



# CERT Unit 1: Disaster Preparedness

Participant Manual



FEMA





## CERT Basic Unit 1: Disaster Preparedness

In this unit, you will learn about:

- **Roles and Responsibilities for Community Preparedness:** How everyone in a community has a role in disaster preparedness.
- **Role of CERTs:** CERT organization, disaster and non-disaster roles, and laws that protect disaster workers from liability.
- **Elements of Disasters and Their Impact on Infrastructure:** The potential effects of extreme emergencies and disasters on electrical service; emergency services; telephone communication; transportation; and availability of food, water, shelter, and fuel.
- **Personal and Organizational Preparedness:** How you can prepare in advance to improve the quality of your survival and to reduce the damage from hazards.

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## **SECTION 1: UNIT 1 OVERVIEW**

### **Setting the Stage**

The damage caused by natural disasters and manmade events can be extensive. While emergency services personnel are the best trained and equipped to handle emergencies, they may not be immediately available following a disaster. In such a situation, volunteers of the community may be on their own for several days or longer. They may have to rely on their own resources for food, water, first aid, and shelter. Additionally, neighbors or coworkers may have to provide immediate assistance to those who are hurt or need help.

Community Emergency Response Teams (CERTs) respond in the period immediately after a disaster when response resources are overwhelmed or delayed.

CERTs are able to:

- Assist emergency services personnel when requested in accordance with standard operating procedures (SOPs) developed by the sponsoring agency and by area of training;
- Assume some of the same functions as emergency services personnel following a disaster; and
- Prepare families and communities prior to emergencies and assist neighbors during an emergency when first responders are not immediately available.

While CERTs are a valuable asset in emergency response, CERTs are not trained to perform all of the functions to respond to the same degree as professional responders. CERTs are a bridge to professional responders until they are able to arrive. This training covers basic skills that are important to know in a disaster when emergency services personnel are not immediately available.

### **Unit 1 Objectives**

At the end of this unit on disaster preparedness, you should be able to:

1. Describe the functions of CERT, discuss your role as CERT volunteers, and explain how CERT fits into your community's emergency preparedness structure;
2. Describe the types of hazards most likely to affect your communities and their potential impact on people, health, and infrastructure; and
3. Prepare yourself and your family for potential disasters your community may face, including learning to create a family disaster plan and emergency preparedness kit.

## Exercise 1.1: Building a Tower

**Instructions:** Follow the steps below to complete this exercise:

1. Work in groups of five to design and construct a freestanding tower that stands at least 5 feet tall from the bottom of the structure to the top.
2. You will have a total of 10 minutes. Spend the first 5 minutes planning and designing the tower as a group. While you are planning, you should not touch any of the materials.
3. Wait to be instructed when to begin construction; you will have 5 minutes from that point to complete the tower.

The problem solving, communication, and team coordination skills that you use during this exercise are the same skills that you will use as CERT volunteers.

## **SECTION 2: COMMUNITY PREPAREDNESS ROLES AND RESPONSIBILITIES**

Community preparedness is a key priority in lessening the impact of disasters. It is critical that all community members take steps to prepare in advance of an event. Effective community preparedness addresses the unique attributes of the community:

- The threat and hazards profile and vulnerabilities of the area;
- The existing infrastructure;
- Resources and skills within the community; and
- The population composition of the community.

Effective community preparedness also engages the whole community, which includes:

- Government leaders and the public sector;
- Community leaders from the private and civic sectors; and
- The public, including volunteer groups, faith-based groups, and tribal communities.

### **Government**

Government has the responsibility to develop, test, and refine emergency operations plans; ensure emergency responders have adequate skills and resources; and provide services to protect and assist its citizens. In meeting these challenges, government also has the responsibility to involve the community in the planning process, to incorporate community resources in the plans, to provide reliable, actionable information, and to encourage training, practicing, and volunteer programs.

Government emergency service providers include professionals from the following fields:

- Emergency management;
- Emergency medical services;
- Fire and rescue;
- Human services;
- Law enforcement;
- Public health services; and
- Public works.

### **The Emergency Operations Plan (EOP)**

All government agencies with a role in disaster response work to organize and coordinate their agencies' activities before an emergency or disaster. The product of their work is the Emergency Operations Plan (EOP) for that community.

The EOP is a document that:

- Assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency (e.g., the fire department);

- Sets forth lines of authority and organizational relationships and shows how all actions will be coordinated;
- Describes how to protect people and property in emergencies and disasters; and
- Identifies personnel, equipment, facilities, supplies, and other resources available—within the jurisdiction or by agreement with other jurisdictions—for use during response and recovery operations.

In short, the EOP describes how the community will function in an emergency.

## Community Leaders

Community leaders from the private and civic sectors have a responsibility to participate in community preparedness. Their responsibilities include:

- Participating on the local collaborative planning council to provide insights and perspectives reflecting their industry or the constituency they service. For example, people with disabilities, local schools, communities with language or cultural differences, small businesses, the economically disadvantaged, and communities of faith;
- Identifying and integrating appropriate resources into government plans; and
- Ensuring facilities, staff, and customers or population served are prepared, trained, and practiced in preparedness actions.

## The Public

The public also has a responsibility for preparedness. All members of the community should:

- Learn about the community alerts and warnings, evacuation routes, and how to get critical information;
- Take training in preparedness, first aid, and response skills;
- Practice skills and personal plans through periodic drills in multiple settings;
- Network and be able to help others;
- Participate in community feedback opportunities;
- Report suspicious activity; and
- Volunteer.

## Engaging the Whole Community

FEMA's Whole Community approach to emergency management seeks to engage the full capacity of society in a dialogue to increase disaster preparedness and resilience. The full capacity of society is a reference to all of the partners within a community who should engage in community preparedness, including government entities; non-governmental organizations; faith-based organizations; schools; nonprofit groups; private sector entities; and at the grass roots level, individuals, families, local communities, and social networks.

Community coalitions organized collaborative bodies within a community such as Citizen Corps help to foster and strengthen relationships throughout the community. Relationships are the fabric that makes a community stronger and more resilient after



disasters. *Social capital* is the value we place on our relationships with one another. Studies have shown that communities that possess a high amount of social capital bounce back much more efficiently after a disaster and tend to rely less on outside resources to return to normal.

Despite advances in technology, a functioning community is based on complex and interdependent systems driven by human forces. Community coalitions bring government and community leaders together to ensure emergency plans more effectively reflect the community's needs, challenges, capabilities, and resources.

## Get Involved

Preparedness requires active participation from all. Below are some steps to get involved.

- Start the process by talking to your friends and family about the hazards in your area and discuss what steps—large or small—you all need to take to be able to help each other in a crisis.
- Ask about emergency planning at your workplace, schools, places of worship, and other social settings.
- Make sure those individuals in charge have a plan and are connected to community authorities on emergency management and planning.
- Take training to acquire the skills you need to help others and keep your skills current through refresher training and practice.
- Participate in the CERT program to provide training, practice, and the connection with others to develop teams.
- Plan to participate in drills and exercises with your family and neighbors and at your workplace, school, place of worship, and community-organized events. The more you practice, the better prepared you will be to take effective action when a disaster happens.
- Talk to your friends and family about volunteering. Volunteering to help your community through CERT and other activities is a great experience to share!

## **SECTION 3: HAZARDS AND THEIR POTENTIAL IMPACT**

### **Types of Disasters**

Disasters can be:

- Natural (e.g., earthquakes, wildfires, floods, extreme heat, hurricanes, landslides, thunderstorms, tornadoes, tsunamis, volcanic eruptions, winter storms);
- Technological and Accidental (e.g., hazardous material spill, nuclear power plant accident);
- Terrorism (chemical, biological, radiological, nuclear, or explosive weapons);
- Pandemics; and
- Home Fires.

CERT volunteers will generally respond to large-scale events in their communities. The scope of this CERT training does not cover pandemics. While home fires are not always community events, Unit 6: Fire Safety and Utility Controls, does discuss them. For the purposes of this training, most of the hazards discussed will be natural, technological and accidental, or terrorism related.

### **Key Elements of Disasters**

Regardless of the event, disasters have several key elements in common.

- They are relatively unexpected, with the little or no warning or opportunity to prepare.
- Increased demands for resources may initially overwhelm available response personnel and emergency services.
- They endanger lives, health, and the environment.

In the immediate aftermath of a disaster, needs are often greater than professional emergency services personnel can provide. In these instances, CERTs become a vital link in the emergency service chain.

### **Understanding Local Hazard Vulnerability**

Assessing your community's vulnerability to hazards allows the community to prioritize preparedness measures and to target effective actions for the appropriate hazard. To assess your community's vulnerability to hazards, it is useful to:

- Identify the most common disasters that occur;
- Identify possible hazards with most severe impact;
- Consider recent and/or historical impacts;
- Identify susceptible locations in the community for specific hazards—people, buildings, infrastructure; and
- Consider what to expect for disruption of services and length of restoration.

## Impact on Infrastructure

Infrastructure and essential service providers that enable our communities to thrive and grow have become increasingly interconnected. Impacts in one area often affect essential government services, businesses, and individuals in an entire region with far-reaching health, safety, economic, and environmental consequences (see **Table 1.1**).

**Table 1.1: Examples of Possible Impact on Infrastructure**

Infrastructure at Risk	Possible Impacts
Transportation	<ul style="list-style-type: none"> <li>• Roads are closed and/or impassable</li> <li>• Responders may be delayed in reaching areas of need</li> <li>• Flow of needed supplies (e.g., food, water) is interrupted</li> </ul>
Structures	<ul style="list-style-type: none"> <li>• Damaged critical facilities (e.g., hospitals, fire stations, police precincts, airports) unable to function</li> <li>• Increased risk of damage from falling debris</li> </ul>
Communications Systems	<ul style="list-style-type: none"> <li>• Survivors unable to phone for help or reach service providers</li> <li>• Coordination of services is hampered</li> <li>• Families and friends cannot communicate</li> </ul>
Utilities	<ul style="list-style-type: none"> <li>• Loss of service</li> <li>• Increased risk of fire or electrical shock</li> <li>• Limited access to fuel (e.g., pumps that may not work)</li> </ul>
Water Service	<ul style="list-style-type: none"> <li>• Medical facilities hampered</li> <li>• Inadequate water flow, which results in notice to boil water and hampered firefighting capabilities</li> <li>• Increased risk to public health</li> </ul>
Fuel Supplies	<ul style="list-style-type: none"> <li>• Increased risk of fire or explosion from fuel line rupture</li> <li>• Flow of fuel is interrupted by impassable roads</li> </ul>
Financial Services	<ul style="list-style-type: none"> <li>• ATMs do not work</li> <li>• Credit card systems inoperable</li> </ul>

## Consequences of Damage to Infrastructure

Each instance of damage to infrastructure may severely restrict the abilities of police, fire, and emergency medical services in that disaster. During a disaster, hospital emergency room personnel prioritize resources based on the severity of each injury. For emergency room personnel, life-threatening injuries take the highest priority and they

treat them first. In the same way, during or after a disaster, emergency services personnel must prioritize resources according to the highest-priority need.

- Police will address incidents of grave public safety.
- Firefighters will suppress major fires.
- EMS personnel will handle life-threatening injuries. You should be aware, however, that CERTs may also handle life-threatening injuries until EMS units become available.
- Lower-priority needs will be met in other ways.

## Damage Related to Structure Type

It is important to know what type of damage to expect from the main types of structures in the community. Engineered buildings, such as most high-rise buildings, have performed well in most types of disasters. During earthquakes, flooding events (e.g., hurricanes, tsunamis), and high-wind events (e.g., tornadoes, hurricanes), older high-rise buildings, however, are more susceptible to damage from:

- Broken glass;
- Falling panels; and
- Collapsing walkways and stairways.

Keep in mind that age, type of construction, and type of disaster are major factors in potential damage to detached homes and garages.

- Tornado and hurricane damage to single-family homes can range from little damage to total destruction.
- In general, homes built prior to 1940 were not originally bolted to the foundation, making them subject to being shaken, blown, or floated off their foundations.
- Older homes constructed of non-reinforced brick are less stable than newer construction.
- When an event damages a structure, there is a threat of additional damage, such as fire from ruptured gas lines, following the event.
- Mobile homes are most susceptible to damage because they can be displaced. When displacement occurs, structural integrity becomes questionable and utility connections may be damaged, increasing the risk of fire and electric shock.

In multiple-unit dwellings, there is often a main utility shutoff for the entire building, as well as a shutoff located within each individual unit. Depending on the situation at hand, you may need to use one or both. Be mindful of the effects and consequences of using each (Unit 6 will cover utility control in more depth).

### *Multiple-Use Buildings*

Multiple-use buildings with oversized roof spans have a greater risk of collapse and broken glass in a disaster. These include:

- Airports;
- Malls and strip malls;
- Places of worship;
- Sports arenas; and
- Warehouse-type structures.

***Non-Structural Hazards***

There is also a risk in all types of structures from fixtures and other items within a home, garage, or workplace, that can pose a hazard during or after a disaster, including:

- Gas line ruptures from water heaters or ranges displaced by shaking, water, or wind;
- Damage from falling books, dishes, or other cabinet contents;
- Risk of injury or electric shock from displaced appliances and office equipment; and/or
- Fire from faulty wiring, overloaded plugs, frayed electrical cords.

Reducing hazards is an important part of personal preparedness. It is also important to know how and when to turn off utilities safely. Unit 6 – Fire Safety and Utility Control will cover utility shutoffs.

## SECTION 4: HOME AND WORKPLACE PREPAREDNESS

FEMA is committed to social and physical science as the foundation for increasing individual and community preparedness. The agency has conducted national household surveys to assess the public's knowledge, attitudes, and behaviors on preparing for a range of hazards since 2007. The 2015 National Household Survey included key findings on individual preparedness, and in general, the preparedness concepts relayed throughout the CERT Basic Training.

- 68 percent of respondents reported having enough supplies to get through three days.
- 63 percent of respondents reported having taken steps to safeguard critical documents.
- 39 percent of respondents reported having sought preparedness information within the past year.
- 27 percent of respondents reported having talked to others about getting prepared within the past year.
- 18 percent of respondents reported having attended a preparedness meeting/training within the past year.

### Preparing for a Disaster

Many preparedness actions are useful in any type of emergency, and some are specific to the type of disaster. A critical first step to preparedness is to understand the hazard or hazards that are most relevant to your community. Next, it is important to learn about local alerts and warning systems, evacuation routes, and sheltering plans. It is also important to familiarize yourself with hazards in other areas given that you may experience a different and less familiar type of hazard when you are traveling.

Regardless of the type of disaster, important elements of disaster preparedness include:






- Having the skills to evaluate the situation quickly and to take effective action to protect yourself;
- Having a family disaster plan and practicing the plan with drills;
- Assembling supplies in multiple locations;
- Reducing the impact of hazards through mitigation practices; and
- Getting involved by participating in training and volunteer programs.

It is always important to address specific needs, including any access or functional needs, considerations for pets and service animals, and transportation requirements for you and your family and friends. More information on preparedness is available online (see **Table 1.2**).



## Websites of Interest

Table 2.2: Preparedness Websites

Organization	URL	Description
	<a href="https://www.ready.gov/community-emergency-response-team">https://www.ready.gov/community-emergency-response-team</a>	Resources, trainings, and information about the CERT program.
	<a href="http://www.ready.gov/">www.ready.gov/</a>	FEMA's national website for disaster preparedness. Provides excellent, general advice and is a good place to start.
	<a href="http://www.community.fema.gov">www.community.fema.gov</a>	Prepareathon is a grassroots campaign to increase community preparedness and resilience.
	<a href="http://www.redcross.org">www.redcross.org</a>	The American Red Cross website is full of excellent tips and information related to most of the natural disasters that occur, including a few topics not covered at FEMA's Ready.gov website.
	<a href="http://www.pandemicflu.gov">www.pandemicflu.gov</a>	The Centers for Disease Control and Prevention (CDC) established this website as a hub for national information on pandemic influenza.

## Family Disaster Plan

In addition to knowing immediate protective actions that you may need to take, you should also create a family disaster plan. These plans can mean the difference between life and death in a disaster. Important considerations for your family disaster plan include:

- Where will you meet family members? You should have a location outside the house and another location outside the neighborhood;
- Identify an out-of-state “check-in contact;”
- Plan for all possibilities—extended stay, sheltering in place, or evacuation;
- How you will escape buildings where you spend time—your home, workplace, school, and place of worship; and
- What route (and several alternatives) will you use to evacuate?
- Do you have transportation?

Family safety is the most important factor when a disaster strikes. To make the most informed decision regarding your family's safety, you should first consider what option is best given the situation. It is also essential to practice your plan with your family—such as evacuating the home and contacting all family members using your “check-in contact.” Practicing your plan now will improve your performance when it matters most.

## Creating a Family Disaster Plan

To get started...

- Contact your local emergency management office and your local chapter of the American Red Cross.
  - Find out which disasters are most likely to happen in your community.
  - Ask how you would receive warnings about the event.
  - Find out how to prepare for each type of disaster.
- Meet with your family.
  - Discuss the types of disasters that could occur.
  - Explain how to prepare and respond.
  - Discuss what to do if advised to evacuate.
  - Practice what you have discussed.
- Plan how your family will stay in contact if separated by a disaster.
  - Pick two meeting places: 1) a location a safe distance from your home in case of fire and 2) a place outside your neighborhood in case you cannot return home.
  - Choose an out-of-state friend as a “check-in contact” for everyone to call.
    - Make sure the person selected understands that they are your out-of-state contact in case of emergency and what you would expect of them should such an emergency arise.
    - Give your “check-in contact” person a list of pertinent people to contact. Be sure to include phone numbers!
    - Periodically practice using your local and out-of-state contacts as if it were an emergency.
  - Prepare a business-card size list of family and friends' phone numbers and print one for each family member.
    - FEMA developed the Family Communications Plan to consolidate important contact information for emergencies. The two-page plan includes double-sided card printouts you can use for this purpose.
    - As a security measure, do not specify relationships.
- Complete the following steps:
  - Post emergency telephone numbers by every home phone and save in every cell phone.
  - Show responsible family members how and when to shut off water, gas, and electricity at main switches.
  - Install a smoke alarm on each level of your home, especially near bedrooms, and a carbon monoxide alarm in or near every bedroom. Test them monthly and change the batteries when you change your clocks in the spring and fall.

- Contact your local fire department to learn about home fire hazards.
- Learn first aid and CPR.
  - Contact your local chapter of the American Red Cross, American Heart Association, or National Safety Council for information and training.
- Meet with your neighbors.
  - Plan how the neighborhood could work together after a disaster; know your neighbors' skills (e.g., medical, technical) and work with other community partners.
  - Consider how you could help neighbors, including the elderly or individuals who have access or functional needs.
  - Make plans for childcare in case parents cannot get home.

## Assembling and Storing Disaster Supplies

You can cope best by preparing for a disaster before it strikes. One way to prepare is to assemble disaster supplies in multiple locations. After disaster strikes, you may not have time to shop or search for supplies. If you have gathered supplies in advance, you and your family can endure an evacuation or home confinement.

### *To Prepare Your Disaster Supply Kit*

1. Review the checklists on the next few pages.
2. Gather the supplies from the list. Remember that many of the items needed for your kits are already in your household. It is possible to assemble these items in appropriate locations for quick access in an emergency but use under normal circumstances whenever needed. For example, keep a wrench in your kit to shut off gas at the meter in an emergency, but also use the wrench for everyday tasks. Just be sure to return it to the emergency kit.
3. Place the supplies you are likely to need for an evacuation in an easy-to-carry container. These supplies are listed with an asterisk (\*).

## Notes Regarding Your Disaster Supply Kit:

### *Water*

- Store water in plastic containers such as soft drink bottles.
- Look for the triangular recycling symbol with a number 1 on the bottom of the bottle, as those are best for water storage. Avoid using containers that will degrade quickly or break, such as milk jugs or glass bottles.
- Wash the bottle with soap and warm water, fill with water from your tap, and store in a cool, dark area away from direct sunlight.
- Replace your emergency water every six months by repeating the process as all plastic degrades over time.
- Keep in mind that a normally active person needs to drink at least 2 quarts of water each day. Hot environments and intense physical activity can double that requirement. Children, nursing mothers, and ill people will need more.
- Store at least 1 gallon of water per person, per day (3 quarts for drinking, 1 quart for food preparation and sanitation).\*

- Keep at least a 3-day supply of water for each person in your household.

If you have questions about the quality of the water, purify it before drinking. You can heat water to a rolling boil for 1 minute or use commercial purification tablets to purify the water. You can also use regular household liquid chlorine bleach if it is pure 5.25 – 6.0 percent sodium hypochlorite (see **Table 1.3**). (Do not use perfumed bleach!) After adding bleach, shake or stir the water container and let it stand 30 minutes before drinking.

**Table 3.3: Ratios for Purifying Water with Bleach**

Water Quantity	Bleach Added
1 quart	4 drops
1 gallon	8 drops
4 gallons	1/3 teaspoon

**\*Note:** If water is cloudy, double the recommended amount of bleach.

### **Food and Kitchen Items**

Store at least a 3-day supply of nonperishable food. Select foods that require no refrigeration, preparation, or cooking and little or no water. If you must heat food, pack a can of solid gel fuel. Select food items that are compact and lightweight. Avoid salty foods if possible as they increase thirst. **Table 1.4** includes a selection of foods to include in your disaster kit. Check expiration dates biannually.

### **First Aid Kit\***

Assemble a first aid kit for your home and one for each car. (**\*Note:** This kit should not supplement or replace a CERT member supply kit!)

### **Special Items**

Remember family members with special needs, such as infants and elderly or those with access and functional needs.

### **General**

Supplies marked with an asterisk (\*) can also be used for evacuation.

Table 4.4: Disaster Supply Items

Food Items	
<ul style="list-style-type: none"> <li>• Ready-to-eat canned meats, fruits, and vegetables</li> <li>• Canned, juices, milk, soup (if powdered, store extra water)</li> <li>• Sugar, salt, pepper</li> </ul>	<ul style="list-style-type: none"> <li>• High-energy foods (Peanut butter, jelly, crackers, granola bars, trail mix)</li> <li>• Foods for infants, elderly persons, or persons on special diets</li> <li>• Comfort and stress foods (Cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags)</li> </ul>
Kitchen Items	
<ul style="list-style-type: none"> <li>• Manual can opener</li> <li>• Mess kits or paper cups, plates, and plastic utensils</li> <li>• All-purpose knife</li> <li>• Small cooking stove and a can of cooking fuel</li> </ul>	<ul style="list-style-type: none"> <li>• Trash bags</li> <li>• Household liquid bleach to treat drinking water</li> <li>• Aluminum foil and plastic wrap</li> </ul>
Disaster Kit First Aid Items	
<ul style="list-style-type: none"> <li>• First aid manual</li> <li>• Two-inch sterile gauze pads (4-6)</li> <li>• Hypoallergenic adhesive tape</li> <li>• Needle</li> <li>• Antibacterial ointment</li> <li>• Tongue depressors (2)</li> <li>• Assorted sizes of safety pins</li> <li>• Non-latex exam gloves (2 pairs)</li> <li>• Four-inch sterile roller bandages (3 rolls)</li> <li>• Sunscreen</li> <li>• Tweezers</li> <li>• Aspirin or non-aspirin pain reliever</li> <li>• Antacid (for upset stomach)</li> <li>• Laxative</li> <li>• Sterile adhesive bandages in assorted sizes</li> </ul>	<ul style="list-style-type: none"> <li>• Four-inch sterile gauze pads (4-6)</li> <li>• Triangular bandages (3)</li> <li>• Moistened towelettes</li> <li>• Thermometer</li> <li>• Tube of petroleum jelly or other lubricant</li> <li>• Cleaning agent/soap</li> <li>• Cotton balls</li> <li>• Three-inch sterile roller bandages (3 rolls)</li> <li>• Scissors</li> <li>• Hot and cold compress</li> <li>• Anti-diarrhea medication</li> <li>• Allergy medication and, if necessary, epinephrine</li> <li>• Activated charcoal</li> </ul>

Disaster Kit Tools	
<ul style="list-style-type: none"> <li>• Emergency preparedness manual*</li> <li>• Battery-operated weather radio and extra batteries</li> <li>• Tube tent</li> <li>• Duct tape</li> <li>• Matches in a waterproof container</li> <li>• Plastic storage containers</li> <li>• Paper, pencil*</li> <li>• Work gloves</li> <li>• Flashlight and extra batteries*</li> <li>• Fuel for vehicle and generator</li> <li>• Plastic sheeting</li> </ul>	<ul style="list-style-type: none"> <li>• Non-sparking shutoff wrench to turn off household gas and water</li> <li>• Pliers</li> <li>• Compass*</li> <li>• Fire extinguisher (small canister, ABC type)</li> <li>• Signal flare(s)*</li> <li>• Needles, thread</li> <li>• Medicine dropper</li> <li>• Whistle</li> <li>• Landline telephone</li> </ul>
Personal Sanitation Items	
<ul style="list-style-type: none"> <li>• Toilet paper, towelettes*</li> <li>• Feminine supplies*</li> <li>• Household chlorine bleach</li> <li>• Disinfectant</li> <li>• Plastic garbage bags, ties</li> </ul>	<ul style="list-style-type: none"> <li>• Soap, liquid detergent*</li> <li>• Personal hygiene items*</li> <li>• Plastic bucket with tight lid</li> <li>• Liquid hand sanitizer</li> </ul>
Pet Items	
<ul style="list-style-type: none"> <li>• Medication and medical records (stored in a waterproof container)</li> <li>• Current photos of your pet in case they get lost</li> <li>• The name and number of your veterinarian in case you have to foster or board your pets</li> <li>• Sturdy leashes, harnesses, and/or carriers to transport pets safely and ensure that your animals can't escape</li> </ul>	<ul style="list-style-type: none"> <li>• Food, potable water, bowls, cat litter, pan, can opener</li> <li>• Pet beds and toys, if easily transportable</li> <li>• Information on feeding schedules, medical conditions, and behavior problems</li> <li>• Pet first aid kit</li> </ul>
Clothing and Bedding Supplies	
<ul style="list-style-type: none"> <li>• Sturdy shoes or boots*</li> <li>• Blankets or sleeping bags*</li> <li>• Thermal underwear</li> <li>• One complete change of clothing and footwear per person</li> </ul>	<ul style="list-style-type: none"> <li>• Rain gear*</li> <li>• Hats and gloves*</li> <li>• Sunglasses*</li> <li>• Remember to cycle clothing for different seasons</li> </ul>



Household Documents and Contact Numbers	
<ul style="list-style-type: none"> <li>• Personal identification, cash (including change) or traveler’s checks, and a credit card</li> <li>• Physical and electronic copies of important documents: birth certificates, marriage certificate, driver’s license, Social Security cards, passports, wills, deeds, inventory of household goods, insurance papers, contracts, immunization records, bank and credit card account numbers, and stocks and bonds. Be sure to store these in a watertight and fireproof container</li> <li>• An extra set of car keys and house keys</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency contact list and other important phone numbers</li> <li>• Map of the area and phone numbers of places you could go</li> <li>• Copies of prescriptions and/or original prescription bottles</li> </ul>
Items for Infants	
<ul style="list-style-type: none"> <li>• Formulas</li> <li>• Bottles</li> <li>• Medications</li> </ul>	<ul style="list-style-type: none"> <li>• Diapers</li> <li>• Powdered milk</li> </ul>
For All Family Members	
<ul style="list-style-type: none"> <li>• Heart and high blood pressure medication*</li> <li>• Other prescription drugs*</li> <li>• Contact lenses and supplies*</li> <li>• Entertainment (games, books)</li> </ul>	<ul style="list-style-type: none"> <li>• Insulin*</li> <li>• Denture needs*</li> <li>• Extra eye glasses*</li> </ul>

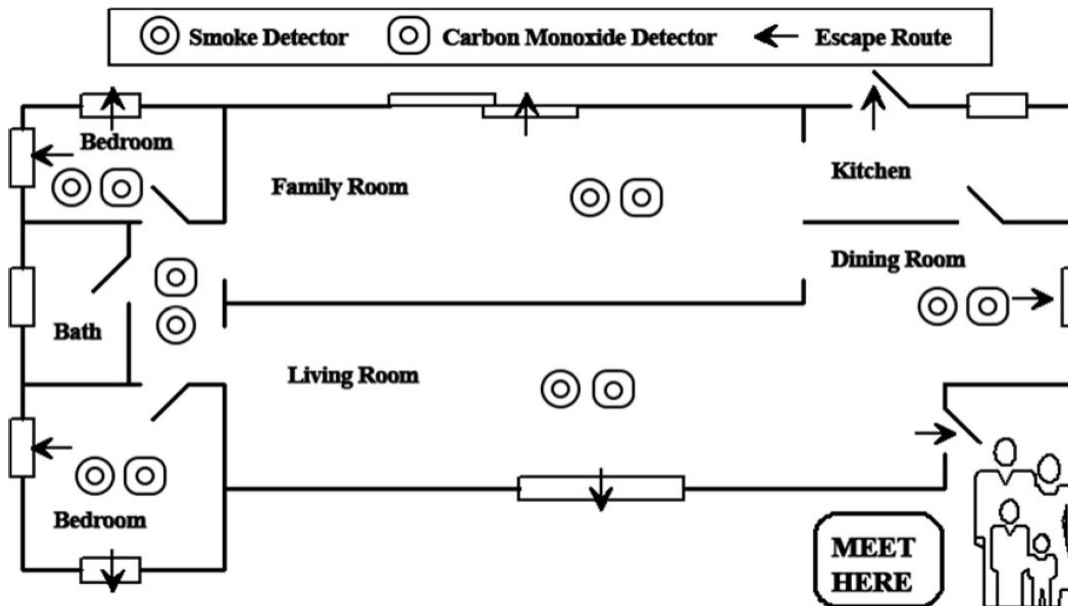
## Escape Planning

Develop an escape plan that provides for escape from every room of your home and every area of your workplace. As part of your escape plan you should:

- Consider the needs of children and individuals with access and functional needs;
- Inform all family members or office coworkers of the plan; and
- Run practice escape drills.

The following figure shows an example of an escape plan.

Image 1.1: Escape Plan



Sample family escape plan with arrows showing an escape route from every room in the home and a family meeting place outside the home

In most cases, homeowners will not have smoke alarms in every room, but it is important to have a smoke alarm at least on every level of the house. Practice your plans after you develop them. Conduct family fire drills, follow the local evacuation routes, and locate the nearest shelter to ensure that when a disaster occurs, you know what to do.

## Exercise 1.2: Evacuate!

**Instructions:** Take the scenario given and decide what things to bring with you and/or what to do in the time available.

## Protective Actions

Because many disasters occur with little or no warning, individuals need to have the knowledge and skills to take immediate protective actions in the first critical moments after a disaster has occurred—before you have instruction from authorities. While the specific actions to take are based on a number of variables (e.g., disaster type, amount of warning, amount of training you have taken, and location), the following list provides an overview of protective actions for which you should be familiar. These should be your objectives in assessing your post-event environment.

- **Assess the situation.** When something occurs without notice, it is important to take a few seconds to assess the situation to determine your most effective next steps, including identifying the type of event and determining whether the event has compromised air quality or a building structure.
- **Decide to stay or change locations.** In some instances, you should stay where you are (e.g., if you are inside and an event has occurred outside, you may need to stay inside) and in other circumstances you should change location (e.g., if

you are inside and the event is inside, you may need to evacuate the building). All disasters have unique attributes, so it is important for you to realize you may need to evaluate the circumstances to determine the best course of action

- **Staying or changing location is a critical early decision in disasters.** If you are not in immediate danger, you should stay where you are and get more information before taking your next steps. Thinking through the likely hazards in your community and where you might be when an event occurs may help you visualize your response. Additionally, consider your own circumstances and those of your household. Elderly persons or individuals with access and functional needs may need to evacuate well in advance of official notice or before the situation turns dangerous. While you may need to make the first immediate decision to stay inside or go outside or to shelter in place by sealing a room without authoritative instruction, it is important to listen to local authorities when they provide that information. If experts or local officials tell you to evacuate from your location, LEAVE!
- **Seek clean air and protect breathing passages.** Regardless of the type of disaster, clean air is a critical need. Actions to protect your breathing passages and to seek clean air may include covering your mouth with a cloth or mask, vacating the building, or sheltering in place by sealing an internal room while the airborne contaminant dissipates.
- **Protect yourself from debris and signal rescuers if trapped.** Protecting yourself from falling or precarious debris is an essential protective action. If trapped, protect your airways, bang on an object, or blow a whistle. Yelling should be a last resort.
- **Remove contaminants.** If contaminants are released into the area or you encounter liquid or solid contaminants, quickly remove contaminated clothing before washing yourself with soap and water, starting at the head and working toward the feet.
- **Practice good hygiene.** Good hygiene is a preventive measure for spreading disease, and it is important to be mindful of hygiene in a post disaster environment. Clean drinking water and sanitation are important protective actions.

## Sheltering

There are different types of sheltering, and each are appropriate for different disasters.

- **Shelter in place:** Sealing a room is a way to protect yourself from contaminants in the air for a short period until the contaminants dissipate. You should identify an internal room in your home, at work, or other locations where you spend a great deal of time. If you are required to shelter in place, you will be in this room for only a few hours, but it is important that you be able to seal the room quickly. Storing specific items in the room is helpful. You should have snacks and water, a battery-operated radio, a flashlight, and pre-cut plastic sheeting and duct tape to seal off vents and door and window openings.
- **Shelter for extended stay:** Sheltering for an extended stay means you would stay where you are for several days or, in the case of a pandemic, authorities

may ask you to limit your time outside the home for up to two weeks. It is important to store emergency supplies for these possibilities.

- **Mass care/community shelter:** These shelters often provide water, food, medicine, and basic sanitary facilities but, if possible, you should take your three-day disaster supplies kit with you so that you will be sure to have the supplies you require.

## SECTION 5: REDUCING THE IMPACT OF HAZARDS THROUGH MITIGATION

### Mitigation

Assembling disaster supplies and having a family disaster plan will help reduce the impact a disaster may have on you and your family. Mitigation is another approach you can take. Mitigation is the reduction of loss of life and property by lessening the impact of disasters. Mitigation includes any activities that prevent an emergency, reduce the likelihood of occurrence, or reduce the damaging effects of unavoidable hazards. A few examples include purchasing appropriate insurance and taking structural and nonstructural measures.

You should ensure your homeowner’s policy provide adequate coverage and covers appropriate hazards for your area. Homeowner’s insurance does not cover damage caused by flooding, so it is important to know whether you are in a flood hazard zone. If you are, it is strongly advised to purchase flood insurance. Visit the National Flood Insurance Program website, [www.Floodsmart.gov](http://www.Floodsmart.gov), to learn more.

Some mitigation measures require a bigger investment to address structural changes to reduce the impact of disasters (see **Table 1.5**). Other non-structural mitigation measures may include relatively simple actions you can take to prevent home furnishings and appliances from causing damage or injuries during any event that might cause them to shift.

Table 5.5: Home Mitigation Measures

Type of Hazard	Sample Precautions
Structural	<ul style="list-style-type: none"> <li>• Bolt older houses to the foundation</li> <li>• Install trusses or hurricane straps to reinforce the roof</li> <li>• Strap propane tanks and chimneys</li> <li>• Strap mobile homes to their concrete pads</li> <li>• Raise utilities (above the level of flood risk)</li> <li>• Ask a professional to check the foundation, roof connectors, chimney, etc.</li> </ul>
Non-Structural	<ul style="list-style-type: none"> <li>• Anchor furniture (e.g., bookshelves, hutches, grandfather clocks) to the wall</li> <li>• Secure appliances and office equipment in place with industrial strength hook and loop fasteners</li> <li>• Secure cabinet doors with childproof fasteners</li> <li>• Locate and label shutoffs for gas, electricity, and water before disasters occur. After a disaster, shut off the utilities as needed to prevent fires and other risks</li> <li>• Teach all home occupants, including children who are old enough to handle the responsibility, when and how to shut off the important utilities</li> </ul>

Type of Hazard	Sample Precautions
	<ul style="list-style-type: none"> <li>• Secure water heaters to the wall to safeguard against ruptured gas line or loose electrical wires</li> <li>• Install hurricane storm shutters to protect windows</li> </ul>

Please note, a safe room is NOT the same as a shelter-in-place location. A safe room requires significant fortification for the room to provide protection against extremely high winds. More information regarding safe rooms is available at [www.fema.gov/safe-rooms](http://www.fema.gov/safe-rooms).

Sheltering-in-place protects you from contaminants in the air. To shelter in place, you do not need to alter the structure of the room. You are simply sealing the room with plastic sheeting and duct tape for a short time while the contaminants in the air dissipate.

## Fortifying Your Home

Remember that different non-structural hazards pose different threats, depending on the disaster, as outlined by the following examples.

- Home Fires
  - Make sure that burglar bars and locks on outside window entries are easy to open from the inside.
- Landslides
  - Install flexible pipefittings to avoid gas or water leaks; flexible fittings are more resistant to breakage.
- Wildfires
  - Avoid using wooden shakes and shingles for roofing.
  - Clear all flammable vegetation at least 30 feet from the home.
  - Remove vines from the walls of the home.
  - Place propane tanks at least 30 feet from the home or other structures.
  - Stack firewood at least 30 feet away and uphill from the home.

For more information: “Learn About the Different Types of Disasters and Hazards” at [www.fema.gov/hazard/index.shtm](http://www.fema.gov/hazard/index.shtm).



## **SECTION 6: CERT DISASTER RESPONSE**

As described earlier in this unit, CERTs respond in the period immediately after a disaster when response resources are overwhelmed or delayed. CERTs assist emergency response personnel when requested in accordance with standard operating procedures developed by the sponsoring agency. Working as a team, members assume some of the same functions as emergency response personnel. As a reminder, while CERTs are a valuable asset in emergency response, CERTs are not trained to perform all of the functions or respond to the same degree as professional responders. CERTs are a bridge to professional responders until they arrive. CERTs respond after a disaster by:

- Treating life-threatening injuries until professional assistance is available;
- Helping disaster survivors cope with their emotional stressors;
- Locating and turning off utilities, if safe to do so;
- Extinguishing small fires; and
- Conducting light search and rescue operations.

There is a distinction between how a CERT volunteer responds to a disaster as an individual and how that volunteer responds as part of a team. In all instances, it is critical for CERT volunteers to stay within the limits of their training when providing disaster relief.

A CERT volunteer's first responsibility is personal and family safety. Only after CERT volunteers have secured their personal and family safety is it possible and pertinent to respond in a group capacity to do what is necessary for the community as a whole.

The sponsoring agency orchestrates its group response. In general, the team members select a leader (and alternate) and define the meeting location—or staging area—they will use in the event of disaster.

CERT volunteers gather at the pre-established staging area to organize and receive tasking assignments. Leaders may identify “runners” to serve as a communication link between the staging area and CERT volunteers working in the field.

In some cases, CERT volunteers also provide a well-trained workforce for such duties that entail shelter support, crowd and traffic management, and evacuation. It is important to note that when you become a CERT volunteer, you do not give up any rights you have as United States citizen. You can take the same legally permissible actions you would as an individual, but certain restrictions apply when acting as a CERT volunteer. When you put on the green CERT vest, you represent the agency or group that sponsored you.

## CERT Organization

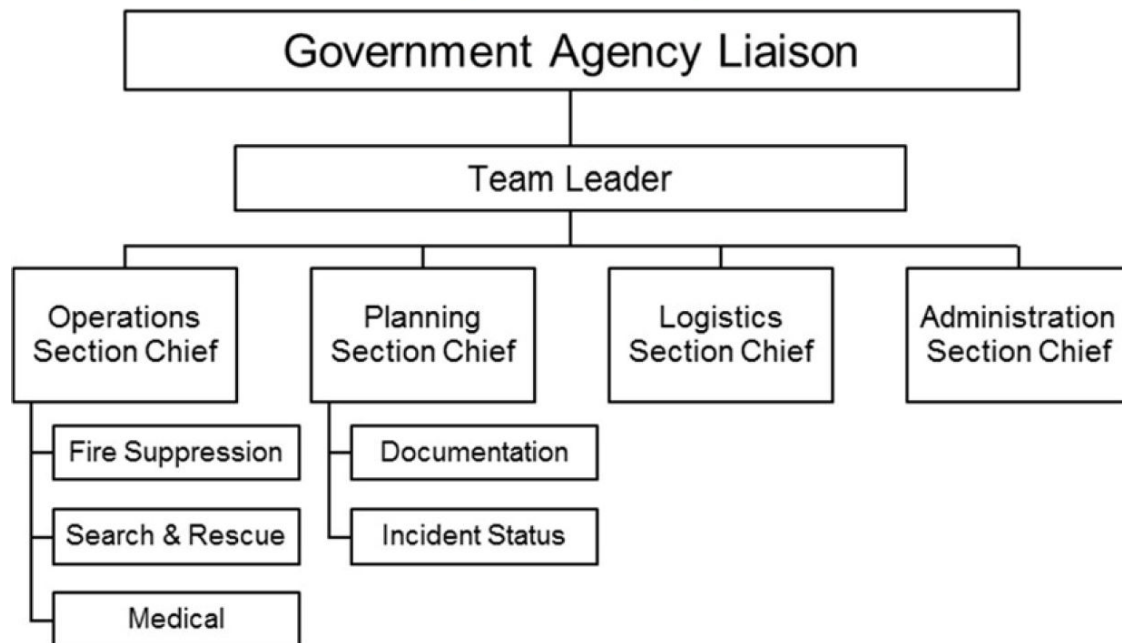
The chart below shows the basic CERT structure, including four sections. No matter which function CERT volunteers are assigned to, effective CERTs require teamwork.

There are checklists in the Additional Materials section at the back of Unit 1 in the Participant Manual that will help in:

- Planning and organizing a CERT; and
- Assembling equipment and supplies for a CERT.

CERT organization will be covered more in-depth in Unit 2: CERT Organization

**Image 1.2: CERT Organization**



- CERT organization showing the government agency liaison at the top.
- Underneath is the CERT Incident Commander/Team Leader who directs the activities of the four sections: Operations, Planning, Logistics, and Administration.
- Underneath the Operations section are three response teams: Fire Suppression, Search and Rescue, and Medical.
- Underneath the Planning section are two sections: Documentation and Incident Status.

## Personal Protective Equipment

Remember that, at all times, a CERT volunteer's first job is to stay safe.

It is important to wear the appropriate personal protective equipment (PPE). CERT volunteers are required to wear the following:

- Helmet;
- Goggles;
- N95 Mask;
- Gloves (work and non-latex exam); and
- Sturdy shoes or boots.

## CERT in Action

Across the country, CERTs continue to be activated in a wide range of disaster and emergency support operations. For these efforts, CERT volunteers and teams are receiving federal, state, and local recognition for their response assistance. For brief profiles on how CERTs have assisted in actual emergencies all over the country visit the national CERT website, [www.ready.gov/community-emergencyresponse-team](http://www.ready.gov/community-emergencyresponse-team).

## CERTs in Non-Disaster Roles

CERT volunteers are also a potential volunteer pool for the community. They can help with non-emergency projects such as:

- Identifying and aiding neighbors and coworkers who might need assistance during an emergency or disaster;
- Distributing preparedness materials and conducting preparedness demonstrations;
- Staffing first aid booths and preparedness displays at health fairs, county fairs, and other special events;
- Assisting with the installation of smoke alarms for seniors and special needs households; and
- Assisting with traffic and crowd management at large community events.

By participating in non-emergency community projects, CERT volunteers build recognition for the CERT program within their community and raise overall awareness of community preparedness. These events also provide CERT volunteers with valuable practice using the Incident Command System and operating with a partner.

## Protection for Disaster Workers

“Good Samaritan” laws generally protect CERT volunteers who provide care in a prudent and reasonable manner.

The Volunteer Protection Act (VPA) of 1997 is a Federal law that protects volunteers from liability as long as they are acting in accordance with the training that they have received. VPA protects CERT volunteers during a disaster, and volunteers may also have further protection under relevant state statutes where they reside.

For additional information:

<https://www.nonprofitrisk.org/app/uploads/2017/01/stateliability-laws.pdf>

**Table 1.6: Local Laws in Your Area**

Applicable Laws and Key Points	
Applicable Laws	Key Points

## **SECTION 7: ADDITIONAL TRAINING FOR CERT VOLUNTEERS**

After completing initial CERT training, many CERT volunteers seek to expand and improve their skills through continuing CERT modules offered locally, courses offered through the American Red Cross, or programs from other sources. Some CERT volunteers have sought additional training opportunities in:

- Advanced first aid;
- Animal issues in disasters;
- Automated External Defibrillator (AED) use;
- Community relations;
- CPR skills;
- Debris removal;
- Donations management;
- HAM radio;
- Shelter management;
- Special needs concerns;
- Traffic and crowd control; and
- Utilities control.

There are also Independent Study (IS) courses available online from FEMA that would be of interest to CERT volunteers. Some of these include:

- IS-100: Introduction to Incident Command System (ICS);
- IS-200: ICS for Single Resources and Initial Action Incidents;
- IS-700: National Incident Management System (NIMS), An Introduction; and
- IS-800: National Response Framework, An Introduction.

For a complete listing and access to FEMA IS courses, visit [www.training.fema.gov/IS/](http://www.training.fema.gov/IS/). Click on the “IS Course List” link.





# CERT Unit 1: Additional Materials

## Additional Materials:

- CERT Team Organizational Checklist
- CERT PPE Checklist
- Recommended CERT Equipment and Supplies
- Disaster Preparedness Kit Checklist



## CERT UNIT 1: ADDITIONAL MATERIALS

### CERT Team Organizational Checklist

**Instructions:** This checklist will help guide you in the setup of your CERT program.

Table 6.7: CERT Team Organizational Checklist

Team Organization		Check of Complete	Date Completed
CERT Leadership	Team Leader	<input type="checkbox"/>	
	Group Leaders	<input type="checkbox"/>	
Membership	Roster	<input type="checkbox"/>	
	Phone	<input type="checkbox"/>	
	Phone List	<input type="checkbox"/>	
	Skills Inventory	<input type="checkbox"/>	
Communications	Telephone Tree	<input type="checkbox"/>	
	Newsletter	<input type="checkbox"/>	
	Amateur Radio	<input type="checkbox"/>	
	Runners	<input type="checkbox"/>	
Resources	Personnel	<input type="checkbox"/>	
	Equipment	<input type="checkbox"/>	
	Supplies	<input type="checkbox"/>	
	Personal CERT Kit	<input type="checkbox"/>	
Area Surveys and Locations	Evacuation Plans	<input type="checkbox"/>	
	Staging Area/Command Post	<input type="checkbox"/>	
	Medical Treatment Area	<input type="checkbox"/>	
	Specific Hazard Areas	<input type="checkbox"/>	
	Area Maps	<input type="checkbox"/>	
Response Plan	Response Criteria	<input type="checkbox"/>	
	Communications and Notifications	<input type="checkbox"/>	
	Staging Area/Command Post	<input type="checkbox"/>	
Teamwork	Meetings	<input type="checkbox"/>	
	Drills and Exercises	<input type="checkbox"/>	
	Training	<input type="checkbox"/>	
	First Aid	<input type="checkbox"/>	
	CPR	<input type="checkbox"/>	
	Other	<input type="checkbox"/>	

## CERT PPE Checklist

**Instructions:** The following items are minimum safety equipment for all CERT volunteers.

Table 7.8: CERT PPE Checklist

PPE	Check if Obtained	Date Complete
Hard hat	<input type="checkbox"/>	
Protective eyewear (safety goggles)	<input type="checkbox"/>	
N-95 Mask	<input type="checkbox"/>	
Long-sleeved shirt	<input type="checkbox"/>	
Leather work gloves	<input type="checkbox"/>	
Reflective vest	<input type="checkbox"/>	
Long pants	<input type="checkbox"/>	
Sturdy shoes or boots	<input type="checkbox"/>	

## Recommended CERT Equipment and Supplies

In addition to team supplies, the following equipment and supplies are recommended as minimum kit items for each CERT volunteer.

Table 8.9: Recommended CERT Equipment and Supplies

Equipment and Supplies	Check if Obtained	Quantity	Date Item Obtained
Nylon or canvas bag with shoulder strap	<input type="checkbox"/>		
Water (two canteens or bottles per search and rescue team)	<input type="checkbox"/>		
Dehydrated foods	<input type="checkbox"/>		
Water purification tablets	<input type="checkbox"/>		
Non-latex exam gloves (10 pair minimum)	<input type="checkbox"/>		
Flashlight or miner's lamp	<input type="checkbox"/>		
Secondary flashlight	<input type="checkbox"/>		
Batteries and extra bulbs	<input type="checkbox"/>		
Cyalume stick (12-hour omni glow)	<input type="checkbox"/>		
Voltage tick meter	<input type="checkbox"/>		
Pealess whistle	<input type="checkbox"/>		
Utility knife	<input type="checkbox"/>		
Notepads	<input type="checkbox"/>		
Markers (thin and thick point)	<input type="checkbox"/>		

Equipment and Supplies	Check if Obtained	Quantity	Date Item Obtained
Pens	<input type="checkbox"/>		
Duct tape	<input type="checkbox"/>		
Two-inch masking tape	<input type="checkbox"/>		
Scissors (EMT shears)	<input type="checkbox"/>		
Non-sparking crescent wrench	<input type="checkbox"/>		
First aid pouch containing: <ul style="list-style-type: none"> <li><input type="checkbox"/> 4-inch by 4-inch gauze dressings (6)</li> <li><input type="checkbox"/> Abdominal pads (4)</li> <li><input type="checkbox"/> Triangular bandages (4)</li> <li><input type="checkbox"/> Band-Aids</li> <li><input type="checkbox"/> Roller bandage</li> <li><input type="checkbox"/> Any personal medications that a CERT member may need during deployment.</li> </ul>	<input type="checkbox"/>		

## Disaster Preparedness Kit Checklist

This checklist contains the full list of items recommended for your home disaster preparedness kit discussed within the unit. It is formatted as a checklist to assist in your planning purposes.

Table 9.10: Personal Disaster Kit Checklist

Category	Item	Check if Completed	Date Item Obtained
Food and Water	Water Stored in plastic containers	<input type="checkbox"/>	
	Ready-to-eat canned meats, fruits, and vegetables	<input type="checkbox"/>	
	Sugar, salt, pepper	<input type="checkbox"/>	
	High-energy foods (peanut butter, jelly, crackers, granola bars, trail mix)	<input type="checkbox"/>	
	Food for infants, elderly persons, or persons on special diets	<input type="checkbox"/>	
	Comfort and stress foods (cookies, hard candy, sweetened cereals, lollipops instant coffee, tea bags)	<input type="checkbox"/>	
Kitchen Items	Manual can opener	<input type="checkbox"/>	
	Garbage bags	<input type="checkbox"/>	
	Mess kits or paper cups, plates, and plastic utensils	<input type="checkbox"/>	
	Household liquid bleach to treat drinking water	<input type="checkbox"/>	
	All-purpose knife	<input type="checkbox"/>	
	Aluminum foil and plastic wrap	<input type="checkbox"/>	
	If food must be cooked, small cooking stove and a can of cooking fuel	<input type="checkbox"/>	
First Aid	First aid manual	<input type="checkbox"/>	
	Sterile adhesive bandages in assorted sizes	<input type="checkbox"/>	
	Two-inch sterile gauze pads (4-6)	<input type="checkbox"/>	
	Four-inch sterile gauze pads (4-6)	<input type="checkbox"/>	
	Hypoallergenic adhesive tape	<input type="checkbox"/>	
	Triangular bandages (3)	<input type="checkbox"/>	
	Needle	<input type="checkbox"/>	
	Moistened towelettes	<input type="checkbox"/>	
	Antibacterial ointment	<input type="checkbox"/>	
	Thermometer	<input type="checkbox"/>	
	Tongue depressors (2)	<input type="checkbox"/>	
	Tube of petroleum jelly or other lubricant	<input type="checkbox"/>	
Assorted sizes of safety pins	<input type="checkbox"/>		

Category	Item	Check if Completed	Date Item Obtained
	Cleaning agent/soap	<input type="checkbox"/>	
	Non-latex exam gloves (2 pairs)	<input type="checkbox"/>	
	Cotton Balls	<input type="checkbox"/>	
	Four-inch sterile roller bandages (3 rolls)	<input type="checkbox"/>	
	Three-inch sterile roller bandages (3 rolls)	<input type="checkbox"/>	
	Sunscreen	<input type="checkbox"/>	
	Scissors	<input type="checkbox"/>	
	Tweezers	<input type="checkbox"/>	
	Hot and cold compress	<input type="checkbox"/>	
Nonprescription Medication	Aspirin or non-aspirin pain reliever	<input type="checkbox"/>	
	Anti-diarrhea medication	<input type="checkbox"/>	
	Antacid (for upset stomach)	<input type="checkbox"/>	
	Allergy medication, and if necessary, epinephrine	<input type="checkbox"/>	
	Laxative	<input type="checkbox"/>	
	Activated charcoal	<input type="checkbox"/>	
	Emergency preparedness manual	<input type="checkbox"/>	
	Battery-operated weather radio and extra batteries	<input type="checkbox"/>	
	Flashlight and extra batteries	<input type="checkbox"/>	
	Aluminum foil	<input type="checkbox"/>	
	Tube tent	<input type="checkbox"/>	
	Pliers	<input type="checkbox"/>	
	Duct tape	<input type="checkbox"/>	
	Compass	<input type="checkbox"/>	
	Matches in a waterproof container	<input type="checkbox"/>	
	Fire extinguisher (small containers, ABC type)	<input type="checkbox"/>	
	Plastic storage containers	<input type="checkbox"/>	
	Signal flares	<input type="checkbox"/>	
	Paper, pencil	<input type="checkbox"/>	
	Needles, thread	<input type="checkbox"/>	
	Work gloves	<input type="checkbox"/>	
	Medicine dropper	<input type="checkbox"/>	
	Fuel for vehicle and generator	<input type="checkbox"/>	
	Pealess whistle	<input type="checkbox"/>	
	Plastic sheeting	<input type="checkbox"/>	
	Landline telephone	<input type="checkbox"/>	

Category	Item	Check if Completed	Date Item Obtained
	Non-sparking shutoff wrench to turn off household gas and water	<input type="checkbox"/>	
Sanitation	Toilet paper towelettes	<input type="checkbox"/>	
	Soap, liquid detergent	<input type="checkbox"/>	
	Feminine supplies	<input type="checkbox"/>	
	Personal hygiene items	<input type="checkbox"/>	
	Plastic garbage bags, ties (for personal sanitation uses)	<input type="checkbox"/>	
	Plastic bucket with tight lid	<input type="checkbox"/>	
	Disinfectant	<input type="checkbox"/>	
	Liquid hand sanitizer	<input type="checkbox"/>	
	Household chlorine bleach	<input type="checkbox"/>	
Clothing and Bedding	Sturdy shoes or boots	<input type="checkbox"/>	
	Rain gear	<input type="checkbox"/>	
	Blankets or sleeping bags	<input type="checkbox"/>	
	Hat and gloves	<input type="checkbox"/>	
	Thermal underwear	<input type="checkbox"/>	
	Sunglasses	<input type="checkbox"/>	
Household Documents and Information	Personal identification, cash (including change) or traveler's checks, and a credit card	<input type="checkbox"/>	
	Physical and electronic copies of important documents: birth certificates, marriage certificate, driver's license, Social Security cards, passport, wills, deeds, inventory of household goods, insurance papers, contracts, immunization records, bank and credit card account numbers, stocks and bonds. Be sure to store these in a watertight and fireproof container.	<input type="checkbox"/>	
	Emergency contact list and other important phone numbers	<input type="checkbox"/>	
	Map of the area and phone numbers of places you could go	<input type="checkbox"/>	
	An extra set of car keys and house keys	<input type="checkbox"/>	
	Copies of prescriptions and/or original prescription bottles	<input type="checkbox"/>	



Category	Item	Check if Completed	Date Item Obtained
Items for Infants	Formula	<input type="checkbox"/>	
	Diapers	<input type="checkbox"/>	
	Bottles	<input type="checkbox"/>	
	Powdered Milk	<input type="checkbox"/>	
	Medications	<input type="checkbox"/>	
Items for All Family Members	Heart and high blood pressure medication	<input type="checkbox"/>	
	Insulin	<input type="checkbox"/>	
	Other prescription drugs	<input type="checkbox"/>	
	Denture needs	<input type="checkbox"/>	
	Contact lenses and supplies	<input type="checkbox"/>	
	Extra eye glasses	<input type="checkbox"/>	
	Entertainment (games, books)	<input type="checkbox"/>	