



# Preparedness Calendar – Step-by-Step Toward Getting You Prepared



This calendar is intended as a tool to help you create a 3-7 day disaster supply kit for your household 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 in your Emergency Kit may be stored all together in a large (new) plastic garbage can with wheels, or a bin, putting the heavy items at the bottom. Remember to rotate your perishable supplies (like medication and food) and change water every six months. **Review this calendar every six months.**

WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6
<p><b>GROCERY STORE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 gallon water*</li> <li><input type="checkbox"/> 1 large can juice*</li> <li><input type="checkbox"/> 1 can meat*</li> <li><input type="checkbox"/> 1 hand-operated can opener</li> <li><input type="checkbox"/> Permanent marking pen</li> </ul> <p><b>Additional:</b> pet food, diapers, baby food</p> <p><b>ACTION STEPS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Date perishable items with a marker.</li> <li><input type="checkbox"/> Decide upon &amp; notify Out-of-Area contact who can coordinate information for scattered family members.</li> </ul>	<p><b>HARDWARE STORE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Heavy cotton or hemp rope</li> <li><input type="checkbox"/> Duct tape</li> <li><input type="checkbox"/> 2 flashlights with batteries</li> <li><input type="checkbox"/> Matches in waterproof container for <u>outside use</u> <b>ONLY</b> with appropriate camp stove or BBQ</li> </ul> <p><b>Additional:</b> leash or carrier for your pet, extra set of I.D. tags, pet food for 7 days.</p> <p><b>ACTION STEPS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sign up for a First Aid/CPR/AED class.</li> </ul>	<p><b>GROCERY STORE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 gallon water*</li> <li><input type="checkbox"/> 1 can meat*</li> <li><input type="checkbox"/> 1 can fruit*</li> <li><input type="checkbox"/> Feminine hygiene supplies</li> <li><input type="checkbox"/> Paper &amp; pen</li> <li><input type="checkbox"/> Local map (paper copy)</li> <li><input type="checkbox"/> Pain reliever</li> <li><input type="checkbox"/> Laxative</li> </ul> <p><b>Additional:</b> 1 gallon water for each pet</p> <p><b>ACTION STEPS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Begin to develop a Go Bag for each family member. <a href="http://www.CalOES.org">www.CalOES.org</a></li> <li><input type="checkbox"/> Encourage neighbors to develop their own plans.</li> </ul>	<p><b>HARDWARE STORE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LED road flare light</li> <li><input type="checkbox"/> Compass</li> <li><input type="checkbox"/> Extra Charging Cable (for all family cell phone types)</li> </ul> <p><b>Additional:</b> Medicines/prescriptions marked "for emergency use", and contact lens supplies</p> <p><b>ACTION STEPS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop a Family Emergency Plan including where to meet if separated, name and number of your out-of-area contact, kinds of information to give your contact in an emergency.</li> </ul>	<p><b>GROCERY STORE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 gallon water*</li> <li><input type="checkbox"/> 1 can fruit*</li> <li><input type="checkbox"/> 1 can vegetables*</li> <li><input type="checkbox"/> 1 can meat*</li> <li><input type="checkbox"/> 2 rolls of toilet paper*</li> <li><input type="checkbox"/> Extra toothbrush</li> <li><input type="checkbox"/> Travel-size tooth paste</li> </ul> <p><b>Additional:</b> Special foods for specific dietary needs</p> <p><b>ACTION STEPS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify escape routes from house for all family members.</li> <li><input type="checkbox"/> Identify safe places to go in case of local disasters.</li> <li><input type="checkbox"/> Practice each of your plans.</li> </ul>	<p><b>HARDWARE STORE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> First Aid Kit which includes sterile adhesive bandages in assorted sizes, adhesive tape, gauze pads, sterile roller bandages, nitrile gloves</li> <li><input type="checkbox"/> Safety pins</li> <li><input type="checkbox"/> Sunscreen</li> </ul> <p><b>ACTION STEPS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify storage area for your supplies such as closet along an inside wall, or watertight plastic garbage cans that can be stored outside. <b>If using outside storage, ensure container is also animal proof.</b></li> </ul>
<p><b>WEEK 7</b></p> <p><b>GROCERY STORE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 can ready-to-eat soup (not concentrated)*</li> <li><input type="checkbox"/> 1 can fruit*</li> <li><input type="checkbox"/> 1 can vegetables*</li> <li><input type="checkbox"/> Sewing kit</li> <li><input type="checkbox"/> Disinfectant</li> </ul> <p><b>Additional:</b> Extra baby supplies (bottles, formula, diapers)</p> <p><b>ACTION STEPS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Place a pair of sturdy shoes, flashlight, whistle, and work gloves in a plastic grocery bag and tie the bag to your bed frame.</li> </ul>	<p><b>WEEK 8</b></p> <p><b>FIRST AID SUPPLIES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scissors</li> <li><input type="checkbox"/> Tweezers</li> <li><input type="checkbox"/> Thermometer</li> <li><input type="checkbox"/> Liquid hand soap</li> <li><input type="checkbox"/> Disposable hand wipes</li> <li><input type="checkbox"/> Petroleum jelly</li> <li><input type="checkbox"/> 2 tongue blades</li> </ul> <p><b>Additional:</b> Put extra eyeglasses in your Emergency Kit or Go Bag.</p> <p><b>ACTION STEPS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Register to receive Alerts. See <b>SMC Alert</b> details on other side of calendar.</li> <li><input type="checkbox"/> <b>Know Your Zone!</b> Details on other side of this calendar.</li> </ul>	<p><b>WEEK 9</b></p> <p><b>GROCERY STORE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 can ready-to-eat soup (not concentrated)*</li> <li><input type="checkbox"/> Liquid dish soap</li> <li><input type="checkbox"/> Household chlorine bleach with medicine dropper for water treatment</li> <li><input type="checkbox"/> 1 box heavy duty garbage bags with ties</li> <li><input type="checkbox"/> Antacid</li> </ul> <p><b>ACTION STEPS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Test smoke detector and replace batteries as needed.</li> </ul>	<p><b>WEEK 10</b></p> <p><b>HARDWARE STORE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Waterproof portable container for important papers</li> <li><input type="checkbox"/> Battery powered or wind-up radio</li> <li><input type="checkbox"/> Shut-Off Tool to turn off utilities</li> </ul> <p><b>ACTION STEPS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure everyone in the house knows the location of gas and water meter shut-off valves and how to turn them off.</li> <li><input type="checkbox"/> Attach a Utility Shut-Off Tool near each shut-off valve so it is handy when needed.</li> </ul>	<p><b>WEEK 11</b></p> <p><b>GROCERY STORE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 large can juice*</li> <li><input type="checkbox"/> Large plastic food bags</li> <li><input type="checkbox"/> 1 box high-energy snacks</li> <li><input type="checkbox"/> 3 rolls paper towels</li> </ul> <p><b>Additional:</b> Pack extra charging cord for cell phone in Emergency Kit and Go Bag</p> <p><b>ACTION STEPS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Locate hotels or friends out of the area where you might be able to stay should you need to evacuate your home. Do they accept pets?</li> </ul>	<p><b>WEEK 12</b></p> <p><b>GROCERY OR PET CARE STORE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Litter and travel litter box</li> <li><input type="checkbox"/> Extra water &amp; portable bowls</li> </ul> <p><b>Additional:</b> Make sure all pet vaccinations are current and obtain medical records from veterinarian to keep in your Emergency Kit. Keep emergency supply of any special pet medication needs.</p> <p><b>ACTION STEPS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Photograph important documents, save them to an encrypted flash drive, and store it securely (ie: in a safe deposit box). Delete the photos from your phone.</li> </ul>



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San Mateo County Department of Emergency Management: [www.smcgov.org/DEM](http://www.smcgov.org/DEM)



## WEEK 13

### ACTION STEPS

- Add a change of clothing and pair of shoes for each person in the family to your Emergency Kit.
- Put together a selection of favorite and most used spices - salt, pepper, sugar in small packets.
- Put aside a cup, plate, bowl and utensils for each person.
- Check to be sure all perishables have been dated with a marker.

## WEEK 14

### HARDWARE STORE

- Whistle
- Extra batteries for flashlights and radio
- Pry bar

### ACTION STEPS

- Check with your children's day care center or school about their disaster plans and contacts.
- Complete your Go Bags. Check out [www.CalOES.org](http://www.CalOES.org) and search "Go Bag."

## WEEK 15

### HARDWARE STORE

- Pliers
- Screwdriver
- Hammer
- Strapping and fasteners for water heater, bookcases, and computer

### ACTION STEPS

- Secure water heater, bookcases, computer, TV, and other heavy items that could tip over in an earthquake.

## WEEK 16

### GROCERY STORE

- 1 can fruit\*
- 1 can meat\*
- 1 can vegetables\*

### ACTION STEPS

- Develop a smaller disaster supply kit for your vehicles.
- Find out if you have a neighborhood safety group (such as CERT) and become involved.

## WEEK 17

### HARDWARE STORE

- "Child-proof" latches or fasteners for cupboards
- Museum putty or Adhesive putty - to secure moveable items on shelves (like vases or collectables).

### ACTION STEPS

- Secure cabinet doors in kitchen, bathroom, and laundry room as well as moveable items.

## WEEK 18

### GROCERY STORE

- 1 box graham crackers
- Assorted plastic containers with lids
- Dry cereal

**Additional:** Special equipment such as hearing aid batteries

### ACTION STEPS

- Arrange for someone to help your children if you are unavailable or at work.

## WEEK 19

### FIRST AID SUPPLIES

- Rubbing alcohol
- Anti-diarrheal medication
- Antiseptic
- Roll of Gauze

### ACTION STEPS

- Gather and pack a sleeping bag or blanket for each family member.

## WEEK 20

### GROCERY STORE

- 1 can meat\*
- 1 can vegetables\*
- 1 box facial tissues
- 1 box quick energy snacks
- Dried fruits/nuts

### ACTION STEPS

- Assemble an activity box of cards, games, puzzles, toys.

## WEEK 21

### HARDWARE STORE

- Plastic bucket with tight lid for toileting needs
- Plastic sheeting
- Pack of moist flushable wipes

**Additional:** Denture care supplies

### ACTION STEPS

- Review insurance coverage with your agent to be sure you are covered for hazards possible in your area.

## WEEK 22

### GROCERY STORE

- 1 box quick energy snacks (ie: trail mix)
- Comfort foods (individually wrapped candy bars, cookies, etc.)
- Plastic wrap
- Aluminum foil

### ACTION STEPS

- Purchase and install emergency escape ladder for upper floors.

## WEEK 23

### HARDWARE STORE

- Camping or utility knife
- Work gloves
- Safety goggles\*
- Disposable dust mask\*

### ACTION STEPS

- Photograph or videotape the contents of your home and send to an out-of-town friend to store OR save to an encrypted flash drive to store in a safe deposit box, or other trusted place.

## WEEK 24

### ACTION STEPS

- Begin rotating water and food supplies, replacing those purchased during Week 1.
- Check that your storage area is safe and dry.
- Continue rotation each month so that fresh items are always on hand.

**\*ONE PER PERSON**

**REGISTER TO RECEIVE SMC ALERT BY GOING TO:**  
[WWW.SMCALEERT.INFO](http://WWW.SMCALEERT.INFO)



**KNOW YOUR ZONE - LOOK UP YOUR ZONE AT:**  
[HTTPS://PROTECT.GENASYS.COM](https://PROTECT.GENASYS.COM)



**Note:** Store 1-2 gallons of water per person for each day and remember needs of pets. This water is for drinking and sanitation. For this reason, the calendar repeats the need to purchase water several times.

### Food Items:

- Select based on your family's preferences and needs.
- Pick low-salt, water-packed varieties when possible.

**Check Suggested Emergency Food Supplies At:**

<https://www.ready.gov/food>