



Readiness Quick-Start Plan

1. Know Your Risks

- ☐ Identify emergencies that could affect your home, facility, or activities.
 - ☐ Consider how a power outage or other disruption could affect your daily needs or operations.
 - ☐ Identify where you will receive local emergency alerts and official instructions.
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2. Plan How to Respond

- ☐ Identify ways to leave your home or facility safely.
 - ☐ Identify appropriate shelter locations for the hazards you may face.
 - ☐ Choose meeting locations in case people become separated.
 - ☐ Consider who may need assistance with mobility, communication, transportation, or other needs.
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3. Stay Connected

- ☐ Keep important contact information current and accessible.
 - ☐ Decide how you will notify household members, staff, volunteers, or participants.
 - ☐ Identify a backup communication method if your usual method is unavailable.
 - ☐ Make sure the people involved know where to find the plan.
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4. Review Essential Supplies and Information

- ☐ Review emergency supplies for the people and setting you support.
 - ☐ Consider medication, accessibility, dietary, and other individual needs.
 - ☐ Keep essential documents and records protected and accessible to authorized people.
 - ☐ Identify backup options for charging devices and accessing important information.
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Complete the sections that apply to you. You may fit more than one.

5. Families & Households

- ☐ Discuss what to do if family members cannot get home or reach one another.
 - ☐ Include children, older adults, pets, and anyone who may need extra assistance.
 - ☐ Review school, caregiving, and household emergency arrangements.
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6. Churches & Ministries

- ☐ Identify who will coordinate the response during services and ministry activities.
 - ☐ Review how staff and volunteers will assist members and visitors during an emergency.
 - ☐ Consider how the ministry will communicate and continue essential support if the building is unavailable.
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7. Small Businesses

- ☐ Identify the people, records, systems, and supplies essential to operating.
 - ☐ Review how employees and customers will receive emergency updates.
 - ☐ Identify options for continuing or restoring essential work after disruption.
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8. Community Organizations

- ☐ Identify who will coordinate the response during programs, events, or outreach.
- ☐ Consider how to reach and assist participants with different communication and accessibility Needs.
- ☐ Identify partners and alternate locations that may help sustain essential services.

NEED HELP PUTTING YOUR PLAN INTO ACTION?

Fortify Emergency Consulting helps families, churches and ministries, small businesses, and community organizations strengthen preparedness through planning, workshops, and practical guidance.

Request a consultation or workshop:

fortifyemergencyconsulting.com
contactus@fortifyemergencyconsulting.com

This checklist is an introductory educational resource. It does not replace a complete emergency plan or requirements that apply to your organization.