

Emergency Preparedness Checklist for Volunteers

Dear Volunteer,

Thank you for your commitment to serving during emergencies. To ensure we are all prepared, please review the following checklist:

Emergency Preparedness Checklist

- Stay informed about local emergency procedures.
- Familiarize yourself with the emergency contact numbers.
- Ensure personal supply kits are ready (water, food, first aid, etc.).
- Attend all scheduled training sessions.
- Have a communication plan with your team.
- Know your assigned roles and tasks during an emergency.
- Check all necessary equipment and supplies.

Please complete this checklist by **[Insert Due Date]** and return it to **[Insert Contact Information]**.

Your proactive efforts will make a difference!

Best regards,
[Your Name]
[Your Organization]