



## EMERGENCY PREPAREDNESS ACTION CHECKLIST

### Chapter 5 of *The Complete Eldercare Planner*

QUICK AND EASY ACCESS	To Do By	Completed
-----------------------	----------	-----------

*Set elder access goals*

short-term \_\_\_\_\_

long-term \_\_\_\_\_

*Know the 24-hour emergency phone numbers*

doctor(s) \_\_\_\_\_

dentist \_\_\_\_\_

neighbors \_\_\_\_\_

friends \_\_\_\_\_

police \_\_\_\_\_

fire department \_\_\_\_\_

hospital \_\_\_\_\_

hospice \_\_\_\_\_

nurse \_\_\_\_\_

home aide \_\_\_\_\_

pharmacist \_\_\_\_\_

electrician \_\_\_\_\_

- plumber \_\_\_\_\_
- water company \_\_\_\_\_
- gas company \_\_\_\_\_
- electric company \_\_\_\_\_
- telephone company \_\_\_\_\_
- alarm company \_\_\_\_\_
- locksmith \_\_\_\_\_
- clergy person \_\_\_\_\_
- Keep copies of emergency phone numbers***
- at home \_\_\_\_\_
- at work \_\_\_\_\_
- in car \_\_\_\_\_
- in wallet or purse \_\_\_\_\_
- Back up computerized information on a flash drive*** \_\_\_\_\_
- Give copies of emergency phone numbers to key people*** \_\_\_\_\_
- Duplicate keys*** \_\_\_\_\_
- Identify and store keys and openers*** \_\_\_\_\_
- Distribute keys to necessary people*** \_\_\_\_\_
- Have a plan to access finances in an emergency*** \_\_\_\_\_
- Have a backup plan if access to finances is denied*** \_\_\_\_\_
- Consider a medical alert system*** \_\_\_\_\_
- Create a check-in system*** \_\_\_\_\_
- Elder has access to a telephone*** \_\_\_\_\_

## MANAGING MEDICATIONS

### *Discuss medications with*

elder \_\_\_\_\_

doctor \_\_\_\_\_

pharmacist \_\_\_\_\_

family members \_\_\_\_\_

### *Discuss drug*

usage \_\_\_\_\_

purpose \_\_\_\_\_

alternatives \_\_\_\_\_

safety \_\_\_\_\_

### *Create strategies for drug safety*

*Implement medication reminder strategies* \_\_\_\_\_

*Take a CPR class* \_\_\_\_\_

## IF YOUR ELDER IS HOSPITALIZED

*Start a file folder* \_\_\_\_\_

### *Create a system for recording and filing*

phone numbers \_\_\_\_\_

community resources \_\_\_\_\_

helpers \_\_\_\_\_

receipts \_\_\_\_\_

notes and documentation \_\_\_\_\_

bills \_\_\_\_\_

- questions and answers \_\_\_\_\_
- Create a list of questions for medical providers* \_\_\_\_\_
- Back up important information on the computer and on a flash drive* \_\_\_\_\_
- Review caregiving options* \_\_\_\_\_
- Make phone calls* \_\_\_\_\_
- Review things to do* \_\_\_\_\_
- Ask what to bring to the hospital* \_\_\_\_\_
- Get additional help from the Hospital*
- Patient Representative* \_\_\_\_\_