



Level 4 Checklist

- 4.1 Take the online FEMA class: *IS-22: Are You Ready? An In-depth Guide to Citizen Preparedness.*
- 4.2 Gather the "Shelter" related items you want to put in your Emergency Evacuation Kit (EEK).
- 4.3 Buy and store several boxes of strike-anywhere matches and disposable lighters.
- 4.4 Gather the "Communications" related items you want to put in your Emergency Evacuation Kit (EEK).
- 4.5 Find a way to keep your cellphone charged for at least a week without power.
- 4.6 Gather the "Sanitation & Hygiene" related items you want to put in your Emergency Evacuation Kit (EEK).
- 4.7 Buy and store coffee filters and bleach for treating water.
- 4.8 Add another preparedness book to your home library and read it.
- 4.9 Gather the "Clothing" related items you want to put in your Emergency Evacuation Kit (EEK).
- 4.10 Place business/employment records into your "Red File."
- 4.11 Gather the "Tools" related items you want to put in your Emergency Evacuation Kit (EEK).
- 4.12 Place records about your home/vehicles/property into your "Red File."
- 4.13 Gather the "Money, Documents & Direction" related items you want to put in your Emergency Evacuation Kit (EEK).
- 4.14 Place education records into your "Red File."
- 4.15 Gather the "Survival & Protection" related items you want to put in your Emergency Evacuation Kit (EEK).
- 4.16 Place legal records into your "Red File."
- 4.17 Gather the "Miscellaneous" related items you want to put in your Emergency Evacuation Kit (EEK).
- 4.18 Get a suitable container to hold your EEK supplies.
- 4.19 Place a list of the kit's contents in each EEK.
- 4.20 Place your EEK's where they can be easily grabbed on the way out of your house in an emergency.

Level 4 Quick Guide

- 4.1 Take the online FEMA class: *IS-22: Are You Ready? An In-depth Guide to Citizen Preparedness*.



Emergency preparedness is often interpreted as buying and storing food or supplies. Don't forget that the most important components of preparedness are knowledge, training and acquired skills. You might have a garage full of gear but not know what to do with it in an actual emergency. The Federal Government's Federal Emergency Management Agency (FEMA) has spent years and millions of dollars developing training materials for Emergency Managers and volunteers around the country. Many of these courses are available to, or even designed for, the general public. Browse the list of ISP (Independent Study Program) classes and see if any interest you. *Household Hazardous Materials, Workplace Violence Awareness, Planning for the needs of Children in Disasters, Protecting Your Home or Small Business from Disasters and Active Shooter; What you can do* are just some examples of courses available. A great course that covers a wide number of important preparedness topics is: *IS-22: Are You Ready? An In-depth Guide to Citizen Preparedness*. Encourage all parents and older children to take this course. When you are done, take the optional exam to prove to yourself you understand the concepts. The courses can be found here: <http://training.fema.gov/IS/crslist.aspx>

- 4.2 Gather the "Shelter" related items you want to put in your Emergency Evacuation Kit (EEK).

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 "Shelter" section. How are you planning to stay out of the elements if you are forced to spend some time outdoors? Did you consider hot, cold and inclement weather scenarios? Wool blankets, despite being heavy, maintain their ability to keep you warm even when wet. Cut wool blankets in half for young children. I rolled my wool blankets up tight, inserted them into a food saver bag and vacuum packed them to keep



them dry, clean and compact in my kits until I need them. Military style ponchos are lightweight, strong and have grommets so you can use them as ground coverings or to make a shelter. Tarps and rope are always useful in making shelters and windbreaks. After you have secured each item, place them into the temporary spot you have selected to keep the items until you assemble the kit. For more information on Evacuation kits go to iwillprepare.com > Emergency Kits.



- 4.3 Buy and store several boxes of strike-anywhere matches and disposable lighters.



Whether you are miles from civilization or in your own home during a power outage, keeping warm and fed following a disaster may be conditional upon your ability to start a fire. Because you don't know how long you might be without power, you should plan on being able to start hundreds of fires. While learning alternate ways to start a fire is important and something we will address later, keeping things simple and reliable is important. Buy several kitchen size boxes of strike-anywhere matches and disposable lighters. This will ensure that you can start all the fires you need to cook your meals and keep you warm. These items are also great to share or barter during large scale disaster scenarios.



- 4.4 Gather the "Communications" related items you want to put in your Emergency Evacuation Kit (EEK).

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 "Communication" section. You have already put together an emergency contacts list. Make sure you include it in each EEK. What means of communications will you include? Do you have a way to charge your cell phone in the car? Battery pack? Solar? Two-Way radios for communications within 2 square miles? Do you have a Ham Radio license and portable Ham radios? (Ham is the most reliable form of communication. When all else is down, Ham Works!). Do you have a portable radio with NOAA frequencies so you can stay informed? (Some portable radios have cranks to charge cellphones). After you have secured each item, place them into the temporary spot you have selected to keep the items until you



assemble the kit. For more information on Evacuation kits go to iwillprepare.com > Emergency Kits or for Communications go to iwillprepare.com > Communications.

4.5 Find a way to keep your cellphone charged for at least a week without power.



In step 4 we learned one way this could be accomplished. Some emergency portable radios have cranks to charge cellphones. This is not ideal, however, due to the amount of cranking necessary to charge a cell phone battery. If you are simply trying to make one emergency call, that is a different story. One easy way to keep your phone charged is to buy a car adaptor. If the power goes out, you can always plug your phone into the cigarette Lighter/12V Accessory plug in your car. Over time, this will certainly wear down your car battery but for small outages, this might be all you need. For



longer outages, consider solar phone chargers or solar panels and a battery backup that might also be used for charging other small electronics, rechargeable batteries (for radios or GPS systems), laptops, batteries for rechargeable power tools, etc. Be aware that there is no guarantee that the cell phone network will be up and running following a disaster. However, you'll be prepared if it is.

4.6 Gather the "Sanitation & Hygiene" related items you want to put in your Emergency Evacuation Kit (EEK).



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 "Sanitation & Hygiene" section. The World Health Organization (WHO) says "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." This is why it is especially important to maintain proper sanitation and hygiene during and following disasters. This will help prevent the spread of disease, reduce irritation, help morale and relieve stress. If water or sewer lines are broken,

you will need to manage your garbage and toilet needs as well. The portable sanitation kit you assembled in step 3.20 can be taken with you if you have to evacuate. You can also purchase portable/disposable travel toilet kits. After you have secured each item, place them into the temporary spot you have selected to keep the items until you assemble the kit. For more information on Evacuation kits go to iwillprepare.com > Emergency or for Sanitation got to iwillprepare.com > Sanitation.

4.7 Buy and store coffee filters and bleach for treating water.



You have already stored water for you family in portable containers in case you are without water for a short period of time or if you have to evacuate. In most medium to long-term emergencies, you simply will not have enough water for your needs which include drinking, cooking, bathing, laundry, washing, etc... We will talk about storing larger quantities of water in level 5. Water is the single most important emergency item. It is so critical to sustaining life that we need to plan on many water resources including storing our own and treating the water available around us. It is important to note that swimming pool water is never safe to drink. Because of the concentration of chemicals and impurities in pools, it would be safer to treat and drink canal water than swimming pool water. An inexpensive way to treat water is to filter it through coffee filters and purify it using bleach. One gallon of clear water can be treated by the addition of 1/8 teaspoon (about 5-8 drops) of liquid chlorine bleach containing 4% to 6% sodium hypochlorite (most bleaches contain 5.25 %). The bleach should not contain, phosphates, softeners, fragrances or soap additives. For more information on water and water treatment go to iwillprepare.com > Water.



4.8 Add another preparedness book to your home library and read it.

Knowledge and skills are an important part of your preparedness efforts. Information can be gathered from many sources, including online and from local classes or workshops. Continue to build a preparedness library by buying an additional preparedness book on a topic of your choice. Choose one that is in an area you are not familiar with or you have always wanted to learn more about. If you enjoy it, share it with your family and friends. If you have trouble deciding, take a look at some of my favorites. Go to www.iwillprepare.com > Emergency Prep. Products I like @ Amazon.com > Books.



4.9 Gather the “Clothing” related items you want to put in your Emergency Evacuation Kit (EEK).



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 “Clothing” section. Tee Shirts, flip flops, shorts, jogging pants. These items provide a level of comfort, and certainly can be included in your kit for comfort purposes, but following many disasters you might be involved in search & rescue or clean-up efforts or you might need to hike several miles across undeveloped areas. Long, sturdy, pants and hiking boots or running shoes, a long-sleeved shirt and jacket will keep you protected while you are working to take care of your family. I pack my winter gear in a separate small duffle bag and will grab it only if the evacuation is during the cooler months. A hat and sunglasses are a must. For children clothes packed away and not worn may seem like a waste. I recommend buying clothes that are one size too large and placing them in their kits. This way your child will never have clothes that are too small in their kit when they need them. When your child grows into the clothes, pull them out of the kit and replace them with new clothes that are one size too large. No Waste! After you have secured each item, place them into the temporary spot you have selected to keep the items until you assemble the kit. For more information on Evacuation kits go to iwillprepare.com > Emergency Kits.

4.10 Place business/employment records into your “Red File.”

Go to 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 business/employment section. Collect any of these documents that apply to your family and add them to your Red File. These records will include business licenses, insurance, client contact information, employee benefits records, contracts, résumés, etc... Whenever possible, include whatever originals you can.



4.11 Gather the “Tools” related items you want to put in your Emergency Evacuation Kit (EEK).



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 “Tools” section. Odds are, following a disaster, you won’t be sitting idle. Work will need to be done. Providing help to other, search & rescue operations, clearing debris, rebuilding, repairing and much, much more. Various tools will be critical to help with these needs. Every adult and older child should have a pocket knife, rope, dust masks and work gloves. Many other supplies could be useful as well. Ear plugs are important for many reasons, especially while trying to sleep in group shelters. After you have secured each item, place them into the temporary spot you have selected to keep the items until you assemble the kit. For more information on Evacuation kits go to iwillprepare.com > Emergency Kits.

4.12 Place records about your home/vehicles/property into your “Red File.”

Go to 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 home/vehicles/property section. Collect any of these documents that apply to your family and add them to your Red File. These records will include loan and mortgage records, titles, deeds, agreements, VIN #'s, Insurance records, copies of keys, etc... Whenever possible, include whatever originals you can.



4.13 Gather the “Money, Documents & Direction” related items you want to put in your Emergency Evacuation Kit (EEK).



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 “Money, Documents & Direction” section. Cash, identification, maps, GPS systems, your emergency plan, list of regroup locations. All of these items are critical in getting you from where you are to somewhere safe. A few copies of your most important documents are also needed. You should however, plan on grabbing your Red File on your way out the door as well. After you have secured each item, place them into the temporary spot you have selected to keep the items until you assemble the kit. For more information on Evacuation kits go to iwillprepare.com > Emergency Kits.

4.14 Place education records into your “Red File.”

Go to 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 education section. Collect any of these documents that apply to your family and add them to your Red File. These records will include diplomas, transcripts, awards, report cards, cherished school projects, etc... Whenever possible, include whatever originals you can.



4.15 Gather the “Survival & Protection” related items you want to put in your Emergency Evacuation Kit (EEK).



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 “Survival & Protection” section. It’s impossible to know for sure how people will react when placed in stressful situations. While it is never our intention to hurt those around us, it is our responsibility to keep our families safe from harm. Personal protection should not be overlooked when planning your EEK. Conditions that produce the need for an EEK are often the same as those that produce the need for personal protection. Situations may also make it necessary for you to spend some time away from civilization, either by choice or as a means of getting to your final destination. Survival or hunting related items may also be desired. After you have secured each item, place them into the temporary spot you have selected to keep the items until you assemble the kit. For more information on Evacuation kits go to iwillprepare.com > Emergency Kits.

4.16 Place legal records into your “Red File.”

Go to 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 legal section. Collect any of these documents that apply to your family and add them to your Red File. These records will include contracts, court documents, divorce records, wills, trust information, inheritance records, power of attorney, etc... Whenever possible, include whatever originals you can.



4.17 Gather the “Miscellaneous” related items you want to put in your Emergency Evacuation Kit (EEK).



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 “Miscellaneous” section. First Aid kit, keys, Scriptures, medications, special needs items, baby supplies, games... Don’t let the miscellaneous title lead you to believe these items are less important than the others. Spend some time thinking of items your family uses that others might not or are not listed on the EEK Idea List. Children and adults alike can become very stressed after they have been uprooted from the life they are used to. Comfort items, such as a favorite toy, teddy bear or blanket are especially important during emergencies. They can provide a sense of normalcy to a confusing and scary situation. After you have secured each item, place them into the temporary spot you have selected to keep the items until you assemble the kit. For more information on Evacuation kits go to iwillprepare.com > Emergency Kits.

4.18 Get a suitable container to hold your EEK supplies.



We waited until you had all the gear you want to put in each kit before deciding on a container to hold it all. Container needs vary on a lot of factors. People differ in height, the amount of weight they can carry, the amount of gear they need, whether they can walk or are restricted to wheelchairs or scooters. How much weight they can lift to put into a car? Whether a car is available versus public transportation or perhaps they are planning to evacuate by bicycle. Infants and small children are unable to carry the weight of the gear they

need. Some of the Elderly may not be able to carry a backpack but could have items in small bundles placed in a plastic bin so they can be quickly unloaded and loaded to put into a vehicle. For most kits, I recommend a bag that will allow you to carry your gear on your back. I prefer a rolling duffel bag with backpack straps. This gives you plenty of room but also allows multiple carrying options so you can go further and even allow smaller bags to be attached to yours. Younger and older children can use rolling backpacks to give them multiple carrying options as well. Even the very young can have fun pulling a backpack for a while. I prefer backpacks with rollerblade wheels for a longer lasting and smoother ride. Another option is a backpacking backpack and a lightweight travel dolly. Suitcases, trunks and garbage cans are too bulky to move, avoid using them. For more information on Evacuation kits go to iwillprepare.com > Emergency Kits.



4.19 Place a list of the kit's contents in each EEK.



At least every 6 months, you should open your EEKs and make sure that everything is in place. Make a list of the kit contents and add it to each kit. This way you know exactly what is missing and needs to be replaced. You can use your semi-annual kit check to rotate clothes that don't fit or replace food that is near its expiration date. This is also a good time to switch out toys, medications or comfort items as the needs of your family changes. For more information on Evacuation kits go to iwillprepare.com > Emergency Kits.

4.20 Place your EEK's where they can be easily grabbed on the way out of your house in an emergency.

Your EEKs will only be helpful if they are stocked and readily available. If you have to climb up into the attic to get to your kits, you won't have time to grab them when you need them. You should be able to grab them on your way out the door, literally! I keep my food packs indoors on a laundry room shelf that is on my way out to the garage. The non-food portions of my kits are on a rolling shelving unit in the garage. Everything on this shelving unit goes! My family can be loaded and driving in less than 3 minutes. Find a place in your home where you can store your EEKs so they can be grabbed quickly. Make sure all family members know where they are and to only touch them in emergency situations. For more information on Evacuation kits go to iwillprepare.com > Emergency Kits.

