

Disaster Checklist

BE READY TO PROTECT YOUR FAMILY AND YOUR BUSINESS

 **ARE YOU
PREPARED?**



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Disaster Checklist

Every day we see news about severe storms and wildfires. Is your family prepared? How about your business? You need supplies for all the possible people you will have to shelter. Make sure you have enough.

Please share this with your family, friends, and business associates.

Family / Business Communications Plan

☐ Write down critical cell and landline numbers in case your phone dies:

Write down the most important phone numbers here...

☐ Know where your family members or business colleagues will meet if cell towers and landline phones go out. Decide on the location in advance and make a note on it:

Write down the emergency meeting location here...

☐ Designate an out-of-area relative everyone should contact if you can't reach each other:

Write down the name and contact information of the relative here...

☐ For your business, **complete a contact sheet for all workforce members**, including their personal email address, their spouse/partner contact info, and an out-of-area contact you can call if you can't reach your employee. Here's a pattern structure you can follow:

Employee Name	Employee Phone #	Employee Email	Employee's Partner	Partner's Phone #	Partner's Email	Out-of-area Contact

Water *

* **Water is life. Water systems may be contaminated and unsafe for 3 or more days.**

- ☐ Buy cases of water or fill pots and pitchers with **drinking water** (1 gallon/day per person).
- ☐ Store **10 gallons of clean water** for cooking.
- ☐ Use **food-grade water containers** from camping stores.
- ☐ **Replace the water every six months** if not using commercially bottled water.
- ☐ **Never leave bottled water in the sun.** The plastic bottles can deteriorate and contaminate the water.
- ☐ **Never use water from toilet flush tanks or bowls, radiators, waterbeds, or pools/spas.**
- ☐ Purchase **LifeStraw water purifiers** to filter contaminated water.

Make a list of items you'll need to acquire to complete the list:

Write down the items you need to acquire here...

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Food

- ☐ Store **non-perishable food** you don't have to cook.
- ☐ Include food needed for **special diets**.
- ☐ Store non-perishable **food for your pets**.

Make a list of non-perishable foods you'll store:

Write down the non-perishable food items you need to acquire here...

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Utilities

- ☐ Know **how to turn off** your electric, water, and gas services.
- ☐ Keep tools **near your shutoffs** for quick action.
- ☐ Never turn on your utilities until **authorized**.
- ☐ Always have a **professional turn your gas** back on.

Enter the contact information of the gas company (from your monthly bill):

Write down the name and contact information of the gas professional here...

Cash *

* Credit cards won't work if power and communications go down.

- ☐ Withdraw \$ 200 - \$ 300 in small bills so you can make cash purchases.

Automobile *

* Gas Pumps won't work if power fails.

- ☐ Fill your gas tank when you first hear a warning.
- ☐ Don't drain your car battery charging cell phones or other devices.
- ☐ Keep an emergency kit in your car in case you are stranded away from home.

Cell phones

- ☐ **Register your cell phone** to receive calls from your county's emergency management system.
- ☐ Install **weather and disaster preparedness apps** and configure for alert notifications
- ☐ **Text messages use less battery** and get through when calls can't.
- ☐ **Photograph the contents of your house or business** now and every 6 months (or after any major changes).
- ☐ **Store emergency contact information** for family members and employees, including alternate email contacts and phone numbers for their close friends and relatives in case you can't reach them directly.
- ☐ Charge and bring all your **external batteries** to keep your cell phone powered– keep them charged.

Do you have enough batteries?

Device	Batteries
<i>List the devices below:</i>	<i>Number and size of the external batteries:</i>
•	•
•	•
•	•
•	•
•	•

- ☐ Pack your **car charger and home charger** if you evacuate.
- ☐ Extend your battery by **turning off wi-fi and other services** you aren't using.
- ☐ **Solar chargers** will work when power is out for extended periods.
- ☐ Learn how to set up your cell phone as a **personal Internet hotspot**.

Computers

- ❑ Back up critical data onto **external hard drives** or the cloud.
- ❑ If you have to evacuate, **take critical equipment with you**, or seal it in garbage bags and store it in a high spot to **protect against water damage**.
- ❑ Pack your **laptop charger** if you evacuate.
- ❑ For businesses, **do a test-restore of your backup files every quarter** to ensure that (a) the backups will work during an emergency and (b) all critical data is backed up. Don't just move files, make sure your business functions will work in the backup environment.

Do you have enough external drives or sufficient cloud storage?

Make a note on the storage volume you need/have available here...

Generators *

* Can use 7-10 gallons of gasoline PER DAY.

- ☐ Use gasoline or propane generators, because communities may turn off natural gas service prior to a disaster.
- ☐ Plan your needs to be sure you can power heating, refrigerators, lights, and television for 7 days.
- ☐ Store gasoline in safe containers with fuel stabilizer. Replace stored gas every 6-10 months.
- ☐ During disaster turn generator off periodically for maximum use but run it enough to keep food cold.
- ☐ Buy a siphon to 'borrow' fuel for your generator from cars and mowers.

Make sure you have enough to power your critical items for seven days:

Household Item	Emergency Power Source
<i>List the household items/services below:</i>	<i>Power source needed:</i>
•	•
•	•
•	•
•	•
•	•

Evacuation

☐ Have a backpack or overnight bag pre-packed with essentials:

- ☐ Clothes
- ☐ Medications
- ☐ Sweatshirt and sweatpants
- ☐ Energy/meal replacement bars
- ☐ Emergency blankets (look in the camping supply areas of sporting goods or department stores)
- ☐ Inflatable pillow
- ☐ Sanitation and hygiene items (hand sanitizer, moist towelettes,
- ☐ SEVERAL ROLLS of toilet paper
- ☐ Photocopies of identification
- ☐ Photocopies of credit cards

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- ☐Special needs items such as prescription medications, eye glasses, contact lens solution, and hearing aid batteries.
- ☐Items for infants such as formula, diapers, bottles, and pacifiers.

- ☐ Follow instructions to shut off water, gas, and electricity before you leave.
- ☐ Know your evacuation routes before you go, print out directions from your county emergency management website.

Hand-crank Weather Radio

- ☐ Purchase one at Amazon Lowes, Home Depot, Sam’s, Costco, or Walmart.
- ☐ Make sure the radio has **SAME alerting** so you will only receive alerts for your local area.
- ☐ These also charge cell phones through a USB cable.

Batteries

- ☐ Have enough for **flashlights, lanterns, radios** for 1 week. Many lanterns require D-cell batteries, which are difficult to buy leading up to a storm.

Make sure you store enough batteries for your tools/devices:

Tool	Batteries
List the tools below:	Number and size of the batteries:
<ul style="list-style-type: none">	<ul style="list-style-type: none">

Flashlights/LED Lanterns

- ☐ No need for fuel or mantles; safer than candles.
- ☐ Some lanterns come with removable LED flashlights.

Common Sense

- ☐ Evacuate if your local **government** issues an order.
- ☐ Don't drive through **flooded** streets.
- ☐ Stay away from **downed wires**.

Don't Panic

- ☐ **Practice** your disaster response so everyone knows what to expect.
- ☐ Keep your cool for **your own safety and your family's**.

Your Additional Notes:

Make notes on your ideas below...



Mike Semel

Mike Semel is a **Certified Business Continuity Professional**.

Semel Consulting has **helped hundreds of businesses** create effective Business Continuity plans that have helped them survive SuperStorm Sandy, the Joplin tornado, and many small disasters and business interruptions you never heard of.

For help creating your plan, or if you have questions about disaster preparedness for your family or business, visit www.SemelConsulting.com

Amazon Disaster Order List

All items linked below are Prime-Eligible for quick delivery.

Batteries

For Lanterns and Radios



[AAA](#) [AA](#) [C-CELL](#) [D-CELL](#) [9 VOLT](#) [2032 LITH](#)

Lantern



[CLICK HERE TO ORDER](#)

Solar Charger



[CLICK HERE TO ORDER](#)

External Cell Phone Battery



[CLICK HERE TO ORDER](#)

Radio

Weather Channel, Hand-crank,
Solar Charger, Flashlight



[CLICK HERE TO ORDER](#)

115-Hour Candle

Make sure you have matches!



[CLICK HERE TO ORDER](#)

Water Jug



[CLICK HERE TO ORDER](#)

LifeStraw

When the Water Supply Isn't Safe to Drink



[CLICK HERE TO ORDER](#)

Water Purification Tablets



[CLICK HERE TO ORDER](#)

Emergency Sleeping Bag



[CLICK HERE TO ORDER](#)

Emergency Kit 2-Person 3-Day



[CLICK HERE TO ORDER](#)

Emergency Food 3-day 2-pack – 5-year shelf life



[CLICK HERE TO ORDER](#)

Emergency Food – 30 days

Good for businesses or preparation for sheltering-in-place.



Toilet Paper

(You won't laugh when you are the only one in the shelter who thought ahead!)



[CLICK HERE TO ORDER](#)

Gas Cans

Generators Use 7 Gallons
Day If Run Continuously

Most people have less than 5 gallons of gas in their lawnmower!



[CLICK HERE TO ORDER](#)

[CLICK HERE TO ORDER](#)

Loud Rescue Whistle

Help Rescuers Find You

Be heard!

Be found!



[CLICK HERE TO ORDER](#)