Four Steps to Disaster Planning

1. **Find Out What Disasters Could Happen to You**
   - Research what types of disasters are most likely to happen in your area.
   - Find out about your community’s warning signals—what they sound like and what you should do when you hear them.
   - Learn which radio stations will provide emergency information for your area.

2. **Create a Disaster Plan**
   - Meet with your family and discuss why you need to prepare for disaster.
   - Discuss the types of disasters that could happen and explain what to do in each case.
   - Make two evacuation plans—one specific to your home and another if your entire neighborhood is affected.
   - Have an action plan for your pets.
   - Contact an out of area relative or friend to be your “family contact.” Explain to them their responsibility.

3. **Put Your Plan into Action**
   - Post emergency telephone numbers by all telephones.
   - Teach children how and when to call 911 for help.
   - Create your home emergency supply kit.
   - Find safe spots in your home for each type of disaster.
   - Determine the best escape routes from your home—find two ways out of each room.
   - Make sure you have smoke detectors on each level of your home, especially near bedrooms.
   - Make sure you have a classified and NFPA approved general purpose dry chemical type household fire extinguisher.
   - Check for adequate insurance coverage.
   - Take photos or videotape your belongings and your home.
   - Take a first aid and CPR class.

4. **Keeping Your Plan Current**
   - **Practice, practice, practice**—review your plan once a month.
   - Conduct fire and emergency evacuation drills.
   - Test and recharge your fire extinguishers according to manufacturer’s instructions.
   - Test your smoke detectors monthly—change the batteries every six months, when the time changes.
   - Replace emergency supply kit stored water and food every six months.