

Emergency Preparedness Checklist

Purpose and Emergency Context

Following a hurricane or other natural disaster, emergency services may require time to reach affected individuals. As a result, residents should prepare in advance to ensure they have access to essential supplies and important information during an emergency.

This checklist helps households track essential supplies, emergency contacts, medical information, and other resources needed when sheltering in place. Expiration dates for stored medications, food, and water are highlighted in red, making it easier to identify items that need to be replaced.

Proper preparation will not only reduce stress during an emergency but can also save your life and the lives of your family.

Government Preparedness Resources

For additional guidance on emergency preparedness, consult the following government resources: <https://www.ready.gov/> or <https://www.fema.gov/emergency-managers/national-preparedness/plan>

Quick Reference

For full interactive functionality, please download the PDF and use it in Adobe Acrobat Reader. Tables use the following status values: OK / Low / Missing / Replace. Dates use YYYY-MM-DD format to verify that the corresponding item is not expired.

Emergency Preparedness Checklist

Checklist Review Tip

Tip: Review and update your emergency preparedness checklist at least twice per year.

Planning Overview

Household Summary

Adults	Kids
Pets	Vehicles
People Total	Days Planned
Primary Contact	Meet-Up Point

Preparedness Dashboard

Status	Overdue	Review Due	Attention
Water On Hand	Goal / Person	Water Days	Meals On Hand
Meals / Person	Food Days	Cover Reviewed	

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Medical Summary

medications, allergies, medical devices

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Pet Profile

name, species, medications, veterinarian, microchip number

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Utility and Emergency Contacts

Document Storage and Copies

physical location, cloud backup, access instructions

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Important Note

Water: Store one gallon per person per day. Each person should have enough water for several days for drinking and sanitation; try to keep more when space permits.
Safety: Never operate grills, camp stoves or propane-burning equipment inside a home, garage, or enclosed area.

Done	Item	Qty	Target	Status	Priority	Checked	Review	Expires	Owner	Storage
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Planning and Records

Records and IDs

Pet records

Photos

Printed checklist

Printed phone list

Food and Water Storage

Human food

Water

Water emergency kit

Water mug

Mess kit

Portable camp stove or grill - outdoor use only

Propane

Medical and Hygiene

Insulin

Heart medication

Emergency Preparedness Checklist

Inventory Grid

Done	Item	Qty	Target	Status	Priority	Checked	Review	Expires	Owner	Storage
Medical and Hygiene (cont.)										
	First aid kit									
	Pet first aid kit									
	Toilet paper									
	Clothes									
Power and Communications										
	Batteries									
	Emergency radio									
	Emergency phone / backup handset									
	Walkie talkie									
	Flashlight									
	Extra charging cables									
Tools and Household Safety										
	Multitool									
	Shears / heavy scissors									
	Rope									
	Sewing kit									
	Knife									
	Shovel and/or axe									
	Duct tape									

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Inventory Grid

Done	Item	Qty	Target	Status	Priority	Checked	Review	Expires	Owner	Storage
Tools and Household Safety (cont.)										
	Road flare									
	Boating horn									
	Matches									
	Lighter									
	Tinder									
	Blanket									
Pet										
	Pet food									
	Pet water bowl									
	Pet toys									
	Pet carrier									
	Pet leashes									
	Pet sweaters									
	Pet treats									
	Pet life vest									

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Section Notes

Planning and Records

Section Notes

Seasonal / Climate Swap Notes

Food and Water Storage

Section Notes

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Medical and Hygiene

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Power and Communications

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Tools and Household Safety

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Pet

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