

# 26 Steps

*Personal Emergency Preparedness Workbook*



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*Personal Emergency Preparedness Workbook*

**Campbell Community Emergency Response Team (CERT)**

CampbellCERT.org

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## **Disclaimer**

This workbook is intended as a foundation to build personal emergency preparedness. It is not a definitive guide, nor can it possibly address every variable or consideration. Only perform tasks within your level of skill and training. For more information on preparedness and training, contact your local Community Emergency Response Team (CERT) organization, fire department or online resource.



## Table of Contents

How To Use This Workbook .....	6
Chapter 1—Introduction .....	8
Chapter 2—Go-Bags .....	10
Chapter 3—Food And Water Stocking Guide .....	12
Chapter 4—Caring For Your Pets .....	34
Chapter 5—Medication, First Aid, And Hygiene.....	37
Chapter 6—Tools And Hardware .....	40
Chapter 7—Pro Tips .....	43
Chapter 8—Weekly Steps Cards .....	54
EMERGENCY SERVICES CONTACTS.....	107
PERSONAL EMERGENCY CONTACTS.....	108
Extra Paper .....	109

## HOW TO USE THIS WORKBOOK

When you encounter a seemingly large or unpleasant project, it's helpful for you to know how you tend to tackle tasks in general. To maximize this workbook, read below and identify which of the five categories best describes you.

This workbook is separated into a two distinct parts: *Chapters 1-7* which detail the items and tips you will likely find most helpful during most disasters in this area, and *Chapter 8*—the Step cards which provide weekly guidance on what to buy or have on hand. The Step cards can serve as a shopping list and at the conclusion of all *26 Steps* you will have accumulated enough food and water for two adults to survive 7 days.

- (1) ***What? Me worry?*** — you tend to feel that everything will work out anyway and you'll figure it out only after disaster strikes.

**If this sounds like you:** The fact you've read this far, probably surprises you. Either pass this book to someone in your household who falls into one of the other four categories, or trust us long enough to at least check out page 13, and purchase enough water for the number of people in your household to last 3 to 7 days. That's the very minimum you will need to survive.

- (2) ***Around-to-its***—you think about a task, consider doing it, and then do very little and mentally pencil in the completion of the task to a date far into the future. It's okay, we're not judging.

**If this sounds like you:** This workbook will ask you to perform several undertakings that all depend on one another. Every little bit of preparedness is a good thing, and we encourage you to take as many steps as you can muster. Pick and choose amongst the Steps cards starting in *Chapter 8*.

- (3) ***Strollers***—you meander through a project picking and choosing only those pieces or tasks that hold your attention. Customizing the project seems too time-consuming so you work best when you're told exactly how to complete the project.

**If this sounds like you:** Read the introduction and skim *Chapter 3*, then jump to the Steps cards in *Chapter 8*. Follow those guidelines and as you have questions, look through the other chapters for answers to your specific questions. Look at *Chapters 5* and *6* to see if there are any additional supplies you may need.

- (4) ***As-it-fits-into-my-lifers***—you embrace a project with earnest and get it done over a short period time. You may want to tweak an element here and there but will take the advice mostly as presented.

**If this sounds like you:** Start at *Chapter 1*, read, take notes, make adjustments, stop before the Steps cards in *Chapter 8*. If in building out your supplies, you have more than 1 person or want to adjust your supplies for more or fewer days, pay particular attention to the tables in *Chapter 3*.

- (5) ***Deep Divers***—you embrace a project, make a list, and get it all done methodically and to a tee. You tend to want a deeper understanding and are eager to modify the project to fit your needs.

**If this sounds like you: Same advice as the *As-it-fits-into-my-lifers***— Start at *Chapter 1*, read, take notes, make adjustments, stop before the Steps cards in *Chapter 8*. If in building out your supplies, you have more than 1 person or want to adjust your supplies for more or fewer days, pay particular attention to the tables in *Chapter 3*.



From time to time we will identify concepts that are more important and merit your additional consideration. We will identify those concepts with a caution sign.



## CHAPTER 1—INTRODUCTION

Disasters, like wildfires, earthquakes, and floods, may force community members to stay in their homes and neighborhoods until help arrives. If the electricity is out, banks, stores, and gas stations will likely be closed. Emergency rooms may be overflowing, and only the sickest or most injured can expect to get treatment immediately.

The type of disaster, the expediency of resources, and many other factors will determine how much preparation you need for events like these. Because of all those variables, we suggest that you plan for a minimum of 7 days without outside access to food, water, or supplies. In addition, most emergency services (police, fire, ambulance) will be triaged at locations throughout the community that need them most, and in other cases, residents must attend to their own minor medical problems. Utility companies will be hard at work restoring power and gas only when it's safe to do so. Bottom line: If your home and neighborhood survive the physical aftermath of a disaster, you'll be on your own until the immediate emergency areas are cleared.

### The 26 Steps Workbook

Welcome to the *26 Steps Workbook*, the tool you need to help you prepare for a disaster. This workbook shows you how to build an emergency preparedness food, water and supply kit over the course of several weeks or months at a pace that fits into your already busy life. We've created this tool drawing from the guidelines of several authoritative agencies (FEMA, Ready.gov, Red Cross, and Santa Clara County Fire).

In this workbook, we have included some basic tips learned from previous disasters that will help you.

Preparedness is about sustaining your way of life as best you can in the face of adverse conditions.

So, while your family may easily survive a disaster that's devastating to your home and neighborhood, you'll find that the more prepared you are, the less trauma you'll have to endure. You can rebuild and move on.

Preparing for a disaster can feel like an overwhelming process. It doesn't have to be. Like any enormous task, breaking it down into small, manageable pieces makes the large project more doable. Here's some inspiration to help you along the way:

*It does not matter how slowly you go, as long as you don't stop. — Confucius*

*Failing to prepare is preparing to fail. — Source debated*

*The journey of a thousand miles begins with one step. — Lao Tzu*





*The way to get started is to quit talking and begin doing. — Walt Disney*

While these quotes are from different sources, their meaning is the same: JUST BEGIN!

During widespread disasters, the supply and distribution chain is often broken. Stores are unable to receive new shipments of food and supplies, gas stations are unable to receive or dispense gasoline, and department stores can't restock essential clothing, shoes, camping gear, and other items people need. You don't have time or resources in the midst of a disaster to stock up on what your household requires.

## Four areas of preparedness

In this workbook, we mainly focus on 4 areas of preparedness:

1.  Food and water for you and your pets for up to 7 days
2.  Medication, first aid, and hygiene readiness
3.  Tools and hardware
4.  Wisdom and life lessons—pro tips

## CHAPTER 2—GO-BAGS

This workbook is designed as a guide for emergency preparedness in the home, keeping you safe and fed for up to seven days. Depending on the disaster, eminent risk, and degree of damage to your home, there may be circumstances that force you to leave your home and evacuate to a safer place. It is in those situations where you and your household will gather your go-bags and relocate. We can't provide you with a list, because each person's needs are unique, but we can provide some general guidelines to get you thinking about assembling a go-bag.

In preparedness lingo, a “go-bag” is a backpack, suitcase or duffle bag filled with essential items you will want to take with you should you have to evacuate with very little advanced notice. Go-bags can be a medium- to large-size backpack or a wheeled suitcase or bag.

Because you are limited to how much you can pack and carry in go-bags, you have to plan ahead for where you intend to go— different destinations will offer different resources. Evacuation centers and shelters will generally have the food, water and sleeping accommodations you will use for the duration of your stay. Depending on what utilities have been impacted, they may not have power or running water, but will often have bottled water. Note that many shelters do not allow pets, so factor this into your planning. If you have identified in advance a friend or family member who lives outside your immediate area, their accommodations will be different, so plan first where you intend to go before you get your go-bag put together.

Go-bags should be prepared for each member of your household as each person has different needs—clothing, medications, etc. Most “experts” agree that a go-bag should be stocked so that you can sustain yourself for up to three days. If you have pets, you will have to prepare a go-bag for them as well. Pet supplies like food, medicine, and restraints are items to pack in a pet go-bag. When packing go-bags for pets, consider that despite your best efforts, you may be separated from your pet(s) for a period of time. Print up detailed instructions for the care and feeding of your pets, including your veterinarian's contact info and store in a zip-top bag in a front pocket of the go-bag so that you can transfer the go-bag to another caregiver who then can provide for your pet's immediate needs.

A large number of the items you should consider for your go-bag(s) will be found in the lists of supplies already provided in this workbook. In building your go-bag, keep in mind that you may need to carry it some distance—maybe from the parking lot to the school gym, or a trek across town from your home to a shelter. It is difficult to balance all that you need and want to take, with what you can physically maneuver. That said, your go-bag is going to be the absolutely shortest list of supplies you absolutely must have versus what you will be able to get at your shelter destination. Backpacks and bags with wheels will be helpful, especially if you're carrying extras for young children and pets. Do not pack water—make sure your destination will have plenty of fresh water.

Disasters don't hit the entire community equally and you have to take into account your current neighborhood—it's vulnerability in a major disaster like an earthquake and the resources that not only you have but that your closest neighbors have as well. If the disaster is large enough to displace hundreds or even thousands of people, you may not find space at your local shelter, but another that is in a nearby town might be more accommodating.

So what goes in the go bag? Each bag is personal to the person and to the circumstances. There are a hundred factors that only you know, and a billion different lists to draw from. It's not that complicated however. Think about and consider your specific situation. These questions can help guide you along the go-bag creation path.

- Where are you going? Will they have food, water, and a place for you to sleep? In major disasters, when evacuations are mandatory, the American Red Cross will most likely set up shelters in your neighborhood or town at a church, school, or community center. These shelters will have food, water and a cot, but they may be several miles from your house.
- What supplies can you not live without? Some ideas: medications, personal ID and a few photos of family members, basic first aid supplies, toilet paper, cell phone chargers and cables, cash (small bills), change of clothing and shoes, local street maps, face masks, hand sanitizer, small refillable water bottle, whistle.
- What other items will make your stay a bit more pleasant? Some ideas: small radio, ear buds, flashlight, batteries, toothbrush & paste, playing cards, a novel, snack bars, pre-moistened towelettes, USB-powered travel fan which also provides white noise for sleeping.
- If you have young children and babies—pack matching t-shirts and jackets in wild colors, that way you can immediately identify your kids in the purple t-shirts with large orange polka dots. This is particularly important when everyone must wear a facemask and kids are running around playing in new surroundings. It may not be fashionable but it will be easier to identify your kids in the crowd.
- Consider bringing a luggage lock to ensure your belongings don't get stolen. A lightweight 6-foot steel-cable bicycle chain can be used to secure all your go-bags by running it through the handles of all the bags and locking with a combination or key lock.



## CHAPTER 3—FOOD AND WATER STOCKING GUIDE

The United States Department of Agriculture (USDA) recommends a diet of 2,000 to 2,500 calories per day for adults. This list is intended to provide a broad selection of food types for the week and may not satisfy each food category exactly.

The *Steps* cards in *Chapter 8* are calculated to provide food and water **for two adults for seven days, 42 meals** in all. Household size, infant's and children's needs, dietary constraints or limitations, specific food preferences, and individual requirements must all be adjusted when finalizing your food stock.

Daily calories should fall into four categories: protein (including dairy), grains, fruits and vegetables.

Nutritional Needs For 2 Adults For 7 Days	
Water	14 gallons
Protein	70 ounces, by weight
Grain	84 ounces, by weight
Fruit	224 ounces, by weight
Vegetables	336 ounces, by weight

Stock the foods that best meet your needs—your doctor or nutritionist may recommend more or less of these foods, so adjust your kit according to their recommendations, if necessary.

Your household may have a different number of people and your budget and space may limit the number of days you can prepare for. We have provided easy charts for each nutritional category that can help you calculate your needs. We'll start with water. Simply locate your household size, chose the number of days that you'd like to plan for, and then find the corresponding totals in the right side column:

<b>Water Requirements — 1 gallon per person per day</b>		
<b>Number of people</b>	<b>Number of days</b>	<b>Total water</b>
<b>1</b>	<b>3</b>	<b>3 gallons</b>
	<b>5</b>	<b>5 gallons</b>
	<b>7</b>	<b>7 gallons</b>
<b>2</b>	<b>3</b>	<b>6 gallons</b>
	<b>5</b>	<b>10 gallons</b>
	<b>7</b>	<b>14 gallons</b>
<b>3</b>	<b>3</b>	<b>9 gallons</b>
	<b>5</b>	<b>15 gallons</b>
	<b>7</b>	<b>21 gallons</b>
<b>4</b>	<b>3</b>	<b>12 gallons</b>
	<b>5</b>	<b>20 gallons</b>
	<b>7</b>	<b>28 gallons</b>
<b>5</b>	<b>3</b>	<b>15 gallons</b>
	<b>5</b>	<b>25 gallons</b>
	<b>7</b>	<b>35 gallons</b>
<b>6</b>	<b>3</b>	<b>18 gallons</b>
	<b>5</b>	<b>30 gallons</b>
	<b>7</b>	<b>42 gallons</b>



## Water Inventory for People and Pets

[illegible]



Yes, even water has an expiration date. Water stored in plastic bottles and jugs can take on a plastic or chemical taste that many people find offensive, though it's generally considered safe. We suggest 2 ½ -gallon jugs with the pour spouts. They are easier to store and easier to keep track of. Make sure you include water for your pets. See page 35 for a handy chart to help you figure out how much water to stock for your pets.

## FOOD

We've distilled the USDA ([usda.gov](https://www.usda.gov)) requirements into a minimal list of food suggestions that will get you close to meeting your daily needs. These are some other topics to consider when evaluating your personal requirements:

- For these recommendations, we are presuming that you don't have access to the pantry inside your home. If your pantry is still accessible, then you have a treasure trove of additional items.
- While some people consider sweets a food group, we don't include them in our recommendations. Use sweets sparingly as comfort food if needed.
- Be mindful of foods that could alter your regular bathroom routine. You may have to use a bucket as a toilet if there is no running water.
- Canned food does not need to be heated or cooked. It usually does need to be refrigerated after opening though, so chose smaller cans to avoid waste.
- Don't throw out condiment and sugar packets from restaurants. Gather them in a large zip-top bag and add them to your emergency food supply kit. This way, you can use only what you need and not worry about waste or spoilage and they can greatly enhance your meals.
- Store dry goods (pasta, cereals, beans) in waterproof containers in their original packaging with the expiration date written in permanent marker on top of the bag or box.
- Chose a variety of foods in each category. Mix it up. Variety will go a long way in reducing stress.
- Water is used for both drinking and hygiene. Consider extra water as needed.
- Limit salty foods and snacks that can make you thirsty and cause you to drink more water than you have in stock.
- A disaster is not the time to experiment with new foods. Buy what you know you and your family will eat.
- We suggest purchasing 2.5-gallon containers of water. These containers usually have a pour spout to make dispensing the water easier and with less waste.



- As members of your household use single-serving bottled water, have them use a permanent marker to their name on the bottle (not the cap) to help reduce cross-contamination in the event someone in the household is ill. That also reduces waste due to not knowing whose water is whose.
- Water purchased in plastic bottles or jugs should be rotated about once a year to ensure fresh flavor.
- Don't forget to add water for your pets. As a guide, add 1 ounce per pound per day. For example, a 15-pound dog should get about a gallon per week.
- Someone in the household should be in charge of rationing and distributing the food and water supply to insure there is no waste or excessive consumption.
-  The USDA food handling guidelines are 40/4/140 meaning food is considered safe to eat if it is maintained at a temp under 40°F or over 140°F. Between 40°F and 140°F food is safe for 4 hours. When in doubt, throw it out.
-  Be mindful of your food selection as it relates to how you are going to prepare the food. Many foods come in two versions: 1) needing to be cooked and 2) already cooked. If you have a method of cooking (like a camp stove and fuel) then selecting foods that need to be cooked will not be an issue. On the other hand, if you do not have access to some type of cooking apparatus, then you will want to get the food in a shelf stable container (canned). For example, you can get dried pasta that requires boiling prior to consumption, or you can get canned pasta in sauce that is ready to eat without any additional preparation.
- The charts with food and supply suggestions are designed with blank spaces for you to add in your own selections if we didn't include them.

## Protein Requirements — 5 ounces per person per day

Number of people	Number of days	Total protein
1	3	15 ounces
	5	25 ounces
	7	35 ounces
2	3	30 ounces
	5	50 ounces
	7	70 ounces
3	3	45 ounces
	5	75 ounces
	7	105 ounces
4	3	60 ounces
	5	100 ounces
	7	140 ounces
5	3	75 ounces
	5	125 ounces
	7	175 ounces
6	3	90 ounces
	5	150 ounces
	7	210 ounces

## Protein Ideas—Shelf Stable

abalone	herring	rabbit
anchovies	kidney beans	reindeer
beef (canned)	lentils	salmon
beef jerky	lima beans	sardines
black beans	lobster	soybeans
buckwheat	mackerel	Spam
bacon (canned)	milk (aseptic carton)	split peas
cheese (can or jar)	milk (powdered)	textured vegetable protein
cheese (dried)	miso soup	tofu (aseptic pack)
chicken	navy beans	tuna
chili with beans	nut butters	Vienna sausage
cod liver	nuts (short shelf life)	white beans
conch	ox tongue	yogurt (freeze-dried)
corned beef	plant-based meats	
eel	potted meat	
eggs (powdered)	protein powder	
haggis	protein shakes	
ham	quail eggs	

All the food products you will be purchasing will be canned, boxed, foil-packed, aseptic-packed, freeze-dried or dehydrated. You will not be stocking fresh foods due to their limited shelf life.

## Protein Inventory

[illegible]

### How to use this worksheet:

List each type of food under “Item” and then fill out the total ounces and expiration dates. Write the expiration date on the item in permanent marker. We like to use a 4-digit code for month and year, for example 0425 for April 2025. As you use items in your inventory, replace with new stock, that way you always have a fresh supply.



## Notes

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## Grain Requirements — 6 ounces per person per day

Number of people	Number of days	Total grains
1	3	18 ounces
	5	30 ounces
	7	42 ounces
2	3	36 ounces
	5	60 ounces
	7	84 ounces
3	3	54 ounces
	5	90 ounces
	7	126 ounces
4	3	72 ounces
	5	120 ounces
	7	168 ounces
5	3	90 ounces
	5	150 ounces
	7	210 ounces
6	3	108 ounces
	5	180 ounces
	7	254 ounces

## Grain Ideas—Shelf Stable

amaranth	kamut	rye
barley	lentils	shelf-stable meals
bran flakes	mac and cheese	soba noodles
bread—canned	millet	sorghum
buckwheat	noodles	sunflower seeds
bulgur	oatmeal	teff
cereal—breakfast	oats	udon noodles
chili	pasta	
corn	pasta dinners	
couscous	polenta	
crackers	popcorn	
energy bars	popcorn cakes	
farro	quinoa	
flour	ramen	
fonio	rice—brown	
freekeh	rice—white	
gnocchi	rice—wild	
hominy	rice cakes	

All the food products you will be purchasing will be canned, boxed, foil-packed, aseptic-packed, freeze-dried or dehydrated. You will not be stocking fresh foods due to their limited shelf life.

## Grain Inventory

[illegible]

## Mix it up

Buy a mix of different grains. Having a variety will give you choices and you won't get bored of the same thing. Variety insures you get all or most of the nutrients you need. Be mindful in your selection that many grains need some type of preparation like boiling or baking.



## Notes

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## Fruit Requirements — 16 ounces per person per day

Number of people	Number of days	Total fruits
1	3	48 ounces
	5	80 ounces
	7	112 ounces
2	3	96 ounces
	5	160 ounces
	7	224 ounces
3	3	144 ounces
	5	240 ounces
	7	336 ounces
4	3	192 ounces
	5	320 ounces
	7	448 ounces
5	3	240 ounces
	5	400 ounces
	7	560 ounces
6	3	288 ounces
	5	480 ounces
	7	672 ounces

## Fruit Ideas – Shelf Stable

applesauce	jackfruit	prickly pear
applesauce pouches	kumquat	prunes
apricots (canned)	langsat	pumpkin
apricots (dried)	lemons	raisins
blackberries	longan	rambutan
blueberries	loquat	starfruit
breadfruit	lotus root	wax berry
cherries	lychees	
cherimoya	mandarin oranges	
coconut	mango	
cranberries (dried)	mangosteen	
cranberry sauce	passion fruit	
dragon fruit	peaches	
durian	pears	
fruit cocktail	pepino	
golden berries	persimmons	
gooseberries	pineapple	
guava	pomelo	

All the food products you will be purchasing will be canned, boxed, foil-packed, aseptic-packed, freeze-dried or dehydrated. You will not be stocking fresh foods due to their limited shelf life.

[illegible]

## Mix it up

Buy a variety of different fruits. Having a variety will give you choices and you won't get bored of the same thing. Variety insures you get all or most of the nutrients you need. Watch for added sugar. Fruits packed in juice are healthier than those packed in syrup. Fruit syrups often cause thirst, so be mindful of that drawback.



## Notes

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## Vegetable Requirements — 24 ounces per person per day

Number of people	Number of days	Total vegetables
1	3	72 ounces
	5	120 ounces
	7	168 ounces
2	3	144 ounces
	5	240 ounces
	7	336 ounces
3	3	216 ounces
	5	360 ounces
	7	504 ounces
4	3	288 ounces
	5	480 ounces
	7	672 ounces
5	3	360 ounces
	5	600 ounces
	7	840 ounces
6	3	432 ounces
	5	720 ounces
	7	1008 ounces

## Vegetable Ideas—Shelf Stable

artichoke hearts	green beans	spinach
asparagus	hearts of palm	squash
bamboo shoots	hominy	tomatillos
bean sprouts	lotus root	tomatoes (crushed)
beans	mixed vegetables	tomatoes (whole)
beets	mushrooms	water chestnuts
broccoli (freeze dried)	mustard greens	wax beans
Brussels sprouts	nopal	yam
carrots	okra	zucchini
cauliflower	olives	
chayote	onions	
chickpeas	peas	
chiles	peppers	
collard greens	pickles	
corn	potatoes	
corn—miniature	pumpkin	
dried seaweed	salsa	
garlic	soups	

All the food products you will be purchasing will be canned, boxed, foil-packed, aseptic-packed, freeze-dried or dehydrated. You will not be stocking fresh foods due to their limited shelf life.

[illegible]

## Mix it up

Buy a variety of different vegetables. Having a variety will give you choices and you won't get bored of the same thing. Variety insures you get all or most of the nutrients you need.



## Notes

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## Condiments—Ideas

HAVE	HAVE	HAVE
<input type="checkbox"/> BBQ sauce	<input type="checkbox"/> maple syrup	<input type="checkbox"/> sweet & sour sauce
<input type="checkbox"/> catsup	<input type="checkbox"/> marinara sauce	<input type="checkbox"/> sweetener
<input type="checkbox"/> chili oil	<input type="checkbox"/> mayonnaise	<input type="checkbox"/> taco sauce
<input type="checkbox"/> chili sauce	<input type="checkbox"/> mustard	<input type="checkbox"/> tartar sauce
<input type="checkbox"/> cocktail sauce	<input type="checkbox"/> olive oil	<input type="checkbox"/> teriyaki sauce
<input type="checkbox"/> coffee creamer	<input type="checkbox"/> parmesan cheese	<input type="checkbox"/> vinegar
<input type="checkbox"/> crushed red peppers	<input type="checkbox"/> peanut butter	<input type="checkbox"/> vinaigrette
<input type="checkbox"/> duck sauce	<input type="checkbox"/> pepper	<input type="checkbox"/>
<input type="checkbox"/> garlic sauce	<input type="checkbox"/> ponzu sauce	<input type="checkbox"/>
<input type="checkbox"/> hazelnut chocolate spread	<input type="checkbox"/> relish	<input type="checkbox"/>
<input type="checkbox"/> hoisin sauce	<input type="checkbox"/> salad dressing	<input type="checkbox"/>
<input type="checkbox"/> honey	<input type="checkbox"/> salsa	<input type="checkbox"/>
<input type="checkbox"/> horseradish	<input type="checkbox"/> salt	<input type="checkbox"/>
<input type="checkbox"/> hot sauce	<input type="checkbox"/> seafood sauce	<input type="checkbox"/>
<input type="checkbox"/> Italian spices	<input type="checkbox"/> soy sauce	<input type="checkbox"/>
<input type="checkbox"/> jams and jellies	<input type="checkbox"/> sriracha	<input type="checkbox"/>
<input type="checkbox"/> lemon juice	<input type="checkbox"/> steak sauce	<input type="checkbox"/>
<input type="checkbox"/> lime juice	<input type="checkbox"/> sugar	<input type="checkbox"/>

Within a few hours of a power outage, many of the condiments in your fridge will be unsafe to eat. Those individual packets or tiny bottles of sauces and spices you get when you order food-to-go are great additions to otherwise dull meals. Start stocking up on them. Because they are single serving, there is virtually no waste. Condiment packages don't need refrigeration but be sure to throw away any opened packets, as they will spoil. Remember these too have an expiration date, so rotating stock is essential.



## CHAPTER 4—CARING FOR YOUR PETS

Keeping pets safe and calm during and after a disaster can be challenging. Some pets will take it all in stride, where others will have a tough time. You know your pets best, so prepare for their individual needs. You may need to pack more of their favorite treats or toys. If they are prone to stomach problems when stressed, you should pack extra litter or potty pads.

If your pet takes medication, be sure to pack extra in your go-bag. Also, write down the name and dosage of any over the counter or prescription medications your pets take in the event you need to get more.

For larger animals, like horses and other livestock, you will need to consider their housing needs in the event of an evacuation of your neighborhood.

While most of us consider pets part of the family, they are unable to care for themselves in the best of times, let alone in an emergency. Like us, they get scared, but they have no idea what to do. They look to you for guidance and care. As appropriate, consider this Pet Supplies list carefully and get everything you think you may need. It's better to have and not need, than to need and not have.

While people thrive on variety in their diet, it can be catastrophic for pets under high stress conditions. It can lead to vomiting, diarrhea or complete lack of interest in food. Play it safe and stock up only on their foods they're used to and their favorite snacks.

Be sure to review the section on Pets in *Chapter 7*.

## Water Requirements—Pets

1 gallon  
per 10 pounds  
per week

Total weight of all pets	Number of days	Total water
10 pounds	7	1 gallon
20 pounds	7	2 gallons
30 pounds	7	3 gallons
40 pounds	7	4 gallons
50 pounds	7	5 gallons
60 pounds	7	6 gallons
70 pounds	7	7 gallons
80 pounds	7	8 gallons
90 pounds	7	9 gallons
100 pounds	7	10 gallons

For ease of use, we assume you'll need water for your pets for 7 days. For most households that equates to a few more gallons of water at most.

When stocking up on water for pets, round up their weight to the nearest 10 pounds. So, when planning for a 15-pound dog, round the weight up to 20 pounds and purchase 2 gallons of water.

Keep pets food and water dishes clean and make sure they have fresh water every day.

Please see the *Water Inventory* chart on page 14. There you can add in water for your pets and keep track of all the water your household needs.



## Pet Supplies—Ideas

HAVE	HAVE
<input type="checkbox"/> bed	<input type="checkbox"/> proof of current vaccination
<input type="checkbox"/> blanket	<input type="checkbox"/> proof of ownership
<input type="checkbox"/> carrier/containment	<input type="checkbox"/> rabies tag
<input type="checkbox"/> emergency veterinarian contact	<input type="checkbox"/> toys
<input type="checkbox"/> food (10-day supply)	<input type="checkbox"/> treats
<input type="checkbox"/> food and water dishes (plastic)	<input type="checkbox"/> veterinarian contact information
<input type="checkbox"/> harness	<input type="checkbox"/>
<input type="checkbox"/> ID tag	<input type="checkbox"/>
<input type="checkbox"/> leash	<input type="checkbox"/>
<input type="checkbox"/> litter/potty pads	<input type="checkbox"/>
<input type="checkbox"/> list of pet friendly hotels	<input type="checkbox"/>
<input type="checkbox"/> long lead/rope	<input type="checkbox"/>
<input type="checkbox"/> medication (10-day supply)	<input type="checkbox"/>
<input type="checkbox"/> muzzle—nylon	<input type="checkbox"/>
<input type="checkbox"/> paper towels	<input type="checkbox"/>
<input type="checkbox"/> photograph of each pet (printed)	<input type="checkbox"/>
<input type="checkbox"/> photograph of each pet (on phone)	<input type="checkbox"/>
<input type="checkbox"/> poop bags (10-day supply)	<input type="checkbox"/>

Most animals are creatures of habit, so stick to brands they know and like. If you're in the midst of changing their diet or restraints or even blankets, make sure your pet kit reflects those changes.



## CHAPTER 5—MEDICATION, FIRST AID, AND HYGIENE

### Over the Counter (OTC) Medication

OTC medications can be purchased anywhere. If you have a decent variety of medications on hand, you'll be better prepared for many different ailments—from headaches, to stomach upset, to treating minor skin infections. When stocking OTC medications, be sure to consider the needs of all household members, and more importantly make sure that any OTC medication will not react badly with any prescription medications that are taken. Also be aware of any allergies or sensitivities to OTC medications your household may have.

If you have young children or babies, always purchase medications for their age group. It's dangerous to give youngsters adult dosages and sometimes difficult to accurately divide the dose.



OTC medications have expiration dates. Be sure to rotate your inventory.

### First Aid

If you purchased a first aid kit from the drug store, grocery store, or discount warehouse, chances are, of the 101 pieces in the kit, 90 of them are adhesive strips. A Band-Aid is not going to stop a deep cut caused by a fallen object. You need to bolster your first aid kit with some more advanced tools. While we are not advising you on the use of these tools, we are recommending you take CPR, First Aid, and Stop The Bleed classes to learn how to deal with some of life's more traumatic injuries. Once you are trained, you will have the confidence and knowledge to help your household if a life-threatening injury occurs.

Use the checklists below to take inventory of your current supplies. Those items you don't have, you should consider getting.

## OTC Medication—Ideas

HAVE	HAVE
<input type="checkbox"/> acetaminophen	<input type="checkbox"/> laxatives
<input type="checkbox"/> allergy medication	<input type="checkbox"/> lip balm
<input type="checkbox"/> antacid	<input type="checkbox"/> personal prescriptions medications (10 days)
<input type="checkbox"/> anti-diarrheal	<input type="checkbox"/> teething gel
<input type="checkbox"/> antihistamine	<input type="checkbox"/> throat lozenges/cough drops
<input type="checkbox"/> antiseptic gel or wipes	<input type="checkbox"/> topical analgesic
<input type="checkbox"/> aspirin	<input type="checkbox"/> triple antibiotic ointment
<input type="checkbox"/> Burn Jel	<input type="checkbox"/>
<input type="checkbox"/> children's dosage meds	<input type="checkbox"/>
<input type="checkbox"/> cough and cold medications	<input type="checkbox"/>
<input type="checkbox"/> decongestant	<input type="checkbox"/>
<input type="checkbox"/> diaper rash cream	<input type="checkbox"/>
<input type="checkbox"/> eyewash solution	<input type="checkbox"/>
<input type="checkbox"/> hand lotion	<input type="checkbox"/>
<input type="checkbox"/> hemostatic dressing	<input type="checkbox"/>
<input type="checkbox"/> hydrocortisone cream	<input type="checkbox"/>
<input type="checkbox"/> ibuprofen	<input type="checkbox"/>
<input type="checkbox"/> indigestion medication	<input type="checkbox"/>

### Keep an ample supply on hand

Medications and medical supplies are always needed during an emergency. A robust collection of OTC medications and first aid supplies should always be considered.



Just because you are not trained in a skill does not mean that someone coming to your aid is not. Your neighbor may very well know how to use a tourniquet, even if you don't.

## Medication/First Aid/Hygiene Supplies—Ideas

HAVE	HAVE
<input type="checkbox"/> band-aids—various sizes & styles	<input type="checkbox"/> medical tape—waterproof
<input type="checkbox"/> basic first aid kit with instructions	<input type="checkbox"/> paper towels
<input type="checkbox"/> blanket—heavy-weight	<input type="checkbox"/> pulse oximeter
<input type="checkbox"/> blanket—mylar (2)	<input type="checkbox"/> safety pins (assorted)
<input type="checkbox"/> bleach	<input type="checkbox"/> splints (flexible)
<input type="checkbox"/> cohesive wrap/self-adherent	<input type="checkbox"/> Steri-Strips
<input type="checkbox"/> cold pack—instant	<input type="checkbox"/> sunscreen
<input type="checkbox"/> contact lenses	<input type="checkbox"/> thermometer—unbreakable
<input type="checkbox"/> contact lens cleaning solution)	<input type="checkbox"/> toilet paper
<input type="checkbox"/> cotton swabs	<input type="checkbox"/> tourniquet
<input type="checkbox"/> CPR mask	<input type="checkbox"/> trauma shears
<input type="checkbox"/> facemask—N95 or surgical	<input type="checkbox"/> triangular bandages (3)
<input type="checkbox"/> feminine hygiene products	<input type="checkbox"/> tweezers
<input type="checkbox"/> flashlight and extra batteries	<input type="checkbox"/> wound wash
<input type="checkbox"/> folding knife (small)	<input type="checkbox"/> zip-top bags (various sizes)
<input type="checkbox"/> gauze— 4x4 pads, non-sterile	<input type="checkbox"/>
<input type="checkbox"/> gauze—3-inch roll	<input type="checkbox"/>
<input type="checkbox"/> glasses—prescription	<input type="checkbox"/>
<input type="checkbox"/> gloves—nitrile	<input type="checkbox"/>
<input type="checkbox"/> goggles—safety	<input type="checkbox"/>
<input type="checkbox"/> hand sanitizer	<input type="checkbox"/>
<input type="checkbox"/> hand soap	<input type="checkbox"/>
<input type="checkbox"/> head lamp	<input type="checkbox"/>
<input type="checkbox"/> medical tape— paper	<input type="checkbox"/>





## CHAPTER 6—TOOLS AND HARDWARE

Whether you are preparing dinner for the family, sewing a hem on your slacks, fixing your car, or building a house—having the right tool for the right job is critical. You can no more sew a hem with a screwdriver than you can turn off your water at the main with a bungee cord. In an emergency, you need to prepare for the unknown. Your success will be in part dependent on what's in your toolbox.

When outfitting your toolbox, keep in mind that many tools are essential and you may not have the skills to use them properly. That doesn't mean you shouldn't consider adding them to your toolbox. There may be someone in your household or the neighborhood with more advanced experience who can use your tools to not only help you, but to help themselves as well (this also applies to first aid). So, don't ignore items on the list because you don't know how to use them. We have compiled a list of the most common and most useful tools for dealing with those problems that will likely occur during an emergency.

Use the checklist below to take inventory of your current supplies. Those items you don't have, you should consider getting.



Never use a tool you have not been properly trained how to use.

## Tools—Ideas

HAVE	HAVE
<input type="checkbox"/> adjustable wrench (Crescent-type)	<input type="checkbox"/> hard hat
<input type="checkbox"/> aluminum foil	<input type="checkbox"/> keys—extra for house and car
<input type="checkbox"/> axe or hatchet	<input type="checkbox"/> knee pads
<input type="checkbox"/> blades—extras for cutter/knives	<input type="checkbox"/> lantern—LED (plus extra batteries)
<input type="checkbox"/> bleach—small bottle	<input type="checkbox"/> lighter (3 or 4)
<input type="checkbox"/> box cutter or utility knife	<input type="checkbox"/> multi-purpose tool with knife
<input type="checkbox"/> bungee cords (assorted sizes)	<input type="checkbox"/> nails and screws (assorted)
<input type="checkbox"/> cable ties (assorted sizes)	<input type="checkbox"/> nitrile gloves, large
<input type="checkbox"/> camp stove	<input type="checkbox"/> paper and pens
<input type="checkbox"/> can opener—manual	<input type="checkbox"/> paper plates & cups (for 1 week)
<input type="checkbox"/> claw hammer	<input type="checkbox"/> paper towels
<input type="checkbox"/> compass	<input type="checkbox"/> paracord
<input type="checkbox"/> crank radio	<input type="checkbox"/> permanent marker
<input type="checkbox"/> extension cords	<input type="checkbox"/> phone charger/cord
<input type="checkbox"/> fan—battery powered	<input type="checkbox"/> plastic bucket w/ lid (portable toilet)
<input type="checkbox"/> fire extinguisher (5--pound, 2a:10 b:c)	<input type="checkbox"/> plastic sheeting
<input type="checkbox"/> flashlight and extra batteries	<input type="checkbox"/> plastic utensils (for 1 week)
<input type="checkbox"/> garbage bags—33-gallon	<input type="checkbox"/> pliers—slip, needle nose, & locking
<input type="checkbox"/> gas main wrench (attached to gas main)	<input type="checkbox"/> propane
<input type="checkbox"/> gasoline—stabilized for generator	<input type="checkbox"/> pry bar—16" or larger
<input type="checkbox"/> generator—multi-fuel portable	<input type="checkbox"/> rags
<input type="checkbox"/> glow sticks—bracelet/necklace	<input type="checkbox"/> reading glasses
<input type="checkbox"/> goggles—safety	<input type="checkbox"/> rope—heavy-duty & light-duty
<input type="checkbox"/> hand saw	<input type="checkbox"/> scissors—heavy duty

## Tools—Ideas, continued

HAVE	HAVE
<input type="checkbox"/> screwdrivers—flat (various sizes)	<input type="checkbox"/>
<input type="checkbox"/> screwdrivers—Philips (various sizes)	<input type="checkbox"/>
<input type="checkbox"/> sewing kit	<input type="checkbox"/>
<input type="checkbox"/> shovel	<input type="checkbox"/>
<input type="checkbox"/> solar lanterns—collapsible	<input type="checkbox"/>
<input type="checkbox"/> storage tubs for food/gear	<input type="checkbox"/>
<input type="checkbox"/> tape—duct	<input type="checkbox"/>
<input type="checkbox"/> tape—electrical	<input type="checkbox"/>
<input type="checkbox"/> tape—masking	<input type="checkbox"/>
<input type="checkbox"/> tape measure—25-feet	<input type="checkbox"/>
<input type="checkbox"/> tarp and plastic sheeting	<input type="checkbox"/>
<input type="checkbox"/> tool bag / box (not red)	<input type="checkbox"/>
<input type="checkbox"/> wagon—foldable, to move items	<input type="checkbox"/>
<input type="checkbox"/> walkie-talkie set & spare batteries	<input type="checkbox"/>
<input type="checkbox"/> water main wrench	<input type="checkbox"/>
<input type="checkbox"/> waterproof matches	<input type="checkbox"/>
<input type="checkbox"/> whistle—1 for each family member	<input type="checkbox"/>
<input type="checkbox"/> wire cutter	<input type="checkbox"/>
<input type="checkbox"/> zip ties (assorted sizes)	<input type="checkbox"/>
<input type="checkbox"/> zip-top bags (assorted sizes)	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



## CHAPTER 7—PRO TIPS

Here are suggestions to help you weather a disaster, from protecting family and pets to familiarizing yourself with neighborhood routes and resources. These have been culled from a variety of sources. Be aware of their impact and safety. Not all Pro Tips are suitable for all people or situations. Only perform tasks within your level of skill and training.

### Kids and family

- Assign each family member emergency tasks. For instance, one family member will text the out-of-area contact person to keep them apprised of the situation, one will care for pets, one will care for children, and one will care for those with special needs.
- Create a family password or phrase, and make sure every family member knows it. In an emergency, young children can identify those people their parents have sent to pick them up from school by asking for the password. It can also be used to confirm any emails or calls that appear to be from family members who request money. If the password isn't provided it's probably a scam.
- If you have young children, you'll need to reassess their emergency requirements more frequently. Adjust diaper sizes and clothing sizes upwards along with items like formula and baby foods.
- Fill a small tote box with toys, games, books, and other items to pass the time. Include flashlights and batteries.
- Enroll all adults and teens in local CERT, Red Cross and American Heart Association (AHA) classes.



- Teach young children their full names, parents' names, address, and phone number in case you're separated during or after an emergency. Show kids how to dial 9-1-1.
- Conduct practice drills with your children on how to initiate a 9-1-1 call. Practice clear speech and careful listening, along with hanging up only after they've been instructed to do so by emergency personnel or the 9-1-1 operator.
- Teach young children how to unlock your cell phone in the event emergency personnel need access to some information contained therein.
- Keep a Sharpie marker handy in your emergency kits and glove compartment. You can write your child's name, along with your name and contact info, on their shirt, or even as a last resort, directly on their forearm or back in case they become separated in an emergency. To keep them safe from predators, don't write names on the outside of their clothing.
- Practice home evacuation, especially with young children and older adults. Consider drawing a map as reinforcement. Practice your family emergency plan throughout the year, and at different times of day and night. Involve your pets in your practice plans as well.
- Take individual photos of all family members. On the back of the photos write the full name, birthdate, the date the photo was taken and include height, weight, hair and eye color, and tattoos.
- Update children's photos every 6 months. Update infant photos every month. Consider fingerprinting your kids and keep digital copies on your phone and with your important documents.
- Put a waterproof whistle in every glove box and go-bag. Make sure every member of your house has a whistle ready to use. A whistle is louder than your voice and carries farther and will allow rescuers to find you. A whistle will also take less energy to use.
- Show family members how to turn off the water at the house (as opposed to the water main on the street).

## Pets

- Many pets will stop eating due to stress, so make sure you include treats and food they love. Dogs and cats usually perk up with savory canned food, so add a few cans of something they'll find irresistible.
- Keep a spare blanket with your pet supplies to put over their carrier or crate to keep your pet calm.
- Even the friendliest dog will bite when frightened. Get a properly sized muzzle for your dog, just in case, and store the muzzle in the dog's go-bag. Don't leave nylon muzzles on for an extended period of time as they may restrict the dog's ability to pant or drink water.
- Pack a long lead or rope, so your pet can safely move around a larger area than their crate or carrier.
- Have all pets micro-chipped and make sure to update your contact information each time you move or change phone numbers. ID tags should always be attached to your pets as well.
- If you have a dog, place a spare leash on your nightstand or under the bed next to your shoes that way you'll be prepared for a middle of the night emergency.
- Take photos of each pet and store them with your important papers and on your phone.
- Ask your veterinarian for kennel recommendations and consider using them occasionally before you need them during an emergency. Establishing a customer relationship means they will be more willing to help you when disaster strikes.
- Choose designated caregivers outside your household who can take your pets and care for them in the event you can't care for them yourself.
- Purchase reflective collars or tags so your pet can be more easily located in the dark.
- Create "lost" posters now. Leave off the location and date, but include the photo and identifying info. Make several copies and store them in a plastic zip-top bag so you waste no time in getting that information together.

## Vehicle

- Make sure each household vehicle is ready to go in case you need to evacuate. Store a go-bag in the trunk. It should have a first-aid kit, a blanket, a change of clothing including socks and shoes, non-perishable snacks and water, a flashlight and a battery-operated radio.
- Keep local maps in your glove compartment. In a widespread emergency like an earthquake or fire, a printed map gives you a broader view of the neighborhood than a digital map and can help you plan evacuation routes. Plan at least two evacuation routes. Be mindful of probable bottlenecks.
- Make it a habit to maintain at least  $\frac{1}{2}$  tank of gas in your vehicles at all times.
- Pack permanent markers, duct tape, a notebook, and a supply of gallon-size ziptop bags in your home and car emergency kits. These items will help you communicate dangers, draw maps, and leave waterproof messages.
- Build a potty kit for each car:  $\frac{1}{2}$  roll of toilet paper smashed flat, 2 pairs of disposable gloves, 1 gallon-size ziptop bag, 1 33-gallon trash bag, and a handful of paper napkins or paper towels. Place all ingredients into a gallon zip top bag and stash under the front seat.
- Keep up-to-date on vehicle maintenance. Have essentials like a spare tire and a can of oil on hand.
- Pack your emergency contact list in the glove compartment of each vehicle. Make sure the emergency radio station channel is listed as well.

## Neighborhood and community

- Join your local Community Emergency Response Team (CERT). CERT will teach you the skills you need to help yourself and your community during a disaster.
- Know the hazards in your community. Is your neighborhood vulnerable to fires, floods, earthquakes or other natural catastrophes? If so, prepare for emergencies with these possible events in mind.



- Be a good neighbor. Help out when and where you can in an emergency. If you have specialized knowledge, tools or skills, help your neighbors who could benefit from your talent.
- Meet with neighbors and discuss the needs of those in the neighborhood. Who has a generator? Who has a chain saw? Who is handy with tools? Who needs special care? What resources can you pool? What resources do you lack?
- Plan where you'll stay if you have to be evacuated from your home/neighborhood or city. Consider that you may have to go far outside your community to find lodging/supplies. Paper maps could be very helpful in finding exact locations.
- Find out if the Red Cross has an emergency shelter in your community and then find it on a map to familiarize yourself with its location.


## Inside

- Check smoke alarm and carbon monoxide alarm batteries every year as day-light-savings-time begins. If you have a 10-year alarm, write the install date on the side.
- Have fireplaces and furnaces inspected and repaired as necessary to prevent dangerous carbon monoxide buildup.
- Avoid using candles during a power outage caused by an earthquake until officials have given the 'all clear', there is always the threat that a nearby gas line has ruptured or is leaking.
- Never use charcoal or propane grills or propane lanterns inside the house. They are only meant for outside use with sufficient ventilation.
- Identify safe places in your home or on your property for your family to congregate when after an earthquake hits.
- Make a circuit breaker map so you know what breaker goes to what room.

- Take the time to secure your water heater with earthquake straps, anchor bookcases and dressers to the wall with wall attachment devices, and relocate heavy mirrors or items hanging above beds.
- Find a place to store your emergency supplies—preferably in a secured cabinet outside, or in a closet nearest an exit.
- Every 6 months, take an inventory of your emergency supplies and replace expired or soon-to-expire items. This includes food, medicine, medical supplies, and batteries.
- Stuff a flashlight, fresh batteries, a whistle, and a pair of work gloves into a pair of old sneakers and store these items under your bed to be ready in the event of a disaster in the middle of the night.
- Purchase fire extinguishers for your kitchen, car, and garage.
- If electricity goes out, unplug your electrical items to prevent damage from a power surge when electricity is restored.
- Periodically review your home and renter's insurance policies. Make sure all new purchases are covered and you have adequate insurance on everything.

## Outside

- Trim trees and clear brush and debris within 30 feet of your house to slow down wildfires. Check your local ordinances regarding defensible space requirements.
- Clear the area around the house (both inside and outside) so emergency responders have access to doors and windows.
- Check all doors and windows to make sure they operate properly and can function as an emergency exit.
- Make sure your house street number is visible from the street. If fire fighters and emergency medical workers can't find your house, they won't be able to help.

- Keep your yards cleared of flammable vegetation and junk, especially up against the house and fences. Consider offering to help next-door neighbors clear their yards as well. A neighbor's house that catches fire may have flammable items stored next to your shared fence, which could fuel a fire large enough to endanger your own house.
- Does your neighborhood have a community evacuation area? If so, make sure all family members know where it is and how to get to it.
- Make sure gas cans contain less than 1 gallon of gasoline and are stored away from the house and garage (in an uninhabited shed, for example).
- Locate your water main, your gas main and your electrical box to the house. Using a string or chain, attach the water main wrench to the water main and the gas main wrench to the gas main. Then learn how to shut them both off in an emergency. Contact your gas company now for instructions. That way in an emergency you will be prepared.
-  Do not attempt to turn gas ON yourself, call your local gas company and they will come out and do it safely.

## Phone and documents

- Add the Poison Control number, 800-222-1222, to your list of emergency numbers. Keep the list next to your landline and entered into your cell phone. We have included two pages at the end of this workbook for you to add all your emergency phone contacts.
- Sign up for a cloud document storage service and put all your important documents out there. Make sure your family members have the login credentials.
- Learn how to text your location to another person.
- Make a list of items and their locations in your home that you'll want to grab in case of an emergency evacuation. Keep the list with your go-bag or by the exit.

- Make copies of documents like wills, insurance and medical records, credit card numbers, identification, and inventory of possessions. Keep copies in a fire and waterproof container. Also scan them directly to your phone so you have everything you need at your fingertips. Store all this information in the cloud for immediate access.
- Set up In Case of Emergency (ICE) contacts on your phone. You can also add medical information and allergies so that medical personal will be able to access that information if you're unable to provide it.
- There are several emergency information systems to keep you informed about situations that can impact you. Add local emergency alert apps to your mobile phone so you'll receive alerts before and during a crisis. Facebook has an emergency check-in app that is activated when officials in your area deem an emergency event to be a disaster or wide reaching. By checking in with Facebook, you can let all your friends and family know you're ok.
- Turn on your phone's location services so everyone in the family can find each other.
- Update your contacts list and store it on the cloud.
- Use text messages instead of phone calls during a disaster. In many catastrophes, cell phone towers are inundated with Internet traffic. Getting a connection for a phone call may be difficult.
- Put your doctors' and your veterinarian's phone numbers into your phone's contact list.
- Print out your contacts list and put it in your go-bag in case your phone dies.
- Add your local Police Department phone number to your contacts in case 9-1-1 is down.
- Make a family rule that in the event of a disaster, all cell phones are considered emergency equipment—so no playing online games, or non-essential texting or calls. Your power banks will generally last a few charges, and in a few days all batteries will be depleted unless phones are turned off and batteries conserved.

## Miscellaneous

- Check the gauge on your fire extinguisher. If it's close to the red area, consider replacing or recharging.
- Find your local "all news" radio station and write its number on a piece of duct tape stuck to your emergency radio. Set all your emergency radios to this station as a default.
- Flatten toilet paper rolls and store them in a plastic storage bin to prevent vermin or water damage. Plan two rolls per person per week.
- Buy a water main wrench and learn how to use it. Store it in the water main box on the street or in a logical place where you can find it in an emergency.
- Put an old pair of prescription glasses in your go-bag.
- Have a stash of small bills in each go-bag and in the glove box in each car. If all you have are twenty-dollar bills, that desperately needed roll of toilet paper will magically cost \$20. Collect paper money in small denominations (\$1s, 5s, 10s and 20s) along with quarters. Many banks may be closed and ATMs won't work. Cash apps may be slow due to high online traffic.
- Follow all instructions from first responders and gas, electric and water officials. If you're told to evacuate, then leave the area immediately. If you are told to extinguish all flames, that means even candles and cigarettes.
- Put several disposable facemasks in your glove box.
- Every emergency kit should have two maps: a local street map that shows several ways to safely leave the city and a map showing the escape route from your house to outside. In case of fire or earthquake, every family member should know how to escape from every room.
- If you are in area that will likely need to evacuate, consider leaving as early as possible if you have pets and vulnerable family members. It will be easier to find lodging and supplies if you leave earlier than everyone else.



- The general rule for toilet paper and paper towels is this—two rolls per person, per week. For two adults, that's four rolls of toilet paper and four rolls of paper towels. An extra roll or two is always a good idea. We don't suggest stocking up on pallets of toilet paper or paper towels for many reasons. These include fire danger, the waste of essential space for other emergency supplies, and the waste of money that could be better spent on preparing your family.
- Prescription medications should only be given to the person they were prescribed for.
- Prescription medications have an expiration date. Rotate stock as needed.
- Annually update family and pets photos, check expirations dates on food and batteries, rotate medicines, check fire extinguishers and smoke alarms.
- Don't run outside during an earthquake. Bricks and debris from your own building or nearby buildings may fall on you.
- Disasters, like earthquakes, trigger many other emergency situations, from tsunamis to gas line explosions to fire. It may take officials some time before they can accurately assess all potential dangers, so communication from them will sometimes be confusing or conflicting. It's easy to become frightened, frustrated and even angry. Just know they are all doing the best they can to help everyone.
- When you're planning a vacation or moving to a new location, take a little time to research and prepare for the possible natural disasters in that area. If you're moving from California to Florida, you may be completely prepared for California earthquakes, but know nothing about hurricane safety in Florida.
- Count every member of your household—even if they're not related, but spend a substantial amount of time in your home. That might include caregivers and live-in helpers for children and adults. It also includes roommates and partners who live elsewhere but visit often. If you run a childcare center in your home—each child and staff member should be counted in your total.
- If your home is safe for you to stay in after a disaster, stay there. Do not drive around to look at damaged neighborhoods or gather to watch rescue operations. You will be in the way and impede first responders from doing their jobs to the best of their abilities. You also risk becoming a casualty yourself.

- Make sure insurance policies are up-to-date and new purchases are adequately covered. Store those policies in the cloud for immediate access in an emergency.
- Take pictures of the contents of your house. Record model and serial numbers and store in the cloud or send yourself an email with photos and information attached.
- To receive emergency alerts from local agencies on your cell phone, text your current zip code to 888777. That is the Nixle alert number. You will receive periodic alerts related to severe weather, wildfires, criminal activities, and other local emergency events. If you frequently visit other locations, consider entering zip codes for all your common destinations.
- Pack a deck of playing cards in your go-bag.

## **Where to Find Preparedness Training and Education**

- Local CERT organization
- Local fire department
- American Red Cross
- American Heart Association
- Ready.gov
- FEMA.gov
- Local adult education classes
- ASPCA.org
- iPhone and Android apps

## CHAPTER 8—WEEKLY STEPS CARDS

For those of you who like to approach big projects by segmenting them into manageable chunks, the Steps cards are a great way to gather your water, food and supplies. Each card covers the purchases you should make for a 2-person household, if you don't already have those items. The back of each card is left blank for you to jot down notes. The Step cards help you build a solid foundation for preparedness, but they are not designed to be all encompassing. If you have family members with other needs—diapers, nutritional formulas, specialty equipment, etc., then use these blank pages to add those items to your shopping list. Baby's and toddler's clothing, shoes, hygiene products, and medicine, need to be rotated frequently so you have the most up-to-date sizes and dosages.

**The simplest way to use the cards is to commit to using one card a week to guide you as you do your shopping.** Adding a can of food or jug of water during each grocery trip will make stocking up easy and economical. For bigger families this could be very helpful. Just make sure you adjust your purchases to account for extra family members. Remember the Step cards are intended for a maximum of two people. If they are used weekly, in 26 weeks you should have all the food and water you need to survive 7 days.

Rotate your food and water stock to keep it fresh and up-to-date by adding in new stock as you consume older stock. Write the expiration date on top of the container with permanent marker to make it easier.

You don't need to follow the Steps in order; you just need to do the Steps—in any order, and to any degree of completion. The Steps are only numbered so you can identify the steps you have completed. Some level of preparedness is better than none, and we are hoping this section will help you get some preparedness completed.

## 26 Steps to Preparedness

1 of 26



## Grocery Store

HAVE

- ☐ 2.5 gallon jug of water
- ☐ 6 oz. protein
- ☐ 15 oz. vegetables



## First Aid/Hygiene

- ☐ basic First Aid kit with instructions
- ☐ Acetaminophen (Tylenol)
- ☐ household bleach



## Pets

- ☐ backpack for small pets
- ☐ pet bed



## Pro Tips

Find a clean dry place to store your preparedness items and kits.

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## 2 of 26



- ☐ 15 oz. fruit
- ☐ 15 oz. vegetables



- 

## Pets

## Pro Tips

Canned food does not need to be heated or cooked.

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3 of 26



- ☐ 15 oz. fruit
- ☐ 15 oz. vegetables
- ☐ 6 oz. protein



- 

## Pets

- 

## Pro Tips

Make sure your house number is visible from the street.



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## 26 Steps to Preparedness

4 of 26



## Grocery Store

HAVE

- ☐ 15 oz. fruit
- ☐ 15 oz. vegetables



## Hardware Store

- ☐ shovel
- ☐ axe or hatchet
- ☐ gloves—heavy-duty leather
- ☐ tool bag/box (not red)



## Pets

- ☐
- emergency vet hospital contact info

## Pro Tips

Make a circuit breaker map so you know which breaker goes to which room.



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## 26 Steps to Preparedness

5 of 26



## Grocery Store

HAVE

- ☐ 15 oz. grain
- ☐ 6 oz. protein



## Hardware Store

- ☐ cotton rags
- ☐ claw hammer



## First Aid/Hygiene

- ☐ medical tape—paper
- ☐ medical tape—waterproof
- ☐ anti-diarrheal (Imodium)



## Pro Tips

Make sure all family members know where the house hide-a-key is located.

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## 26 Steps to Preparedness

6 of 26



### Grocery Store

HAVE

- ☐ 2.5 gallon jug of water
- ☐ 15 oz. fruit
- ☐ 15 oz. vegetables



### Hardware Store

- ☐ crank radio
- ☐ lighters—3 or 4
- ☐ waterproof matches



### First Aid/Hygiene

- ☐ band-aids—fingertip & knuckle
- ☐ personal prescription medications for 10 days



### Pro Tips

Keep a stash of small currency.

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## 26 Steps to Preparedness

7 of 26



## Grocery Store

HAVE

- ☐ 6 oz. protein
- ☐ 15 oz. vegetables



## Hardware Store

- ☐ bbq grill or camp stove
- ☐ propane for bbq or campstove
- ☐ converter hose to connect propane to bbq or campstove



## First Aid/Hygiene

- ☐ gloves—nitrile
- ☐ female hygiene supplies

## Pro Tips

Practice evacuation drills with the entire family, including pets

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## 26 Steps to Preparedness

8 of 26



## Grocery Store

HAVE

- ☐ 15 oz. fruit
- ☐ 15 oz. vegetables



## First Aid/Hygiene

- ☐ Steri-strips
- ☐ antihistimine (Benedryl)
- ☐ hydrocortisone cream



## Pets

- ☐ food and water dishes
- ☐ harness



## Pro Tips

Buy smaller cans and boxes of food to avoid waste when you can't refrigerate leftovers.



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## 26 Steps to Preparedness

9 of 26



## Grocery Store

HAVE

- ☐ 2.5 gallon jug of water
- ☐ 6 oz. protein
- ☐ 15 oz. vegetables



## Hardware Store

- ☐ water main wrench



## First Aid/Hygiene

- ☐ sunscreen
- ☐ wound wash
- ☐ self-adherent wrap
- ☐ aspirin

## Pro Tips

Print out your contacts list and store in your go-bag and glove box.



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10 of 26



☐ 15 oz. grain

☐ 15 oz. fruit



- 

## Pets

- 

## Pro Tips

Put a whistle in every go-bag and glove box.

[illegible]



11 of 26



- ☐ 6 oz. protein
- ☐ 15 oz. vegetables



- 

## First Aid/Hygiene

## Pro Tips

Fasten bookcases and tall furniture to the walls with earthquake straps.

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12 of 26



- ☐ 15 oz. fruit
- ☐ 15 oz. vegetable



- ## Pets

- ## Pro Tips

Test smoke alarms and carbon monoxide alarms every 6 months.

[illegible]

13 of 26



- ☐ 2.5 gallon jug of water
- ☐ 6 oz. protein
- ☐ 15 oz. vegetables



- 

## First Aid/Hygiene

- ☐ blankets—Mylar & heavy-duty
- ☐ antibiotic ointment (Neosporin)
- ☐ tourniquet (need specialized training)



Learn how to turn off the main water at the house.



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14 of 26



☐ 15 oz. grain

☐ 15 oz. fruit

- ☐ walkie-talkie set & batteries

☐ nitrile gloves—large

☐ laxative

☐ eye-wash solution

☐ prescription & reading glasses

☐ contact lenses & contact solution



Keep copies of Covid vaccine cards with your medical documents.



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## 26 Steps to Preparedness

15 of 26



## Grocery Store

HAVE

- ☐ 15 oz. fruit
- ☐ 15 oz. vegetables
- ☐ 6 oz. protein



## Hardware Store

- ☐ assorted nails and screws
- ☐ disposable plates & utensils



## First Aid/Hygiene

- ☐ CPR mask
- ☐ hemostatic dressing

## Pro Tips

Take photos of family members' Covid vaccine cards to keep on your phone.

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16 of 26



- ☐ 15 oz. fruit
- ☐ 15 oz. vegetables



- 

## First Aid/Hygiene

## Pro Tips

Turn location services on your phone so everyone in the family can find each other.

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17 of 26



- ☐ 2.5 gallon jug of water
- ☐ 6 oz. protein



- ## Pets

- ## Pro Tips

Tape a large ziptop bag inside the medicine cabinet so you can gather your medicines quickly.

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## 26 Steps to Preparedness

18 of 26



### Grocery Store

HAVE

- ☐ 15 oz. fruit
- ☐ 15 oz. vegetables



### Hardware Store

- ☐ wagon—foldable
- ☐ screwdrivers—flat- and Philips-head, various sizes



### First Aid/Hygiene

- ☐ toilet paper—2 rolls per person, per week



### Pro Tips

Even the friendliest dog will bite when frightened get a muzzle for your dog just in case.



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19 of 26



- ☐ 6 oz. protein
- ☐ 15 oz. vegetables



- ## First Aid/Hygiene

- ## Pro Tips

Add your doctor's & vet's phone numbers into your contact list on your phone.



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20 of 26

20 of 26



## Grocery Store

HAVE

- ☐ 15 oz. grain
- ☐ 15 oz. fruit
- ☐ 15 oz. vegetable



## Hardware Store

- ☐ adjustable or Crescent wrench
- ☐ pliers—slip, needle-nose & locking



## Pets

- ☐ poop bags (10-day supply)
- ☐ proof of current vaccination & proof of ownership

## Pro Tips

Check the gauge on your fire extinguisher.

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21 of 26



- ☐ 6 oz. protein
- ☐ 15 oz. vegetables



- 

## First Aid/Hygiene

## Pro Tips

If you have a dog put a spare leash on your nightstand or close to the bed.



[illegible]

## 26 Steps to Preparedness

22 of 26



### Grocery Store

HAVE

- ☐ 2.5 gallon jug of water
- ☐ 15 oz. fruit
- ☐ 15 oz. vegetables



### Hardware Store

- ☐ gas main wrench (attach to gas main)
- ☐ dish soap and sponge



### Pets

- ☐ rabies tag
- ☐ toys—to comfort and distract



### Pro Tips

Make a list of items in your house (and their location) to gather in the event of an emergency evacuation.

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23 of 26



- ☐ 6 oz. protein
- ☐ 15 oz. vegetables



- ## First Aid/Hygiene

- ## Pro Tips

Store disposable gloves in the glove box of each vehicle.



[illegible]

24 of 26



- ☐ 15 oz. fruit
- ☐ 15 oz. vegetables



- ## Pets

- ## Pro Tips

Put a roll of toilet paper in a large ziptop bag and store in each car.

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25 of 26



- ☐ 15 oz. grain
- ☐ 15 oz. vegetables



- 

## First Aid/Hygiene

## Pro Tips

Turn on location services on your phone so everyone in the family can find each other.



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26 of 26



- ☐ 15 oz. grain
- ☐ 15 oz. fruit
- ☐ 15 oz. vegetables



- 

## First Aid/Hygiene

## Pro Tips

Keep old pairs of prescription glasses or readers in go-bags and the glove box.

[illegible]

## EMERGENCY SERVICES CONTACTS

### Emergency Services Contacts



**9-1-1**

LIFE-THREATENING EMERGENCY



\_\_\_\_\_  
NON-EMERGENCY POLICE



\_\_\_\_\_  
NON-EMERGENCY FIRE



\_\_\_\_\_  
HIGHWAY PATROL



1-800-273-8255

SUICIDE HOTLINE



1-800-222-1222

POISON CONTROL



1-888-426-4435

ANIMAL POISON CONTROL



\_\_\_\_\_  
GAS COMPANY



\_\_\_\_\_  
ELECTRIC COMPANY



\_\_\_\_\_  
WATER COMPANY



\_\_\_\_\_  
EMERGENCY RADIO STATION



\_\_\_\_\_  
HOSPITAL



\_\_\_\_\_  
FAMILY DOCTOR



\_\_\_\_\_  
PET HOSPITAL



\_\_\_\_\_  
VETERINARIAN



## PERSONAL EMERGENCY CONTACTS

### Personal Emergency Contacts



NAME \_\_\_\_\_



LOCAL FAMILY OR FRIEND



NAME \_\_\_\_\_



OUT OF AREA FAMILY OR FRIEND



NAME \_\_\_\_\_



CHILDCARE



NAME \_\_\_\_\_



PET SITTER



NAME \_\_\_\_\_



NEIGHBOR



NAME \_\_\_\_\_



NEIGHBOR



NAME \_\_\_\_\_



SCHOOL



NAME \_\_\_\_\_



SCHOOL



NAME \_\_\_\_\_



INSURANCE COMPANY

NAME \_\_\_\_\_



NAME \_\_\_\_\_



NAME \_\_\_\_\_



NAME \_\_\_\_\_



NAME \_\_\_\_\_



## **EXTRA PAPER**

You will find on the following pages that we've provided you with extra paper so you can draw escape routes from each room in your home. Share these maps with your household to aid in your bi-annual preparedness drills. Make copies for each member of the family so no matter where they are in the home they will be familiar with how to escape to safety. Each room should have a minimum of two escape routes—usually the entry door and a window.

## Notes

## Notes

A large grid of dots for taking notes, arranged in 20 rows and 20 columns. A diagonal watermark reading "CampbellCERT.org" is visible across the grid.



## Notes

A large grid of dots for taking notes, arranged in 20 rows and 20 columns. A diagonal watermark reading 'CampbellCERT.org' is visible across the grid.

## Notes

## **ABOUT THE AUTHOR**

Michael Grodin—Campbell CERT  
Julie Vallone—Editor

CampbellCERT.org





26 Steps Workbook offers an extensive list of just about everything a household of one or more people need to shelter in place for up to 7 days after a disaster:

- We walk you through the process of determining your food and water requirements.
- We show you how to scale the food and supplies to accommodate your family size.
- We list the tools you'll find most helpful while sheltering.
- We bolster your first aid kit to address those more significant injuries that come with disasters.
- We offer a host of tips to make your shelter-in-place safer and more tolerable.

We need to clarify what this 26 Steps Workbook is not. We are not prepping you for the zombie apocalypse, the destruction of your home, or preparing you to live out of your car for the next week. We are keeping you and your household fed and safe for one week. Where you store all these supplies and where you physically exist during this downtime is something you'll need to work out on your own.

