

What does your Emergency Action Plan look like?

Here is a checklist to help you get started on your personal preparedness planning with links to additional planning resources:

 Emergency Preparedness Review Checklist

 Shelter Locations

- Identified safe shelter area at home
- Identified shelter locations at work, school, or frequently visited places
- Shelter locations are accessible for everyone (including mobility needs)
- Shelter locations are clearly marked and communicated

Notes / Locations:

- Basement interior room (Home)
- Interior room or hallway (Work/School)
- Community shelter: _____

 Warning & Alert Systems

- Signed up for local emergency alerts (Everbridge)
 <https://member.everbridge.net/453003085611879/login>
- Emergency alerts enabled on smartphones
- NOAA Weather Radio available
- Local TV or radio identified
- Outdoor warning sirens audible from outdoor areas where you spend time (sport complexes, parks, etc)
- Backup alert method available if one fails
- Alert systems tested regularly: batteries changed in NOAA Weather Radios, when time change occurs is a good time to do a battery swap

 Awareness of the Plan

- All household members / employees know the emergency plan
- Plan explained verbally
- Plan available in written form
- Drills conducted to reinforce understanding
- Roles and responsibilities clearly defined

 Emergency Kit (72-Hour Kit)

- Emergency kit prepared for at least 72 hours
- Kit checked and updated within the last 6 months

Kit Contents:

- Water (1 gallon per person per day)
- Non-perishable food
- Flashlight
- Extra batteries

- First aid supplies
- Required medications
- Cash
- Phone chargers / power banks
- Copies of important documents

 <https://www.ready.gov/kit>

Family / Household Communication Plan

- Primary meeting location identified
- Alternate meeting location identified
- Out-of-area contact designated
- Emergency contact numbers distributed
- Medical information documented
- Insurance and ID information copied
- Contact cards stored in wallets/backpacks

 <https://www.ready.gov/collection/family-communication-plan>

Practice & Drills

- Drills conducted regularly
- Everyone can reach shelter quickly
- Communication methods tested during drills
- Plan updated based on drill feedback

Final Readiness Check

- Everyone knows what to do if a warning occurs now
- Shelter can be reached in under 2 minutes
- Everyone has at least one reliable alert method
- Emergency kit is current and complete

Helpful Resources

- Emergency Planning Guidance - <https://www.ready.gov/plan>
- Build Your Kit - <https://www.ready.gov/kit>