



### Level 1 Checklist

- 1.1  Hold a family meeting to kick-off your preparedness efforts.
- 1.2  Create an emergency contact list. Post it on fridge or near phones.
- 1.3  Program all Emergency Contacts into all family member's cell phones.
- 1.4  Write down and memorize important numbers in your cell phone.
- 1.5  Setup a home fire escape plan and do a practice drill.
- 1.6  Setup Emergency Regroup Locations.
- 1.7  Register your cell phones with your local reverse 911 service.
- 1.8  Enter "ICE" (In Case Emergency) numbers into all of your family members' cell phones.
- 1.9  Conduct a Home Hazard Hunt.
- 1.10  Identify people and homes in your neighborhood as designated "safe places" for your children.
- 1.11  Teach children how to use the phone and how to call 911.
- 1.12  Help children memorize their full name, parents' full name, home address and phone number.
- 1.13  Setup an out-of-state/long-distance contact.
- 1.14  Select a safe location for your important documents.
- 1.15  Locate water main, gas shutoff valves and electricity circuit breaker and learn how to shut them off.
- 1.16  Make sure you have functional smoke alarms in your home, in the correct areas and with fresh batteries.
- 1.17  Select a family code word and teach your children how to use it.
- 1.18  Store 6 gallons of drinking water per person in portable containers.
- 1.19  Plan and do a "No Utilities" night with your family.
- 1.20  Place a flashlight (with fresh batteries), a chemical light stick and a pair of shoes under each person's bed.

## Level 1 Quick Guide

### 1.1 Hold a family meeting to kick-off your preparedness efforts.

No plan to get a family prepared will be successful if the entire family is not invested in the effort. A family meeting is a good way to discuss the importance and common sense of preparing for emergencies. If you feel you need an object lesson to drive the point, plan this meeting right after doing your "No Utilities" night. This will help you discuss the problems you experienced and share ideas of what can be done to make things more comfortable the next time the power goes out. This meeting would be a great time to introduce EPPIC Preparedness as your family plan and/or your own personal plans. Don't forget to pray for success and request guidance from the spirit throughout your efforts.



### 1.2 Create an emergency contact list. Post it on fridge or near phones.



During the stress and uncertainty of an emergency, it can be difficult to think quickly and clearly. Smart decisions in these critical moments can literally mean the difference between life and death. Planning out what you will do ahead of time is essential to good preparedness. This includes who to call during and after the emergency takes place. Names and phone numbers of critical contacts should be written down and kept at home, in wallets, purses and children's backpacks. Having numbers programmed into phones is great too, but can be unreliable if power, batteries or cell networks are down. Having critical numbers given to close friends, family, long-distance contacts, babysitters and church members is also wise. Don't overlook placing numbers by phones and on the refrigerator. Visitors, babysitters or even paramedics may need to contact you or your loved ones and having the list clearly visible is ideal. Teach your children how to call for help in an emergency if you are not home or can't get to the phone. Download a template at [iwillprepare.com](http://iwillprepare.com) > Communications > Emergency Contacts List.

### 1.3 Program all Emergency Contacts into all family member's cell phones.

Creating a list of Emergency Contacts is only helpful if you have the list at hand when you need it. While having a printed list with you is a great idea, it may be more practical to program the numbers into your cell phone. Make sure that your spouse and children also have these important numbers programmed in their cell phones as well. This simple, yet often overlooked activity may help you reach loved ones or other contacts during stressful moments.



### 1.4 Write down and memorize important numbers in your cell phone.

I am the first to admit that in the days before I owned a cell phone, I had all my friends and family members phone numbers memorized. Now that they are all programmed into my phone, I never have to dial their number anymore. So if my cell phone died or becomes lost or broken, I would have no idea what numbers to call to reach many of my loved ones. Take some time and memorize those important numbers and from time to time, when you call them. Skip asking the phone to call mom and actually dial the number on the key pad. This will help you retain those numbers so you remember them when you need them.

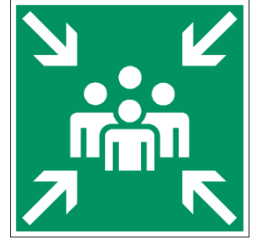
### 1.5 Setup a home fire escape plan and do a practice drill.



From the time a smoke alarm sounds, you can have as little as two minutes to exit your home before it is too late. Every moment counts, so plan ahead how you will evacuate your home, in case of a fire, and test it. Draw a floor plan of your home and make sure there are two ways to escape each larger room and bedroom. Setup a regroup location in front of a neighbor's house where you can wait for family members and the fire dept. If you have family members who need assistance during an escape, assign someone to be a designated helper. A pouch or fanny pack containing a flashlight, chemical light stick, safety goggles (closed sides), face mask (N95) and a whistle under each bed is a great idea. Do a practice drill twice a year so everyone is familiar with the plan. For more information and a sample floor plan, go to [www.iwillprepare.com](http://www.iwillprepare.com) > Evacuation > Home Fire Escape Plan.

## 1.6 Setup Emergency Regroup Locations.

Families spend much of their time apart. When disaster strikes it is important to regroup and respond to the event together, whether that means evacuating, sheltering-in-place, providing assistance to others, etc... Unfortunately, disasters often lead to communications failures or network flooding preventing phone calls, messaging or emails from going through. It is best to have key regrouping decisions already made so even if the lines of communications are down, you know where to meet up with your loved ones. As a family, make the following decisions and integrate it into your family emergency plan. Also decide who will be in charge of picking up children, pets, evacuation kits, and leaving messages for loved ones.



If we must evacuate:

1. Our home but not the immediate area. (ex. house fire, other home damage) regroup at: \_\_\_\_\_
2. The immediate area but not our neighborhood. (ex. water main break, police Incident) regroup at: \_\_\_\_\_
3. Our neighborhood but not the metro area. (ex. gas leak, hazmat spill) regroup at: \_\_\_\_\_
4. The metro area but not the State. (ex. flooding, riots, earthquake) regroup at: \_\_\_\_\_
5. The State but not the Country. (ex. nuclear, biological or chemical Incident) regroup at: \_\_\_\_\_
6. The Country. (ex. War) regroup at: \_\_\_\_\_

## 1.7 Register your cell phones with your local reverse 911 service.



When an emergency happens at home, you can call 9-1-1 for help. When emergencies happen in your neighborhood or local area public safety agencies can use a system to contact all those affected and notify them via phone call to make them aware of the emergency and what to do. Areas with the reverse 911 service available will already have their landlines in this database. Those that wish to register their cell phones to the database can do so. Register your phones with your local reverse911 system if one is available. Some are run at the County or even state level so do an internet search for it. For Maricopa County Arizona, go here:

<http://www.maricoparegion911.org/CENS.htm>

## 1.8 Enter "ICE" (In Case Emergency) numbers into all of your family members' cell phones.

In an emergency, hospital staff or emergency services often waste valuable time searching through wallets and cell phones to determine which numbers to call to reach next of kin to notify them that a loved one is injured. Store the word "ICE" into your cell phone's contact list followed by the phone number of the person you wish to be contacted "In Case of Emergency." For more than one emergency contact, enter them as follows: "ICE1", "ICE2", "ICE3", etc...

Emergency services will know to look for ICE numbers. To provide them more info, you can enter them like follows, ICE1 Bob's Wife, ICE2 Bob's Father, ICE3 Bob's Doctor, ICE4 Bob's Work, etc... Some Suggestions include: For cell phones belonging to children, make sure the ICE contacts include parents or guardians (those able make medical decisions on their behalf). Make sure you request permission from those you intend to use as your ICE contacts. Use phone numbers for your ICE Contacts that they are most likely to answer (i.e. cell phone, instead of home number). Make sure your ICE contacts have a list of other important phone numbers and are familiar with your medical conditions, allergies, and prescriptions.



## 1.9 Conduct a Home Hazard Hunt.

Make your home safe. Inspecting your home can reduce the likelihood of disasters such as fires, explosions, gas leaks, spread of disease, etc... from occurring. A home hazard hunt conducted from time to time can help point out areas of risk. This is a rewarding activity to do together with your family. It can be a great learning experience for children. It can also be fun. My favorite one can be found here: [http://www.ocem.org/pdf\\_resources/Home\\_Hazard\\_Hunt.pdf](http://www.ocem.org/pdf_resources/Home_Hazard_Hunt.pdf)



1.10  Identify people and homes in your neighborhood as designated “safe places” for your children.

As your children grow up, they are allowed greater independence. At some point they may be trusted to walk to school or play in certain areas of the neighborhood without a parent. Make sure that you point out neighbors and friends that you trust and that your children feel comfortable going to if they are in trouble, hurt or feel threatened.



1.11  Teach children how to use the phone and how to call 911.



Parents will know when their children are mature enough to teach them the importance of calling 911 and the situations in which it is appropriate. Do not overlook this instruction. As you teach them, consider using roll play as you setup a situation and let them pretend to speak to a 911 Operator as they explain the situation. Remind them that calling 911 in a non-emergency situation is not a good idea. There are some great resources available at: [911forkids.com](http://911forkids.com).

1.12  Help children memorize their full name, parents’ full name, home address and phone number.



Children are curious creatures and it is not uncommon for one to slip away when your attention is turned elsewhere. Children are frequently found and when asked their last name, they don’t know it. Others think their mother’s name is “Mommy.” Teach your preschooler this important information so they can quickly be returned to you if lost or separated.

1.13  Setup an out-of-state/long-distance contact.

Between work, school, gym, errands, youth activities, etc... family members spend a large portion of each day apart. Odds are pretty likely that your family will not be together when disaster strikes. In these moments, communication is critical to coordinate times and locations on how to reunite and determine how you will respond to the emergency. In localized emergencies, local phone networks may be down or over-capacity due to increased traffic, preventing you from making a call. Because local and long distance calls are on separate networks, sometimes it is easier to make a long-distance call than a local one. Establish an out-of-state/long distance contact that can relay information for you. If family members are unable to contact each other, they should leave messages with this contact.



1.14  Select a safe location for your important documents.

Many potential emergencies may require you to evacuate your home. Some may be short; others longer and still others may prevent you from returning at all. Despite your displacement, many facets of normal life continue. Bills need to be paid, purchases need to be made, bank accounts need to be accessed and memories and important records need to be preserved. If forced to evacuate your home quickly, you won’t have time to gather all of your important files, pictures, and other items. Plan ahead now by gathering your documents so when needed, they are already together and can be grabbed quickly. One option is by assembling a Red File! A Red File is a binder or folder with all your important documents in one place. It can be kept in a fire safe so it is protected from fire but also easily accessible in case you are forced to evacuate. Make sure you gather at least what you have of the following: Birth Certificates, Bank and Credit Card records, Diplomas, Marriage Certificates, List of Emergency Contacts, Insurance policies, important medical records and wills. Need more info on Red Files or for a list of Important Documents? Go to [www.iwillprepare.com](http://www.iwillprepare.com) > Evacuation > Important Documents (Red File).



1.15  Locate water main, gas shutoff valves and electricity circuit breaker and learn how to shut them off.

In the event of a disaster, you may need to shut off one or all of the utilities in your home (gas, water & electricity). Shutting off utilities may prevent further damage caused by disasters by potentially eliminating gas leaks, flooding or other water damage, fires or electrocution to name a few. Utilities should be turned off if your home or those in your immediate area have sustained structural damage until they can be properly inspected. Local authorities may instruct you to do so. It is important for everyone in your home to know where these controls are located and how and when it is appropriate to shut them off. Learn how at [www.iwillprepare.com](http://www.iwillprepare.com) > Evacuation > Utility Shut-Off Instructions.



1.16 ☐ **Make sure you have functional smoke alarms in your home, in the correct areas and with fresh batteries.**



From the time a smoke alarm sounds, you can have as little as two minutes to exit your home before it is too late. Make sure you have smoke alarms installed near each bedroom and on all levels of your home. Also, make sure they are working properly, tested regularly and have fresh batteries. Push the test button so your family is familiar with the sound and knows to put your escape plan in motion when they hear it. Batteries should be changed once a year. At the same time, use canned air to remove any accumulated dust. Put a piece of tape over the metal contacts of 9V batteries before you throw them out. If they come in contact with the points of another battery, aluminum foil or other metal objects in the trash, they may start a fire.

1.17 ☐ **Select a family code word and teach your children how to use it.**

As parents, it is our responsibility to keep our children safe, but we can't be with them all the time. Early on, we teach them how to be safe without us, such as look both ways before crossing a street or "Stranger Danger." Unfortunately, those that threaten their safety are not always strangers; in fact, most often, they are acquaintances, friends or family members. To help ensure your child knows that any break in routine has been approved by you, setup a secret family code word. Let's say you are running late in picking up your child from school, before you get there, someone they know tells your child that you sent them to pick them up, would your child go with this person? Before getting in the car, your child should ask "what's the code word?" Only a correct response will signal to your child that it is safe to go with them and that you approve. Anyone who tries to pick up your child and does not know the code word should not be trusted. Code words should be simple, easy for everyone to remember and a family secret. They should also not be used regularly in common conversation around your home. "Teddy Bear" or the name of your pet may be poor examples, while "green unicorn" or "crunchy soup" are much better. Keep the word or phrase secret and change it if it has been used or made known to others outside of your circle of trust. Get your children involved in picking the word or phrase so they feel involved. You can also make it fun so it is easier to remember and removes fear from a potentially frightening discussion. Family code words are simple but highly effective. They have successfully saved many children from abduction and abuse. Additional family code words can also be useful in other situations. It is best if they can be used in normal conversation while not raising suspicions, some examples where code words can replace instructions are:



1. "Emergency! Be Alert!" (Given with instructions, means don't think, just do! This is not a drill.)
2. "Call 911!"
3. "Drop everything, grab the kids and run straight to a uniformed police officer."
4. "Adjust your wardrobe!"
5. "Please come and pick me up...I need to get out of this situation!"
6. "Can we leave now?" (non-urgent)
7. Time to check-in with each other
8. "I'm Scared!"
9. "I do not trust this person."
10. "Get home right now and be on guard"
11. "Get kids, emergency kits and evacuate to regroup location! More details later when I can call you!"
12. "Go get your/my gun!"

1.18 ☐ **Store 6 gallons of drinking water per person in portable containers.**

Clean drinking water is the single most important item you should store as part of your preparedness efforts. Store 2 gallons of untreated tap water / person / day for a 3 day supply. Store these in portable containers so you can take the water with you if you must evacuate your home. Possible containers include: 2-liter soda bottles, 1 gallon apple juice bottles, 16-20 oz. store-bought bottled water, etc... Make sure that the bottles are food grade quality and have tight fitting screw-cap lids. Avoid the following containers: milk jugs, glass, metal and chlorine bleach bottles. Replace stored water every 12 months. Check water occasionally. If any changes, such as cloudiness or odor, replace the water.



1.19 ☐ Plan and do a “No Utilities” night with your family.



If your family is like mine, most nights are filled with computers, video games, TV, cell phones, microwaves and electric stoves. How would your family do if the power was out for an entire evening? Would you be able to cook a meal? Would you be able to see after dark? How would you entertain yourselves? How would you calm little children afraid of the dark? The best way to discover the answer to these questions is to live it. Without any advanced planning or warning, (Clear the idea with your spouse ahead of time) announce the experiment by flipping the light switch off. Some families may be able to have enough self-control to just turn off the lights and keep them off. Others may have to flip circuits off at the breaker box.

Take notes of what goes right and wrong and put together a plan to get what you might need to make the experience more manageable if the power goes out for real. Plan a second night after you make your planned changes. Note the difference between to two experiences. Your first “No Utilities” night might be a great way to kick-off your preparedness efforts. It will help family members become invested in the program.

1.20 ☐ Place a flashlight (with fresh batteries), a chemical light stick and a pair of shoes under each person’s bed.

Many disasters are accompanied with power failures. It is especially critical for parents of young children to have a flashlight handy so they can make their way to help their children as soon as possible without fumbling for flashlights or replacing batteries. Teach your children where the flashlights are and when it is appropriate to use them. You should refrain from using these emergency flashlights under normal conditions, so you



can ensure that your batteries are fully charged when you need them. Many flashlights now come with LED bulbs. LED bulbs use much less energy to operate so the batteries will last much longer while in use. Flashlights that use AAA, AA, C, D or 9V batteries are easier sizes to recharge. Buy Industrial light sticks instead of the novelty variety. They are brighter and last longer. They can be used as a comfort item or night-lights for children. They are also a great source of light during a gas leak when the use of a flashlight could ignite the gas vapor and cause an explosion. Glow sticks are available in several colors. The brightest and longest lasting color is Green.

