

# DISASTER PLANNING WORKSHEET

Use this form to help plan what you need to do to be prepared for a disaster.

## **Before Disaster Strikes:**

Prepare by packing a waterproof emergency suitcase

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|--|--|--|
| 1. flashlights                                     | 8.change of clothes  | 13. list of phone numbers of family, friends, physician, pharmacy, caregiver and business contacts |
| 2. fresh batteries                                 | 9.disposable incontinence supplies. If you will be providing care to a frail family member or friend | 14. plastic bag with water purification tablets  |
| 3. battery operated radio                          | 10.list of numbers of important papers   | 15. matches in plastic bag   |
| 4. bug repellent and sunscreen                     | insurance policies   | 16. manual can opener  |
| 5. personal hygiene items                          | bank & savings accounts  | 17. plastic garbage bags   |
| toothpaste & brush                                 | mortgages  | 18. map of the area  |
| dentures & glasses                                 | 11.copy of all prescriptions   |  |
| deodorant & soap                                   | 12.extra pair of glasses   |  |
| shaving equipment                                  |  |  |
| 6. washcloth and towel                             |  |  |
| 7. tissues, premoistened towelettes & toilet paper |  |  |

Store two-week supply of food and liquid

- |   |                             |   |
|---|-----------------------------|---|
| 19. special dietary needs                     | 22.crackers, dry cereal,    | 26. paper plates & napkins  |
| 20. small containers of canned meats and fish | granola bars, bread         | 27. water bottles (at least two quarts of water per person per day for at least seven days) |
| 21. small cans of canned fruit                | 23.canned or bottled juices |   |
|   | 24.nuts, peanut butter      |   |
|   | 25.dry milk                 |   |

General

- |   |  |  |
|---|--|--|
| 28. pre-arrange care of pets                                  | 32.tell family, neighbors, service agencies where you would go to stay in an emergency and give each of them phone numbers in order to check on you after the disaster | 33. have a transportation plan for emergencies |
| 29. home construction inspection                              |  | 34. install shutters & storm doors             |
| 30. notify friends, family & senior services of your plans    |  |  |
| 31. provide family in another city copies of important papers |  |  |

Special Needs

35. if necessary, register with your county's Special Needs Registry

## **During the Disaster Watch Period:**

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|-----------------------------|-------------------------|----------------------------|
| 36. check medication supply | 37. replenish batteries | 39. fill gas tank          |
|                             | 38. fill prescriptions  | 40.move car to a safe area |

if you don't drive, have  
your transportation  
confirmed  
cash a check  
double check your  
emergency suitcase  
pack dentures, glasses  
    clean & fill bathtub with  
    water  
fill containers with clean  
water  
    pick up loose objects  
    outside  
    move furniture away  
    from windows, cover  
    furniture with plastic  
    pull curtains, blinds &  
    shutters  
    call family & friends &  
    tell them your plans  
    make hotel reservations  
    and get confirmation  
    number

## ***Evacuation Period:***

### **Things to take**

- XLI. emergency suitcase
- XLII. be sure to have identification on your body
- XLIII. meet your buddy
- XLIV. post your name, phone & location on a visible inside wall of your home
- XLV. plastic bag w/ towels, blanket, pillow, change of cloths
- XLVI. adjustable lawn chair
- XLVII. in a plastic pail pack tissue, paper towels, plastic trash bags, liquid detergent and disinfectant
- XLVIII. turn off electricity at main circuit breaker
- XLIX. unplug appliances
- L. Medicare, Medicaid cards
- LI. driver's license and identification  
cash, checkbook and credit cards