



Disaster Preparedness: A Checklist

Following the terrorist attacks of September 11, 2001, Americans are eager to make preparedness a part of their daily lives. The following checklist will help you take the necessary steps to protect yourself, your family, and your neighbors in the event of a future terrorist attack or other emergency.

For more detailed information on disaster preparedness, see www.fema.gov and www.redcross.org.

- ___ Make a list of important phone numbers, such as nonemergency numbers for the police and fire departments, FBI field office, and local emergency management office, and post it by your telephone. Make sure children know how to dial 911 or "0" in an emergency.
- ___ Develop a communications plan for your family. Choose someone who does not live with you (preferably out-of-town) that you and other family members can contact to check on each other in the event that you are separated during a disaster. Carry the number in your wallet.
- ___ Establish a meeting place for family members if home or neighborhood evacuation is necessary. Pick one place near your home and one outside your neighborhood in case you can't return after a disaster.
- ___ Assemble an emergency preparedness kit that contains the following supplies:
 - ___ three- to five-day supply of water (one gallon per person per day)
 - ___ food that will not spoil and requires no cooking
 - ___ first-aid kit and needed medicine
 - ___ emergency tools, such as a battery-powered radio, cell phone, flashlight
 - ___ extra batteries
 - ___ personal items like toilet paper and plastic garbage bags
 - ___ change of clothing and blankets for each person
 - ___ portable generator if possible
- ___ Take a basic course in CPR and first-aid.
- ___ Learn how to turn off water, gas, and electricity at main switches.
- ___ Learn about emergency plans for your children's school or day care center.
- ___ Draw a floor plan of your home and mark two escape routes from each room. Practice your evacuation plan.
- ___ Know your community's evacuation routes.
- ___ Work with your Neighborhood Watch group or civic association to create a community disaster preparedness plan.



Prevention at Work

YES NO

- Are visitors required to sign in and be escorted?
- Does your workplace have safe rooms, security guards, panic buttons, safety training for employees, or other security measures in place?
- Does your employer do thorough background checks before hiring new employees?
- Does your workplace have a system for reporting such behavior as sexual harassment or employees exhibiting signs of potential violence?
- Is your workplace secure if you must remain after normal hours of operation?



PREPARING FOR AN EMERGENCY AT WORK

- Know your company's emergency plans. If your company does not have an emergency plan, volunteer to help develop one.
- Support each other. Determine how you will help each other in the event that public transportation is down or thoroughfares are impassable. Are there employees who could temporarily house, transport, or feed other employees?
- Know the exit routes and evacuation plans in your building. Know at least two exit routes from each room, if possible. Be able to escape in the dark by knowing how many desks or cubicles are between your workstation and two of the nearest exits.
- Know the location of fire extinguishers and medical kits.
- Make sure there is a designated meeting location and that every employee knows what it is.
- Make special emergency plans for co-workers who are disabled or may require assistance during an emergency.
- Never lock fire exits or block doorways, halls, or stairways. However, keep fire doors closed to slow the spread of smoke and fire.
- Keep your own personal emergency supplies in a desk drawer. Consider a flashlight, walking shoes, a water bottle, and nonperishable food. Contact the Federal Emergency Management Agency for information on workplace emergency kits.
- Have a printed list of important phone numbers (e.g., your spouse's number at work, your children's school numbers) at your desk. Do not rely on electronic lists, such as direct-dial phone numbers and computer organizers.

