



Disaster Preparedness Checklist

Activity

- Print educational brochures or information on how major disasters could affect the area
- Attend meetings and discussions, or heard talks about how a major disaster could affect the region
- Obtain information from media sources (newspapers, radio, television, the Internet, or other communications media) on how a major disaster could affect the region
- Distribute information to your clients/members on how a major disaster could affect the region
- Know how the building(s) that houses your organization would be affected by a major disaster in the region
- Have your building(s) inspected by a structural engineer or other building professional
- Discuss potential disaster in organizational meeting
- Form a disaster preparedness committee
- Provide training and educational materials to staff concerning their roles during a major disaster
- Hold a disaster drill for employees and volunteers
- Take part in an inter-agency or municipal disaster drill
- Develop a written disaster plan for your organization
- Develop an evacuation plan for your building
- Arrange site visits for assessing organizational disaster preparation
- Establish communication protocols with staff/volunteers in event of disaster
- Obtain first aid supplies for use by your organization in a disaster
- Obtain an emergency kit for use by your organization in a disaster
- Obtain emergency food & water for use by your organization in a disaster
- Made transportation plans for your clients to/from services
- Make transportation plans for your staff to/from services in the event of a disaster
- Make plans to share resources (building, staff, materials, etc.) with other organizations (including government) in the event of a disaster
- Obtain a generator to provide emergency power due to an earthquake or another disaster
- Provide first aid or other medical training to staff/volunteers
- Provide training for clients on how to avoid death/injury should a major disaster strike
- Encourage staff/volunteers to develop household disaster plans
- Encourage clients to develop household disaster plans
- Develop a notification system for staff/volunteers activated in case of an emergency
- Develop a plan for how your organization would continue operations after an emergency/disaster (contingency plan or business continuity plan)
- Identify long-term recovery resources (e.g., insurance, physical resources, financial resources)