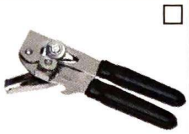
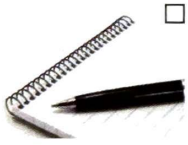
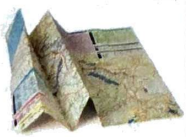
Visual Checklist for your Disaster Supply Kit

☐ Water	☐ Food	☐ Medications	☐ First Aid Kit	☐ Baby Supplies	☐ Pet Supplies	☐ Bleach & Eye-Dropper
☐ Emergency Blanket	☐ Blankets	☐ Sleeping Bags	☐ Glasses & Eye Protection	☐ Extra Clothing	☐ Personal Hygiene Items	☐ Sani-Wipes
☐ Towels	☐ 5-Gallon Bucket	☐ Trash Bags/ Plastic Sheets	☐ Tent	☐ Backpack	☐ N95 Mask	☐ Work Gloves
☐ Flashlight	☐ Batteries	☐ Matches	☐ Candles	☐ Lightsticks	☐ Medical Gloves	☐ Multi-purpose Tool w/ Knife
☐ Wrench, Pliers & Crowbar	☐ Rope/Cord	☐ Duct Tape	☐  Can Opener	☐ Kitchen Items	☐ Scissors	☐ Fire Extinguisher
☐ Games	☐  Pen & Paper	☐ Radio	☐ Cell Phone & Charger	☐ Whistle	☐ Signal Mirror	☐ 2-Way Radios
☐ Paper Towels	☐ Toilet Paper	☐ WD-40	☐ Hard Candy	☐ Trail Mix	☐ Bug Spray	☐ Sun Screen
☐ Emergency Plan	☐ Family ID Documents	☐  Maps	☐ Compass	☐ Extra Keys	☐ Cash & Bank Checks	☐ Phonebook

References

American Red Cross

Ready — Preparing Makes Sense

www.palmspringsca.gov www.redcross.org www.ready.gov

Preparing Your Family For An Earthquake

When preparing for an earthquake, plan on having enough supplies to get you and your family through at least the first 72 hours. After a major earthquake, there's a good chance that traditional emergency response teams will be too busy to take care of you and your family. You need to prepare your home and neighborhood.

The Plan

✓

- ☐ Stock up on at least a three-day supply of food, water, clothes, medical supplies and other necessary equipment for everyone in your family. Make sure everyone knows where to find them. (See the information sheet on emergency supplies in this packet.)
- ☐ Decide where and when to reunite your family should you be apart when an earthquake happens.
- ☐ Choose a person outside the immediate area to contact if family members are separated. Long distance phone service will probably be restored sooner than local service. Do not use the phone immediately after an earthquake.
- ☐ Know the policies of the school or daycare center your children attend. Make plans to have someone pick them up if you are unable to get to them.
- ☐ If you have a family member who does not speak English, prepare an emergency card written in English indicating that person's identification, address and any special needs such as medication or allergies. Tell that person to keep the card with him/her at all times.
- ☐ Conduct Earthquake: Duck, Cover & Hold drills every six months with your family.
- ☐ Know the safest place in each room because it will be difficult to move from one room to another during a quake.
- ☐ Locate the shutoff valves for water, gas and electricity. Learn how to shut off the valves before a quake. If you have any questions, call your utility company.
- ☐ Make copies of vital records and keep them in a safe deposit box in another city or state. Make sure your originals are stored safely.
- ☐ Before a quake occurs, call your local Red Cross chapter and Office of Emergency Services to find out about their plans for emergency shelters and temporary medical centers in case of such a disaster.
- ☐ Establish all the possible ways to exit your house. Keep those areas clear.
- ☐ Know the locations of the nearest fire and police stations.
- ☐ Take photos and/or videos of your valuables. Make copies and keep them in another city or state.
- ☐ Include your babysitter and other household help in your plans.
- ☐ Keep an extra pair of eyeglasses and house and car keys on hand.
- ☐ Keep extra cash and change. If electricity is out, you will not be able to use an ATM.

General Tips

✓

- ☐ Stay away from heavy furniture, appliances, large glass panes, shelves holding objects, and large decorative masonry, brick or plaster such as fireplaces.
- ☐ Keep your hallway clear. It is usually one of the safest places to be during an earthquake.
- ☐ Stay away from kitchens and garages, which tend to be the most dangerous places because of the many items kept there.

Emergency Supplies Checklist

Stocking up now on emergency supplies can add to your safety and comfort during and after an earthquake. Store enough supplies for at least 72 hours.

Essentials

✓

- ☐ Water — 1 gallon per person per day (a week's supply of water is preferable)
- ☐ Water purification kit
- ☐ First aid kit, freshly stocked
- ☐ First aid book
- ☐ Food
- ☐ Can opener (non-electric)
- ☐ Blankets or sleeping bags
- ☐ Portable radio, flashlight and spare batteries
- ☐ Essential medications
- ☐ Extra pair of eyeglasses
- ☐ Extra pair of house and car keys
- ☐ Fire extinguisher — A-B-C type
- ☐ Food, water and restraint (leash or carrier) for pets
- ☐ Cash and change
- ☐ Baby supplies: formula, bottle, pacifier, soap and baby powder, clothing, blankets, baby wipes, disposable diapers, canned food and juices.

Sanitation Supplies

✓

- ☐ Large plastic trash bags for waste; tarps and rain ponchos
- ☐ Large trash cans
- ☐ Bar soap and liquid detergent
- ☐ Shampoo
- ☐ Toothpaste and toothbrushes
- ☐ Feminine hygiene supplies
- ☐ Toilet paper
- ☐ Household bleach

Safety and Comfort

✓

- ☐ Sturdy shoes
- ☐ Heavy gloves for clearing debris
- ☐ Candles and matches
- ☐ Light sticks
- ☐ Change of clothing
- ☐ Knife or razor blades
- ☐ Garden hose for siphoning and firefighting
- ☐ Tent
- ☐ Communication kit: paper, pens, stamps

Cooking

✓

- ☐ Plastic knives, forks, spoons
- ☐ Paper plates and cups
- ☐ Paper towels
- ☐ Heavy-duty aluminum foil
- ☐ Camping stove for outdoor cooking (caution: before using fire to cook, make sure there are no gas leaks; never use charcoal indoors)

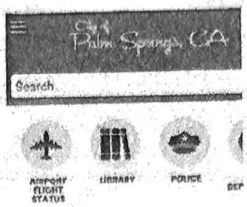
Tools and Supplies

✓

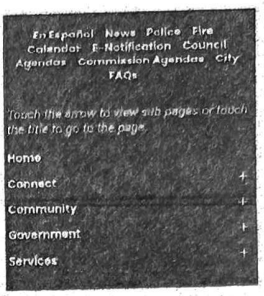
- ☐ Axe, shovel, broom
- ☐ Adjustable wrench for turning off gas
- ☐ Tool kit including a screwdriver, pliers and a hammer
- ☐ Coil of 1/2" rope
- ☐ Plastic tape, staple gun and sheeting for window replacement
- ☐ Bicycle
- ☐ City map

How to Sign Up for Emergency Notifications from the City of Palm Springs using EVERBRIDGE

1. Go to city website at www.palmspringsca.gov

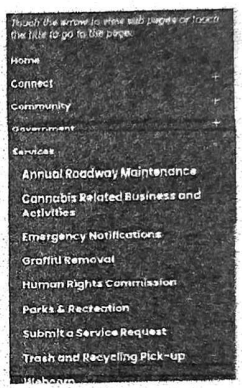


2. Look for three tiny lines in upper left corner—they are the menu for this website. Click on those little lines.

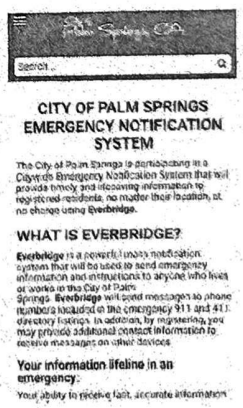


3. On the drop-down menu, find the word, "Services." Click on it.

4. From that drop-down menu, click on "Emergency Notifications."



5. Fill out the online form and set a password. Once you finalize and submit this form, the city will automatically notify you about any emergency occurrences.



Critical Documents

When disaster strikes, your immediate concern will be your safety and the safety of those you care about. Once the immediate danger passes, however, having your financial and medical records and important contact information will be crucial to help you start the recovery process quickly. Taking time now to safeguard these critical documents will give you peace of mind, ensure you have access to essential medical and prescription information, and help you avoid additional stress during the difficult days following a disaster.

Household Identification:
Vital records such as birth certificates, marriage/divorce certificates, passports, driver's license, military service information, immigration documents.

Financial and Legal Documents:
Home records (deed, mortgage, lease), vehicle information, list of financial obligations and accounts, trust, will.

Medical Information:
Medical and dental insurance, list of medications, living will, disabilities documentation, contact information for medical providers.

Pet Information:
Adoption records, vaccination records, medical information.

KEEP EMERGENCY AND IMPORTANT CONTACT INFORMATION HANDY:
Employers, Schools, Social Service Providers, Church, HOA.

Consider storing paper copies of important documents at home in a fireproof and waterproof box or safe, in a bank safe deposit box, or with a trusted friend or relative.

Store electronic copies of important documents in a password-protected format on a removable flash or external hard drive in your fireproof and waterproof box or safe or consider using a secure cloud-based service.

For more information, visit the Palm Springs Emergency Management website at **https://www.palmspringsca.gov/government/departments/emergency-management/emergency-preparedness**
Scan the QR code to take you there. You can also find training opportunities under EVENTS on this same webpage.

CITY OF PALM SPRINGS

Checklist of Important Documents to Include in your Disaster Kit

*For each household member as applicable: Make copies of documents and/or scan documents onto a CD or a flash drive. Store originals in safety deposit box or a fire/waterproof container. Keep copies, CD, flash drive in a fire/waterproof, container in a location that will be easy to grab and go out the door as you evacuate.

Updated on:_____
Out of State Point of Contact Name:_____
Out of State Point of Contact Phone Number:_____

X	DOCUMENT *			
	Copy of Social Security Card for each member of the household	Replacement Social Security card: http://ssa-custhelp.ssa.gov/app/answers/detail/a_id/251/~/replace-a-social-security-card-for-an-adult		
	Copy of your State and Federal Tax Returns for the last three (3) years for each household member	Tax year 1:	Tax year 2:	Tax year 3:
	Marriage Certificate	State filed in:		
	Divorce Settlement	Date finalized:	State filed in:	
	Copy of documents for Child Custody Arrangement			
	Copy of both sides of your credit cards to give so that you have card and phone numbers for each company			

HOME/RENTAL

X	DOCUMENT *			
	Picture inventory of the outside and inside of your home, valuables and vehicles	Location of the second copy is:		
	Copy of rental agreement	Landlord's Name:	Contact Information:	
	Copy of Title and Deed for Home, Property, Land Lease Agreement			

MEDICAL AND PRESCRIPTIONS

FAMILY MEMBER NAME	DOCTOR	OFFICE NUMBER	MEDICATIONS	STATE OF BIRTH
	Medical: Dental: Eye:	Medical: Dental: Eye:	Medical: Dental: Eye:	
	Medical: Dental: Eye:	Medical: Dental: Eye:	Medical: Dental: Eye:	
	Medical: Dental: Eye:	Medical: Dental: Eye:	Medical: Dental: Eye:	
	Medical: Dental: Eye:	Medical: Dental: Eye:	Medical: Dental: Eye:	

	Copy of birth records for each member of the household
	Copy of immunization records for each household member
	A copy of maintenance prescription medications and eye glasses

PET

PET'S NAME	VETERINARIAN NAME	OFFICE PHONE NUMBER	MEDICATIONS	MICROCHIP NUMBER

	Photo of you with your pet
	Animal registration papers
	Copy of Vaccination Record for each pet

INSURANCE/TITLE/BANK

X	DOCUMENT *	AGENT NAME	CONTACT INFORMATION	ACCOUNT/POLICY NUMBER
	Homeowners/ Rental Insurance Policy for each property owned			
	Umbrella Insurance Policy			
	Auto Insurance Policy for each vehicle owned			
	Boat Insurance Policy for each vehicle owned			
	Life Insurance Policy for each household member			
	Flood Insurance Policy			
	Earthquake Insurance Policy			
	Pet Insurance Policy			
	Copy of Titles for vehicles	State/License Plate:	State/License Plate:	State/License Plate:
	Copy of all bank and brokerage accounts with account and phone numbers			
	Copy of all medical insurance policies and insurance cards for each household member health/dental/prescription			

OTHER ITEMS

X	DOCUMENT *
	Photo of each household member
	School records for each child from previous school year and copy of courses currently enrolled in
	Copy of identification pages on your passport
	Make a disc of your personal photos
	Copy of Driver License for each member of the household
	Copy of Will, Living Trust, Durable Power of Attorney, Personal Representative, Guardian and Conservator Appointments for each member of the household as applicable

NOTES: