



American Preparedness

A Service Disabled Veteran Owned Business

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Emergency Checklist - BUSINESS

Create an Emergency Plan

- Meet as organization discuss the dangers of fire, severe weather, earthquakes and other emergencies.
- Discuss how to respond to each disaster.
- Discuss what to do about power outages.
- Discuss what to do about personal injuries.
- Draw a floor plan of your building, and mark two escape plans for each area
- Learn how to turn off the water, gas and electricity at main switches.
- Post emergency telephone numbers with pertinent building location near telephones.
- Teach everyone, young and old, how and when to call 911-police, fire and emergency medical care.
- Show office members how to turn on the radio for emergency information and makes sure it works.
- Pick one out-of-state and one local contact to contact should your group get separated by disaster (remember that it is often easier to call out-of-state than within the affected disaster area.)
- If applicable, teach children how to make long distance phone calls.
- Pick two meeting spots- one near your office and one outside the area in case you cannot return to building after a disaster.
- Take first aid and CPR training classes.
- Keep business and personnel records in a water and fire-proof container and back-up off-site.

Prepare a Disaster Supplies Kit

- Assemble supplies you may need in an evacuation, and store them in an easy-to-carry container (such as a backpack)
Include:
 - A supply of water (one gallon per person per day), stored in sealed unbreakable containers (date the container and replace the contents every six months)
 - A supply of non-perishable packaged or canned food and a non-electric can opener.
 - A change of clothing, rain gear, and sturdy shoes.
 - Blankets or sleeping bags.
 - A first aid kit and prescription medications.
 - An extra pair of eye glasses.
 - A battery-powered radio, flashlight, and plenty of extra batteries.
 - Credit cards and cash.
 - An extra set of car keys.
 - A list of medical personnel.
 - A list of important family information, including medical information about each person.
 - Special items for infants, elderly, and the disabled.

PLEASE -Prepare yourself, friends and colleagues.

1. Prior to filling out this form make copies to share with everyone you know.
2. Fill out your form and place it in an accessible location.
3. E-mail us to receive it electronically to pass it along.