

# DISASTER CHECKLIST

BE READY TO PROTECT YOUR FAMILY AND YOUR BUSINESS

**ARE  
YOU  
READY?**

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# DISASTER CHECKLIST

Every day we see news about severe storms and wildfires. Is your family prepared? How about your business? You need supplies for all the possible people you will have to shelter. Make sure you have enough.

Please share this with your family, friends, and business associates.

## FAMILY / BUSINESS COMMUNICATIONS PLAN

- Write down critical cell and landline numbers in case your phone dies:

Write down the most important phone numbers here...

Make sure you have your insurance information and phone numbers on hand

- Know where your family members or business colleagues will meet if cell towers and landline phones go out. Decide on the location in advance and make a note on it:

Write down the emergency meeting location here...

- Designate an out-of-area relative everyone should contact if you can't reach each other:

Write down the name and contact information of the relative here

For your business, complete a contact sheet for all workforce members, including their personal email address, their spouse/partner contact info, and an out-of-area contact you can call if you can't reach your employee. Here's a pattern structure you can follow:

Employee Name	Employee Phone #	Employee Email	Employee's Partner	Partner #	Partner's Email	Out-of-area Contact

## WATER

**Water is life. Water systems may be contaminated and unsafe for 3 or more days.**

Buy cases of water or fill pots and pitchers with drinking water (1 gallon/day per person).

Store 10 gallons of clean water for cooking.

Use food-grade water containers from camping stores.

Replace the water every six months if not using commercially bottled water.

Never leave bottled water in the sun. Plastic bottles can deteriorate and contaminate the water.

Never use water from toilet flush tanks or bowls, radiators, waterbeds, or pools/spas.

Purchase LifeStraw water purifiers to filter contaminated water

## Make a list of items you'll need to acquire to complete the list:

Write down the items you need to acquire here...

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## FOOD

- Store non-perishable food you don't have to cook.
- Include food needed for special diets.
- Store non-perishable food for your pets.

## Make a list of non-perishable foods you'll store:

Write down the non-perishable food items you need to acquire here...

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## UTILITIES

- Know how to turn off your electric, water, and gas services.
- Keep tools near your shutoffs for quick action.
- Never turn on your utilities until authorized.
- Always have a professional turn your gas back on.

**Enter the contact information of the gas company (from your monthly bill):**

## CASH

**Credit cards won't work if power and communications go down.**

- Withdraw \$ 200 - \$ 300 in small bills so you can make cash purchases.

## AUTOMOBILE

**Gas Pumps won't work if power fails.**

- Fill your gas tank when you first hear a warning.
- Don't drain your car battery charging cell phones or other devices.
- Keep an emergency kit in your car in case you are stranded away from home

## CELL PHONES

- Register your cell phone to receive calls from your county's emergency management system.
- Install weather and disaster preparedness apps and configure for alert notifications
- Text messages use less battery and get through when calls can't.
- Take photos and videos of the contents of your house or business now and every 6 months (or after any major changes). These will be helpful if you need to file an insurance claim.
- Store emergency contact information for family members and employees, including alternate email contacts and phone numbers for their close friends and relatives in case you can't reach them directly.
- Charge and bring all your external batteries to keep your cell phone powered– keep them charged.

### Do you have enough batteries?

Device	Batteries
List the devices below: <ul style="list-style-type: none"><li>●</li><li>●</li><li>●</li><li>●</li><li>●</li></ul>	Number and size of the external batteries: <ul style="list-style-type: none"><li>●</li><li>●</li><li>●</li><li>●</li><li>●</li></ul>

- Pack your car charger and home charger if you evacuate.
- Extend your battery by turning off wi-fi and other services you aren't using.
- Solar chargers will work when power is out for extended periods.
- Learn how to set up your cell phone as a personal Internet hotspot.



# COMPUTERS

Leaving your computer powered on during any storm can cause major issues later on. Even if the computer is connected to a surge protector or battery backup, a strong electrical current may nonetheless cause irreversible damage to your hardware and components.

- Back up critical data onto external hard drives or the cloud.
- Shut down your computer before leaving the office prior to a storm.
- Before unplugging any cables, take a picture of how everything is connected (such as the back of your computer tower). This will help you reconnect everything when the storm has passed.
- If you have to evacuate, take critical equipment with you, or seal it in garbage bags and store it in a high spot to protect against water damage.
- Pack your laptop charger if you evacuate.
- For businesses, do a test-restore of your backup files every quarter to ensure that (a) the backups will work during an emergency and (b) all critical data is backed up. Don't just move files, make sure your business functions will work in the backup environment.

## Do you have enough external drives or sufficient cloud storage?

Make a note on the storage volume you need/have available here...



## SERVERS

**When a powerful storm hits, be it a tropical depression, tropical storm, or hurricane, one of the biggest issues you will likely face is power loss. If you have a server in your home or office, hopefully, you also have a Battery Backup set up.**

- Battery Backups give connected devices about 15-20 minutes of power, depending on the number of devices connected to it and the size of the Battery Backup itself. Those 15-20 minutes allow connected devices, including the server, to shut down properly.
- Prior to leaving the office just before a storm, the server should be shut down to prevent data corruption. In order to ensure that this process is completed correctly, please allow Preemo to perform this task.
- Most backups are scheduled to run late at night. If the server is not on at night, then the files modified during the previous day will not be on the latest backup.
- Scheduled backups can also be manually started earlier than scheduled; they usually finish within 2-3 hours of start time, depending on the size of the backup.
- Server operating systems are very sensitive; if a server is abruptly or incorrectly shut down, it may require a restore or even re-installation to boot back up  
During a disaster turn the generator off periodically for maximum use but run it enough to keep food cold.
- Keep in mind that if you currently have an Exchange server set up in your office, and you shut the server down in preparation for the storm, then you will not have access to any e-mails while the server is down. You may want to send a blast email out to your contacts informing them that you will not have access to email until a certain date.

## GENERATORS

Can use 7-10 gallons of gasoline PER DAY.

- Use gasoline or propane generators, because communities may turn off natural gas service prior to a disaster.
- Plan your needs to be sure you can power heating, refrigerators, lights, and television for 7 days.
- Store gasoline in safe containers with a fuel stabilizer. Replace stored gas every 6-10 months.
- During a disaster turn the generator off periodically for maximum use but run it enough to keep food cold.
- Buy a siphon to 'borrow' fuel for your generator from cars and mowers.

Make sure you have enough to power your critical items for seven days:

Household Item	Emergency Power Source
<p>List the household items/services below:</p> <ul style="list-style-type: none"> <li>●</li> <li>●</li> <li>●</li> <li>●</li> <li>●</li> </ul>	<p>Power source needed:</p> <ul style="list-style-type: none"> <li>●</li> <li>●</li> <li>●</li> <li>●</li> <li>●</li> </ul>

## EVACUATION

- Have a backpack or overnight bag pre-packed with essentials:
  - Clothes
  - Medications
  - Sweatshirt and sweatpants
  - Energy/meal replacement bars
  - Emergency blankets (look in the camping supply areas of sporting goods or department stores)
  - Inflatable pillow
  - Sanitation and hygiene items (hand sanitizer, moist towelettes,
  - SEVERAL ROLLS of toilet paper
  - Photocopies of identification
  - Photocopies of credit cards

Special needs items such as prescription medications, eye glasses, contact lens solution, and hearing aid batteries.

Items for infants such as formula, diapers, bottles, and pacifiers.

Follow instructions to shut off water, gas, and electricity before you leave.

Know your evacuation routes before you go, print out directions from your county emergency management website.

## HAND-CRANK WEATHER RADIO

Purchase one at Amazon, Lowes, Home Depot, Sam's, Costco, or Walmart.

Make sure the radio has the SAME alerting so you will only receive alerts for your local area.

These also charge cell phones through a USB cable.

## BATTERIES

Have enough batteries for flashlights, lanterns, and radios for 1 week.

Many lanterns require D-cell batteries, which are difficult to buy leading up to a storm.

### Make sure you store enough batteries for your tools/devices:

TOOL	BATTERIES
List the tool below: <ul style="list-style-type: none"><li>●</li><li>●</li><li>●</li><li>●</li><li>●</li></ul>	Number and size of the batteries: <ul style="list-style-type: none"><li>●</li><li>●</li><li>●</li><li>●</li><li>●</li></ul>

## FLASHLIGHTS/ LED LANTERNS

No need for fuel or mantles; safer than candles.

Some lanterns come with removable LED flashlights.

## COMMON SENSE

- Evacuate if your local government issues an order.
- Don't drive through flooded streets.
- Stay away from downed wires.

## DON'T PANIC

- Practice your disaster response so everyone knows what to expect.
- Keep your cool for your own safety and your family's.

Your Additional Notes:

Make notes on your ideas below..