***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 homeand 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 bagfrom **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.\_\_\_