

Are You Organized For Disaster?

Unfortunately, we must face the fact that natural disasters, such as hurricanes, blizzards and earthquakes, and man-made disasters, such as terrorism and war, can occur at any time with little advance warning. **Would you, your family and your workplace or business be ready?**

To help Americans be as prepared as possible for such emergencies, the U.S. Department of Homeland Security recommends – and so do we at *Absolutely Organized* - that you take the following steps **NOW** to organize yourself, your family and your business to be prepared for disaster:

Make an Emergency Kit

Basic Kit

Your basic kit should contain the following items:

- ✓ Water (1 gallon per person per day for at least 3 days)
- ✓ Food (non-perishable food for at least 3 days)
- ✓ Battery-powered or hand crank radio
- ✓ NOAA Weather Radio
- ✓ Flashlight
- ✓ Extra batteries for radios and flashlight
- ✓ First aid kit and book
- ✓ Whistle (to signal for help)
- ✓ Dust mask, plastic sheeting & duct tape (to shelter-in-place)
- ✓ Moist towelettes, garbage bags & plastic ties (for personal hygiene)
- ✓ Can opener for food
- ✓ Local maps

Additional Items

Medical:

- ✓ Prescription medicines (for 1 week), eye glasses, hearing aids, dentures & other medical equipment you use
- ✓ Chlorine bleach & medicine dropper (to use to disinfect or sanitize water)

Copies of Documents (in waterproof, portable container):

- ✓ Insurance policies
- ✓ Driver's licenses
- ✓ Health insurance/Medicare cards
- ✓ Doctor's name and phone number
- ✓ Bank account numbers

Supplies:

- ✓ Bedding for each person

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- ✓ Complete change of clothing and shoes for each person
- ✓ Fire extinguisher
- ✓ Matches (in a waterproof container)
- ✓ Disposable plates, cups, utensils & paper towels
- ✓ Paper & pencil
- ✓ Cash or traveler's checks and change

As Needed:

- ✓ Infant formula, bottles, diapers, wipes, diaper rash ointment
- ✓ Pet food and extra water
- ✓ Feminine supplies
- ✓ Books & activities for children
- ✓ Other supplies depending on climate & personal needs

Keep your full Emergency Kit at home, and make sure everyone knows where it is located. Make smaller, basic kits to carry in your cars and leave at work.

Make an Emergency Plan

Have a family (or workplace) meeting at which you will discuss and WRITE DOWN the following information:

- *Each person's vital information: name, date of birth, Social Security number, and any important medical information.*
- *Each person's local emergency contact person's name, address and phone numbers.*
- *Name, address and phone numbers of an out-of-town contact for each person.*
- *Designated place for everyone to meet outside the home (or office).*
- *Designated place out of the neighborhood for everyone to meet.*
- *Each child's school emergency procedures & evacuation location and how each child will return to his/her parents.*
- *Other useful phone numbers in case of emergency: doctor, pharmacy, poison control.*
- *Location(s) of your Emergency Kit(s).*

The following website contains a form for you to print to record your emergency plan information:

http://www.ready.gov/america/downloads/family_communications_plan.pdf

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absolutely
■ *organized*SM
Professional Organizing Service

Communicate Your Plan

Give a copy of your emergency plan to each person and to your out-of-town contact persons. Schedule a time to update your plan every year. **September is a great time to do that!** As with most forms of organization, a little bit of time invested in organizing for disaster now will give you peace of mind both now and in case of an emergency in the future.