

## **S.T.A.R.S. RESOURCES**

These resources come directly from the emails and activities that were sent out. Some links may be broken/inaccessible due to them being only available to City employees.

Click the links on this page to go directly to each section.

[EXAMPLE ACTIVITIES](#)

[EXAMPLE TASK SHEETS](#)

# S.T.A.R.S. MERIT BADGE CAMPAIGN

Many ways to participate, multiple ways to win!

## MONTHLY Earn your STARS

Check your email for a message from the Office of Emergency Management at the beginning of every month to see what opportunities you have to earn STARS! The tasks will include a combination of self-guided activities, scavenger hunts, and in-person trainings.

Every quarter, you will have the opportunity to spend your STARS to earn the following prizes.

5,000 STARS - Emergency Sleeping Bag

10,000 STARS - Utility Shut-Off Tool

20,000 STARS - Hand-Powered Crank Flashlight and Cell Phone Charger

30,000 STARS - Solar Lantern

40,000 STARS - Personal Preparedness Pack

50,000 STARS - Full-Sized Sleeping Bag

**You also have bonus opportunities to earn STARS that must be completed on your own time:**

**40,000 Stars** - Enroll in our Spring or Fall CERT Class (limited space, fee waived).

Go to [kirklandwa.gov/CERT](http://kirklandwa.gov/CERT) and contact [EOC@kirklandwa.gov](mailto:EOC@kirklandwa.gov) to learn more about the program and get support on signing up.

**40,000 Stars** - Get your Ham Radio License.

Go to [kirklandwa.gov/KECT](http://kirklandwa.gov/KECT) to learn how.

## QUARTERLY Earn your badges

Participate at least once every month in the quarter to earn your badges.

Earn all 4 to earn your Preparedness All-Star Badge!



Q1 - Home



Q2 - Work



Q3 - Commute



Q4 - Community

## ULTIMATE PREPAREDNESS REWARD

Participate at least once every month AND earn at least 100,000 total STARS to earn 4 hours of time off!

Questions? Contact the Office of Emergency Management at [EOC@kirklandwa.gov](mailto:EOC@kirklandwa.gov) for support!

# **S.T.A.R.S. MERIT BADGE CAMPAIGN THEMES**

**January**

**Resolve to be  
Ready!**

**February**

**Commute and  
Travel**

**March**

**Utility Safety**

**April**

**National Financial  
Capability Month  
/ Financial Safety**

**May**

**National Building  
Safety Month /  
Workplace Safety**

**June**

**Extreme Heat /  
Weather**

**July**

**Disaster Container  
Training**

**August**

**Communication  
Plans**

**September**

**Fire Extinguisher  
Training**

**October**

**Great Shakeout!  
Earthquake  
Preparedness**

**November**

**Winter  
Preparedness**

**December**

**Online Safety**

# S.T.A.R.S. MERIT BADGE CAMPAIGN

## TASK CALENDAR

### January

1,000 STARS: Questionnaire  
2,000 STARS: Read an article  
and answer a question  
3,000 STARS: Crossword  
10,000 STARS: Resolve to be  
Ready! Build a Kit

### February

1,000 STARS: Questionnaire  
2,000 STARS: Read an article  
and answer a question  
3,000 STARS: Video  
5,000 STARS: Commute and  
Travel Activity

### March

1,000 STARS: Questionnaire  
2,000 STARS: Read an article  
and answer a question  
3,000 STARS: Utility Diagram  
5,000 STARS: Utility Safety

### April

1,000 STARS: Questionnaire  
2,000 STARS: Read an article  
and answer a question  
3,000 STARS: Math Facts  
5,000 STARS: Financial Safety  
Checklist

### May

1,000 STARS: Questionnaire  
2,000 STARS: Read an article  
and answer a question  
3,000 STARS: Video  
6,000 STARS: Workplace  
Scavenger Hunt

### June

1,000 STARS: Questionnaire  
2,000 STARS: Read an article  
and answer a question  
3,000 STARS: Video  
5,000 STARS: Extreme Heat  
Activity

### July

1,000 STARS: Questionnaire  
2,000 STARS: Read an article  
and answer a question  
3,000 STARS: Word Search  
10,000 STARS: Disaster  
Container Training

### August

1,000 STARS: Questionnaire  
2,000 STARS: Read an article  
and answer a question  
3,000 STARS: Crossword  
5,000 STARS: Important  
People Communication Plan

### September

1,000 STARS: Questionnaire  
2,000 STARS: Read an article  
and answer a question  
3,000 STARS: Water Storage  
10,000 STARS: Fire  
Extinguisher Training

### October

#### *Great Shakeout!*

1,000 STARS: Questionnaire  
2,000 STARS: Read an article  
and answer a question  
3,000 STARS: Shakeout  
Participation  
6,000 STARS: Home Hazard  
Hunt

### November

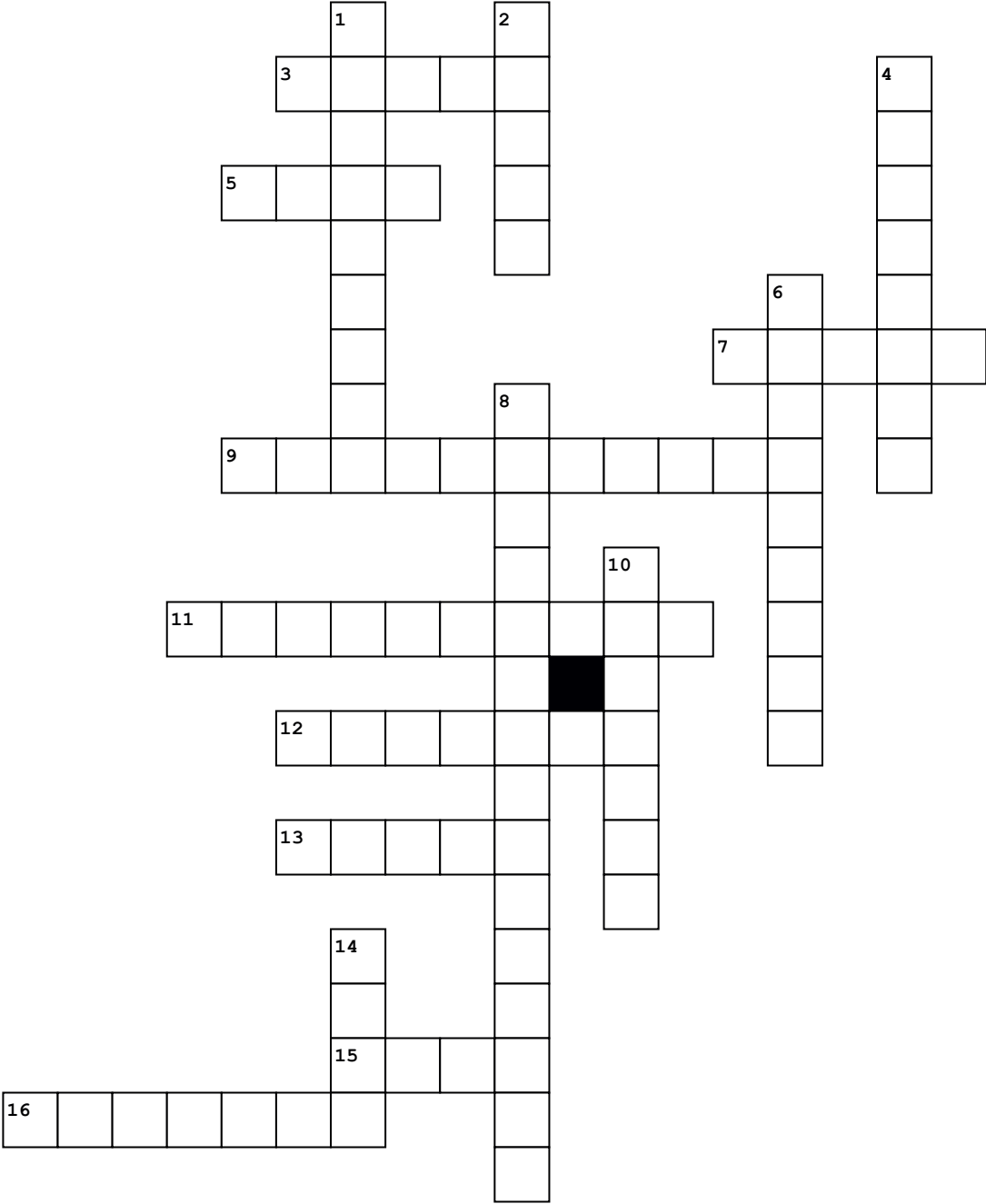
1,000 STARS: Questionnaire  
2,000 STARS: Read an article  
and answer a question  
3,000 STARS: Game  
5,000 STARS: Winter  
Preparedness

### December

1,000 STARS: Questionnaire  
2,000 STARS: Read an article  
and answer a question  
3,000 STARS: Game  
5,000 STARS: Online Safety



# Resolve to be Ready! January S.T.A.R.S. Crossword



### **Across**

- 3.** Solar-powered, battery-powered, or hand crank form of getting alerts
- 5.** It's recommended to have at least 3 day's worth of this on hand
- 7.** Store one gallon of this per person per day
- 9.** Contains bandages, gauze, and other items to take care of someone who is hurt
- 11.** This will help you see if your electricity goes out
- 12.** Start a fire or light a candle
- 13.** An electricity-free pastime to do with others
- 15.** Make one of these in advance to so everyone knows what to do
- 16.** To find North, South, East, West

### **Down**

- 1.** You will need this to open any canned foods
- 2.** How to pay for things you need to buy
- 4.** Something to keep you warm
- 6.** A way to power your emergency preparedness items
- 8.** Happens twice a year. Also a good time to check your emergency stock
- 10.** Blowing on this will make a loud sound that could help someone find you
- 14.** Don't get lost! Have copies of this.

# Commuter Emergency Plan

Make sure you have a plan for traveling between work and home, and other commonly visited locations, in case of an emergency. Before an emergency happens, list your normal and some alternative routes you can use to get to your destinations. Keep a copy of this plan in your wallet or another safe place where you can access it in the event of a disaster.

## Public transportation mode (bus, train, ferry, etc.):

MODE:	LINE:	STOP:	FARE: \$
MODE:	LINE:	STOP:	FARE: \$
MODE:	LINE:	STOP:	FARE: \$
MODE:	LINE:	STOP:	FARE: \$
			TOTAL FARE: \$

## Daily driving directions and alternative routes to and from work or other location:

### DAILY ROUTE

TO:

---

FROM:

---

### ALTERNATIVE ROUTE

TO:

---

FROM:

---

### ALTERNATIVE ROUTE

TO:

---

FROM:

---

## Other transportation options:

	PHONE NUMBER	NOTES
LOCAL TAXI COMPANY:		
COMMUTER RAIL:		
LOCAL BUS LINE:		
OTHER:		
OTHER:		

## Links to local traffic and transportation information:

Visit <http://www.fhwa.dot.gov/trafficinfo/511.htm> to see if your jurisdiction participates in the Department of Transportation's traveler information program.

	NOTES
LOCAL LINK 1:	
LOCAL LINK 2:	
LOCAL LINK 3:	

**Be Informed, Make a Plan, Build a Kit, and Get Involved. For more information, visit [www.ready.gov](http://www.ready.gov).**

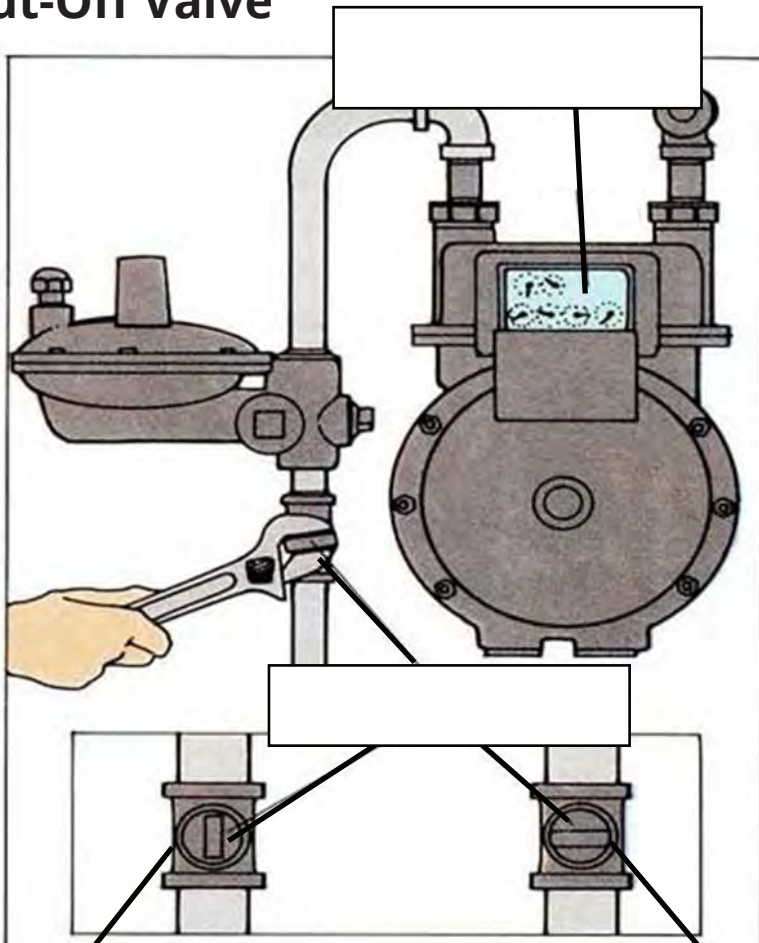
Name: \_\_\_\_\_

## Utility Diagram Activity

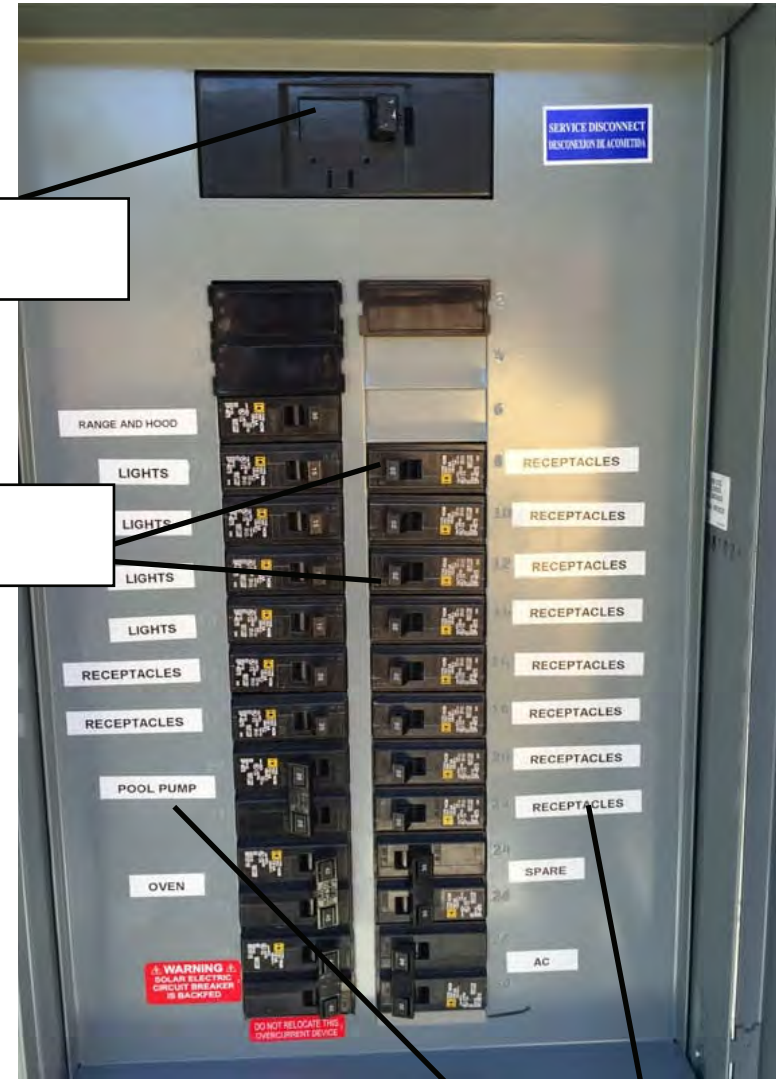
Print this page and fill in the blanks from the word banks below to label the different parts of these utility devices/meters?. Scan and submit a copy to the submission form for full credit!

Feel free to do some research if you get stuck figuring out what the different parts are!

### Gas Shut-Off Valve



### Electrical Breaker Panel



#### Word Bank:

- Gas Meter
- Gas Valve "On"
- Circuit Switches
- Gas Valve
- Gas Valve "Off"
- Electrical Breaker Labels
- Main Circuit Switch

## Emergency Fund Worksheet

Many experts recommend having at least three to six months' worth of expenses saved in an emergency fund. To figure the amount that should be saved in your emergency fund, fill out this worksheet.

Expense	Approximate Amount for One Month	Multiply by 3	Multiply by 6
Mortgage or Rent	\$ _____	x 3 = \$ _____	X 6 = \$ _____
Groceries	\$ _____	x 3 = \$ _____	X 6 = \$ _____
Utilities (water, gas, electric, garbage)	\$ _____	x 3 = \$ _____	X 6 = \$ _____
Transportation Costs	\$ _____	x 3 = \$ _____	X 6 = \$ _____
Telecom Payments (phone, cable, internet, etc.)	\$ _____	x 3 = \$ _____	X 6 = \$ _____
Insurance Payments (Home, Car, Health, etc.)	\$ _____	x 3 = \$ _____	X 6 = \$ _____
Debt Payments (credit cards and all other loans besides mortgages)	\$ _____	x 3 = \$ _____	X 6 = \$ _____
Other: _____	\$ _____	x 3 = \$ _____	X 6 = \$ _____
Other: _____	\$ _____	x 3 = \$ _____	X 6 = \$ _____
Other: _____	\$ _____	x 3 = \$ _____	X 6 = \$ _____
Goal amount to keep in my emergency fund		\$ _____ for 3 months	\$ _____ for 6 months

Want more information on emergency funds? [Click on this link from the Consumer Financial Protection Bureau to learn more](#) about why emergency funds are important, how to start one, and where to store it.

Name: \_\_\_\_\_

### City of Kirkland Workplace Safety Scavenger Hunt



Fill out the following scavenger hunt for your workspace or desk.

Write in where the following items are located (if there are multiple in your building, write the location of the closest one to your workplace is). Reminder: some of these items might be located online!

1. Fire Extinguisher: \_\_\_\_\_
2. AED: \_\_\_\_\_
3. First Aid Kit: \_\_\_\_\_
4. Two Fire Exits near your work area  
(where the doors are located): \_\_\_\_\_
5. Closest Fire Alarm Pull: \_\_\_\_\_
6. Safety Data Sheets: \_\_\_\_\_
7. List at least two people who are CPR  
trained near your workspace: \_\_\_\_\_
8. Who is your Safety Committee  
Representative? \_\_\_\_\_

To receive points for this activity, please scan and submit your completed worksheet to the submission form!

# Disaster Container Word Search

The words for this word search are items that can be found in the disaster containers.

**Directions:** Use the word bank below to find the words in this search. Words can be found in any direction and can overlap each other.

L S F V C P T T T W A T E R C  
 S P E P E O X O I V L A R F J  
 L Z M Z R P Z C Y M G Q O F T  
 E M E C R E T C X X H E Z I O  
 E K R O S I N F J T J H A R O  
 P N G O T S U H D E T J C S L  
 I F E K O E B A X N O F P T S  
 N S N I V L B E V T R O D A C  
 G Q C N E B O F U C H J D I U  
 B U Y G I A H N L P T Q C D B  
 A E R G V T N I F B F W Y K Q  
 G R A E G B L A N K E T A I I  
 E Y D A O G P J M V I B T T E  
 T S I R G N I T H G I L O X Y  
 Q Z O K A V G W F O O D G X H

## Word Bank

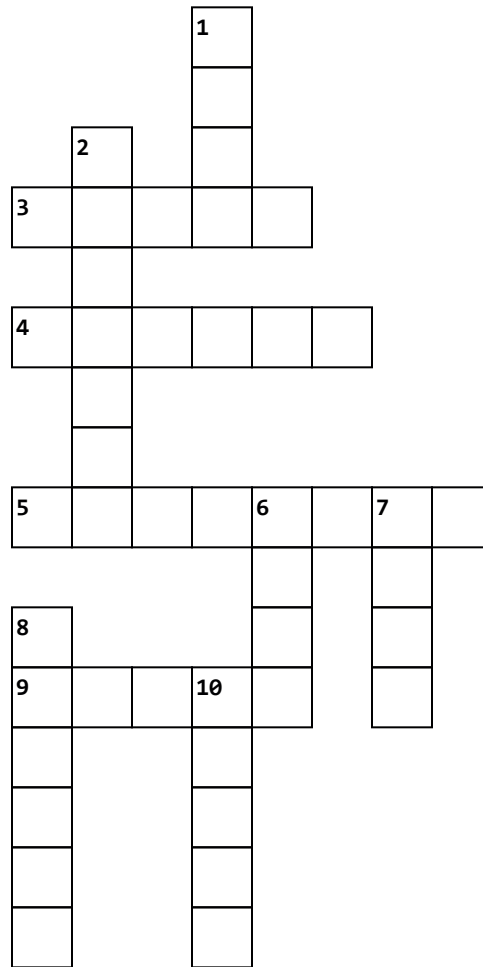
- |                   |                  |                     |                 |
|-------------------|------------------|---------------------|-----------------|
| 1. lighting       | 2. tools         | 3. cot              | 4. blanket      |
| 5. water          | 6. stove         | 7. food             | 8. sleeping bag |
| 9. tent           | 10. cooking gear | 11. emergency radio | 12. table       |
| 13. first aid kit |                  |                     |                 |

Scan your completed word search and submit it to the submission form when you're done!

Name: \_\_\_\_\_

# Communication Plans

When completed, scan and submit this document to the S.T.A.R.S. submission form!



## Across

- 3.** A mobile device to communicate with others with texts or calls.
- 4.** A person you trust and enjoy spending time with.
- 5.** Doing something repeatedly to get better at it.
- 9.** You might receive an emergency \_\_\_\_ through a phone or email during a disaster.

## Down

- 1.** Make a written \_\_\_\_ BEFORE an incident occurs.
- 2.** An accessory you plug into your phone or laptop when the battery power is low.
- 6.** Short, written communication sent through a phone.
- 7.** To use a phone to speak with someone.
- 8.** A group of people who are related.
- 10.** A device to listen to broadcasted messages



## Emergency Water Storage Activity

Follow the directions in this sheet and answer the questions in the submission form to earn your STARS for this activity!

To get to the submission sheet: [go to this link](#) > select the department you are in > select "September" > select "Water Storage Activity."

**To earn credit for this activity, type the word "water" for the first question as well as completing the rest of the activity.**

Go to <https://www.cdc.gov/healthywater/emergency/preparing-a-home-water-supply.html>

### 1. Click "Making Water Safe in an Emergency"

#### Preparing a Home Water Supply

[Español \(Spanish\)](#) | [Print](#)



In an emergency situation, tap water may not be safe to drink or use. It is important to prepare for possible emergency situations ahead of time by preparing an emergency water supply for yourself and your family. It is also essential to know how to make contaminated water safe to drink and how to find alternate sources of water.



- What are the three top methods to create safe water (hint: it's the titles of the sections that are numbered)?

### 2. Scroll up and select "Creating and Storing an Emergency Water Supply"

Water, Sanitation, & Hygiene (WASH)-related Emergencies & Outbreaks

Preparing a Home Water Supply

Making Water Safe in an Emergency

Creating and Storing an Emergency Water Supply

Finding Other Water Sources in an Emergency

Drinking Water

#### Making Water Safe in an Emergency

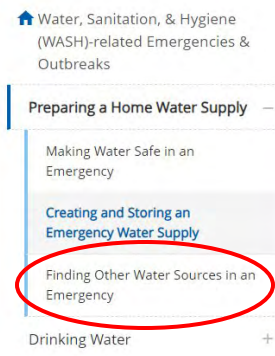
[Español \(Spanish\)](#) | [Print](#)



On this page

- How much emergency water is recommended to be stored?
- How often should you replace water that is stored in containers?
- What are at least two things to keep in mind when choosing a container to store water?

### 3. Select “Finding Other Water Sources in an Emergency”



### Creating and Storing an Emergency Water Supply

[Español \(Spanish\)](#) [Print](#)



During a water-related emergency or outbreak, safe drinking water may not be available. Prepare for an emergency by

- Where are at least three places where you can find water inside of your home?
- What is at least one possible source of outdoor water that you can use in an emergency?

### 4. After completing this activity, what actions will you take (or have you already taken) to create an emergency water supply?

# Earthquake Home Hazard Hunt



Take a few minutes to walk through your home to see if any of these hazards exist and need to be corrected. Check off the items that you have completed, and make notes on any tasks that need to be completed.

## *No Cost*

### MOVE:

- Heavy or large items to the floor or low shelves
- Items that can fall on you above your bed, desks, or couches
- Beds away from windows
- Heavy or unstable objects away from doors and escape routes

### STORE:

- Closed-toe shoes, gloves, and a flashlight underneath beds (to be able to safely exit the house)
- Household chemicals near or on the floor in containers to prevent spilling

## *Low Cost*

### SECURE:

- Water heaters to wall studs with metal straps
- Top-heavy furniture and appliances to wall studs
- Mirrors and pictures to walls using closed hooks
- Computers and TVs with special straps
- Small objects from falling using putty or wax
- Cabinets by installing latches
- Wheeled objects by locking wheels or placing stoppers

## *Slightly More Work / Cost*

### SECURE:

- Overhead light fixtures
- Freestanding wood stoves or fireplace inserts
- Use flexible connections where gas lines meet appliances (like water heaters, ovens, and clothes dryers)

### CONSIDER:

- Purchasing earthquake insurance
- Hiring a contractor to retrofit outdoor construction

## THE GOAL:

The overall goal of the home hazard hunt is to move items that might fall or break during an earthquake. Things MOVE in an earthquake! Not only will you prevent damage to your property, but you will help yourself escape if you have clear and safe walkways in your house.

For more information on earthquake preparation, check out <https://mil.wa.gov/earthquake> or <https://www.earthquakecountry.org/step1/>.

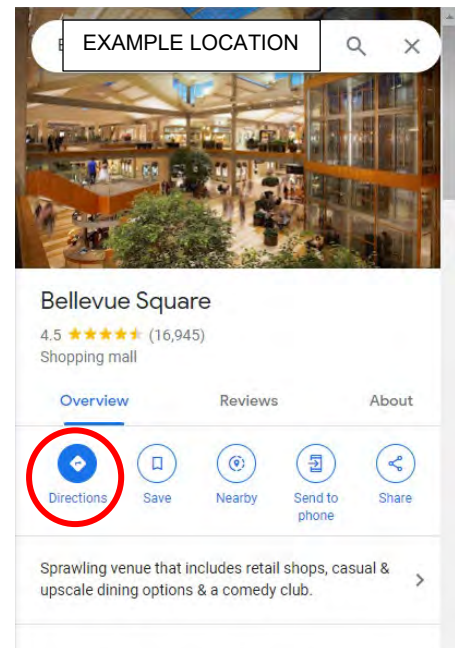
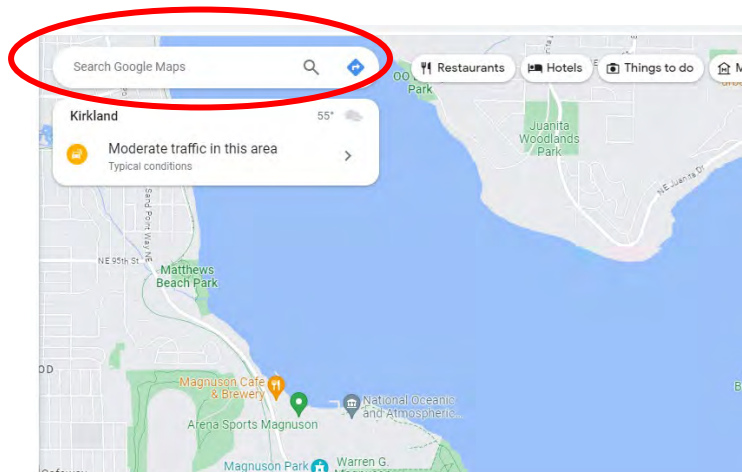
# S.T.A.R.S. Shakeout Activity – Map Your Route

Think about your daily commute to work, schools, and the other important places in your life. Have you ever thought about what would happen to your normal commute if an earthquake occurred?

The following activity will help you think about your commute and imagine potential options for alternative routes in case of emergency. The goal is to have more awareness to the infrastructure that you drive on every day!

## 1. Map your route.

- a. Go to <https://www.google.com/maps> and map the route that you normally take to and from work.



## 2. Research your route. Use the following sources to see what overpasses, bridges, and rivers might exist on your route.

- a. <https://www.arcgis.com/apps/mapviewer/index.html?layers=a0fa29a39fe444ac97d4337c569b9801> (When you open this map, it will show Washington D.C. Zoom out and drag your cursor to get to the Puget Sound region to view local data).

OR

- b. Next time you commute, notice the bridges, overpasses, and rivers on your commute.

## 3. Try to find alternative routes that don't include this infrastructure, and either map them out or make a mental note. *Note: this might not be possible for your commute!*

4. Answer the questions in the [submission form to earn your S.T.A.R.S.!](#)



## What is a Mad Lib?

Mad Libs is a fill-in-the-blank word game. It typically consists of one player prompting others for a list of words to substitute for blanks in a story before reading aloud, although the website for this activity makes it possible to do the Mad Lib by yourself if you want. This Mad Lib story is called "Winter in the Pacific Northwest!" While the words might make the story seem silly, the rest of the story gives helpful information on how to prepare for the winter.

## How to Play

1. Play on your own or play with a family member/friend/coworker.
2. [Click on this link to get to the story.](#)
3. Fill in the blanks with the parts of speech or descriptor words that are requested. If playing with someone else, ask them to come up with the words and then you type the words in.
4. When you are done, click "Go Mad!" at the bottom of the page.
5. You can also print off the story to fill it out somewhere else.

## To Earn Your Stars

Take a screenshot, make a PDF, or copy and paste the story into a Word document. Submit your completed Mad Lib to the submission form (in the Task Sheet email) to earn your STARS!

---

**EXAMPLE WORDS** – Pick from this list, search up words, or come up with your own!

<b>Adjective</b>	Funny, Happy, Sad, Energetic, Weird, Cool, Boring, Colorful, Fluffy, Cold, Warm, Gross, Longer, Shorter, Annoying, Scary, Peaceful, Safe
<b>Place</b>	Home, Work, School, Hotel, Restaurant
<b>Word Describing Food</b>	Delicious, Bitter, Comforting, Yummy, Gross, Spicy, Salty, Refreshing, Crunchy
<b>Word Describing Clothing</b>	Baggy, Warm, Cold, Cooling, Unfashionable, Fashionable, Trendy, Affordable
<b>Worst Case Scenario</b>	Zombie Apocalypse, Earthquake, Thunderstorm, Bee Stings
<b>Washington Specific Hazards</b>	Landslides, Earthquakes, Volcano Eruptions
<b>Emotion</b>	Scared, Happy, Sad, Annoyed, Disgusted, Embarrassed, Cozy, Content, Excited
<b>Store Name</b>	Target, Best Buy, Trader Joe's, QFC, Dollar Tree, Safeway, Ross, REI, Walgreens, Costco, Michaels
<b>Clothing Item</b>	Shirt, Pants, Jacket, Coat, Scarf, Gloves, Kilt, Kimono, Earmuffs, Shoes, Socks
<b>Camping Item</b>	Camping Stove, Sleeping Bag, Tent, First Aid Kit, Flashlight, Radio, Headlamp

# Winter Weather Preparedness Activity



Regardless of what the long-term weather forecast looks like, it is still important to prepare for the worst for every season. This preparedness checklist will help you go through the three main ways get prepared for the winter months: **Build a Kit**, **Make a Plan**, and **Be Informed**. Some of the main disruptions to be prepared for are being stuck in your home due to snow, or power outages due to extreme weather.

To fill out this checklist, go through the different tasks and either check them off when they are done, **OR** if you can't complete it immediately, make a plan to complete these tasks by a certain date. Make a note on your calendar to remind you to complete the task. If the task does not apply to you, then write N/A or cross off the task.

Task	Anticipated completion date (if not done already)	Completed
<i>EX: Clean heaters/baseboard heaters</i>	<i>November 10</i>	<i>*Write a ✓ when done*</i>
<b>Indoor Tasks</b>		
Clean heaters/baseboard heaters		
Gather shelf stable food (at least 2-3 days, preferably 1-2 weeks)		
Insulate window seals and door frames		
Check fire, smoke detector, and CO alarms		
Charge portable batteries		
Put warm items (blankets, coats) to an easy to access place		
Put a flashlight in an easy to reach spot		
<b>Outdoor Tasks</b>		
Clean or hire someone to clean your gutters		
Cut branches near your home, parking, or property		
Learn how to shut off water valves		
Collect and remove debris (leaves) from your yard		
<b>Commuter Tasks - Biking, Walking, or Vehicle Transportation</b>		
Add extra warm layers to your commuter kit		
Print or know a list of back-up routes or local maps		
Wear or pack reflective clothing for extra visibility		
Add a windshield scraper, chains, shovel to vehicles		
Check car fluids, tire tread, and headlights		
<b>Be Informed</b>		
Sign up for local alerts - search "(your city) emergency notifications"		



# Cyber Hygiene Reflection Activity

**cyber hygiene:** a reference to the practices and steps that users of computers and other (noun) devices take to maintain system health and improve online security

Like personal hygiene, it is important to maintain your cyber hygiene. You must practice it to form good habits. Having a routine will help prevent cybercriminals from causing security breaches or stealing your personal information. Complete this worksheet to help you reflect on your current cyber hygiene, and think about ways to make your hygiene stronger and healthier.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
<b>Keeping Passwords Safe and Secure / Using Multi-Factor Authentication (MFA)</b>					
I avoid using the same password for different accounts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I change my passwords on a regular basis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My passwords involve a mix of upper- and lower-case letters plus symbols and numbers and are at least 12 characters long	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My passwords avoid the obvious (using personal info, or "1234")	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I use a password manager to generate, store, and manage all my passwords in one secure online account	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All my essential accounts - such as email or banking apps - are protected with MFA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I save MFA backup codes in my password manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Backing Up Data Regularly</b>					
I keep files secure and protect against data loss by backing up crucial files, either on an external hard drive and/or in the cloud	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Ensuring Privacy</b>					
I don't post private information such as my home address, phone numbers, or credit card numbers on social media	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have reviewed my social media privacy settings and made sure they are set to a level I feel comfortable with	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am cautious about the permissions I accept for the apps I use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Keeping Apps, Software, and Firmware Up to Date</b>					
I update apps, web browsers, operating systems, and firmware regularly to make sure I'm using the latest versions that have eliminated or patched possible security glitches	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I delete apps I no longer use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Avoiding Social Engineering Attacks</b>					
I avoid clicking on suspicious links or links I am not sure of	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I don't click on ads that promise free money or prizes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Personal Health and Safety</b>					
I limit my screentime (at work and at home) as much as possible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have at least one non-technology related hobby	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



























Now write on a piece of paper or think to yourself:

How do you currently feel about your cyber hygiene? What other ways can you think of to stay safe online? Is there anything preventing you from doing more?





# CODE KEY

	a		b		c		d		e		f		g			i		j		k		l		m
	n		o		p		q		r			t			v		w		x		y		z	

## S.T.A.R.S. Campaign Extreme Heat Guided Activity

Directions: Follow the directions on the sheet below. Submit the answers to your questions on the submission sheet.

To get to the submission sheet: [go to this link](#) > select the department you are in > select "June" > select "Guided Research Activity."

**To earn credit for this activity, type the word "heat" for the first question as well as completing the rest of the activity.**

**1. Go to [www.heat.gov](http://www.heat.gov)**

- How many people are under extreme heat alerts right now?

**2. Scroll down to find the Current Temperature map:**



- According to this map, what is the current temperature at your location? The closest data point might be in Seattle.
- Where are some of the hottest locations in the United States right now? You can tell based on the areas that have the largest, darkest, more dense circles.

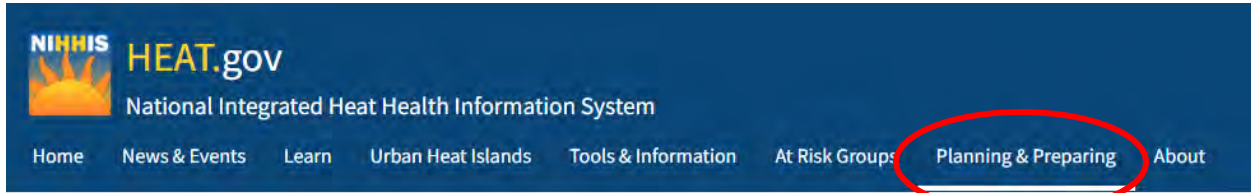
**3. Scroll back to the top of the page and find the "Who is at Risk to Extreme Heat" button.**



- List at least four groups that are most at risk to extreme heat.

**4. Click on the Planning and Preparing button at the top of the page:**

- What are the three kinds of heat related illnesses?
- What are at least two signs of heat stroke?



**5. Explore any page on Heat.Gov and tell us two things you learned through your research!**

# JANUARY TASK SHEET

New Year, New Ways to Prepare!

The Office of Emergency Management is excited to announce a new employee preparedness initiative: *Simple Tasks Achieve Resilient Staff* Merit Badge Challenge or our STARS campaign! We want to challenge YOU to get prepared throughout 2023, with, of course, some help from OEM. 😊

So, what do you need to do? It's simple!

At the beginning of every month, you will receive an email from [EOC@kirklandwa.gov](mailto:EOC@kirklandwa.gov) with important information about that month's tasks and a form submission link. There are four simple tasks that you will have the opportunity to complete every month.

You are striving to achieve two goals: earning your Preparedness All-Star Merit Badge and earning enough STARS to earn the Preparedness Grand Reward.

- To earn your Preparedness All-Star Merit Badge, you must complete at least ONE task every month. Every quarter, you will earn one part of your merit badge. If you earn all four merit badges over the year, you will earn your Preparedness All-Star badge to display to all of your colleagues!
- To earn the Preparedness Grand Reward, you must complete at least one task per month and earn at least 100,000 STARS throughout the year.



Participation in this is voluntary, but the more tasks you do, the more prizes you can earn. Who knows, maybe some more mystery prizes and bonus opportunities will be announced throughout the year?

Information about the monthly themes and tasks occurring this year is attached as a PDF to this email.

The theme for January is *Resolve to be Ready!* We want you to build or update your emergency preparedness kits at home. Check out the task sheet below for January's tasks.

<b>January Task Sheet</b>	
---------------------------	--

# JANUARY TASK SHEET

1000 Stars: Complete the questionnaire in the submission form.	<ul style="list-style-type: none"><li>• <a href="#">Submission form link here.</a></li></ul>
2000 Stars: Read the article on the importance of having an emergency go kit and answer a question in the submission form.	<ul style="list-style-type: none"><li>•  <a href="#">How to Pack an Emergency Kit for Any Disaster - The New York Times.pdf</a></li><li>• <a href="#">Submission form link here.</a></li></ul>
3000 Stars: Print and complete this crossword and submit a completed copy to the submission form.	<ul style="list-style-type: none"><li>•  <a href="#">January STARS Crossword 1.pdf</a></li><li>• <a href="#">Submission form link here.</a></li></ul>
10,000 Stars: Resolve to be Ready! and Build a Kit of your own. You can use this checklist to help with ideas of what to include in your kit. Send a picture of your kit to earn your STARS.	<ul style="list-style-type: none"><li>•  <a href="#">Resolve to Be Ready Build a Kit Checklist.pdf</a></li><li>• <a href="#">Submission form link here.</a></li></ul>

You have until January 27<sup>th</sup> to complete this month's tasks. Look in your inboxes at the beginning of February to see what tasks are happening next month.

Questions? You can contact your Emergency Management Action Team (EMAT) representative, who is CC-ed on this email, or anyone in the Office of Emergency Management.

## FEBRUARY TASK SHEET

February is here, which means that it's time for a new set of tasks! This month's theme is focusing on *Commute and Travel*.

Whether you bike, walk, drive, or take public transit to work, it is important to be prepared in case things go wrong during your travels. This month, your tasks will include evaluating what your current commute is, planning alternative routes, and learning about personal safety and disaster preparedness while you are on the go.

<b>February Task Sheet</b>	When filling out your task sheet, make sure that you select "February" for the month you are completing this in!
1000 Stars: Complete the questionnaire in the submission form.	<ul style="list-style-type: none"><li>• <a href="#">Submission form link here.</a></li></ul>
2,000 Stars: Reader's choice! Pick <b>one article</b> (or you can choose to read more) about various forms of transportation and things to keep in mind for safety and preparedness.	<ul style="list-style-type: none"><li>• <a href="#">Managing Emergencies With Bikes</a> – how bikes can play a role in times of disasters</li><li>• <a href="#">Car Safety</a></li><li>• <a href="#">Electric Vehicle Charging Safety Tips</a></li><li>• <a href="#">Survival Guide to Safe and Healthy Travel</a></li> <li>• <a href="#">Submission form link here.</a></li></ul>
3,000 Stars: Watch this video about what to do around downed power lines and answer a few questions.	<ul style="list-style-type: none"><li>• <a href="#">This Might Shock You: Downed Power Line</a></li><li>• <a href="#">Submission form link here.</a></li></ul>

## FEBRUARY TASK SHEET

5,000 Stars: Begin to think about your Commuter Emergency Plan. Download and fill out the worksheet provided and tell us one thing you've realized during your planning in order to earn your stars for this task.

- [Commuter Emergency Plan Worksheet](#)
- [Submission form link here.](#)

Your tasks are due by **5:00 p.m. on February 24<sup>th</sup>**! Make sure to complete at least one activity per month to maintain eligibility for the "Home" Merit Badge and the Ultimate Grand Reward.

Questions? As always, please feel free to get in contact with us.

# MARCH TASK SHEET

New month, new tasks! Look ahead to see what March's tasks are.

This month, we are talking *Utility Safety*. This includes electricity, water, natural gas, and more. Your tasks for this month will guide you through safety considerations, especially after a disaster, whenever you encounter various utility devices!

<b>March Task Sheet</b>	When filling out your task sheet, make sure that you select "March" for the month you are completing this in!
1000 Stars: Complete the questionnaire in the submission form.	<ul style="list-style-type: none"><li>• <a href="#">Submission form link here.</a></li></ul>
2,000 Stars: Reader's choice! Pick <b>one article</b> (or you can choose to read more) about different utilities and how you should handle them. If you read more than one, select all the articles that you read in a single submission.	<ul style="list-style-type: none"><li>• <a href="#">Electric Safety Tips</a></li><li>• <a href="#">Electricity Shut Off</a></li><li>• <a href="#">Natural Gas Safety Tips</a></li><li>• <a href="#">Water Shut Off and Emergency Water Tips</a></li> <li>• <a href="#">Submission form link here.</a></li></ul>
3,000 Stars: Print, fill out, and scan this utility diagram. Need help? Do some research on what the different parts are!	<ul style="list-style-type: none"><li>• Utility Diagram Activity</li><li>• <a href="#">Submission form link here.</a></li></ul>
5,000 Stars: Utility Safety Scavenger Hunt! Print and fill out this sheet about where different utilities are in your neighborhood and home.	<ul style="list-style-type: none"><li>• <a href="#">Utility Safety Scavenger Hunt</a></li><li>• <a href="#">Submission form link here.</a></li></ul>



# MARCH TASK SHEET

Your tasks are due by **5:00 p.m. on March 24<sup>th</sup>**! Make sure to complete at least one activity per month to maintain eligibility for the "Home" Merit Badge and the Ultimate Grand Reward.

Questions? As always, please feel free to get in contact with us at [EOC@kirklandwa.gov](mailto:EOC@kirklandwa.gov).

# APRIL TASK SHEET

Happy April!

The month of April is [FEMA's National Financial Capability Month!](#) Because of this, the tasks this month will cover Financial Preparedness, especially relating to emergency funds and documentation storage.

The purpose of the exercises for this month are for you to learn more about financial best practices and to think about what position you are in regarding financial preparedness. *We are not asking you to provide us with personal, specific details relating to your finances.* These exercises and resources are for YOU to learn and prepare! 😊

Please complete the following tasks below by Friday, April 21<sup>st</sup> by 5:00 P.M.

<b>April Task Sheet</b>	When filling out your task sheet, make sure that you select "April" for the month you are completing this in!
1000 Stars: Complete the questionnaire in the submission form.	<ul style="list-style-type: none"><li>• <a href="#">Submission form link here.</a></li></ul>
2,000 Stars: Reader's choice! Pick <b>one article</b> (or you can choose to read more) about different banking safely and protecting your finances.  <b>If you read more than one</b> , select all the articles that you read in a single submission.	<ul style="list-style-type: none"><li>• <a href="#">Determining How Much Insurance You Need</a> – New York State Department of Financial Services</li><li>• <a href="#">Dealing With Disasters and Emergencies: A guide to handling finances</a> – Consumer Financial Protection Bureau</li><li>• <a href="#">Be Crime Smart: How to Detect and Avoid Scams</a> – FBI</li><li>• <a href="#">Financial Safety: The Often Forgotten Piece of Disaster Preparedness</a> – IRS</li><li>• <a href="#">Submission form link here.</a></li></ul>

## APRIL TASK SHEET

3,000 Stars: "Math Facts"  
Emergency Fund  
Worksheet

Print and complete this activity and answer a question about something you observed.

**Please do not send in a copy of this!**

- Emergency Fund Worksheet
- [Submission form link here.](#)

5,000 Stars: Disaster  
Checklist Worksheet

Print and fill out this checklist to have one centralized place for your important financial information and contacts. To earn your STARS, answer a question about what you've learned and observed throughout the activity.

**Please do not send in a copy of this!**

- Disaster Checklist Worksheet
- [Submission form link here.](#)

## MAY TASK SHEET

Good afternoon!

The International Code Council declares the month of May as “[International Building Safety Month](#).” For that reason, this month’s S.T.A.R.S. theme will cover *Building and Workplace Safety*! The activities this month include information about various building hazards to be aware of, how to build a workplace safety kit, and doing a workplace scavenger hunt.

<p><b>May Task Sheet</b></p>	<p>When filling out your task sheet, make sure that you select “May” for the month you are completing this in!</p>
<p>1000 Stars: Complete the questionnaire in the submission form.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Submission form link here.</a></li> </ul>
<p>2,000 Stars: Reader’s choice! Pick <b>one article</b> (or you can choose to read more) about building safety.</p>	<p>There are a LOT of different resources in this month’s articles. Feel free to browse whatever interests you.</p> <ul style="list-style-type: none"> <li>• Article One – <a href="#">International Code Council - Building Safety Starts at Home</a></li> <li>• Article Two – <a href="#">International Code Council - Building Safety is Local: Prepare Your Community</a></li> <li>• Article Three – <a href="#">FEMA – How to Spot Earthquake Damage</a></li> <li>• Article Four – <a href="#">The New York Times – The Annual Home Maintenance Checklist</a> (if you have run out of NYT articles, please try using the PDF attached to this email!)</li> <li>• <a href="#">Submission form link here.</a></li> </ul>
<p>3,000 Stars: Watch this video about building a workplace safety kit and then answer some questions about items that you’ve added to your kit!</p>	<p style="text-align: center;"><a href="#">Build Your Workplace Safety Kit</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Submission form link here.</a></li> </ul>

## MAY TASK SHEET

6,000 Stars: Do a Workplace Scavenger Hunt! Print this sheet and look for the various items and people to earn your STARS.

- [Workplace Scavenger Hunt Worksheet](#)
- [Submission form link here.](#)

Your tasks are due by **5:00 p.m. on May 26<sup>th</sup>**! Remember that you must complete at least one activity per month to maintain eligibility for the Ultimate Grand Reward!

Questions? As always, please feel free to get in contact with us.

# JUNE TASK SHEET

Good morning all! ☺

Summer is coming, and even though it's been slightly chilly now, it might start getting hot, hot, hot! Because of this, the month of June will talk about *Extreme Heat*. This month's tasks include learning more about how to stay safe when the weather gets hot, understanding how heat waves occur, and completing a guided research activity to learn more about heat across the United States.

<b>June Task Sheet</b>	When filling out your task sheet, make sure that you select "June" for the month you are completing this!
1000 Stars: Complete the questionnaire in the submission form.	<ul style="list-style-type: none"><li>• <a href="#">Submission form link here.</a></li></ul>
2,000 Stars: Reader's choice! Pick <b>one article</b> (or you can choose to read more) about extreme heat.	<ul style="list-style-type: none"><li>• Article One – <a href="#">Washington State Parks - Cold Water Safety</a></li><li>• Article Two – <a href="#">Humane Society - Keep Pets Safe in the Heat</a></li><li>• Article Three – <a href="#">FEMA - 6 Ways to Stay Cool During Extreme Heat Events</a></li><li>• Article Four – <a href="#">USDA Climate Hub - 2021 Northwest Heat Dome: Causes, Impacts, Future Outlook</a></li><li>• <a href="#">Submission form link here.</a></li></ul>

## JUNE TASK SHEET

<p>3,000 Stars: Watch this video about extreme weather conditions and then answer some questions about the video!</p>	<p>This video is split into several sections. The sections that are bolded are what we think are the most important to watch!</p> <p>VIDEO: King 5 Seattle – Weathering a Western Washington Heat Wave</p> <p><b><u><a href="#">0:00-7:02 – What causes a heat wave?</a></u></b></p> <p><u><a href="#">7:03-8:46 – How businesses prepare for heat waves</a></u></p> <p><b><u><a href="#">8:47-14:03 – Urban Heat Island Effect (why it gets so hot in the Seattle-Metro area)</a></u></b></p> <p><u><a href="#">14:04-16:00 – How to Build a Do-It-Yourself Portable Air Conditioner</a></u></p> <p><u><a href="#">Submission form link here.</a></u></p>
<p>5,000 Stars: Open the document and follow the directions to complete the guided research activity. Type your answers in the submission form!</p>	<ul style="list-style-type: none"><li>• <u><a href="#">Guided Research Activity Directions</a></u></li><li>• <u><a href="#">Submission form link here.</a></u></li></ul>

Please submit your tasks by **June 23<sup>rd</sup> at 5:00 P.M.**

**We'll check back in at the end of the month. Until then, stay cool! 😎**

# JULY TASK SHEET


Hello!

For this month's S.T.A.R.S. tasks, we are focusing on one of our employee preparedness plans that we have in place for the employees at Kirkland: the disaster containers! Don't know what those are? Don't worry! We will go over the disaster container and other things that the Office of Emergency Management does here at the City of Kirkland. This month includes an IN-PERSON activity, so be sure to read ahead to learn how to participate!

<b>July Task Sheet</b>	When filling out your task sheet, make sure that you select "July" for the month you are completing this!
1000 Stars: Complete the questionnaire in the submission form.	<ul style="list-style-type: none"><li>• If you don't know the answers, feel free to reach out to your supervisor or your Emergency Management Action Team (EMAT) representative for support!</li><li>• <a href="#">Submission form link here.</a></li></ul>
2,000 Stars: Many choices this month! Pick <b>one article or video</b> (or you can choose to view more) about Emergency Management and preparedness goals.	<ul style="list-style-type: none"><li>• Video One – <a href="#">The Essential Emergency Manager</a></li><li>• Video Two – Watch at least one video in our "Let's Chat" series! <a href="#">Let's Chat Playlist</a></li><li>• Article One – <a href="#">2022 National Household Survey on Disaster Preparedness</a></li><li>• Article Two – <a href="#">A summary of the "National Preparedness Goal," which is a document of the guiding principles of Emergency Managers and getting communities involved in preparedness.</a></li><li>• <a href="#">Submission form link here.</a></li></ul>



## JULY TASK SHEET


<p>3,000 Stars: Print this sheet and complete the word search, and then scan and submit it to earn your S.T.A.R.S.</p>	<ul style="list-style-type: none"><li>•  <a href="#">Word Search Here</a></li><li>• <a href="#">Submission form link here.</a></li></ul>
<p>10,000 Stars: Disaster Container Training</p>	<p>This month, the main activity will be an in-person Disaster Container Training. We will be providing trainings throughout the last two weeks of July. The scheduling process will be different for each facility, <b>so look out for an email later this month to learn more about when this training will take place so you can earn your STARS!</b></p>

Let us know if you have any questions. 😊


# AUGUST TASK SHEET


Hello!

This month, the S.T.A.R.S. theme is *Communication Plans*, focusing on emergency communications with family and friends. This month's activities include learning how to *make* and *practice* a plan, completing a crossword about different parts of a communication plan, and filling out your own emergency communications plan.

<b>August Task Sheet</b>	When filling out your task sheet, make sure that you select "August" for the month you are completing this!
1000 Stars: Complete the questionnaire in the submission form.	<ul style="list-style-type: none"><li>• <a href="#">Submission form link here.</a></li></ul>
2,000 Stars: Pick <b>one</b> article or video (or you can choose to view more) about communicating during a disaster and why it is important to practice plans before the disaster happens.	<ul style="list-style-type: none"><li>• Article One – <a href="#">FCC/FEMA Emergency Communication Tips</a></li><li>• Article Two – PDF –  <a href="#">A portion of Washington State's "Prepare in a Year" program</a></li><li>• Website – <a href="#">City of Kirkland Emergency Management "Make a Plan" Page</a> – information on special considerations to take while making your plans</li><li>• Video – FEMA – <a href="#">"It Started Like Any Other Day"</a> – stories about three natural disaster survivors and why they think it is important to have plans in place.</li><li>• <a href="#">Submission form link here.</a></li></ul>

## AUGUST TASK SHEET

<p>3,000 Stars: Print this sheet, complete the crossword, and scan and submit it to earn your Stars.</p>	<ul style="list-style-type: none"><li>•  <a href="#">Crossword Puzzle</a></li><li>• <a href="#">Submission form link here.</a></li></ul>
<p>5,000 Stars: Communications Plan Form</p>	<ul style="list-style-type: none"><li>• <a href="#">Go to this link and fill out the information in the form.</a></li><li>• To earn your Stars, provide a screenshot of the email you received when you completed the form (example below) OR send the PDF you received, and submit it to the submission form. We will not review any of the specific information you share, so feel free to only send enough information to prove that you completed the task.</li><li>• <a href="#">Submission form link here.</a></li></ul>

As promised –  [here is the updated score sheet!](#) Please double check your points from July to make sure you got credit for your Disaster Container Training.

Let us know if you have any questions. 😊

Thank you!

# SEPTEMBER TASK SHEET

Hello,

It's *Fire Extinguisher Training* month! The S.T.A.R.S. activities this month talk about fire safety, how to prevent fires, and completing an activity where you learn about creating an emergency water supply. This month also includes an IN-PERSON activity, so be sure to read ahead to learn how to participate!

<b>September Task Sheet</b>	When filling out your task sheet, make sure that you select "September" for the month you are completing this!
1000 Stars: Complete the questionnaire in the submission form.	<ul style="list-style-type: none"><li>• <a href="#">Submission form link here.</a></li></ul>
2,000 Stars: Pick <b>one article</b> (or you can choose to view more) about fire safety, statistics, and other things to know about residential fires.	<p>These resources come from the United States Fire Administration (USFA).</p> <ul style="list-style-type: none"><li>• <a href="#">Prevent Fires – Click the individual titles to learn how to prevent different kinds of fires</a></li><li>• <a href="#">Learn About Fire – Read the infographics or watch the short video to learn facts about fires</a></li><li>• Fire Escape Plans<ul style="list-style-type: none"><li>• <a href="#">Every Second Counts: Plan 2 Ways Out!</a></li><li>• <a href="#">High-Rise and Apartment Condominium Fire Safety</a></li></ul></li><li>• <a href="#">Residential Fire Statistics (View the panel on the left for more statistics)</a></li><li>• <a href="#">Submission form link here.</a></li></ul>

## SEPTEMBER TASK SHEET

<p>3,000 Stars: Open the document and follow the directions to complete the guided research activity. Type your answers in the submission form!</p>	<ul style="list-style-type: none"><li>• <a href="#">PDF Emergency Water Storage Activity</a></li><li>• <a href="#">Submission form link here.</a></li></ul>
<p>10,000 Stars: Fire Extinguisher Training</p>	<p>This month, the main activity will be the Fire Extinguisher Training. There was an email sent out on August 16<sup>th</sup> – <a href="#">here is the email again if you can't find it!</a></p> <p>Important notice: There will NOT be in-person Fire Extinguisher Training at the Public Works Maintenance Center. If you would like to participate, please sign up for a session at City Hall.</p> <p><a href="#">Afterwards, use this submission form link to earn your STARS.</a></p>

Let us know if you have any questions. 😊

# OCTOBER TASK SHEET

Hello!

October is a very exciting month for the Pacific Northwest: it is the month of [the Great Shakeout!](#) The S.T.A.R.S. tasks this month will be focusing on Earthquake preparedness to ensure that you are ready for one of the biggest hazards that we face in this region. This month's activities include learning information about earthquakes and completing activities that help you understand the impacts of earthquakes.

<b>October Task Sheet</b>	When filling out your task sheet, make sure that you select "October" for the month you are completing this!
1000 Stars: Complete the questionnaire in the submission form.	<ul style="list-style-type: none"><li>• <a href="#">Submission form link here.</a></li></ul>
2,000 Stars: Pick <b>one</b> article (or you can choose to view more) about earthquake preparedness, how earthquakes occur, and other cool facts!	<ul style="list-style-type: none"><li>• Article One – Earthquake Country Alliance – <a href="#">7 Steps to Earthquake Safety</a></li><li>• Article Two – USGS – <a href="#">Cool Earthquake Facts</a></li><li>• Article Three – USGS – <a href="#">The Blind Zone of Earthquake Early Warning</a></li><li>• Article Four – USGS – <a href="#">The 2023 National Seismic Hazard Model – What's Shaking?</a></li><li>• <a href="#">Submission form link here.</a></li></ul>

## OCTOBER TASK SHEET

<p>3,000 Stars: Shakeout Activity – Map Your Commute</p> <p>Think more about your commute and potential disruptions that might occur after an earthquake.</p>	<ul style="list-style-type: none"><li>• Map Your Commute Shakeout Activity</li><li>• To earn your points, answer the questions about things you learned.</li><li>• <a href="#">Submission form link here.</a></li></ul>
<p>6,000 Stars: Hazard Hunt Activity</p>	<ul style="list-style-type: none"><li>• Print and complete this home hazard hunt.</li><li>• Either scan the completed document or send a picture of a hazard you corrected to earn your points!</li><li>• <a href="#">Submission form link here.</a></li></ul>

Your submissions are due on **Friday, October 20<sup>th</sup> by 5:00 p.m.**

Let us know if you have any questions. 😊

Thank you!

# NOVEMBER TASK SHEET

Hello!

November's S.T.A.R.S. theme is *Winter Preparedness*. With winter weather coming soon, it is a great time to make sure your go-kits are up to date, as well as complete other tasks to make sure you, your family, and your home are winter ready. This month's tasks include articles about the predicted weather patterns for this winter, a silly Mad Lib about winter preparedness, and a winter preparedness activity where you can see what tasks need to be completed and make time to check them off your list!

<b>November Task Sheet</b>	When filling out your task sheet, make sure that you select "November" for the month you are completing this!
1000 Stars: Complete the questionnaire in the submission form.	<ul style="list-style-type: none"><li>• <a href="#">Submission form link here.</a></li></ul>
2,000 Stars: Pick <b>one</b> article or video (or you can choose to view more) about the upcoming winter weather pattern for the Pacific Northwest, how to prepare for the winter, and other ways you can winterize your home.	<ul style="list-style-type: none"><li>• Article One – <a href="#">NPR – El Niño is coming. Here's what that means for the weather in the U.S.</a></li><li>• Article Two – <a href="#">Seattle Times – How to prep your home for Seattle's worst winter weather</a></li><li>• Article Three – <a href="#">Ready.gov – Winter Weather Safety</a></li><li>• Video One – <a href="#">King 5 – What is an El Niño Winter and How You Can Prepare</a></li><li>• Video Two – <a href="#">Home Depot – How to Winterize Your House</a></li><li>• <a href="#">Submission form link here.</a></li></ul>



## NOVEMBER TASK SHEET

<p>3,000 Stars: Mad Lib Game</p>	<ul style="list-style-type: none"><li>• Follow the instruction sheet to complete the Mad Lib, either on the website or print it and physically fill it out.</li><li>• To earn your STARS, submit proof that you finished it to the submission form. Proof can be through a scanned copy, a PDF, a Word document, a screenshot, or any other way to show you completed the activity.</li><li>• <a href="#">Submission form link here.</a></li></ul>
<p>5,000 Stars: Winter Preparedness Activity</p>	<ul style="list-style-type: none"><li>• Print the Winter Weather Preparedness Activity and follow the steps to get winter ready.</li><li>• To earn your STARS, scan and submit a completed copy of your preparedness activity to the submission form. In order for it to be “complete”, every tasks must have a date in the middle column OR have a checkmark in the right most column OR have the task crossed off/marked N/A.</li><li>• <a href="#">Submission form link here.</a></li></ul>

Your submissions are due on **Wednesday, November 22<sup>nd</sup> by 5:00 p.m. This is the day before the Thanksgiving break!**

Feel free to email [EOC@kirklandwa.gov](mailto:EOC@kirklandwa.gov) or [ahaining@kirklandwa.gov](mailto:ahaining@kirklandwa.gov) if you have any questions. 😊

Thank you!

## NOVEMBER TASK SHEET



The OEM Team – Heather, Carly, and Amy  
Office of Emergency Management  
City of Kirkland

[KirklandEM@kirklandwa.gov](mailto:KirklandEM@kirklandwa.gov)

[kirklandwa.gov/KirklandEM](http://kirklandwa.gov/KirklandEM)

## DECEMBER TASK SHEET

Welcome to the FINAL month of the S.T.A.R.S. Campaign!

December's S.T.A.R.S. theme is *Online Safety*. [Even though Cybersecurity Awareness Month](#) is in October, there is always a higher need of online awareness during the holiday season due to the increase in online shopping. This month includes learning information about cybersecurity, things to be aware of while browsing online, and also the completion of a game and activity about cybersecurity terms and what your current cyber hygiene looks like.


<b>December Task Sheet</b>	When filling out your task sheet, make sure that you select "December" for the month you are completing this!
1000 Stars: Complete the questionnaire in the submission form.	<ul style="list-style-type: none"><li>• <a href="#">Submission form link here.</a></li></ul>
2,000 Stars: Pick <b>one</b> article or video (or you can choose to view more) about online safety and answer a question about what you learned.	<ul style="list-style-type: none"><li>• Article One – <a href="#">Cybersecurity and Infrastructure Security Agency (CISA) – Holiday Online Shopping Tips</a> Click the "Holiday Online Safety Tips Sheet" towards the bottom of the page to open the sheet.</li><li>• Article Two – <a href="#">Ready.gov – Cybersecurity – What to do before, during, and after Cyber Attacks</a></li><li>• Video – <a href="#">CISA – CISA Director Easterly's Cybersecurity Awareness Month 2023 Message</a></li><li>• Video – <a href="#">CyberNews – A Brief History of Cybersecurity and Hacking</a></li><li>• <a href="#">Submission form link here.</a></li></ul>

## DECEMBER TASK SHEET

3,000 Stars: Print this sheet, complete the Decode the Code activity, scan, and submit it to earn your Stars.

- [Decode the Code STARS Activity.pdf](#)
- [Submission form link here.](#)

5,000 Stars: Cyber Hygiene Reflection Activity – Complete this worksheet and share at least one thing you reflected on to earn your Stars.

-  [Cyber Hygiene Reflection Activity.pdf](#)
- [Submission form link here.](#)