



Annual Family Safety Meeting Checklist

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The Annual Family Safety Meeting Checklist is designed to help you and your family be prepared for an emergency.

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Annual Family Safety Meeting Checklist

Check 1 column of boxes per year

Discuss:

- the dangers of fire, earthquakes and other emergencies
- how to respond to each disaster that could occur
- what to do about power outages and personal injuries
- how and when to call 911
- local and out-of-state emergency contact phone numbers (see other side). Call all contacts to remind them
- location to reunite in the event that you are separated and telephone lines are down (see other side)
- the use of radios for emergency information
- the skills of your neighbors (medical, plumbing, electrical, etc) — share with your neighbors your skills

Practice, review and do:

- escape plan with children, emergency exits
- in each room what you will do if you are there when an earthquake hits
- show family and caregivers where emergency phone numbers are posted by each phone
- how to turn off water, gas, electricity (if children are old enough)
- lubricate gas shut-off wrench. Place in plastic bag and locate / attach to gas meter
- how to use a fire extinguisher
- locate first aid supplies, update any dated items as needed
- locate disaster supplies and update food, water and battery supplies annually
- practice first aid skills (consider taking a first aid and CPR class)
- ID tags and carry containers in place for pets
- review and update your pet supplies
- know the location of your wills, important documents and medical information

Teach children:

- to let family know they are OK
- what to do if they are home alone during an earthquake
- where to go if they need to evacuate
- to memorize phone numbers
- the odor of gas
- the sound of smoke detectors, fire alarms
- assign a friend or relative as an alternate guardian to assist after an earthquake if you can't

Call school:

- to learn about their safety and evacuation plan
- to inquire about school supplies
- to make sure they have emergency contact persons for your child

Elderly considerations:

- ask a neighbor to check in on them
- update extra medications with supply kit
- escape plan
- establish back up power support for medical equipment
- establish a buddy system for elderly persons in family