

COOPERATIVE EXTENSION



Emergency Preparedness Checklist

- 1) Have a working relationship with Elected Officials such as County Judge, Mayor, Fiscal Court/City Council, Sheriff**
 - a. Know who your go-to person for making local decisions is and be
 - b. “In their loop” for local communications
 - c. Having an established working relationship with elected officials may help you share your resources during times of need and possibly involve you in the decision-making process.

- 2) Know Emergency Response personnel and understand their chain of command**
 - a. This will save time and enhance communications by knowing who to send questions.
 - b. Having a relationship with EMS leadership will allow you to have direct lines of communication which will help you make effective use of everyone’s time.

- 3) Work within the Established Framework set by local officials**
 - a. Professional First responders have a framework that they work within. Working within their parameters and following their leadership will help them do their job more effectively.
 - b. Following the leadership of elected officials will help the recovery process by allowing all that are involved to work together towards the same goals.
 - c. Will keep those who are volunteering safe and will keep them from being a burden on the process.

- 4) Know what resources are locally available**
 - a. Have contact information for Red Cross, Salvation Army, Medical Care and Food Banks on a list for easy distribution.
 - b. Know what local churches and emergency shelters are available for those in need.
 - c. Extension Leaders and volunteers can assist in this planning with Asset Mapping

5) Have an In-Office plan for responding to local emergencies

- a. Agents and staff can have a planned response for directing calls to match resources with their need.
- b. Having a communication plan will help prevent multiple people from calling the same official for the same reasons.
- c. Officials can be extremely taxed during emergency events and tying up their time with unnecessary communication greatly slows down the entire process.

6) Work within your abilities when lending a hand

- a. Operating power equipment can be dangerous. Leave certain jobs to those that are best equipped for the task. Often volunteers lack training and safety equipment that may be required for the task.
- b. Helping direct resources and emergency responders to where they are needed is always a place to help out.

7) Each office should have an operating NOAA weather radio.

8) Individual should confirm that smartphone Weather Alerts are turned on.

- a. Settings
- b. Notifications
- c. Scroll down to Emergency Alerts
- d. Make sure all are turned on

Turning on Smartphone WEA Alerts:

For iPhone:

- > Settings
- > Notifications
- > Scroll down to Emergency Alerts
- > Make sure all are turned on (green)

For Android:

- > Settings
- > Connections
- > More Connection Settings
- > Wireless Emergency Alerts
- > Tap 3 dots in upper-right corner and choose settings
- > Make sure all are turned on

Make sure your phone is charged, ringer is on, and near you

National Weather Service – Louisville, KY