

Your Family Disaster Supplies & Preparedness Calendar



**National
Preparedness
Month**

The value of being prepared in the face of a disaster or emergency is continually increasing. Most agencies recommend having supplies and plans in place for you and your family to survive at least 3–7 days. This goes beyond “food and water” and includes such things as medications, important papers, out-of-state contacts and more.

This preparedness calendar is being made available to you through the **San Francisco Bay Area Chapter of the National Association of Professional Organizers**—a coalition member with the **U.S. Department of Homeland Security**. In alignment with National Preparedness Month 2007, we are encouraging all Bay Area residents to get organized for disaster, which consists of three steps: **1. Get a kit. 2. Make a plan. 3. Get informed.**

The calendar provides you with a comprehensive approach, while at the same time breaking the project down into smaller, manageable steps. To further ensure your success, many local professional organizers can assist you with preparedness activities such as identifying and gathering vital documents, planning storage for your supplies, video taping the contents of your home and much, much more.

For more information visit the following websites: The U.S. Department of Homeland Security “Ready” campaign at www.ready.gov and the American Red Cross at www.redcross.org. To get help organizing for disaster, find a professional organizer in the Bay Area by visiting www.napo-sfba.org. Click on the “Find an Organizer” button and use the form.

MONTH ONE

Week One	Week Two	Week Three	Week Four
<p>Grocery Store</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 gallon of water* <input type="checkbox"/> 1 jar peanut butter* <input type="checkbox"/> 1 large can juice <input type="checkbox"/> Hand operated can-opener <input type="checkbox"/> Instant coffee, tea, powdered soft drinks <input type="checkbox"/> Permanent marking pen to mark date on cans and bottled water <input type="checkbox"/> 1 gallon of water for each pet <p>Also: pet food, diapers, and/or baby food as needed.</p>	<p>Hardware Store</p> <ul style="list-style-type: none"> <input type="checkbox"/> Crescent wrench <input type="checkbox"/> Heavy rope <input type="checkbox"/> Duct tape <input type="checkbox"/> 2 flashlights with batteries <input type="checkbox"/> Bungee cords <input type="checkbox"/> Waterproof matches 	<p>Grocery Store</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pet Carrier <input type="checkbox"/> 1 gallon of water* <input type="checkbox"/> 1 can meat* <input type="checkbox"/> 1 can fruit* <input type="checkbox"/> Feminine hygiene supplies <input type="checkbox"/> 1 gallon of water for each pet <p>Also: pet food, diapers, and/or baby food as needed.</p>	<p>Hardware Store</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plumber’s tape <input type="checkbox"/> Crow bar <input type="checkbox"/> Smoke detector with battery <input type="checkbox"/> Tarp <p>Also: extra medications or prescription marked “emergency use,” if needed.</p>
<p>To Do</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establish an out-of-state contact to call in case of disaster. <input type="checkbox"/> Prepare a list of important phone numbers: out-of-state contact, physicians, veterinarian, family, creditors, insurance, etc. <input type="checkbox"/> Make a family plan. Follow information from Red Cross or Dept. of Homeland Security brochures or web sites. 	<p>To Do</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check your house for hazards. Follow Red Cross brochure or www.quakeinfo.org. <input type="checkbox"/> Identify which hazards you will reduce first. <input type="checkbox"/> Locate your gas meter and water shutoffs and attach the proper tool near each. <input type="checkbox"/> Obtain a collar-tag or microchip for your pet for emergency identification. 	<p>To Do</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make photocopies of important papers and store safely. <input type="checkbox"/> Update animal vaccination records. Put with important papers. <input type="checkbox"/> Date each can of food using a marking pen. 	<p>To Do</p> <ul style="list-style-type: none"> <input type="checkbox"/> Install or tests your smoke/ fire/ carbon monoxide detector. <input type="checkbox"/> Replace batteries. <input type="checkbox"/> Secure water heater, bookcases, computers, and other heavy items that could fall over in an earthquake.

*Purchase one item per person

MONTH TWO

Week Five

Grocery Store

- 1 gallon of water*
- 1 can meat*
- 1 can fruit*
- 1 can vegetables*
- 2 rolls toilet paper*
- Extra toothbrush*
- Personal hygiene items: toothbrush, comb, etc.
- Travel size tooth paste

Also: special food for special diets.

Week Six

First Aid Supplies

- Pain Reliever
- Compresses
- Rolls of gauze or bandages
- First aid tape
- Adhesive bandages in assorted sizes
- Cold packs

Also: extra hearing aid batteries, if needed.

Week Seven

Grocery Store

- 1 gallon of water*
- 1 can ready-to-eat soup (not concentrate)*
- 1 can fruit*
- 1 can vegetables*
- Video tape

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

Week Eight

First Aid Supplies

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

To Do

- Have a fire drill at home. Identify escape routes from house for all family members. Identify safe places to go in case of fire, flood, earthquake, or other disaster.

To Do

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

To Do

- Use a video camera to tape the contents of your home for insurance purposes.
- Store videotape with friend/family member who lives out of town.
- Investigate home/rental insurance.

To Do

- Send some of your favorite family and pet photos (or copies) to family members out of state for safekeeping.

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 solutions and a contact lens case if needed.

Week Ten

Hardware Store

- Waterproof portable plastic container (with lid) for important papers
- Portable AM/FM radio (with batteries)
- 1 flashlight (with batteries)
- Whistle*

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

Week Eleven

Grocery Store

- 1 gallon of water*
- 1 large can juice*
- Large plastic food bags
- 1 box quick energy snacks
- 3 rolls paper towels
- ¼ teaspoon (or 1 ml) measuring device (for use with bleach to treat water)

Also: sunscreen.

Week Twelve

First Aid Supplies

- Anti-diarrhea medicine
- Rubbing alcohol
- 2 pair latex gloves
- Children's vitamins

Also: items for denture care, if needed.

To Do

- Identify storage area for your supplies, such as a closet along an inside wall or several heavy-duty, watertight, animal proof plastic garbage cans that can be stored outside.

To Do

- Place a pair of hard sole shoes, a flashlight, a whistle and a pair of work gloves in a plastic grocery bag and tie the bag to the bed frame so that they are handy during an earthquake.

To Do

- Store a roll of quarters for emergency phone calls, extra cash and credit cards.
- Go on a hunt with your family to find a pay phone near your home.

To Do

- Take your family on a field trip to main electrical panel, gas meter and water shutoff. Demonstrate how to turn them off. If the valves don't move, contact the utility for repair.

*Purchase one item per person

MONTH FOUR

Week Thirteen

Hardware Store

- ABC Fire extinguisher
- Pliers
- Vise grips
- Local area map
- Hand warmers
- Extra batteries for radio and flashlight

To Do

- Add a change of clothes and a pair of shoes for each person in the family to your emergency supplies.

Week Fourteen

Grocery Store

- 1 can fruit*
- 1 can meat*
- 1 can vegetables*
- 1 package paper plates*
- Eating utensils
- Package paper cups
- Adult vitamins

To Do

- Find out if you have a neighborhood safety organization and join it!
- Develop a neighborhood pet care plan.

Week Fifteen

Hardware Store

- Extra flashlight batteries
- Masking tape
- Hammer
- "L" brackets or flexible straps to secure tall furniture to wall studs.

To Do

- Brace shelves and cabinets.
- Secure fish tanks, birdhouses and reptile cages.

Week Sixteen

Grocery Store

- 1 can meat*
- 1 can vegetables*
- 1 box large heavy-duty garbage bags
- Kleenex
- 1 box quick energy snacks (granola bars or raisins)

To Do

- Pack a "go-pack" in case you need to evacuate.

MONTH FIVE

Week Seventeen

Grocery Store

- 1 box graham crackers
- Assorted plastic containers with lids
- Assorted safety pins
- Dry cereal

Also: extra clothing like jacket, towels, hat umbrella, gloves, shoes, etc.

To Do

- Develop a disaster supply kit for your vehicles.

Week Eighteen

Hardware Store

- "Child-proof" latches or other fasteners for your cupboards
- Double sided tape or Velcro-type fasteners to secure moveable objects.
- Extra rope or leash for pet

To Do

- Make a plan to check on a neighbor who might need help in an emergency.

Week Nineteen

Grocery Store

- 1 box heavy-duty garbage bags
- 1 box quick energy snacks
- Pen and paper

To Do

- Have an earthquake drill at home.

Week Twenty

Grocery Store

- Camping or utility knife
- Extra radio batteries

Also: for each pet, extra medications or prescription marked "emergency use," if needed.

To Do

- Find out about your workplace disaster plans.

MONTH SIX

Week Twenty One

Hardware Store

- Heavy work gloves
- 1 box disposable dust masks
- Screw driver
- Plastic safety goggles

To Do

- Assemble an activity box with playing cards, games, and other favorite toys

*Purchase one item per person

Week Twenty Two

Grocery Store

- Extra hand-operated can opener
- 3 rolls paper towels

To Do

- Arrange for a friend or neighbor to help your children or watch your pets if you are at work.

Week Twenty Three

Hardware Store

- battery powered camping lantern with extra battery or extra flashlights
- For pets, a large ground screw to tie animals to when fences fall

To Do

- Purchase and install emergency escape ladders for upper floor windows

Week Twenty Four

Grocery Store

- Large plastic food bags
- Plastic wrap
- Aluminum foil

To Do

- Check that storage area is safe and dry. Rotate water and food stores, replacing those purchased during Week One. Continue rotation each month.

Your Family Disaster Planning

Getting Started

- Review disaster preparedness information available from agencies such as the American Red Cross and the Department of Homeland Security.
- Check your house for supplies that you already have on hand.
- Ready-made disaster supply kits and first aid kits are available for purchase from the American Red Cross.

With Your Family

- 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.
- Practice your plan.

Your Family Disaster Food Supplies

Suggested Foods

Select foods by your family's needs and preferences. Pick low-salt, water-packed varieties if possible.

CANNED MEAT: tuna, chicken, raviolis, chili, beef stew, spam, corned beef, etc.

VEGETABLES: green beans, kernel corn, peas, beets, kidney beans, carrots, etc.

FRUIT: pears, peaches, mandarin oranges, apple sauce, etc.

CEREAL: Cheerios, Chex, Kix, Shredded Wheat, etc.

QUICK ENERGY SNACKS: granola bars, raisins, etc.

Planning Tips

DECIDE WHERE TO STORE SUPPLIES: Food may be packed in a single container or kept on shelves for easy rotation. Other supplies may be stored all together in a large plastic garbage can 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.

AT THE END OF SIX MONTHS: Review what you've done. Start with month one of the calendar. Evaluate, rotate and supplement supplies and preparedness actions. Continue reviewing calendar every six months. For example, each time you change your clock, review this list.

Storage Tips

- Keep food in dry, cool spot—dark area if possible.
- Keep food covered at all times.
- If you open food boxes or cans, do so carefully, so that you can close them tightly after each use.
- 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 cans to protect from pests.
- Inspect all food for signs of spoilage before use.
- Use foods before they go bad, and replace them with fresh supplies.
- Mark all food with purchase date. Use ink or marking pen. Place new items at the back/bottom of the storage area/container, and older ones in front.

Use or replace within 6 months:

Powdered milk (box)
Dried fruit (in air tight container)
Dry, crisp crackers (in air tight container)
Potatoes
Water (in your own containers)
Bleach

Use or replace within one year:

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

Long life: (if checked annually and in air tight containers and proper conditions)

Wheat, white rice, dry pasta
Dried corn
Soybeans
Baking powder
Bouillon products
Salt
Vegetable oil
Instant coffee, tea and cocoa
Noncarbonated soft drinks
Powdered milk (nitrogen-packed)