



University Glen Corporation
45 Rincon Drive, Suite 104-A
Camarillo, California, 93012

805-437-2667 Office
805-437-2681 Fax

DISASTER KIT CHECKLIST

Gather Information:

- Contact local offices of the National Weather Service, Emergency Management, American Red Cross, and Disaster Preparedness to obtain information regarding hazards and types of disasters which could occur within your area.

Meet with the entire family to create the plan:

- Discuss information gathered
- Select two places to meet: One place just outside the residence for an emergency, such as a fire and another away from the neighborhood, in case you must evacuate or can not return home
- Choose an out-of-state relative or friend as the family check-in contact for everyone to call if the family gets separated.
- Ensure every member has a job to perform in an emergency
- Write the plan down on paper

Implement the Plan:

- Post emergency phone numbers next to all phones.
- Install safety features in the residence, such as fire extinguishers in the kitchen, if possible. Consult with management office prior to purchasing such items.
- Inspect residence for hazards, such as furniture items that can fall over, glass items and chemical cleaning products that could fall from shelves or things that could catch fire, correct them
- Ensure family members learn basic safety measures and techniques, such as CPR, Basic First Aid and operation of a fire extinguisher
- Ensure children know their phone number, address, and how to dial 911 or the local Emergency Services number, in an emergency
- Develop your personal Disaster Kit with provisions for at least 3 days
- Put together the Disaster Kit supplies in sturdy easy-to-carry containers, such as duffle bags or backpacks. Keep important family documents in water-proof containers. Assemble smaller Disaster Kits to be kept in the trunk of automobiles

Practice your Plan:

- Question family members to ensure they remember meeting places and important phone numbers
- Conduct drills to ensure everyone performs their assigned task(s)
- Test smoke detectors monthly and immediately report malfunctions to the management
- Inspect fire extinguishers in the residence to ensure they are properly charged