



Emergency Preparedness Check List

Start Simple, Start Now!

The Charleston County Emergency Management Department and our Ready Lowcountry Partners would like to encourage everyone to take simple steps to prepare for all types of emergencies in their homes, businesses and communities.

Hurricane Season is June 1 to November 30

But disasters and emergencies are not limited to hurricanes or a specific time of year. They can occur anytime, anywhere. Emergency services may not be immediately available if they are also impacted.

What will YOU do until help arrives?

Preparing for and responding to disasters begins with preparing yourself and your family, but when a large disaster strikes and first responders are overwhelmed, the first people you will turn to for help will be your neighbors. Building good relationships with your neighbors is the best way to extend your personal safety net. Preparedness is everyone's responsibility. We all need to work together!

Four simple steps can help YOU get ready!

We don't know what type or when disasters and emergencies may strike, but there are simple preparedness steps you can take that are common to all disasters.

You plan only once, and are able to apply your plan to all types of hazards.

- 1. Get a kit of emergency supplies.**
- 2. Make a plan of what you will do.**
- 3. Be informed about what might happen.**
- 4. Get involved in preparing your community.**

Everyone should have an emergency plan and be prepared to take care of themselves for at least the first 72 hours after a disaster. Remember, no two disasters are the same, the most effective way to protect you and your family is to be prepared.

Please print and share this checklist to help you and your neighbors prepare!



1. Get a Kit of Emergency Supplies

When preparing for a possible emergency situation, think first about the basics of survival: fresh water, food, clean air and warmth. **Consider two kits.** In one, put everything you will need to stay where you are and make it on your own for at least the first 72 hours after a disaster. The other kit should be a light-weight, smaller version that you can have ready to take with you in case you need to leave home.

Recommended Items to Include in a Basic Emergency Supply Kit:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation.
- Food, at least a three-day supply of non-perishable food.
- Battery-powered or hand-crank radio and a NOAA Weather Radio with tone alert and extra batteries for both.
- Flashlight and extra batteries.
- First aid kit.
- Whistle to signal for help.
- Dust mask, to help filter contaminated air, and plastic sheeting and duct tape to shelter-in-place.
- Moist towelettes, garbage bags and plastic ties for personal sanitation.
- Wrench or pliers to turn off utilities.
- Can opener for food (if your kit contains canned food).
- Local maps.
- Cell phone and cell phone chargers.

Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses.
- Infant formula and diapers.
- Pet food and extra water for your pet.
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container.
- Cash or traveler's checks and change.
- Emergency reference material such as a first aid book.
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long-sleeve shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and medicine dropper. When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire extinguisher: ABC type.
- Matches in a waterproof container.
- Personal hygiene items and feminine supplies.
- Mess kits, paper cups, plates and plastic utensils, and paper towels.
- Paper and pencil.
- Books, games, puzzles or other activities for children.



2. Family Emergency Plan

Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Out-of-Town Contact Name:	Telephone Number:
E-mail:	Telephone Number:

Fill out the following information for each family member and keep it up to date.

Name:	Social Security Number:
Date of Birth:	Important Medical Information:
Name:	Social Security Number:
Date of Birth:	Important Medical Information:
Name:	Social Security Number:
Date of Birth:	Important Medical Information:
Name:	Social Security Number:
Date of Birth:	Important Medical Information:
Name:	Social Security Number:
Date of Birth:	Important Medical information:

Where to go in an emergency. Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans.

Home
 Address:
 Phone Number:
 Neighborhood Meeting Place:
 Regional Meeting Place:

Work
 Address:
 Phone Number:
 Evacuation Location:

School
 Address:
 Phone Number:
 Evacuation Location:

Work
 Address:
 Phone Number:
 Evacuation Location:

School
 Address:
 Phone Number:
 Evacuation Location:

Other
 Address:
 Phone Number:
 Evacuation Location:

Important Information	Name	Telephone #	Policy #
Doctor(s):			
Other:			
Pharmacist:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Veterinarian/Kennel for Pets:			



3. Be informed about:

Different types of emergencies and their appropriate responses.

Emergency plans in your community.

What emergencies are most likely to affect your area?

- Earthquakes
- Fire
- Floods
- Hurricanes
- Technological/Man-made Hazards
- Tornadoes
- Tsunamis
- Winter storms

4. Get involved in preparing your community

- Take a personal responsibility to be prepared.
- Get training in first aid and emergency skills.
- Volunteer to support local emergency responders, disaster relief, and community safety efforts.
- Join your local Community Emergency Response Team (CERT). Visit: www.LCERT.org for more information.

Learn more about how to prepare yourself and your family:

- Visit Charleston County Government's Web site: www.charlestoncounty.org
- Visit: www.ready.gov
- Visit: www.redcross.org
- Call the Charleston County Emergency Management Department at (843) 202-7400.

Special needs planning

If you have special needs, the following organizations can help you make a plan and register you for emergency assistance:

- Medical Needs:** S.C. Department of Health and Environmental Control (DHEC) at (843) 953-3800
- Mobility & Other Special Needs:** Disabilities Resource Center at (843) 225-5080



Community Emergency Response Team (CERT)

Community Emergency Response Teams (CERTs) are groups of volunteer citizens who are trained to assist their community in the event of natural or man-made disasters when emergency services may not be immediately available. CERTs are about readiness, people helping people, rescuer safety and doing the greatest good for the greatest number.

CERT members are trained in disaster preparedness, fire safety, disaster medical operations, light search and rescue, team organization, disaster psychology and basic terrorism awareness.

The classes are offered **free of charge** to residents 18 years and older in the Tri-county area by the Charleston County Emergency Management Department.

When participants have completed the training, it is important to keep them involved and practiced in their skills. Lowcountry CERT is the members' non-profit organization that sustains CERTs in the Tri-county area. When not responding to disasters, CERTs:

- Provide first-aid, crowd control or other services at community events.
- Hold planning, training or recruitment meetings.
- Conduct or participate in disaster response exercises.
- Raise funds for emergency response equipment in their community.

Membership in Lowcountry CERT is open to any certified CERT member from the Lowcountry of South Carolina.

For more information on Lowcountry CERT, visit:

www.LCERT.org or **www.charlestoncounty.org**

Or contact:

Jim Tarter, Training Coordinator
Charleston County Emergency Management Department
Phone: (843) 202-7405
E-mail: jtarter@charlestoncounty.org