

## Emergency Preparedness (checklist and helpful links)

Basic checklist for DDA providers:

- Be sure that staff have contact information for consumer's families so they can be reached in the event of an emergency
- Prepare medications, medical records, identification and insurance cards and other vital supplies in advance in the event that you must evacuate
- Ensure that all vehicles are in good operating order and that gas tanks are full in the event evacuation is necessary
- Be sure you have extra flashlights and batteries accessible at all sites
- Be sure that all sites have a battery operated or crank radio in the event of a power outage so they can remain informed of weather and evacuation alerts
- Check to ensure that you have a week or more of medication for each person at each site
- If you have emergency generators, make sure staff are aware of how to safely operate them and that they must be properly vented. Check to be sure that they are operational and that you have a sufficient supply of fuel
- Check your communication devices and that they are operating/charged. Remember that cordless phones will not operate during electrical outages even if the phone system is operating. Charge all cell phones and use the cell battery power sparingly. When cell lines are jammed, consider sending text messages, as they require less bandwidth
- Review your staffing availability and make adjustments as necessary
- Review and update contact numbers for your key staff. Provide this information to all staff
- Based on past experiences, take prevention actions for any areas that are prone to leaks or flooding
- Move any equipment, vehicles, etc. that may be located/stored in low-lying areas to higher ground
- Think about other provider agencies/neighbors and how you might help each other.

The federal government's emergency preparedness site, [www.ready.gov](http://www.ready.gov), states that when preparing for a possible emergency, it is best to think first about the basics of survival: **fresh water, food, clean air** and **warmth**. This website has links for:

- Making an emergency kit including a check list - [www.ready.gov/america/getakit/index.html](http://www.ready.gov/america/getakit/index.html)
- Developing a plan - [www.ready.gov/america/makeaplan/index.html](http://www.ready.gov/america/makeaplan/index.html)
- How to stay informed - [www.ready.gov/america/beinformed/index.html](http://www.ready.gov/america/beinformed/index.html)

Other helpful web sites:

National Weather Service [can track current weather conditions, warnings, and preparation tips]: <http://www.nhc.noaa.gov/outreach/prepare.shtml>

FEMA provides information on what to do before, during, and after numerous types of disasters, including flooding and hurricanes: <http://www.fema.gov/hazard/types.shtml>