This is your project checklist for Resolve to Be Ready 2014! Use this checklist to check off projects as you work towards completing your Family Emergency Planning and Resources Binder. Update this checklist at the end of every month at http://www.tootsweet4two.com.

- ☐ Purchase 3-ring binder OR commandeer one that you already have lying around your house. If it has a clear plastic cover for inserts, print out the Family Emergency Planning and Resources Binder cover on Toot Sweet 4 Two located in this post: http://www.tootsweet4two.com/blackout-are-you-ready?/

- ☐ Purchase a package of letter-size sheet protectors that have 3 holes to fit in a 3-ring binder.

- ☐ Print out Toot Sweet 4 Two's Emergency Planning Checklist, read it and put it in your 3-ring binder. Here's the link: http://www.tootsweet4two.com/emergency-planning-checklist/.

- ☐ Print out these three checklists from FEMA: Family Communication Plan for Parents, Family Communication Plan for Kids and Commuter Emergency Plan. Put these in your Family Emergency Planning and Resources Binder.

- ☐ Start a fund designated for purchasing emergency supplies. You will need money to finish this project. If you need an easy and painless idea on saving money, check out my Saving Mr. Lincoln posts: http://www.tootsweet4two.com/saving-mr-lincoln/.

- ☐ If you have a Pinterest account, create an Emergency Planning and Preparedness Board and pin these posts to your board for easy retrieval and reference. If you don't have a Pinterest account, set one up – it's FREE!

- ☐ Set a date and time with your family to have a meeting to complete the Family Communication Plan form. Write it on your calendar. If you have very young children, set a date and time with your spouse to complete this form together. If you have children away at school (i.e., college) include them in the family discussion by having them join via phone, Skype, whatever.

- ☐ Choose an Out-of-Town Contact and call that person and tell them you have chosen them to be your Out-of-Town Contact and why you are asking them to be this person for you. They need to understand the role that you are asking them to take on for you and your family.

- ☐ Complete the Family Communication Plan for Parents on the date you have selected for your family meeting.

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- ☐ Complete the Family Communication Plan for Kids on the date you have selected for your family meeting.

- ☐ Complete the Commuter Emergency Plan on the date you have selected for your family meeting. Place completed form in each respective vehicle for each commuter.

- ☐ Copy all three completed documents and add one of each to your Family Emergency Planning and Resources Binder. Cut out cards for each family member from these forms and place copies in wallets, backpacks, etc. Fold them up accordion-fashion to fit in wallets.

- ☐ Add all information to all family members' smart phones.

- ☐ Purchase a plastic tub, small enough that you can lift it when full, and place your newly created Family Emergency Planning and Resources Binder inside that plastic tub. Store this plastic tub in a strategic location in your house (such as a hall closet). This will later be used for more items and stored elsewhere, but for now, keep it handy. It needs to fit in your car, so choose the size carefully.

- ☐ Designate an unused, briefcase-sized bag as your family's "Fly-Away Kit". If you don't have such a bag, purchase one. Place a copy of all three completed documents in your new "Fly-Away Kit." Store your "Fly-Away Kit" in a strategic location, such as a hall closet or under the bed.

- ☐ Email copies of the first page of the Family Communication Plan for Parents and the first page of the Family Communication Plan for Kids to your Out-of-Town Contact.

- ☐ Create a folder in your Email Account and call it Emergency Info. Add your sent mail (above) to your Out-of-Town Contact to your folder, so that you can retrieve a copy of this email, should the need arise.

- ☐ Set a date with all family members to visit your selected Emergency Designation Locations. Write it on your calendar.

- ☐ On the designated day, visit your Emergency Designated Locations as a family. Take a picnic and make it a fun outing and time to discuss your plan as a family.

- ☐ Buy several flashlights and place them in strategic locations in your home, garage and in the plastic tub with your Family Emergency Planning and Resources Binder.

- ☐ Tell family, friends, neighbors, co-workers, teachers and church members about the Resolve to Be Ready 2014 project on Toot Sweet 4 Two. Who knows, maybe they will want to do it, too! Give them a copy of this checklist or email it to them, so that they can locate the resources in this checklist. Sharing is caring!

- ☐ If you have pets, check out hotels and motels along your evacuation route and call them or do an internet search to determine pet-friendliness. Make a list, including phone numbers, and put this list in both your Family Emergency Planning binder and your "Fly-Away Kit." Use the worksheet provided at http://www.tootsweet4two.com/pet-owners-are-you-ready/

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- ☐ Talk to your family, friends and neighbors about your pet(s). Ask more than one to be your "back-up" should an emergency occur when you are not home. Have them come over to your house and walk through what they will need to evacuate your pet(s) safely. Show them where you keep collars, leashes, pet carriers, food, water and pet medications (if needed). Make sure to include a plan to be reunited with your pet within your immediate area and one farther away. Make a list of the people who've agreed to help you, including their phone numbers and place that information in both your Family Emergency Planning and Resources binder and "Fly-Away Kit". Be sure to include information about our offsite repatriation. Use the worksheet provided at http://www.tootsweet4two.com/pet-owners-are-you-ready/

- ☐ Talk to your veterinarian, local boarding facilities and animal shelters and ask them their policies in times of emergencies. It's always nice to have "options" as respects your pets should your number one option (keeping your pet with you) may not be feasible. Also, make a list of these veterinarian and emergency services, including phone numbers, and place this information in both your Family Emergency Planning and Resources binder and your "Fly-Away Kit". Use the worksheet provided at http://www.tootsweet4two.com/pet-owners-are-you-ready/

- ☐ If you have more than one pet, understand that you may have to house them separately in emergency situations. Be prepared for that possibility by having separate emergency supplies for each pet.

- ☐ Practice placing your pet in its pet carrier. Getting your pet used to the idea is easier if there is, indeed, an emergency.

- ☐ Make sure your pet's vaccinations are up-to-date. Without this proof, you may not be able to leave your pet at an emergency pet shelter. Place copies of these documents in both your Family Emergency Planning binder and your "Fly-Away Kit".

- ☐ If you pet wears a collar, make sure the collar has identifying information on it. If not, consider having your pet "micro-chipped" by your veterinarian.

- ☐ Have more than one leash and harness for each pet. For now, place an extra collar and leash in the small plastic tub with your flashlight and binder.

- ☐ Take a picture of you with your pet and print it out. Write details about your pet on this printed photo: name, species, breed, age, sex, color and distinguishing characteristics. Put this information in both your Family Emergency Planning Kit and your "Fly-Away" Kit. If you are separated from your pet, this photo may help in reuniting with your pet plus provide a form of proof of ownership of your pet.

- ☐ Using some of your emergency funds, purchase "Pets Inside" stickers and place them on your doors or windows, including information as to the number and types of pets in your home. This is to alert firefighters and rescue workers, in the event you are not home and your pets are.

- ☐ Create an Emergency Evacuation Plan. Don’t rely on memory; type it and print 3 copies. Place one copy in your Family Emergency Planning & Resources Binder, one in your “Fly-away Kit” and one taped inside a closet or in your garage for reference should an emergency evacuation be necessary.

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- ☐ If your area has an Alert system in place, also known as a reverse 9-1-1, sign up for it. Here's a link to the one for San Diego County: Alert San Diego. Do a Google search in your area to see what's available and take advantage of whatever system is in place.

- ☐ Begin building your emergency water supply. Best choice: commercially bottled water. How much? A minimum 3-day supply of one gallon per person per day (more to include pets, children, nursing mothers, sick family, medical emergencies, hot climate, etc.). Store water supply in a cool, dry place.

- ☐ Check your smoke alarms to make sure they work. Set up a system to check them regularly, at least twice a year, and write it on your calendar. A good reminder is the switch to daylight savings time. If you have smoke alarms that require battery replacements, consider switching them out for ones with a 10-year lithium battery.

- ☐ Start building your family's emergency food supply. Use the "Emergency Evacuation Food Supply Checklist", the "Emergency Shelter-in-Place Food Supply Checklist" and the "Emergency Evacuation Meal Planning List" provided at www.tootsweet4two.com as guides for building your food supply. Add a few products at a time to your weekly grocery shopping list to mitigate the expense. Include enough food for 3 days for each person for evacuation and enough for 2 weeks per person for a shelter-in-place/stay-at-home emergency.

- ☐ Buy small plastic tubs to store your emergency evacuation food supply. Or, repurpose a child's old backpack for storage. Remember: you must be able to lift them and place them in your vehicles. Having these products stored independently on a shelf will do you no good in an emergency. They must be easily accessible for a "grab-and-go" situation.

- ☐ Check your emergency evacuation food supply every 6 months for food expiration dates. Rotate food products nearing expiration into your normal meals so as not to waste them. But, be sure to replace them by adding them to your grocery shopping list.

- ☐ Designate an area in your kitchen, pantry, or somewhere else in your home to store your "2 Week Emergency Food Supply". Add a few products at a time to your weekly grocery shopping list to mitigate the expense. Be sure to consistently rotate food products nearing expiration into your normal meal planning so as not to waste them. And, be sure to replace products used by adding them to your grocery shopping list.

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