Center for Inclusive Design and Engineering (CIDE)

COLLEGE OF ENGINEERING, DESIGN AND COMPUTING

UNIVERSITY OF COLORADO **DENVER | ANSCHUTZ MEDICAL CAMPUS**

Emergency Preparedness Plan Check List

Action	Done
Complete Hazard Assessment	
Complete Personal Assessment	
Complete Emergency Preparedness Plan	
Contact local Emergency Manager to learn about local alerts	
Sign up for community alerts	
Sign up for Smart 911	
Sign up for Registry	
Complete shelter in place plan	
Contact neighbors to share plan	
Complete a power back-up plan	
Buy a home generator	
Contact local utility company to discuss back-up power plan	
Complete Behavioral Crisis Plan	
Complete Quick Handoff Form	
Identify triggers and warning signs	
Identify de-escalation techniques	
Identify family roles	
Identify local Crisis Center	
Identify Emergency Contacts	
Complete Family Wandering Plan	
Include recent photo of individual	

Action	**Done**
List transmitter tracking number	
List official diagnosis	
List height, weight, hair and eye color, unique identifiers (eye glasses, hearing aids, braces, etc.) and identifying marks	
List medications and medical needs	
List main places individual is likely to go in neighborhood	
List most dangerous areas nearby	
Recruit at least 5 individuals willing to search for individual in case of emergency	
List emergency contact information for each volunteer	
Assign search location to each volunteer	
Draw maps of search locations and share with volunteer searchers before an emergency happens	
Physically show search locations with volunteer searchers before an emergency happens	
Identify emergency point person (relative or close friend) and provide them with plan	
Contact local law enforcement to discuss plan	
Complete School Personal Emergency Response Plan	
Identify emergency contacts	
Identify teachers or attach class schedule	
Identify type of disability	
Identify type of assistive devices used	
Identify ability to comprehend emergency alerts	
Identify level of supervision required	
Know school's plans for evacuation, shelter, lockout, and lockdown	
Know who is trained on the plan	
Review plan with school staff	

Action	Done
Complete Evacuation Plan	
Designate meeting site	
Practice evacuation plan	
Designate three evacuation locations and informed them of your evacuation plan	
Complete Service Animal/Pet Plan	
Have proper identification tags	
Include recent photo of individual with pet	
Include veterinary records with immunizations	
Identify potential pet hiding places inside and outside of home	
Identify potential shelters, kennels, and pet friendly hotels	
Complete animal emergency go kit	
Identify family members and friends who are familiar with your to animals to assist in rescue and share plan with them	
Contact Local Emergency Manager to discuss plans	
Create Personal Support Network	
Determine locations where support network is needed	
Determine needs	
Determine who to include at each location	
Make copies of keys for network members who may need access to home, care, etc.	
Train support network members on your special needs	
Label all medical equipment and attach instructions for use and how to safely move	
Show network members how to manually operate all medical equipment	

Action	Done
Ensure network members are familiar with service animal and pets	
Show network members where food and supplies are kept for service animals	
Show network members where emergency kits are located	
Share plans with network members	
Create Communications Plan	
Designate in-state contact and informed them of your communication plan	
Designate out-of-state contact and informed them of your communication plan	
Complete Emergency Contact Card and keep in wallet and all emergency kits	
Complete Family Emergency Plan card and keep in wallet and all emergency kits	
Program AAC device with emergency messages	
Contact local 911 Call Center and practice placing calls/texts	
Purchase an All-Hazards (NOAA) Alert Radio	
Know where to find emergency broadcast channels on TV and radio	
Create Cybersecurity Plan	
Develop a schedule to change all passwords regularly	
Install antivirus software and update regularly	
Install Antispyware Technology and update regularly	
Encrypt data on your network	
Change SSID Name	
Turn off SSID Broadcasting	
Install a firewall	
Change name on router	

Action	Done
Change pre-set password on router	
Create guest password	
Create Active Shooter/Active Threat Plan	
Make a plan for all locations frequented i.e. school, work, recreation center, etc.	
Know an accessible escape route for each location	
Be aware of potential hiding options	
Designate multiple 'Buddies' at each location	
Create Financial Emergency Preparedness Plan	
Organize financial information and keep in two separate locations	
Photo copy front and back of each credit/debit card	
Keep inventory of personal and household property current	
Keep information secured and protected against unauthorized access	
Complete Appropriate Emergency Go Kits	
Bedside	
Car	
Digital	
General Home	
Grab N Go	
Personal	
Service Animal	
Workplace	
Create a list of all medications routinely taken and keep in go kits	
Carry three days of medication at all times	

Action	Done
Talk to your doctor/veterinarian or pharmacist to get 7 days of medications for kits	
Complete medical flash drive with health history information	
Complete File of Life and place on/in refrigerator and in wallet	
Collect all important documents and place in secure storage	
Store copies of important documents on flash drive	
Send copies of important documents to out-of-state contact	
Continue Education Plan	
Sign up to take a first aid class	
Sign up to take a CPR class	
Sign up to take a CERT class	
Sign up to take a weather spotter class	
Sign up to take a self-defense class	
Make contact with local fire department	
Purchase fire extinguishers	
Learn to use fire extinguishers	
Purchase smoke detectors and carbon monoxide detectors	
Develop schedule for testing and battery replacement	
Discuss coverage of assistive technology devices with insurance agent	
Share information on emergency preparedness with others in your community	

For more information contact:

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