



DODGE COUNTY EMERGENCY MANAGEMENT

Prevention - Preparedness - Mitigation - Response - Recovery

Emergency Preparedness Checklist

When a disaster strikes, you may have little time to act. Prepare now for sudden emergencies. Use this checklist to get started, discuss the items with your family, and develop a complete Emergency Plan. Review the plan regularly and practice it with your household so everyone knows what to do. Post the plan where everyone can see it, such as 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 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 the dangers of fire, severe weather, 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 numbers and current address where everyone in your home can see them.
- Teach children how and when to call 911 for police, fire, and medical emergencies.
- Make sure everyone in your home knows where to get reliable emergency alerts.
- Select one out-of-state and one local friend or relative for family members to contact in the event of a disaster. It is often easier to call out-of-state than within the affected area.
- Pick two meeting places:
 - Close to home for fires or emergencies
 - Outside of your neighborhood in case you cannot return home
- Take a Basic First Aid and CPR Class.
- Keep family records in a water- and fireproof container.

Prepare a list of essential, important, and necessary documentation

- Important family documents
- Printed insurance policies and identification documents
- Bank account and credit card records
- Electronic copies on a USB stored in a waterproof, portable container
- Information about medical devices including type and serial numbers (e.g., pacemakers, insulin pumps)
- Special items for infants, the elderly, or individuals with disabilities.
- Communications plan with phone numbers and emails for family members and friends.

Evacuation Plan

In a fire or other emergency, you may need to leave your home quickly, so be prepared. Create an escape plan by drawing a floor plan of your residence and marking doors, windows, stairways, large furniture, emergency supplies, fire extinguishers, smoke detectors, collapsible ladders, first aid kits, and utility shut-off points. Identify at least two safe escape routes from each room, including paths through garages, patios, stairs, driveways, and porches as needed. Then designate a safe meeting place well away from the home where household members should gather. Practice evacuation drills with all household members at least twice a year.

Prepare a Disaster Supplies Kit

Assemble a personal evacuation kit. The items below are suggestions. Store them in a convenient container, such as a backpack or duffel bag, and label it with the assembly date. Review and update every six months.

- Water: one gallon per person, per day. Store in a sealed, unbreakable container.
- Non-perishable food and a non-electric can opener.
- Change of clothing, rain gear, and sturdy shoes appropriate for the season.
- Blankets or sleeping bags.
- First aid kit and prescription medications.
- Extra pair of glasses.
- Battery-powered or hand-crank radio and flashlight with extra batteries.
- Credit cards and cash.
- Extra set of car keys.

If You Need to Evacuate

- Make sure you know where to access reliable emergency alerts.
- Follow the 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 as instructed.
- Let others know when you left and where you are going.
- Make arrangements for pets. Animals may not be allowed in public shelters.

Create an emergency kit for your car

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| <input type="checkbox"/> Battery-powered AM/FM weather radio | <input type="checkbox"/> Non-perishable high-energy food |
| <input type="checkbox"/> LED flashlight & extra batteries | <input type="checkbox"/> Blanket or sleeping bag |
| <input type="checkbox"/> Cell phone chargers for home and car | <input type="checkbox"/> Tire repair kit and pump |
| <input type="checkbox"/> Booster cables or multi-function jump starter | <input type="checkbox"/> Flares or glowsticks |
| <input type="checkbox"/> Rain jacket or extra clothing | <input type="checkbox"/> Maps |
| <input type="checkbox"/> First Aid Kit with manual | <input type="checkbox"/> Shovel |
| <input type="checkbox"/> Bottled water | <input type="checkbox"/> Multi-tool or pocket knife |
| <input type="checkbox"/> Tow strap or rope | <input type="checkbox"/> Work gloves |