# Your Family Disaster Supplies & Preparedness Calendar

The Family Disaster Supplies & Preparedness Calendar is intended to help you take appropriate preparedness actions and create a 3–7 day disaster supply kit before the next emergency happens. Using the calendar, your family can assemble an emergency kit in small steps over a six month period. Check off each of the items you collect or the actions you take during the week. Supplies may be stored all together in a large plastic garbage can with wheels, putting the heavy items at the bottom. When medical supplies, flashlights and emergency items are placed near the top, they can be located quickly for inspecting and restocking. Remember to rotate your perishable supplies and change water every six months. **Review this calendar every six months.** For example, each time you change your clock, review this list.

Note: You should store 1–2 gallons of water per person for each day. This water is for consumption and sanitation. For this reason the calendar repeats the need to purchase water several times.

## MONTH ONE

<table>
<thead>
<tr>
<th>Week One</th>
<th>Week Two</th>
<th>Week Three</th>
<th>Week Four</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grocery Store</td>
<td>Hardware Store</td>
<td>Grocery Store</td>
<td>Hardware Store</td>
</tr>
<tr>
<td>□ 1 gallon of water*</td>
<td>□ crescent wrench</td>
<td>□ 1 gallon of water*</td>
<td>□ plumber’s tape</td>
</tr>
<tr>
<td>□ 1 jar peanut butter*</td>
<td>□ heavy rope</td>
<td>□ 1 can meat*</td>
<td>□ crow bar</td>
</tr>
<tr>
<td>□ 1 large can juice*</td>
<td>□ duct tape</td>
<td>□ 1 can fruit*</td>
<td>□ smoke detector with battery</td>
</tr>
<tr>
<td>□ hand-operated can opener</td>
<td>□ 2 flashlights with batteries</td>
<td>□ sanitary napkins</td>
<td>□ tarp</td>
</tr>
<tr>
<td>□ instant coffee, tea, powdered soft drinks</td>
<td>□ bungee cords</td>
<td>□ video tape</td>
<td>Also: extra medications or prescription marked “emergency use,” if needed</td>
</tr>
<tr>
<td>□ permanent marking pen to mark date on cans &amp; bottled water</td>
<td>□ water proof matches</td>
<td>□ 1 gallon of water for each pet</td>
<td></td>
</tr>
<tr>
<td>□ 1 gallon of water for each pet</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Also: pet food, diapers, and/or baby food if needed.

### To Do

- Establish an out-of-state contact to call in case of disaster.
- Prepare a list of important phone numbers: out-of-state contact, physicians, veterinarian, family, creditors, insurance, etc.
- Make a family plan. Follow the information from the Workbook or Red Cross brochures.
- Check your house for hazards. Follow the Reduce Hazards Booklet or Red Cross brochures.
- Identify which hazards you will reduce first.
- Locate your gas meter and water shutoffs and attach the proper tool near each.
- Obtain a collar-tag or microchip for your pet for emergency identification.
- Use a video camera to tape the contents of your home for insurance purposes.
- Store video tape with friend/family member who lives out of town.
- Investigate home/rental insurance.
- Date each can of food using a marking pen.
- Install or test your smoke/fire/carbon monoxide detector. Replace batteries.
- Tie water heater to wall studs. Follow the diagrams in the Reduce Hazards booklet.

* Purchase one item per person
### Month Two

#### Week Five
- **Grocery Store**
  - 1 gallon of water*
  - 1 can meat*
  - 1 can fruit*
  - 1 can vegetables*
  - 2 rolls toilet paper*
  - extra toothbrush*
  - personal hygiene items: toothbrush, comb, etc.
  - travel size tooth paste

- Also: special food for special diets.

#### First Aid Supplies
- aspirin and/or acetaminophen
- compresses
- rolls of gauze or bandages
- first aid tape
- adhesive bandages in assorted sizes
- cold packs

- Also: extra hearing aid batteries, if needed.

#### To Do
- Have a fire drill at home.
- For pets, ask veterinarian about appropriate size container for evacuating. (Vets may have info on used containers.)

#### Week Six
- **Grocery Store**
  - 1 gallon of water*
  - 1 can ready-to-eat soup (not concentrate)*
  - liquid dish soap
  - 1 quart plain liquid bleach
  - 1 box heavy-duty garbage bags
  - ¼ teaspoon (or 1ml) measuring device (for use with bleach to treat water)

- Also: saline solution and a contact lens case if needed.

- **First Aid Supplies**
  - anti-diarrhea medicine
  - rubbing alcohol
  - 2 pair latex gloves
  - ipecac syrup and activated charcoal (for accidental poisoning)
  - children’s vitamins

- Also: sunscreen, if needed.

#### To Do
- Make photocopies of important papers and store safely.
- Update animal vaccination records. Put with important papers.

#### Week Seven
- **Grocery Store**
  - 1 gallon of water*
  - 1 can ready-to-eat soup (not concentrate)*
  - 1 can fruit*
  - 1 can vegetables*

- **First Aid Supplies**
  - scissors
  - tweezers
  - antiseptic
  - thermometer
  - disposable hand wipes
  - sewing kit
  - waterproof plastic container for first aid supplies

- Also: extra plastic baby bottles, formula and diapers, if needed.

#### To Do
- Research how to become a licensed ham radio operator.
- Send some of your favorite family and pet photos (or copies) to family members out of state for safe keeping.

#### Week Eight
- **Grocery Store**
  - 1 gallon of water*
  - 1 can ready-to-eat soup (not concentrate)*
  - 1 can fruit*
  - 1 can vegetables*

- **First Aid Supplies**
  - scissors
  - tweezers
  - antiseptic
  - thermometer
  - disposable hand wipes
  - sewing kit
  - waterproof plastic container for first aid supplies

#### To Do
- Have a fire drill at home.
- For pets, ask veterinarian about appropriate size container for evacuating. (Vets may have info on used containers.)

### Month Three

#### Week Nine
- **Grocery Store**
  - 1 gallon of water*
  - 1 large can juice*
  - large plastic food bags
  - 3 rolls paper towels

- Also: sunscreen, if needed.

- **Hardware Store**
  - waterproof portable plastic container (with lid) for important papers
  - portable AM/FM radio (with batteries)
  - 1 flashlight (with batteries)

- Also: space blanket, blankets or sleeping bag for each family member and pet.

- To Do
- Place a pair of hard sole shoes and a flashlight under your bed so that they are handy during an earthquake.

#### Week Ten
- **Grocery Store**
  - 1 gallon of water*
  - 1 large can juice*
  - large plastic food bags
  - 3 rolls paper towels
  - ¼ teaspoon (or 1ml) measuring device (for use with bleach to treat water)

- **First Aid Supplies**
  - anti-diarrhea medicine
  - rubbing alcohol
  - 2 pair latex gloves
  - ipecac syrup and activated charcoal (for accidental poisoning)
  - children’s vitamins

- Also: sunscreen, if needed.

#### To Do
- Make photocopies of important papers and store safely.
- Update animal vaccination records. Put with important papers.
  - Store a roll of quarters for emergency phone calls, extra cash and credit cards.
  - Go on a hunt with your family to find a pay phone near your home.

#### Week Eleven
- **Grocery Store**
  - 1 gallon of water*
  - 1 can ready-to-eat soup (not concentrate)*
  - 1 can fruit*
  - 1 can vegetables*

- **First Aid Supplies**
  - anti-diarrhea medicine
  - rubbing alcohol
  - 2 pair latex gloves
  - ipecac syrup and activated charcoal (for accidental poisoning)
  - children’s vitamins

- Also: items for denture care, if needed.

#### To Do
- Take your family on a field trip to main electrical panel, gas meter and water shutoff. Demonstrate how to turn them off. If the valves don’t move, contact the utility for repair.
### MONTH FOUR

<table>
<thead>
<tr>
<th>Week Thirteen</th>
<th>Week Fourteen</th>
<th>Week Fifteen</th>
<th>Week Sixteen</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hardware Store</strong></td>
<td><strong>Grocery Store</strong></td>
<td><strong>Hardware Store</strong></td>
<td><strong>Grocery Store</strong></td>
</tr>
<tr>
<td>□ whistle</td>
<td>□ 1 can fruit*</td>
<td>□ extra flashlight batteries</td>
<td>□ 1 can meat*</td>
</tr>
<tr>
<td>□ ABC Fire extinguisher</td>
<td>□ 1 can meat*</td>
<td>□ masking tape</td>
<td>□ 1 can vegetables*</td>
</tr>
<tr>
<td>□ pliers</td>
<td>□ 1 can vegetables*</td>
<td>□ hammer</td>
<td>□ 1 box large heavy-duty garbage bags</td>
</tr>
<tr>
<td>□ vise grips</td>
<td>□ 1 package paper plates*</td>
<td>□ “L” brackets or flexible straps to secure tall furniture to wall studs</td>
<td>□ kleenex</td>
</tr>
<tr>
<td>□ local area map</td>
<td>□ eating utensils</td>
<td>□</td>
<td>□ 1 box quick energy snacks (granola bars or raisins)</td>
</tr>
<tr>
<td>□ hand warmers</td>
<td>□ package paper cups</td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>□ extra batteries for radio and flashlight</td>
<td>□ adult vitamins</td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

**To Do**
- □ Find out if you have a neighborhood safety organization and join it!
- □ Make a plan to check on a neighbor who might need help in an emergency.

- □ Find out if you have a neighborhood safety organization and join it!
- □ Develop a neighborhood pet care plan.
- □ Brace shelves and cabinets.
- □ Secure fish tanks, bird houses and reptile cages.

### MONTH FIVE

<table>
<thead>
<tr>
<th>Week Seventeen</th>
<th>Week Eighteen</th>
<th>Week Nineteen</th>
<th>Week Twenty</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grocery Store</strong></td>
<td><strong>Hardware Store</strong></td>
<td><strong>Grocery Store</strong></td>
<td><strong>Grocery Store</strong></td>
</tr>
<tr>
<td>□ 1 box graham crackers</td>
<td>□ “child-proof” latches or other fasteners for your cupboards</td>
<td>□ 1 box heavy duty garbage bags</td>
<td>□ camping or utility knife</td>
</tr>
<tr>
<td>□ assorted plastic containers with lids</td>
<td>□ double sided tape or velcro-type fasteners to secure moveable objects</td>
<td>□ 1 box quick energy snacks</td>
<td>□ extra radio batteries</td>
</tr>
<tr>
<td>□ assorted safety pins</td>
<td>□ extra rope or leash for pet</td>
<td>□ pen and paper</td>
<td>Also: for each pet, extra medications or prescription marked “emergency use,” if needed.</td>
</tr>
<tr>
<td>□ dry cereal</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Also:** extra clothing like jacket, towels, hat, umbrella, gloves, shoes, etc.

**To Do**
- □ Arrange for a friend or neighbor to help your children or watch your pets if you are at work.
- □ Pack a “go-pack” in case you need to evacuate.
- □ Have an earthquake drill at home.
- □ Find out about your workplace disaster plans.

- □ Arrange for a friend or neighbor to help your children or watch your pets if you are at work.
- □ Pack a “go-pack” in case you need to evacuate.
- □ Have an earthquake drill at home.
- □ If you are a licensed ham radio operator, contact a local government agency to volunteer for emergency service.

### MONTH SIX

<table>
<thead>
<tr>
<th>Week Twenty One</th>
<th>Week Twenty Two</th>
<th>Week Twenty Three</th>
<th>Week Twenty Four</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hardware Store</strong></td>
<td><strong>Grocery Store</strong></td>
<td><strong>Hardware Store</strong></td>
<td><strong>Grocery Store</strong></td>
</tr>
<tr>
<td>□ heavy work gloves</td>
<td>□ extra hand-operated can opener</td>
<td>□ battery powered camping lantern with extra battery or extra flashlights</td>
<td>□ large plastic food bags</td>
</tr>
<tr>
<td>□ 1 box disposable dust masks</td>
<td>□ 3 rolls paper towels</td>
<td>□ for pets, a large ground screw to tie animals to when fences fall</td>
<td>□ plastic wrap</td>
</tr>
<tr>
<td>□ screw driver</td>
<td></td>
<td>□ for pets, a large ground screw to tie animals to when fences fall</td>
<td>□ aluminum foil</td>
</tr>
<tr>
<td>□ plastic safety goggles</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**To Do**
- □ Pack a “go-pack” in case you need to evacuate.
- □ Have an earthquake drill at home.
- □ If you are a licensed ham radio operator, contact a local government agency to volunteer for emergency service.

* Purchase one item per person
Create a Family Disaster Supplies Kit

To Get Started
- Check your house for supplies that you already have on hand.
- Decide where to store supplies (food may be packed together in a single container or kept on shelves for easy rotation).

Meet With Your Family to Plan
- Discuss the types of disasters that could occur. Explain how to prepare and how to respond.
- Discuss what to do if you need to evacuate.
- Practice your plan.
- At the end of six months, review what you have done. Start with month one of the calendar. Evaluate, rotate and supplement supplies and preparedness actions.

Suggested Foods Select foods by your family’s needs and preferences. Pick low-salt, water-packed varieties if possible.
- Canned Meat: tuna, chicken, raviolis, chili, beef stew, spam, corned beef, etc.
- Vegetables: green beans, kernel corn, peas, beets, kidney beans, carrots, etc.
- Fruit: pears, peaches, mandarin oranges, apple sauce, etc.
- Cereal: Cheerios, Chex, Kix, Shredded Wheat, etc.
- Quick Energy Snacks: granola bars, raisins, etc.

Remember to rotate your supplies every six months

Storage Tips
- Keep food in dry, cool spot - dark area if possible.
- Keep food covered at all times.
- If you open food boxes or cans, do so carefully, so that you can close them tightly after each use.
- Wrap cookies or crackers in a plastic bag and inside a tight container.
- Empty opened packages of sugar, dried fruits and nuts into screw-top jars or air tight cans to protect them from pests.
- Inspect all food for signs of spoilage before use.
- Use foods before they go bad, and replace them with fresh supplies.
- Mark all foods with purchase date. Use ink or a marking pen. Place new items at the back/bottom of the storage area/container, and older ones in front.

Use* within 6 months:
- powdered milk (box)
- dried fruit (in air tight container)
- dry, crisp crackers (in air tight container)
- potatoes
- water
- bleach

Use* within one year:
- canned condensed milk and vegetable soups
- canned fruits, fruit juices and vegetables
- ready to eat cereals and uncooked instant cereals (in air tight container)
- peanut butter
- jelly
- hard candy and canned meats
- vitamin C
- water in manufactured sealed container

Long life: (if checked annually and in air tight containers and proper conditions)
- wheat
- vegetable oil
- dried corn
- baking powder
- soybeans
- instant coffee, tea and cocoa
- salt
- noncarbonated soft drinks
- white rice
- bouillon products
- dry pasta
- powdered milk (nitrogen-packed)

*Use or replace these items at the suggested time.

This worksheet contains materials originally developed by Chevron, USA, used with permission. The materials present standard information available on preparing for emergencies. Every reasonable effort has been made to ensure the accuracy of the material. East Bay Municipal Utility District, the City of Oakland Fire Services Agency, Chevron, USA, and the authors do not assume responsibility nor liability in how the reader uses the information or the effect of any recommended practice, procedure or product specified in this worksheet and handouts.