



# Emergency Planning Checklist

*(For Individuals, Families, and Community Leaders)*

**Why This Matters:** Disasters happen fast. A plan made today can save lives, protect property, and reduce stress when it matters most.

☐ **Step 1 – Gather Your Household** Bring everyone who lives in your home together—including children, elders, and anyone with special needs. Choose a quiet space where you can talk through what to do before, during, and after an emergency.

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☐ **Step 2 – Discuss These Key Topics**

1. **Household Members & Needs** – Know who lives in your home, including pets, and note any special requirements (e.g., medical equipment, mobility assistance).
  2. **Emergency Contacts** – Identify at least one local and one out-of-area contact who can be reached if communication is disrupted.
  3. **Evacuation & Shelter** – Decide on safe meeting places nearby and farther away. Identify where you could stay if you can't return home.
  4. **Critical Documents** – Keep important records (IDs, insurance, medical info) safe and easy to access in both digital and physical form.
  5. **Essential Supplies** – Make sure you have at least 3 days of food, water, and necessary items for each person and pet.
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☐ **Step 3 – Talk About Money & Insurance Coverage** Know what money you could access quickly if you had to leave home suddenly. Review your insurance to be sure it covers the hazards most likely to impact your area.

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☐ **Step 4 – List Your Community Resources** Write down the names and numbers of local agencies, nonprofits, and neighbors who could help with food, shelter, transportation, or medical care in an emergency.

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☐ **Step 5 – Keep It Current** Review your plan at least once a year—or anytime something changes in your household. Make sure everyone knows where to find a copy.

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**Pro Tip:** Make this a family night or community activity. The more input you gather, the stronger your plan will be.