

# Your Family Emergency Supplies & Preparedness Calendar



The Family Emergency Supplies & Preparedness Calendar is intended to help you take appropriate preparedness actions and create a 3–7 day disaster supply kit before the next emergency happens. Using the calendar, your family can assemble an emergency kit in small steps over a six month period. Check off each of the items you collect or the actions you take during the week. Store individual items that could be damaged by moisture in airtight plastic bags and compile all items in a sturdy plastic container with wheels, putting the heavy items at the bottom. When medical supplies, flashlights and emergency items are placed near the top, they can be located quickly for inspecting and restocking. Remember to rotate your perishable supplies and change water every six months. **Review this calendar every six months.** For example, each time you change your clocks for daylight savings time, review this list.

Note: You should store 2 gallons of water per person for each day. This water is for consumption and sanitation. For this reason the calendar repeats the need to **purchase water several times.**

## MONTH ONE

Week One	Week Two	Week Three	Week Four
<p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 gallon of water*</li> <li><input type="checkbox"/> 1 jar peanut butter*</li> <li><input type="checkbox"/> Hand-operated can opener</li> <li><input type="checkbox"/> Instant coffee, tea, powdered soft drinks</li> <li><input type="checkbox"/> Permanent marking pen to mark date on cans &amp; water container</li> </ul> <p>Also: pet food, diapers, and/or baby food if needed.</p> <p><b>To Do</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish an out-of-state contact to call in case of emergency.</li> <li><input type="checkbox"/> Prepare a list of important phone numbers: out-of-state contact, physicians, veterinarian, family, creditors, insurance, etc.</li> <li><input type="checkbox"/> Make an emergency family plan. Follow the companion Family Emergency Plan Worksheet.</li> </ul>	<p><b>Hardware Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Crescent wrench**</li> <li><input type="checkbox"/> Heavy duty rope**</li> <li><input type="checkbox"/> Duct tape</li> <li><input type="checkbox"/> 2 flashlights - hand crank or battery operated</li> <li><input type="checkbox"/> Batteries for flashlights</li> <li><input type="checkbox"/> Bungee cords**</li> <li><input type="checkbox"/> Water proof matches</li> <li><input type="checkbox"/> Scissors</li> </ul> <p><b>To Do</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check your house for hazards.</li> <li><input type="checkbox"/> Identify which hazards you will reduce first.</li> <li><input type="checkbox"/> Locate your gas meter and water valves and place the proper tool near each.</li> <li><input type="checkbox"/> Obtain a collar-tag or microchip for your pet for emergency identification.</li> </ul>	<p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 gallon of water*</li> <li><input type="checkbox"/> 1 can meat/fish/tofu*</li> <li><input type="checkbox"/> 1 can fruit*</li> <li><input type="checkbox"/> 1 large can of juice*</li> <li><input type="checkbox"/> Sanitary napkins</li> <li><input type="checkbox"/> Video disc (see below)</li> </ul> <p>Also: food and water for pets, diapers, and/or baby food if needed.</p> <p><b>To Do</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use a video camera to record the contents of your home for insurance purposes.</li> <li><input type="checkbox"/> Store copy of DVD with friend/family member who lives out of town.</li> <li><input type="checkbox"/> Investigate home/ rental insurance.</li> <li><input type="checkbox"/> Date each can of food using a marking pen or highlight the expiration date found on each item.</li> </ul>	<p><b>Hardware Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Crow bar**</li> <li><input type="checkbox"/> Smoke detectors with batteries</li> <li><input type="checkbox"/> Tarp**</li> </ul> <p>Also: extra medications or prescription marked "emergency use," if needed</p> <p><b>To Do</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Install or test your smoke/ fire/carbon monoxide detectors. Replace batteries every 6 months.</li> <li><input type="checkbox"/> Secure water heater to wall studs. Follow recommendations on the USGS website at <a href="http://www.usgs.gov">www.usgs.gov</a>.</li> </ul>

\* Purchase one item per person/pet  
 \*\* Determine size based on your need

## MONTH TWO

### Week Five

#### Grocery Store

- 1 gallon of water\*
- 1 can meat/fish/tofu\*
- 1 can fruit\*
- 1 can vegetables\*
- 2 rolls toilet paper\*
- Personal hygiene items: toothbrush, toothpaste, deodorant, comb, etc.

Also: special food for special diets.

#### To Do

- Have a fire drill at home.
- For pets, ask veterinarian about appropriate size container for evacuating. (Veterinarians may have info on used containers.)

### Week Six

#### First Aid Supplies

- Aspirin and/or ibuprofen
- Compresses
- Rolls of gauze or bandages
- First aid tape
- Adhesive bandages in assorted sizes
- Cold packs

Also: extra hearing aid batteries, if needed.

#### To Do

- Check your child's day care or school to find out about emergency plans.
- Take first aid/CPR class.
- Obtain a camp stove and fuel to boil water as needed.

### Week Seven

#### Grocery Store

- 1 gallon of water\*
- 1 can ready-to-eat soup (not concentrate)\*
- 1 can fruit\*
- 1 can vegetables\*
- Children's vitamins

Also: extra plastic baby bottles, formula and diapers, if needed.

#### To Do

- Take a PEP (Personal Emergency Preparedness) or CERT (Community Emergency Response Team) class through the Fire District.
- Make photocopies of important papers and store safely.

### Week Eight

#### First Aid Supplies

- Scissors
- Tweezers
- Antiseptic
- Thermometer
- Disposable hand wipes/hand sanitizer
- Sewing kit
- Waterproof plastic container for first aid supplies

#### To Do

- Send copies of your favorite family and pet photos (hard copies or digital images) to an out of state family member for safe keeping.

## MONTH THREE

### Week Nine

#### Grocery Store

- 1 gallon of water\*
- 1 can ready-to-eat soup (not concentrate)\*
- Liquid dish soap
- 1 quart plain liquid bleach
- 1 box heavy-duty garbage bags

Also: saline solution and a contact lens case if needed.

#### To Do

- Place a pair of hard sole shoes and a flashlight under your bed so that they are handy after an earthquake.

### Week Ten

#### Hardware Store

- Waterproof portable plastic container (with lid) for important papers
- Portable AM/FM radio (with batteries)
- 1 flashlight (hand crank or battery operated)

Also: space blanket, blankets or sleeping bag for each family member and pet.

#### To Do

- Consider storing important documents on a password protected thumb drive, CD or encrypted email account.
- Update animal vaccination records. Put with important papers.

### Week Eleven

#### Grocery Store

- 1 gallon of water\*
- Large plastic food bags\*\*
- 1 box quick energy snacks
- 3 rolls paper towels
- 1/4 teaspoon (or 1ml) measuring device (for use with bleach to treat water)

#### To Do

- Store a roll of quarters for use at vending machines and laundry mats.

### Week Twelve

#### First Aid Supplies

- Anti-diarrhea medicine
- Rubbing alcohol
- 2 pair of latex gloves
- Sunscreen

Also: items for denture care, if needed.

#### To Do

- Tour your home and visit your main electrical panel, gas meter valve and water meter valve. Understand how and when to turn them off.

\* Purchase one item per person/pet

\*\* Determine size based on your need

## MONTH FOUR

Week Thirteen	Week Fourteen	Week Fifteen	Week Sixteen
<p><b>Hardware Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Whistle</li> <li><input type="checkbox"/> ABC Fire extinguisher**</li> <li><input type="checkbox"/> Pliers**</li> <li><input type="checkbox"/> Local area map</li> <li><input type="checkbox"/> Hand warmers</li> <li><input type="checkbox"/> Extra batteries for radio and flashlight</li> </ul> <p><b>To Do</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Call your local Police Department and find out if you have a neighborhood watch group.</li> </ul>	<p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 can fruit*</li> <li><input type="checkbox"/> 1 can vegetables*</li> <li><input type="checkbox"/> 1 package paper plates*</li> <li><input type="checkbox"/> Eating utensils</li> <li><input type="checkbox"/> Package paper cups</li> <li><input type="checkbox"/> Adult vitamins</li> </ul> <p><b>To Do</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop a neighborhood pet care plan.</li> </ul>	<p><b>Hardware Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Extra flashlight batteries</li> <li><input type="checkbox"/> Masking tape</li> <li><input type="checkbox"/> Hammer**</li> <li><input type="checkbox"/> "L" brackets or flexible straps to secure tall furniture to wall studs</li> </ul> <p><b>To Do</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Brace shelves and cabinets.</li> <li><input type="checkbox"/> Secure fish tanks, bird houses and reptile cages.</li> </ul>	<p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 can meat*</li> <li><input type="checkbox"/> 1 can vegetables*</li> <li><input type="checkbox"/> Facial tissue</li> </ul> <p><b>To Do</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make a plan to check on a neighbor who might need help in an emergency.</li> </ul>

## MONTH FIVE

Week Seventeen	Week Eighteen	Week Nineteen	Week Twenty
<p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 box graham crackers</li> <li><input type="checkbox"/> Assorted plastic containers with lids</li> <li><input type="checkbox"/> Assorted safety pins</li> <li><input type="checkbox"/> Dry cereal</li> </ul> <p style="color: blue;">Also: extra clothing like jacket, towels, hat, umbrella, gloves, shoes, etc.</p> <p><b>To Do</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Arrange for a friend or neighbor to help your children or watch your pets, in the event you are unable to, during an emergency.</li> </ul>	<p><b>Hardware Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Double sided tape or velcro-type fasteners to secure moveable objects</li> <li><input type="checkbox"/> Extra rope or leash for pet**</li> </ul> <p><b>To Do</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Practice your evacuation and Family Emergency Plan.</li> <li><input type="checkbox"/> Research how to become a licensed Ham radio operator.</li> </ul>	<p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 box heavy duty garbage bags</li> <li><input type="checkbox"/> 1 box quick energy snacks (granola bars/raisins)</li> <li><input type="checkbox"/> Pen and paper</li> </ul> <p><b>To Do</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Have an earthquake drill at home.</li> <li><input type="checkbox"/> If you are a licensed ham radio operator, contact a local government agency to volunteer for emergency service.</li> </ul>	<p><b>Hardware Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Camping or utility knife</li> <li><input type="checkbox"/> Extra radio batteries</li> </ul> <p style="color: blue;">Also: for each pet, extra medications or prescription marked "emergency use," if needed.</p> <p><b>To Do</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Find out about your workplace disaster plans.</li> </ul>

## MONTH SIX

Week Twenty One	Week Twenty Two	Week Twenty Three	Week Twenty Four
<p><b>Hardware Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Heavy work gloves</li> <li><input type="checkbox"/> 1 box disposable dust masks</li> <li><input type="checkbox"/> Screw driver** (consider a variety)</li> <li><input type="checkbox"/> Plastic safety goggles</li> </ul>	<p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Extra manual can opener</li> <li><input type="checkbox"/> 1 large can of juice</li> </ul>	<p><b>Hardware Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Battery powered camping lantern with extra batteries or extra flashlights</li> <li><input type="checkbox"/> For pets, a large ground screw to tie animals to when fences fall</li> </ul>	<p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Large plastic food bags</li> <li><input type="checkbox"/> Plastic wrap</li> <li><input type="checkbox"/> Aluminum foil</li> </ul>

\* Purchase one item per person/pet  
 \*\* Determine size based on your need

# Create a Family Emergency Supplies Kit

## To Get Started

- Review the Family Emergency Plan Worksheet and suggestions at [www.BeReadySRV.org](http://www.BeReadySRV.org).
- Check your house for supplies that you already have on hand.
- Decide where to store supplies. Remember to store individual items that could be damaged by moisture in airtight plastic bags and compile all items in a sturdy plastic container with wheels.

## Meet With Your Family to Plan

- Discuss the types of disasters that could occur. Explain how to prepare and how to respond.
- Discuss what to do if you need to evacuate.
- Make preparedness a family activity, talk with your children about the importance of preparedness and have them take an active role in your planning.
- Practice your plan. Have a family drill.
- At the end of six months, review what you have done. Start with month one of the calendar. Evaluate, rotate and supplement supplies and preparedness actions.

## Suggested Foods

Select foods by your family's needs and preferences.

- Canned Meat: tuna, chicken, raviolis, chili, beef stew, Spam, corned beef, tofu, etc.
- Vegetables: green beans, kernel corn, peas, beets, kidney beans, carrots, etc.
- Fruit: pears, peaches, mandarin oranges, apple sauce, etc.
- Cereal: Your favorite dry and oatmeal varieties, etc.
- Quick Energy Snacks: granola bars, raisins, etc.
- Don't forget your manual can opener.
- Remember to rotate your supplies every six months.

## Storage Tips

- Keep food in dry, cool spot - dark area if possible.
- Keep food and supplies in a closed container at all times.
- Wrap cookies or crackers in a plastic bag and inside a tight container.
- Empty opened packages of sugar, dried fruits and nuts into screw-top jars or air tight plastic bags to protect them from pests.
- Inspect all food for signs of spoilage and expirations dates.
- Use foods before they go bad, and replace them with fresh supplies.
- Mark all foods with purchase date. Use ink or a marking pen. Place new items at the back/bottom of the storage area/container, and older ones in front/top.

### Use\* within 6 months:

- Powdered milk (box)
- Dried fruit (in air tight container)
- Dry, crisp crackers (in air tight container)
- Potatoes
- Bleach

### Use\* within one year:

- Canned condensed milk
- Canned vegetable soups and meats
- Canned fruits, fruit juices and vegetables
- Ready to eat cereals and uncooked instant cereals (in air tight container)
- Peanut butter
- Jelly
- Hard candy
- Vitamin C
- Water in manufactured sealed container refer to exp. date

### Long life:

*(If checked annually and in air tight containers and proper conditions)*

- Wheat
- Vegetable oil
- Dried corn
- Baking powder
- Soybeans / dried
- Instant coffee, tea and cocoa
- Salt
- Noncarbonated soft drinks
- White rice
- Bouillon products
- Dry pasta

\*Use or replace these items at the suggested time.

This material was originally developed by Chevron Corp, USA, modified by EBMUD in 1999, and used with permission. The materials present standard information available on preparing for emergencies. Every reasonable effort has been made to ensure the accuracy of the material. The authors do not assume responsibility nor liability in how the reader uses the information on the effect of any recommended practice, procedure or product specified in the handout.