



# American Preparedness

A Service Disabled Veteran Owned Business

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## Emergency Checklist - BUSINESS

### **Create an Emergency Plan**

- Meet as organization discuss the dangers of fire, severe weather, earthquakes and other emergencies.
- Discuss how to respond to each disaster.
- Discuss what to do about power outages.
- Discuss what to do about personal injuries.
- Draw a floor plan of your building, and mark two escape plans for each area
- Learn how to turn off the water, gas and electricity at main switches.
- Post emergency telephone numbers with pertinent building location near telephones.
- Teach everyone, young and old, how and when to call 911-police, fire and emergency medical care.
- Show office members how to turn on the radio for emergency information and makes sure it works.
- Pick one out-of-state and one local contact to contact should your group get separated by disaster (remember that it is often easier to call out-of-state than within the affected disaster area.)
- If applicable, teach children how to make long distance phone calls.
- Pick two meeting spots- one near your office and one outside the area in case you cannot return to building after a disaster.
- Take first aid and CPR training classes.
- Keep business and personnel records in a water and fire-proof container and back-up off-site.

### **Prepare a Disaster Supplies Kit**

- Assemble supplies you may need in an evacuation, and store them in an easy-to-carry container (such as a backpack)  
Include:
  - A supply of water (one gallon per person per day), stored in sealed unbreakable containers (date the container and replace the contents every six months)
  - A supply of non-perishable packaged or canned food and a non-electric can opener.
  - A change of clothing, rain gear, and sturdy shoes.
  - Blankets or sleeping bags.
  - A first aid kit and prescription medications.
  - An extra pair of eye glasses.
  - A battery-powered radio, flashlight, and plenty of extra batteries.
  - Credit cards and cash.
  - An extra set of car keys.
  - A list of medical personnel.
  - A list of important family information, including medical information about each person.
  - Special items for infants, elderly, and the disabled.

### **PLEASE -Prepare yourself, friends and colleagues.**

1. Prior to filling out this form make copies to share with everyone you know.
2. Fill out your form and place it in an accessible location.
3. E-mail us to receive it electronically to pass it along.