

Comprehensive Emergency Preparedness Guide

1. Introduction

Emergencies can strike without warning. Being prepared ensures you and your loved ones can act quickly and effectively. This guide provides clear, actionable steps for handling various emergency situations.

2. Build an Emergency Kit

Essential items to include:

- Water: Minimum 3–5 litres per person per day (for 3 days).
- Non-perishable food for at least 3 days.
- First-aid kit with bandages, antiseptic, medicines, and gloves.
- Flashlight, extra batteries, and power bank.
- Important documents (ID, insurance papers) in waterproof bags.
- Multipurpose tool, whistle, blankets, and spare clothing.
- Prescription medicines and personal hygiene items.

3. Create a Family Emergency Plan

- Identify safe meeting points inside and outside your home.
- Save emergency contacts and ensure all family members know them.
- Decide evacuation routes from home, school, and workplace.
- Plan for pets, elderly family members, and individuals with disabilities.

4. Fire Emergencies

What to do if fire breaks out:

- Stay low to avoid smoke.
- Check doors with the back of your hand before opening.
- Use the nearest exit and do not use elevators.
- If clothes catch fire: STOP, DROP, and ROLL.

Prevention tips:

- Install smoke detectors and check them monthly.
- Do not overload electrical sockets.
- Keep flammable items away from heat sources.

5. Earthquake Preparedness

During an earthquake:

- DROP to the ground, COVER under sturdy furniture, HOLD on until shaking stops.
- Stay away from windows, fans, and heavy items that may fall.

After an earthquake:

- Check for injuries and provide first aid.

Before a flood:

- Move valuables and electrical items to higher levels.
- Keep battery-powered communication devices ready.

During a flood:

- Avoid walking or driving in floodwaters.
- Move to higher ground immediately.
- Keep children and pets away from water sources.

After a flood:

- Avoid contaminated water.
- Do not turn on electrical appliances until inspected.

6. Medical Emergencies

Basic first-aid steps:

- Ensure scene safety before helping.
- Call emergency services immediately.
- For bleeding: apply pressure using a clean cloth.
- For burns: cool under running water for 20 minutes.
- For unconscious but breathing individuals: place in recovery position.
- Perform CPR only if trained.

7. Communication During Emergencies

- Use SMS instead of calling—networks stay less congested.
- Keep a written list of emergency numbers.
- Use battery-saving modes on mobile devices.
- Stay updated via official government channels.

8. Evacuation Tips

- Follow authorities' instructions.
- Carry your emergency kit and essential documents.
- Lock your home if time permits.
- Help neighbours who may need assistance.
- Do not return until official clearance is given.

9. Final Checklist

- Emergency kit prepared and updated monthly.
- Family plan practiced regularly.
- Fire extinguishers functional.
- Important documents backed up digitally.
- Contact information updated.