



### Level 3 Checklist

- 3.1  Have sufficient backup lighting on-hand in case of a power outage.
- 3.2  Arrange for someone to pick up kids if you are not able to return home during a disaster.
- 3.3  Find out what emergency plans are in place for your workplace and children's school.
- 3.4  Designate someone to help with pets and family members with special needs.
- 3.5  Consider fire escape ladders for bedrooms above the first floor.
- 3.6  Obtain a copy of your credit report. Clear-up old, obsolete or incorrect information.
- 3.7  Place Finance records into your "Red File."
- 3.8  Assemble a first aid kit for your home.
- 3.9  Place retirement records into your "Red File."
- 3.10  Contact your local Emergency Manager.
- 3.11  Decide what contents you will put into each family member's Emergency Evacuation Kit (EEK).
- 3.12  Consider getting a Weather Alert Radio to wake you up in case of an emergency.
- 3.13  Gather the "Food" related items you want to put in your Emergency Evacuation Kit (EEK).
- 3.14  Place records about any valuables you own into your "Red File."
- 3.15  Gather the "Light" related items you want to put in your Emergency Evacuation Kit (EEK).
- 3.16  Secure sliding doors and windows from possible break-ins.
- 3.17  Gather the "Heat" related items you want to put in your Emergency Evacuation Kit (EEK).
- 3.18  Create an identification kit for each child.
- 3.19  Gather the "Water" related items you want to put in your Emergency Evacuation Kit (EEK).
- 3.20  Assemble an Emergency Sanitation Kit.

## Level 3 Quick Guide

- 3.1  Have sufficient backup lighting on-hand in case of a power outage.



In level 1 you placed a flashlight under each family member's bed and in level 2 you bought some solar yard lights that you can bring indoors during power outages and for charging batteries used in small electronics. Decide if you need any additional lighting to make it through extended blackouts. Need more or larger flashlights? Lanterns? Chemical light sticks? Or even a battery backup and strings of LED Christmas lights? Lighting will make it safer in your home during a power outage. Children will also feel more comfortable. Lighting also provides a level of confidence as you overcome a problem on your own. When you buy your flashlights, look for high lumens (The amount of light created), standard sized batteries so you can use rechargeable batteries (especially the size used in your solar yard lights) and LED bulbs. LED bulbs use much less energy so the batteries will last much longer. Candles and Kerosene lanterns are also an option. They pose a fire risk so never leave them unattended.

- 3.2  Arrange for someone to pick up kids if you are not able to return home during a disaster.

Families may often need a support network that expands beyond their immediate family. Extended family members, neighbors or friends may mutually help each other in disaster preparations or response. In situations where there are children at school and both parents work outside of the immediate area or for single parent homes, a support network can be helpful in situations when picking up children during a disaster may be difficult. Make sure the person you pick has agreed to the arrangement, knows your family code word and regroup locations and has a copy of your emergency contacts.



- 3.3  Find out what emergency plans are in place for your workplace and children's school.



Contact administration officials at your work and your children's school to find out what emergency plans are in place. As a concerned parent, you will want to know how schools will protect your children and how they will notify you in case of small and large scale emergencies. For security purposes, some schools may not be willing to provide you with many details as they try to not let the plan be compromised by those meaning to do harm. You also may find that the only plans they have are fire drills and lockdown drills. If you find that plans are not in place, encourage them to put something together.

- 3.4  Designate someone to help with pets and family members with special needs.

Some family members and pets may require help when evacuating your home or other locations where they may spend time. Delegate responsibilities to family members in helping others evacuate. Your oldest son may be tasked with making sure the dog makes it out of the house. Maybe mother will help the infant child while father helps his disabled mother who is living with you. Someone else may be assigned to grab the emergency evacuation kits. Everyone must know that the most important thing is to get yourself out safely without putting your own life in danger. Some individuals with special needs may need oxygen or other medicines or devices to keep them alive. Add these to your evacuation plans.



3.5  Consider fire escape ladders for bedrooms above the first floor.



Fires can start and nearly engulf a home in less than 2 minutes. Smoke detectors may warn you of the danger but can be often too late for you to escape using the most convenient route. All fire escape plans should have two escape routes from each room. This often means escaping out of bedroom windows. With bedrooms on the second or third floors, this may pose a problem. While some bedroom windows may have ledges and convenient ways to climb up and down, others may have a long, dangerous drop. Consider purchasing fire escape ladders for these rooms. Cost ranges

from about \$30 and up. They are usually collapsible and can fit in a small bin near the window or under a bed. Teach children how to use them safely and practice using them when you perform a fire escape drill.

3.6  Obtain a copy of your credit report. Clear-up old, obsolete or incorrect information.

Federal law requires that each of the 3 nationwide credit reporting companies (Equifax, Experian and TransUnion) provide you with a free copy of your credit report, at your request, once every 12 months. A credit report includes information on where you live, how you pay your bills, and whether you've been sued or have filed for bankruptcy. The credit reporting companies sell the information in your report to creditors, insurers, employers, and other businesses that use it to evaluate your applications for credit, insurance, employment, or renting a home. The three nationwide credit reporting companies have set up a central website through which you can order your free annual report. The site is [annualcreditreport.com](http://annualcreditreport.com). Only this site is authorized to provide you with the free annual credit report you are entitled to by law. Other websites with similar names will charge you for services.



On the site you will be asked for your name, address, date of birth and Social Security number. Your credit report has information that affects whether you can get a loan and at what rate you will have to pay to borrow money. A copy of your report will help you make sure the information is accurate, complete, and up-to-date. It can also help protect you from identity theft. You will see if your name has been used to open a credit card account or commit other forms of fraud. When you do order your credit report, order a copy from each of the three credit reporting companies as each of them differ in what information they receive and report. One report may not reflect all of your information. If you find incomplete or inaccurate information on your report, tell the credit reporting company, in writing, what information you think is inaccurate. Next, tell the creditor or other information provider in writing that you dispute an item. If the credit reporting company or information provider won't correct the information you dispute, you can ask that a statement of the dispute be included in your file and in future reports.

3.7  Place Finance records into your "Red File."

Go to [iwillprepare.com](http://iwillprepare.com) > Evacuation > Important Documents (Red File). Here you will see a list of possible important documents that you can print and review. Look at the finances section. Collect any of these documents that apply to your family and add them to your Red File. These records will include loan information, investments, tax returns, account numbers and pass codes. Also add the credit report you just ordered. Whenever possible, include whatever originals you can.



3.8  Assemble a first aid kit for your home.



Go to [iwillprepare.com](http://iwillprepare.com) > First Aid. Here you will find a list of items that can be put into a first aid kit. This list is fairly large and many items may not be needed by the average family. If you are just getting started or limited in your first aid skills, start with buying an inexpensive, ready-made, family-sized, first aid kit. I prefer a kit that has some extra room in it so you can add additional items or more of the ones you use most often such as: band aids, pain reliever, gauze, tape, ace bandages and ice packs.

3.9  Place Retirement records into your “Red File.”



Go to [iwillprepare.com](http://iwillprepare.com) > Evacuation > Important Documents (Red File). Here you will see a list of possible important documents that you can print and review. Look at the retirement section. Collect any of these documents that apply to your family and add them to your Red File. These records will include 401k information and similar retirement plans, Pension information, Social Security cards and Social Security benefit statements. Whenever possible, include whatever originals you can.

3.10  Contact your local Emergency Manager.

Most towns have an Emergency Manager assigned with preparing the community in preparing for and mitigating the effects of local disasters. They are trained with managing situations related to terrorism, natural and man-made disasters and public disorder. Go to your town website or call your town’s main switchboard and ask for the name and phone number for the Emergency Manager. In towns where no Emergency Manager exists, reach out to those in the nearest large town or contact the County Emergency Manager. When you call them, let them know that you are interested in becoming prepared and ask them the following questions:



- a) What natural and man-made disasters are most likely to happen in our area?
- b) What sirens or alert systems are available for our community?
- c) What community response plans are available to the public?
- d) Are there any public trainings or volunteer programs available to help my family become better prepared?

Take good notes. This information will help you as you continue to prepare. You will know how to focus your efforts in events are most likely to occur in your area.

3.11  Decide what contents you will put into each family member's Emergency Evacuation Kit (EEK).



72-Hour Kit, Go Bag, Bug-Out Bag, Emergency Evacuation Kit... Whatever you choose to call them, evacuation kits are a vital part of your family’s emergency plan. If forced to evacuate, you may have no advanced notice and have only a few seconds to leave your home. Having supplies packed and on-hand can literally mean the difference between comfort and hardship or even life and death. Assembling a kit is not difficult, it just requires a bit of organization and planning. Follow these instructions to help you be successful.

First, go to [iwillprepare.com](http://iwillprepare.com) > Emergency Kits > Evacuation Kit Idea List. Here you will find a list of items that you might consider putting in your Emergency Evacuation Kit. Make a copy of the list for each family member. Write each person’s name at the top of their own planning sheet. Go through the list and highlight each item you wish to insert in that individual’s Evacuation Kit. Remember! Each person has different needs, so no two kits will be alike. Also, make sure the kit is age-appropriate; you may choose to not include a pocket knife in the kit of a young child, etc... Once you have determined which items to include, find a temporary container to hold them in until you have gathered everything. Don’t search out the perfect bag just yet, we will cover that later, a garbage bag or a cardboard box for each individual will do for right now. Don’t put anything in the kit just yet, later instructions will tell you what to do. There is a separate list on the same website for evacuation kits for infants and toddlers. Plan the kits for young children as well.

3.12  Consider getting a Weather Alert Radio to wake you up in case of an emergency.

Weather Alert Radios help protect you and your family from disasters. Let’s imagine it is 3 AM and you are sound asleep when a tornado is spotted or the dam breaks...Weather Alert Radios will turn on, make a loud tone and then be followed with emergency instructions. NOAA emergency alert weather radios automatically activate to provide you with immediate



information about life threatening events, giving you extra time to prepare and evacuate if necessary. Radios with SAME, or Specific Alert Message Encoding allow you to specify the particular area for which you wish to receive alerts. Most warnings and watches broadcast over NOAA Weather Radio are county-based, although in a few areas of the country the alerts are issued for portions of counties. Since most NWR transmitters are broadcasting for a number of counties, SAME receivers will respond only to alerts issued for the area (or areas) you have selected. This minimizes the number of “false alarms” for events which might be a few counties away from where you live. While SAME allows you to specify a particular area of interest, some receivers allow you to turn off alarms for certain events which might not be important to you. Weather Alert Radios cost anywhere from \$20 and up. Look for those with “NOAA Weather Radio” and “S.A.M.E.” features.

### 3.13 Gather the “Food” related items you want to put in your Emergency Evacuation Kit (EEK).

In number 11, you made a list of all the items you have considered putting in the Emergency Evacuation Kits (EEK) for each family member. Go to each list and look at the “Food/Cooking” section. Decide on what food you plan to add to each kit. During a crisis, what you eat is very important. With the added stress, you will need lots of energy. High calorie food is what your body will need. Plan on 2000+ calories/day. It’s true we can survive several days without food; however, lack of food can increase your susceptibility to the effects of cold, pain, fear and irrational thinking. Children, the elderly, people with certain medical conditions such as Diabetes and pregnant women should not ration or go without food. Food improves morale! This is what many need during a crisis.



What kind of food should you NOT include in your Emergency Kit? Foods associated with long term food storage such as, beans, grains, flour, etc. They require too much preparation and are too bulky. Also exclude low calorie foods. Traditional 72-hour Kit menu Items such as a granola bar, can of tuna, and a pack of gum is not enough for a whole day. What kind of food should you include in your Emergency Kit? Consider the dietary needs of your family. Select food they will enjoy (taste tests), nonperishable, no refrigeration, no heating necessary, no or little water needed, no or little preparation, compact and lightweight, satisfies hunger, supplies energy, contributes to good nutrition and improves morale. Some examples are MRE’s (Meals Ready-to-Eat), Freeze Dried Backpacking meals, Heater Meals, or Canned Ravioli and canned fruit with pull top lids. Include supplies to heat and serve your food too. Mess kits, Sterno Fuel, Lighter, paper products, etc. Place each item into the temporary spot you have selected to keep the items until we assemble the kit. For more information on Evacuation kits go to [iwillprepare.com](http://iwillprepare.com) > Emergency Kits.

### 3.14 Place records about any valuables you own into your “Red File.”



Go to [iwillprepare.com](http://iwillprepare.com) > Evacuation > Important Documents (Red File). Here you will see a list of possible important documents that you can print and review. Look at the valuables section. Collect any of these documents that apply to your family and add them to your Red File. These records will include jewelry, collectables, licenses and serial numbers of important or expensive items including firearms. It would be smart to perform a video inventory of items around your home. Place this video in your red file and saved on the cloud or with someone that does not live with you. If you lose your home to flood or fire, you can use this inventory to claim your losses with your insurance company.

### 3.15 Gather the “Light” related items you want to put in your Emergency Evacuation Kit (EEK).

In number 11, you made a list of all the items you have considered putting in the Emergency Evacuation Kits (EEK) for each family member. Go to each list and look at the “light” section. What light source have you decided to put in each kit? Make sure what you select can stay in the kit and will not need to be pulled out for other purposes. Remember that when you buy your flashlights, look for high lumens (the amount of light created), standard sized batteries so you can use rechargeable batteries (especially the size used in your solar yard lights) and LED bulbs. LED bulbs use much less energy so



the batteries will last much longer. Head-mount style is convenient so you can keep your hands free while working. After you have secured each item, place them into the temporary spot you have selected to keep the items until we assemble the kit. For more information on Evacuation kits go to [iwillprepare.com](http://iwillprepare.com) > Emergency Kits.

### 3.16 Secure sliding doors and windows from possible break-ins.

Windows are a common point of entry used by burglars. In terms of security, windows pose many problems. Windows are often left unlocked and open more often than doors. An open window, visible from the street, may be the sole reason your home was selected by a burglar. Whenever you are away from home, close and lock your windows. Ground floor windows are more susceptible to break-ins but second floor windows become attractive if they can be accessed from a ladder, tree, fence, or by climbing on balconies. Windows are equipped with weak latches, not locks, and can be forced open relatively easily. Keep valuables away from your windows. Use curtains or blinds over any windows or doors



that are easy to see into. Sliding glass doors and windows are similarly constructed and share common security problems. To supplement the latch on your sliding door or window, install a snug fitting wooden or metal dowel, 1"x 1" or other wooden strip into the bottom inside track to prevent the door or window from being opened from the outside if the lock is broken. There are also numerous locking and track-blocking devices that can be screwed down that are available at your local hardware store. They can prevent a sliding door or window from being lifted or forced horizontally. Through-the-frame pins work well for vertical sliding windows.

### 3.17 Gather the "Heat" related items you want to put in your Emergency Evacuation Kit (EEK).

In number 11, you made a list of all the items you have considered putting in the Emergency Evacuation Kits (EEK) for each family member. Go to each list and look at the "Heat" section. When away from your home, your ability to stay warm will most likely depend on your ability to start fire. Consider multiple means of starting fire. Lighters and strike-anywhere matches are great choices to start with. They are easy to use and reliable. Since your life may depend on starting a fire, add at least one additional means of starting a fire. Hand and body warm packs are a convenient way to help you stay warm when sleeping, on the move or other times you can't be near a fire. Little children should not be given matches and lighters. Parents should plan on having extra in their kits to help their young children who have none. After you have secured each item, place them into the temporary spot you have selected to keep the items until we assemble the kit. For more information on Evacuation kits go to [iwillprepare.com](http://iwillprepare.com) > Emergency Kits. For more information on fire starting go to [iwillprepare.com](http://iwillprepare.com) > workshops > Fire Starting.



### 3.18 Create an Identification kit for each child.



Every year, hundreds of thousands of children in the U.S. are reported "missing." Having an identification kit for each child, containing their vital statistics and urgent medical information in one handy, secure place, can be invaluable. Providing this information to law enforcement the instant a child is reported missing can save valuable time and increase the odds of recovering them. There are many varieties of kits on the market, some features include: physical description, important contact info, medical information (such as allergies or list of medications), fingerprints, DNA sample, current photos, dental imprints, voice recordings, etc... These kits can be purchased online. Order them with other families or groups to get a price break. My favorite can be found at [childidprogram.com](http://childidprogram.com). Once completed, place these kits in your Red File. Consider taking them with you when you go on family vacations.

### 3.19 Gather the “Water” related items you want to put in your Emergency Evacuation Kit (EEK).

In step 1.18, you also stored 6 gallons of water for each person in portable containers. This is the water you will take with you if you have to evacuate. In step 3.11, you made a list of all the items you have considered putting in the Emergency Evacuation Kits (EEK) for each family member. Go to each list and look at the “Water” section. A gallon of water weighs 8.3 lbs. So it is difficult to carry all the water you need when you evacuate. You might add some ways to treat water that you find along the way to make it safe to drink. At the very least, everyone should have a water container and several coffee filters for filtering out large particulates. For better protection you might additionally consider water purification tablets or a backpacking water filter. After you have secured each item, place them into the temporary spot you have selected to keep the items until we assemble the kit. For more information on Evacuation kits go to [iwillprepare.com](http://iwillprepare.com) > Emergency Kits or for more information on water go to [iwillprepare.com](http://iwillprepare.com) > Water.



### 3.20 Assemble an Emergency Sanitation Kit.

During or after a disaster, if you are able to stay at home, water is available, all sewer lines are intact and the power grid is up, sanitation can usually continue as you normally do. If any of these four factors change, you could have serious problems. A sustained power outage can cause areas that rely on pumps to be without water. Using your home toilet is only practical when you are staying at home and the toilet is intact. If you have to evacuate, you lose your toilet as well. Sanitation is one of the most important and most overlooked aspects of Emergency Preparedness. According to the World Health Organization, people affected by disasters are more likely to become ill and to die from diseases related to inadequate sanitation and water supplies than from any other single cause. Assembling a portable toilet sanitation kit can mean having sanitation needs wherever you are. This is done by using a bucket with a garbage bag liner. There are two ways to manage your emergency toilet. The wet method or the dry method. The Wet Method is popular with RVs. Deodorants are used to control the smell and digester enzymes are used to reduce the volume (the enzymes eat the feces) and turn solids to liquids so there are no clogs in the RV plumbing and so it is easier to dump at RV dump stations. ½ cup bleach can be added daily to kill germs. The problem with the liquid method in emergency situations is that dump stations are not available. Storing liquid waste for future pickup or burying it is much more difficult, prone to leakage and it is harder to control the spread of disease. Harmful pathogens are found in feces, not urine.



The dry method means separating urine from feces which can keep your dry toilet dry and easier to manage. Where possible, collect urine separately from feces. If possible, dispose of urine directly onto your garden or outdoor plants. Otherwise, store it for disposal once the sewage system is up and running. If multiple toilets are used, identify the toilet that is for feces only. After each use of the dry toilet, add a scoop of dirt, kitty litter, saw dust, wood ash, etc... it will absorb liquids which will control the smell. Carefully replace the bag when necessary. If you have a yard or have access to an open area, you may bury the plastic bag. Make sure you bury it at least 18 inches deep to keep out vermin and at least 100 ft. from wells or open water. Otherwise you can store the sewage in a lined garbage can with a tight fitting lid for collection later.

Include the following in your Sanitation Kit:

- 5-6 gallon bucket with a toilet seat lid
- Garbage bags [kitchen size] (to use as toilet liners)
- Large garbage bags for storing sewage
- Toilet paper
- Liquid bleach
- Rubber gloves
- Kitty Litter
- Rope, tarp and clothes pins or pop-up privacy shelter [Optional]
- Anti-bacterial wipes or spray
- Wet-wipes, towellettes
- Feminine supplies
- Shovel
- Dish & hand soap & hand sanitizer