



Steps to Becoming Prepared

Follow these steps to identify and gather emergency supplies for your own unique situation.

Step	Description	Done?
Step 1: Complete a Communications Plan	Fill out a <i>Family Emergency Communications Plan</i> to make sure you and the people in your life are in agreement about how to contact each other and where to meet. Complete contact cards so that every family member has needed numbers in their wallets or backpacks.	
Step 2: Complete the <i>A Day in My Life Inventory</i>	This is a log of your daily activities and the supplies you use when you are doing these activities. This will help you identify what you personally need in order to be prepared in case of an emergency.	
Step 3: Complete the <i>Master Emergency Supplies List</i>	This is a master checklist of recommended emergency supplies that you can choose from. Add the supplies you identified on the <i>A Day in My Life Inventory</i> to this checklist. This list will help you identify which supplies you already have and which supplies you need to get.	
Step 4: Assemble Your Supplies	Gather the items you checked on the <i>Master Emergency Supplies List</i> . You should have enough supplies on hand for at least 2 weeks at home.	
Step 5: Assemble your Go Kit	A Go Kit consists of supplies you need for 3 days away from home. These supplies should be packed in a backpack or rigid plastic container, ready to grab at a moment's notice as you leave your house. Using the <i>Go Kit List</i> as a guide and adding items from the <i>Master Emergency Supplies List</i> , gather the items for your Go Kit .	
Step 6: Assemble Your Car Kit	A Car Kit should remain in your vehicle at all times for emergencies on the road. It should be packed in a backpack or rigid plastic container. Using the <i>Car Kit List</i> as a guide and adding items from the <i>Master Emergency Supplies List</i> , gather the items for your Car Kit .	
Step 7: Track Your Supplies	Maintain an inventory of items recording quantity and expiration date. Develop a plan for rotating supplies in and out so you don't end up with items that have outdated. Use the <i>Emergency Supplies Inventory Tracking</i> form to assist you.	



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