

Generic Emergency Preparedness Manual

Emergency Priorities

1. Protect life and ensure immediate safety.
 2. Contact emergency services if needed.
 3. Account for family, pets, and nearby people.
 4. Secure shelter, water, food, and medical needs.
 5. Stay informed and avoid unnecessary risks.
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Immediate Action Checklist

If an Emergency Happens

- Stay calm and assess the situation.
 - Move away from immediate danger.
 - Call emergency services if life, fire, crime, or medical emergencies exist.
 - Follow evacuation or shelter-in-place instructions from authorities.
 - Check for injuries and provide first aid if trained.
 - Shut off utilities only if instructed or if unsafe conditions exist.
 - Monitor official alerts via radio, phone, or emergency broadcasts.
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Essential Emergency Supplies

Basic 72-Hour Kit

- Drinking water (1 gallon per person per day)
- Non-perishable food
- Manual can opener
- Flashlight and spare batteries
- First aid kit
- Prescription medications

- Cell phone charger / power bank
 - Multi-tool
 - Emergency blanket
 - Hygiene items
 - Cash in small bills
 - Copies of important documents
 - Whistle
 - Dust masks / gloves
 - Local map
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Communication Plan

- Keep emergency contacts written down.
 - Choose an out-of-area family contact.
 - Establish a family meeting location:
 - Near home:
 - Outside neighborhood:
 - Use text messages when phone networks are overloaded.
 - Teach all household members how to call emergency services.
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Evacuation Guidelines

- Leave early if instructed.
- Take your emergency kit.
- Lock doors and windows.
- Wear sturdy clothing and shoes.
- Bring pets if possible.
- Know at least two evacuation routes.

- Never drive through floodwaters.
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Shelter-in-Place Guidelines

- Go indoors immediately.
 - Close and lock doors/windows.
 - Turn off fans, HVAC, and outside air intake if needed.
 - Move to the safest room available.
 - Keep emergency supplies nearby.
 - Monitor official updates continuously.
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Hazard Awareness

Fire

- Stay low under smoke.
- Use stairs, not elevators.
- Stop, drop, and roll if clothing catches fire.

Severe Weather

- Seek sturdy shelter.
- Stay away from windows.
- Monitor weather alerts.

Earthquake

- Drop, cover, and hold on.
- Avoid windows and heavy objects.
- Expect aftershocks.

Flood

- Move to higher ground.
- Avoid walking or driving through water.

Power Outage

- Use flashlights instead of candles when possible.
 - Keep refrigerators closed.
 - Disconnect sensitive electronics.
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Important Information

Emergency Contact: _____

Out-of-Area Contact: _____

Family Meeting Place: _____

Medical Information: _____

Insurance Information: _____

Utility Shutoff Notes: _____

Final Reminders

- Review and update supplies every 6 months.
- Practice emergency drills regularly.
- Keep vehicles fueled and maintained.
- Stay informed through official local authorities.
- Preparation reduces panic and improves safety.