
Things to Do

1. Sit down with my family and other support people to discuss what I need to do in an emergency and what forms I need to complete.____
2. Have forms from *Personal Emergency Plan* ready to complete.____
3. Discuss how I will know that there is an emergency. Radio_ TV_ Computer_ Phone call_ (Ask person ahead of time to call me in an emergency)_.
4. Have wind-up radio or one that uses batteries. ____ Keep cell phone/computer charged.____ Have back-up charger.____
5. Sign up for State or local emergency alert system.____
6. Discuss who I would call in an emergency.____
7. Put my contact number in my cell phone or write it where I can see it.____
8. Talk to all of my support people about how they can help me and how I can reach them during an emergency.____
9. Learn how to text, use Facebook or other ways to reach people.____
10. Complete **Contact Information (Form E)**.____
11. Discuss where I will go and how I will get there if I must leave my home.____
12. Complete **Steps in an Emergency (Form G)**. Hang it where I can see it.____
13. Discuss how I might feel during an emergency. Write down my feelings on **Communication /Emotional Needs (Form D)**.____
14. Give at least one support person the key to my home.____
15. Show support people how to use any equipment I need.____
16. Visit town hall or fire department to let them know my needs.____
17. Contact utilities company to tell them my needs.____
18. Learn how to shut off utilities if I am able to do it.____
19. Put information on where I bought medical, communication, daily living, or mobility devices or vehicles on **Daily Living/Mobility Needs (Form C)**.____
20. Get back-up batteries for any electric devices I use.____
21. Get health information to include on **Medical History, Immunizations, Medications (Forms A and B)** and **My Health Summary**.____
22. Keep **My Health Summary** with me in my wallet or purse.____
23. Have enough medication for 7 days in my home.____
24. Make copies of my important documents and my photo ID to include in my *Personal Emergency Plan* folder (see Go-Bag checklist).____
25. Get a backpack or other type of bag (Go-Bag) to put supplies in for 3 days if I must leave my home.____
26. Get supplies for my home and Go-bag (see **Checklists**).____
27. Have things to keep me busy in my home if there is no electricity.____
28. Put **Forms A,B,C,D, and E** and documents in my *Personal Emergency Plan* folder and place in my Go-bag.____ Keep my information up-to-date!____

Things for Families to Do

1. Discuss communication, evacuation, and transportation plans with family.____
2. Identify support and contact persons.____
3. Talk to support persons about how they can assist your family member.____
4. Give at least one support person the key to your home.____
5. Discuss emergency plans with each family member's school, day program and/or work site.____
6. Find out where family members will be taken if they have to evacuate.____
7. Ask school, day program, or work site officials how they will communicate with families during a crisis.____
8. Designate back-up person to pick up family members; let officials know.____
9. Get information (type/model number, vendor name, phone number) on any medical, communication, daily living, or mobility devices or special vehicles.____
10. Show support persons how to use devices or vehicle.____
11. Ensure that necessary back-up exists for equipment that uses electricity.____
12. Learn how to shut off utilities.____
13. Contact utilities company if family member relies on electricity.____
14. Sign up for emergency alert system.____
15. Make plans for pets.____
16. Complete **Family Emergency Plan**.____
17. Get information on medical history, immunizations, medications to include on **Family Emergency Health Information**.____
18. Discuss medication and/or medical treatment needs with physician or service provider (to ensure that you have at least 7-day supply).____
19. Identify alternate sites for ongoing medical treatment.____
20. Complete **Family Emergency Health Information** and **Daily Living/Mobility Needs** (if needed).____
21. Discuss with family members how they might feel during an emergency; include on **Communication/Emotional Needs** form.____
22. Discuss above needs with support persons, first responders, others.____
23. Call or visit town hall or fire department to discuss needs of family member.____
24. Gather items for home from the **Basic Supplies Home Kit Checklist**.____
25. Have enough non-perishable food and water in the home to last 3 days.____
26. Get 3-day supply of items for a travel bag from **Go-Bag Checklist**.____
27. Make copies of important documents (see **Go-bag Checklist**) to include in folder.____
28. Get photos or copies of photo IDs of all family members to put in folder.____
29. Keep all forms and documents in a folder and place in Go-bag.____
30. Keep Go-bag in a spot where you can get it quickly.____