# PREPAREDNESS CALENDAR - 24 WEEKS OF ACTIVITIES TO GET YOU PREPARED

This calendar is intended as a tool to help you take appropriate preparedness actions and 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 may be stored all together in a large plastic garbage can with wheels, putting the heavy items at the bottom. Remember to rotate your perishable supplies and change water every six months. **Review this calendar every six months.**

<table>
<thead>
<tr>
<th>WEEK 1</th>
<th>WEEK 2</th>
<th>WEEK 3</th>
<th>WEEK 4</th>
<th>WEEK 5</th>
<th>WEEK 6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GROCERY Store</strong></td>
<td><strong>HARDWARE Store</strong></td>
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</tr>
<tr>
<td>□ 1 gallon water*</td>
<td>□ Heavy cotton or hemp rope</td>
<td>□ 1 gallon water*</td>
<td>□ 6-way laser flashing safety light</td>
<td>□ 1 gallon water*</td>
<td>□ First Aid Kit which includes sterile adhesive bandages in assorted sizes, adhesive tape, gauze pads, sterile roller bandages, latex gloves</td>
</tr>
<tr>
<td>□ 1 large can juice*</td>
<td>□ Duct tape</td>
<td>□ 1 can meat*</td>
<td>□ Compass</td>
<td>□ 1 can fruit*</td>
<td>□ Safety pins</td>
</tr>
<tr>
<td>□ 1 can meat*</td>
<td>□ 2 flashlights with batteries</td>
<td>□ Feminine hygiene supplies</td>
<td>Additional:</td>
<td>□ 1 can vegetables*</td>
<td>□ Sunscreen</td>
</tr>
<tr>
<td>□ 1 hand-operated can opener</td>
<td>Matches in waterproof container for outside use ONLY with appropriate camp stove or BBQ</td>
<td>□ Paper &amp; pen</td>
<td>“for emergency use”, contact-lens supplies</td>
<td>□ 1 can meat*</td>
<td>Additional:</td>
</tr>
<tr>
<td>□ Permanent marking pen</td>
<td>□ Local map</td>
<td>□ Pain reliever</td>
<td>Action Steps: 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. Remember to rotate your perishable supplies and change water every six months. <strong>Review this calendar every six months.</strong></td>
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</tr>
</tbody>
</table>

**WEEK 7**

**GROCERY Store**
- □ 1 can ready-to-eat soup (not concentrated)*
- □ 1 can fruit*
- □ 1 can vegetables*
- □ Sewing kit
- □ Disinfectant

**FIRST AID SUPPLIES**
- □ Scissors
- □ Tweezers
- □ Thermometer
- □ Liquid hand soap
- □ Disposable hand wipes
- □ Petroleum jelly
- □ 2 tongue blades

**Action Steps:**
- □ Place a pair of sturdy shoes, flashlight, whistle and work gloves in a plastic grocery bag and tie the bag to your bed frame.

**WEEK 8**

**GROCERY Store**
- □ 1 can ready-to-eat soup (not concentrated)*
- □ Liquid dish soap
- □ Household chlorine bleach with medicine dropper for water treatment
- □ 1 box heavy duty garbage bags with ties
- □ Antacid

**Action Steps:**
- □ Check that everyone in the house knows where to find gas and water meter shut-off valves and how to turn them off.
- □ Attach a wrench near each shut off valve so it is there when needed.

**WEEK 9**

**GROCERY Store**
- □ Waterproof portable container for important papers
- □ Battery powered or wind up radio
- □ Wrench to turn off utilities

**Action Steps:**
- □ Identify escape routes from house for all family members.
- □ Identify safe places to go in case of local disasters.
- □ Practice a drill for each of your plans.

**WEEK 10**

**GROCERY Store**
- □ 1 large can juice*
- □ Large plastic food bags
- □ 1 box high-energy snacks
- □ 3 rolls paper towels

**HARDWARE Store**
- □ Waterproof portable container for important papers
- □ Battery powered or wind up radio
- □ Wrench to turn off utilities

**Action Steps:**
- □ Find the address of the nearest pet clinic in your area.
- □ Identify your own backup plan for your pets.

**WEEK 11**

**GROCERY Store**
- □ 1 can meat*
- □ 2 rolls toilet paper* |

**Action Steps:**
- □ Make sure you have a prescription with the medication name, strength, dosage, and frequency.
- □ Make sure that everyone in the house knows where to find gas and water meter shut-off valves and how to turn them off.

**WEEK 12**

**GROCERY Store or PET CARE Store**
- □ Litter and box
- □ Extra water

**HARDWARE Store**
- □ First Aid Kit which includes sterile adhesive bandages in assorted sizes, adhesive tape, gauze pads, sterile roller bandages, latex gloves

**Action Steps:**
- □ Identify storage area for your supplies such as closet along an inside wall, or watertight plastic garbage cans that can be stored outside. If using outside storage, ensure container is also animal proof.

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Calendar adapted by City of San Jose Office of Emergency Management. Content originally developed by Chevron Real Estate Services, San Francisco, California.
### Preparedness Calendar - 24 Weeks of Activities to get you Prepared

#### WEEK 13
**Action Steps:**
- Add to emergency supplies a change of clothing and pair of shoes for each person in the family.
- Put together a selection of favorite and most used spices—salt, pepper, sugar—in small packets.
- Put aside utensils, cup, plate, and bowl for each person.
- Check to be sure all perishables have been dated.

**HARDWARE Store**
- Whistle
- Extra batteries for flashlights and radio
- Pry bar

**GROCERY Store**
- 1 can fruit
- 1 can meat
- 1 can vegetables

**WEEK 14**
**Action Steps:**
- Secure sleeping bag or blanket for each family member

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

**WEEK 15**
**Action Steps:**
- Check with your children's day care center or school about disaster plans and contacts

**HARDWARE Store**
- "Child-proof" latches or fasteners for cupboards
- Quakehold museum putty to secure moveable items on shelves

**WEEK 16**
**Action Steps:**
- Develop a disaster supply kit for your vehicles.
- Find out if you have a neighborhood safety group and become involved.

**GROCERY Store**
- 1 can fruit*
- 1 can meat*
- 1 can vegetables*

**WEEK 17**
**Action Steps:**
- Secure doors and moveable items

**HARDWARE Store**
- "Child-proof" latches or fasteners for cupboards
- Quakehold museum putty to secure moveable items on shelves

**WEEK 18**
**Action Steps:**
- Secure water heater, bookcases, computer and other heavy items that could fall in an earthquake

**GROCERY Store**
- 1 can fruit*
- 1 can meat*
- 1 can vegetables*

**WEEK 19**
**FIRST AID SUPPLIES**
- Rubbing alcohol
- Antidiarrheal medication
- Antiseptic

**Action Steps:**
- Secure sleeping bag or blanket for each family member

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

**WEEK 20**
**HARDWARE Store**
- Pliers
- Screwdriver
- Hammer
- Strapping and fasteners for water heater, bookcases and computer

**WEEK 21**
**Action Steps:**
- Assemble an activity box of cards, games, toys

**HARDWARE Store**
- Plastic bucket with tight lid for toileting needs
- Plastic sheathing

**WEEK 22**
**GROCERY Store**
- 1 box quick energy snacks
- Comfort foods (candy bars, cookies, etc.)
- Plastic wrap
- Aluminum foil

**Action Steps:**
- Purchase and install emergency escape ladder for upper floors.

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

**WEEK 23**
**Action Steps:**
- Photograph or videotape the contents of your home and send to an out of town friend to store

**HARDWARE Store**
- Plastic bucket with tight lid for toileting needs
- Plastic sheathing

**WEEK 24**
**Action Steps:**
- Begin rotating water and food stores, replacing those purchased in week one.
- Check that storage area is safe and dry.
- Continue rotation each month so that fresh stores are always on hand.

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**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.

**Examples of Food Items:**
- Select based on your family's preferences.
- Pick low-salt, water-packed varieties when possible.

<table>
<thead>
<tr>
<th>Canned Meat</th>
<th>Tuna, chicken, raviolis, chili, stew, Spam™, corned beef, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vegetables</td>
<td>Green beans, corn, peas, beets, baked beans, carrots, etc.</td>
</tr>
<tr>
<td>Fruit</td>
<td>Pears, applesauce, mandarin oranges, pineapple, etc.</td>
</tr>
<tr>
<td>Energy Snacks</td>
<td>Peanut butter, granola bars, trail mix, protein bars, etc.</td>
</tr>
</tbody>
</table>

* One per person

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