

EMPLOYEE FAMILY PREPAREDNESS CHECKLIST

- I have developed a CHILD care plan to assure children in my care will be cared for in my short-term absence e.g. day care alternatives, alternate after-school place to go, neighbor assistance, family member assistance.
- I have developed an ADULT/ELDER care plan to assure adults in my care will be cared for in my short-term absence e.g. adult day care alternatives, alternate care site, neighbor assistance, family member assistance.
- I have developed a PET care plan to assure pets in my care will be cared for in my short-term absence e.g. neighbor assistance, family member assistance.

Recommended Emergency Supply List

- I have considered the following as items that should be included in my Family Emergency Preparedness Plan.

Recommended Supplies to Include in a Basic Kit

- Water, 1 gallon of water per person per day, for drinking and sanitation
- Food, at least a 3-day supply of nonperishable food
- Battery-powered radio and extra batteries
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask or cotton t-shirt, to help filter the air
- Moist towelettes for sanitation
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Plastic sheeting and duct tape to shelter-in-place
- Garbage bags and plastic ties for personal sanitation

Clothing and Bedding Stay warm/cool. In a winter event, you must think about warmth. It is possible that the power will be out and you will not have heat. Rethink your clothing and bedding supplies to account for growing children and other family changes. One complete change of warm clothing and shoes per person, including:

- A jacket or coat
- Long pants
- A long-sleeve shirt
- Sturdy shoes
- Extra wool or cotton socks
- A hat and gloves
- A sleeping bag or warm blanket for each person

Other Items to Consider Adding to Your Supply Kit

- Emergency reference material such as a first aid book or a printout of this information
- Rain gear
- Mess kits, paper cups, plates, and plastic utensils
- Cash or traveler's checks, change, bank checks, ATM cards.
- Paper towels
- Fire extinguisher
- Tent
- Compass
- Matches in a waterproof container
- Signal flare
- Paper, pencil
- Medicine dropper
- Feminine supplies
- Personal hygiene items
- Disinfectant
- Household chlorine bleach: You can use bleach as a disinfectant (diluted nine parts water to one part bleach), or in an emergency you can also use it to purify water. Use 16 drops of regular household liquid bleach per gallon of water. Do not use scented or color-safe bleach or bleaches with added cleaners.
- Cell Phone
- Scissors
- Tweezers
- Tube of petroleum jelly or other lubricant

Non-prescription drugs:

- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication
- Antacid (for upset stomach)
- Laxative

Documents to have on hand

[] I have considered the following as documents or materials that should be included in my Family Emergency Preparedness Plan.

Important Family Documents

Keep copies of important family records such as insurance policies and identification and bank account records in a waterproof, portable container.

Important DHMH documents

Keep UPDATED copies of the following with you if you are a COOP Critical employee.

- Business unit contact list (names and addresses and telephone numbers)
- Important reference documents you will need to do your job (see COOP plan)
- Whether in paper or electronic, keep confidential documents locked up or password protected.

- Paper, pencil
- Maryland roadmap
- Government Emergency Telecommunications Card (GETS) calling card – IF ISSUED TO YOU)
- DHMH cell phone/PDA, radio or other alternate communications equipment
- Passwords and combinations needed to do you job – keep these safe!

Post Event

Contamination. Biological agents and other hazardous materials, as well as debris and water may contaminate your buildings and equipment. Often the “cure” is worse than the disease. Be prepared to decontaminate equipment and understand the impact of contamination. Plans should include salvage and drying of important documents and equipment. In addition, mold and mildew may be a problem soon after the event. Consider this in your family planning for your home. For example, installing HEPA filters in your home may assist with preventing costly HVAC replacement.