C:\Program Files (x86)\Microsoft Office\MEDIA\CAGCAT10\j0185604.wmf Emergency Checklist

At Home:

* Know how to shut off water, power, and gas and have tools placed conveniently to each location. Teach family members how and when to use those tools.
* Install and frequently test smoke alarms and carbon monoxide monitors.
* Have emergency water storage (14 gallons/ person minimum—more for infants).
* Have a first aid kit. Teach family members basic 1st aid skills.
* Know the location of the nearest police, fire station and hospital.
* Post emergency phone numbers in a prominent place.
* Teach children how to get help from neighbors and how to call 911.
* Have emergency food and supplies stored.
* Have an emergency supply of cash in case banks and ATMs are down.
* Have stored emergency cooking items for use in case of a loss of utilities.
* Make sure the water heater is strapped to the wall or otherwise secured.
* Make sure that anything that could fall on heads has been secured to the wall.
* Make sure that bleach and ammonia have been moved to separate locations.
* Know safe and unsafe areas of the house for tornadoes, earthquakes and etc.
* Have an emergency plan and know escape routes and meeting places.
* Install emergency lighting in selected outlets.
* Get to know your neighbors. Talk with them about emergency preparedness.
* Give a neighbor keys to the house and tell them how to turn off utilities.
* Give neighbors a list of your important phone numbers.
* Have a 72 hour kit for each family member (see separate checklist).
* Have sanitation supplies stored in case the water and sewage system goes out.
* Have stored emergency items to use as an emergency shelter.
* Have copies of important documents (see separate list), in a zip-locked bag.
* Conduct a home evacuation drill.

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In The Car:

* Make a point to keep the tank at least half full.
* Keep the car mechanically sound and ready to use.
* Keep tools in the trunk.
* Keep supplies in the car for use in an emergency. These could include:

Jumper cables, blankets, first aid kit, emergency food rations, flashlight,

etc. (see separate checklist).

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At Work:

* Read the company’s evacuation plan and know where to meet after an emergency.
* Know where exit routes, fire extinguisher, and medical kits are located.
* Assemble emergency supplies and have them stored in your desk or locker.
* Carry a list of important phone numbers in your wallet.
* Have some cash to use in the event it is needed.

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At School:

* Become familiar with school personnel. Encourage your child to as well so they will be able to recognize adults who do not belong.
* Encourage your child to use the buddy system and stay with other children (the larger the group, the better). Tell them not to go the restroom alone. If possible go to the restroom during recess and lunch breaks.
* Encourage your child to report any student who has a weapon or is bullying.
* Have a “no secrets” policy. Teach your child that if someone tells him or her not to tell you something, it is something he or she absolutely must tell you.