SWITCH- OFF

After Storm

INSPECT GAS LINES
 GAS- ON at Meter and at Generator
 GENERATOR ROCKER SWITCH- AUTO (SHOULD START UP)
 CIRCUIT BREAKERS AT SUB-PANEL- ON ONE AT A TIME
 END
