



Family Emergency Planning Guide

By Richard Berendson

FOREWORD

Disasters and emergencies can affect people in any part of the United States at any time of the year, swiftly and without warning. Even small events, such as a power outage, can quickly have disastrous effects on a family that is not prepared. Families must work together to prepare for unexpected situations. Family emergency planning can be the key to surviving an emergency. To help prepare your family, this guide is a reference for you and your family to make all-hazards preparations for disasters and emergencies.

Family preparedness involving every household member is paramount to ensuring that your family is ready for a disaster, whether you are in the home. Preparedness keys to success for this type of situation follow:

1. Create a family disaster supply kit.
2. Develop a family preparedness plan.
3. Identify a local and regional meeting place.
4. Practice your family plan.

This Family Emergency Planning Guide has been developed with the latest in proven emergency preparedness practices and guidance to provide an excellent all-hazards reference to prepare your families for disasters and emergencies.

FOREWORD.....	2
SECTION 1: Creating a Family Disaster	5
Supply Kit.....	5
1.1 Recommended Items: Basic Emergency Supply Kit.....	6
1.2 Additional Items to Consider.....	7
SECTION 2: Developing a 4-Step Family Preparedness Plan	9
2.1 Do Your Homework	9
2.2 Create a Family Disaster Plan	10
2.3 Make a Checklist and Periodically Update It	11
2.4 Practice and Maintain Your Plan.....	12
2.5 Get Involved in Community Preparedness	13
SECTION 3: Considering Functional Needs	14
3.1 Children	14
3.2 Seniors or older adults.....	15
3.3 People with Disabilities.....	16
3.3.1 People Who Are Deaf or Hard of Hearing	18
3.3.2 People Who Are Blind or Have Low Vision	18
3.3.3 People With Cognitive/Intellectual Disabilities	19
3.4 Pets.....	19
SECTION 4: Deciding to Stay or Go: Evacuations.....	21
4.1 Shelter-in-Place	21
4.2 Evacuation	22
4.2.1 Preparing for Evacuation	23
4.2.2 Evacuating	24
SECTION 5: Returning Home	24
Attachment 1: Prepackaged Emergency Kits Online.....	26
Attachment 4: Shelter-in-Place Diagram	30

Attachment 5: Local Hazard Tips & Information	31
Familiarize yourself with the terms that are used to identify winter weather:.....	35

SECTION 1: Creating a Family Disaster

Supply Kit

The first step toward preparedness is creating a family disaster supply kit. Because disaster assistance may not be readily available in the first few days of a disaster, supply kits are a significant factor in ensuring that your family can be self-sufficient while at home. Not only are kits helpful when sheltering-in-place, but also when staying in a public shelter where some of your family's necessities may not be provided.

Starting your kit Taking the time to create your own specialized disaster supply kit can provide a level of comfort during challenging events. Store your equipment in a convenient airtight bag or container in an easily accessible place familiar to all family members.

Purchasing a kit

An alternative to creating your kit is purchasing one online. Many online resources offer quality pre-packaged disaster supply kits for your convenience. These kits are generally inexpensive but often require some personalization. Most standard kits are limited to essential survival items, such as food, water, and first-aid supplies. If you purchase a prepackaged kit, supplement it with the additional items listed in Sections 1.1 and 1.2.

See Attachment 1 for a list of websites that sell pre-packaged disaster supply kits.

1.1 Recommended Items: Basic Emergency Supply Kit

- ❖ Water, one gallon of water per person per day for at least three days for drinking and sanitation.
- ❖ Food, at least a three-day supply of non-perishable food for the entire family.
- ❖ Battery-powered or hand crank radio and an NOAA Weather Radio with tone alert and extra batteries for both.
- ❖ Flashlight and extra batteries.
- ❖ First aid kit.
- ❖ Whistle to signal for help.
- ❖ Dust mask to help filter contaminated air.
- ❖ Plastic sheeting and duct tape to shelter in place.
- ❖ Moist towelettes, garbage bags, and plastic ties for personal sanitation.
- ❖ Wrench or pliers to turn off utilities.
- ❖ Hand crank can opener for food (if kit contains canned food).
- ❖ Local maps.
- ❖ Cell phone(s) with chargers.

1.2 Additional Items to Consider

Bedding/Clothing/Eating Needs

- ❖ Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- ❖ Complete change of clothing, including a long-sleeved shirt, long pants, and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- ❖ Kits that contain paper cups, plates, plastic utensils, and paper towels.

General Health Needs

- ❖ Prescription medications and glasses.
- ❖ Household chlorine bleach and medicine dropper – (When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or, in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe, or bleaches with added cleaners).
- ❖ Feminine supplies and personal hygiene items.

Children Needs

- ❖ Infant formula and diapers.
- ❖ Books, games, puzzles, or other activities.

Safety Needs

- ❖ Emergency reference material such as a first aid book or information from www.ready.gov.
- ❖ Fire extinguisher.
- ❖ Paper and pencil.

Financial Needs

- ❖ Important family documents such as copies of insurance policies, identification, and bank account records in a waterproof, portable container.
- ❖ Cash (to include small bills) or traveler's checks and change.

Pet Needs

- ❖ Pet food and extra water for your pet.
- ❖ Pet medications.
- ❖ Leash and collar.

SECTION 2: Developing a 4-Step Family Preparedness Plan

In addition to your family disaster supply kit, develop a preparedness plan with all family members. A basic preparedness plan has four steps:

1. Be informed.
2. Create a family disaster plan.
3. Make a checklist and periodically update it.
4. Practice and maintain your plan.

2.1 Do Your Homework

Research the hazards that are present in your area. Contact your local emergency manager or American Red Cross chapter, or visit local emergency preparedness websites to:

Learn which disasters are possible where you live and how these disasters might affect your family. Some of the most prevalent local hazards are listed below (a list of tips and information on these hazards is located in attachment 3):

- ❖ Flooding
- ❖ Extreme Heat
- ❖ Thunderstorms
- ❖ Tornadoes
- ❖ Winter Storms and Ice
- ❖ Wildfires
- ❖ Request information on how to prepare and respond to each potential disaster.
- ❖ Learn about your community's warning signals, what they sound like, what they mean, and what actions you should take when activated. Learn about local, state, or federal disaster assistance plans.
- ❖ Find out about the emergency response plan for your children's school or day-care center and other places your family spends time.

- ❖ Develop a list of significant telephone numbers (doctor, work, school, relatives) and keep it in a prominent place in your home.

2.2 Create a Family Disaster Plan

Discuss the need to prepare for disasters with your family. The discussion should explain the dangers of fire, severe weather (such as tornadoes and winter storms), and floods to children, as well as the necessity of preparedness. Develop a plan to share responsibilities and how to work together as a team. Online planning tools are available at: www.ready.gov

- ❖ Discuss the types of disasters most likely to occur and how to respond.
- ❖ Establish meeting places inside and outside your home, as well as outside the neighborhood.
- ❖ Make sure everyone knows when and how to contact each other if separated.
- ❖ Decide on the best escape routes from your home. Identify two ways out of each room.
- ❖ Plan how to take care of your pets.
- ❖ Establish a family contact out-of-town (friend or relative). In some cases, an out-of-state
- ❖ contact may also be appropriate. Call this person after the disaster to let them know where you are and if you are okay. Make sure everyone knows the contact's phone number.
- ❖ Learn what to do if you are advised to evacuate.

2.3 Make a Checklist and Periodically Update It

- ❖ Post emergency telephone numbers by phone (fire, police, ambulance, etc.).
- ❖ Teach your children how and when to call 911 or your local EMS number for help.
- ❖ Show each family member how to turn off the water, gas, and electricity at the main valves or switches.
- ❖ Teach each family member how to use a fire extinguisher (ABC type) and have a central place to keep it. Check it each year. Contact your neighborhood fire station if you would like to schedule fire extinguisher training for your family.
- ❖ Install smoke detectors on each level of your home, especially near bedrooms.
- ❖ Stock emergency supplies and assemble a disaster supply kit.
- ❖ Learn basic first aid. At the very least, each family member should know CPR, how to help someone choking, and first aid for severe bleeding and shock. The Red Cross offers basic training of this nature. Check to be sure you have adequate insurance coverage for various types of disasters, including flooding.
- ❖ Conduct a home hazard hunt. In a disaster, ordinary items in the home can cause injury and damage. Anything that can move, fall, break, or cause a fire is a potential hazard. Look around your home for potential hazards and correct any dangerous situations.
 1. Repair defective electrical wiring and leaky gas connections.
 2. Fasten all shelves securely.
 3. Place large, heavy objects on lower shelves.
 4. Hang pictures and mirrors away from beds.
 5. Store weed killers, pesticides, and flammable products away from heat sources.

6. Secure your water heater by strapping it to wall studs.
7. Repair any cracks in ceilings or foundations.
8. Store weed killers, pesticides, and flammable products away from heat sources.
9. Clean and repair chimneys, flue pipes, vent connectors, and gas vents.

2.4 Practice and Maintain Your Plan

- ❖ Test children's knowledge of the plan every six months, so they remember what to do.
- ❖ Conduct regular fire and emergency evacuation drills.
- ❖ Replace stored water and food every six months.
- ❖ Test your smoke detectors monthly and change the batteries twice a year.

5 Tips for Effective Home Drills

1. Before your first drill, teach your family what you expect of them. This can include where to go, whom to call and what exit path to take. You may run through different scenarios with your family before you complete the drill.
2. You should time the drills and try to complete them faster without sacrificing accuracy.
3. It is essential to vary the times of the drills. After the first drill, you should not notify your family that there will be another drill. At first, you may practice your exercises once a week until your family becomes comfortable with what to do. After that, you can hold your drills once a month.

4. If you have seasonal occurrences, such as tornadoes, you should hold a review session just before the season begins. You may also want to appropriately review winter and pool safety with your children.
5. Involve your children in planning the drills. You may have the children rotate through being in charge of conducting the exercises for the month. Young children will enjoy being able to be in control of something like this.

2.5 Get Involved in Community Preparedness

In conjunction with the preparedness plan, working with your neighbors can save lives and property. Meet with neighbors to plan how the neighborhood could work together after a disaster until help arrives. Members of a neighborhood organization, such as a home association, Community Emergency Response Team (CERT), or neighborhood watch group, can introduce disaster preparedness as an activity. If you are unsure if you have any of these organizations in your neighborhood, check the national Citizen Corps website for information on local organizations at www.citizencorps.gov/programs.

Know your neighbors' special skills (medical, technical) and consider how to help those with special needs, such as disabled and elderly persons. Make plans for childcare in case parents can't get home.

SECTION 3: Considering Functional Needs

3.1 Children

As you develop your preparedness plan, include children in the planning process.

- ❖ Teach your children to recognize danger signals inside and outside the home.
- ❖ Make sure they know what smoke detectors and other alarms like weather sirens are.
- ❖ Make sure they know how and when to call for help. If you live in a 9-1-1 service area, teach your child to call 9-1-1. If not, check your telephone directory for the correct emergency number. Keep all emergency numbers posted by phone.
- ❖ Help your children memorize essential family information, including their family name, phone number, and address. If children are not old enough to remember the data, they should carry a small index card to give to an adult or babysitter that lists the emergency information. If children go to daycare, inquire about whether the center has a disaster plan for the facility and whether they coordinate with local emergency management.
- ❖ Children should also know where to meet in case of an emergency. Designate a place inside and outside the home and hold practice drills regularly.
- ❖ Be aware of the potential to frighten children when discussing and preparing for disasters and emergencies. Avoid worst-case scenarios and assure children that being prepared helps keep the family safe. Special blankets, favorite stuffed animals, books, or toys included in the family disaster kit can provide extra comfort.

3.2 Seniors or older adults

Living in Your Home

With older family members in the home, it is essential that they fully understand the preparedness measures that your family puts in place and any plans, especially if they are ever home alone. Here are some things you can do to help plan for these family members.

- ❖ Ensure that emergency numbers and directions are posted in large print. Identify the channels and radio stations to turn to for emergency information.
- ❖ Get emergency supplies that include extra doses of medication as well as extra glasses and hearing aid batteries.
- ❖ Consider special diets (diabetic) when stocking emergency rations of food. Develop alternate evacuation plans with friends and neighbors if you are separated from family members.
- ❖ Register people with dementia in the Alzheimer's Association Safe Return program
[www.alz.org/safetycenter/we can help safety medicalert safereturn.asp](http://www.alz.org/safetycenter/we_can_help_safety_medicalert_safereturn.asp)

Elderly in Nursing Homes

Even though they may not live at home with you, loved ones residing in nursing homes must also be considered when planning for emergencies. Learning and understanding the preparedness measures taken at home is essential in recommending improvements when needed.

You will want to ensure that all of your family member's needs are tended to in the event of an emergency, and the only way to do that is to communicate with their nursing home administration.

Things to Research:

Planning: Find out if the facility has an all-hazards preparedness plan. Ask to see a copy and ask questions if you are unclear about any of it.

Training:

Inquire about how often drills are conducted and, if so, what type. Research has shown that most nursing home drills are based on fire situations, neglecting all other hazards that could occur.

Evacuation Transportation:

Find out how residents are transported in an emergency and where residents will be taken. Ask if families are notified when residents are being evacuated and if families have the option of picking up residents to evacuate. Taking these measures before a disaster will help you feel more secure in handling an emergency by easing the burden of worrying for your family member

3.3 People with Disabilities

- ❖ People with disabilities may need to take additional steps to prepare for disaster. If you have a disability or know someone who does, the following extra precautions should be taken:
- ❖ Ask about accommodations that may be available to you in an emergency. Some communities ask people with disabilities to register, usually with the fire department or emergency management office, so needed help can be provided quickly in an emergency.
- ❖ If you currently use an agency-based personal care attendant, check to see if the agency has special provisions for emergencies (e.g., providing services at another location should an evacuation be ordered).

- ❖ Determine what you will need to do for each type of emergency. For example, most people head for a basement or interior room when there is a tornado warning, but many rooms are not wheelchair accessible. Determine in advance what your alternative shelter will be and how you will get there. Learn what to do in case of power outages and personal injuries. Know how to connect or start a backup power supply for essential medical equipment.
- ❖ If you or someone in your household uses a wheelchair or other mobility device, make more than one exit from your home accessible in case the primary exit is blocked.
- ❖ Consider getting a medic alert system that will allow you to call for help if you are immobilized in an emergency.
- ❖ Store backup equipment at a neighbor's home, school, or workplaces, such as a manual wheelchair or another mobility device.
- ❖ Avoid possible hazards by fastening shelves to the wall and placing large, heavy objects on the lower shelves or near the border. Hang pictures or mirrors away from beds. Bolt large images or mirrors to the wall. Secure water heaters by strapping them to a nearby wall.
- ❖ Consider plans for service animals and pets. Many shelters will not accept pets. Find out where pet-friendly shelters and veterinarians are located.
- ❖ Keep medicines, medical supplies, and copies of medical records in waterproof containers.
- ❖ Have a cell phone with an extra battery.

3.3.1 People Who Are Deaf or Hard of Hearing

People who are deaf or hard of hearing will have more difficulty communicating after a disaster. People may not realize that hard-of-hearing individuals can't hear warning signals and instructions. If there is a power failure, you may not be able to use electronic communication devices. To avoid potential problems, you should:

- ❖ Make sure you have a flashlight, pad, and pencil by your bed at home.
- ❖ Ask a neighbor to provide information as it comes over the radio if you are not home.
- ❖ Remind friends, neighbors, and family members that you can't hear an evacuation order.
- ❖ Communicate to them that if they are trapped in a room, they should knock on the door or hit objects together to let others know they are there.

3.3.2 People Who Are Blind or Have Low Vision

People who are blind or have low vision will have difficulty after a disaster if their surroundings have been significantly disrupted. In addition, your service animal may be too frightened or injured to be reliable. Have an extra cane at home and work, even if a service animal is in the house. If trapped, make noise to alert others. Also, remember that if electricity fails, blind people can assist sighted people and potentially save lives.

3.3.3 People With Cognitive/Intellectual Disabilities

- ❖ Practice emergency drills so that the steps become familiar and less stressful
- ❖ Break the emergency plan into small steps that are easy to understand and remember.
- ❖ Make a list of simple instructions or pictures representing each step in your plan. Keep them in a place where you can see them often.
- ❖ Keep contact information for family members and friends that you can contact in an emergency in your purse or wallet.
- ❖ Write down instructions that you want to remember to tell first responders, such as “Please speak slowly” or “I communicate by pointing to pictures in a communication book, which can usually be found in my backpack.”

3.4 Pets

Pets are important members of the family. The likelihood that you and your pet will survive an emergency largely depends on today’s emergency planning.

Some things you can do to ensure your pet’s safety are:

1. Assemble a pet emergency supply kit that contains the following items:

- ❖ Three days of food in an airtight, waterproof container.
- ❖ Three days of water separate from the family’s water supply.
- ❖ Medicines and medical records.
- ❖ First aid kit with bandages, antibiotic ointment, flea and tick prevention, latex gloves, and isopropyl alcohol.
- ❖ Collar with ID tag, harness, or leash.
- ❖ Crate or another pet carrier.
- ❖ Litter and litter boxes, plastic bags, newspapers, and paper towels.

❖ Current picture of your pet in case you get separated.

2. Develop a pet care buddy system with neighbors, friends, or relatives.

3. Research veterinarians and dog daycare centers that can accept your pet if you need to evacuate.

For public health reasons, many emergency shelters cannot accept pets. Find out which hotels and motels in the area you plan to evacuate to allow pets well in advance of needing them.

When evacuating, try to attach the address and phone number of your evacuation site. If your pet gets lost, this will be helpful. Make sure you have a current photo of your pet for identification purposes.

You may also want to get a microchip identification system for your pet. This system is used widely by animal shelters, kennels, and veterinarians to return lost or stolen pets to their owners. Your local veterinarian can assist you with the process for a minor fee.

If, for some reason, you cannot evacuate with your pet, here are some helpful tips for helping them survive:

Leave your pet inside, NEVER chained outside. Give them space to be able to move around in a safe area.

Leave them plenty of food and water. To ensure they can still drink, leave the toilet tank lid off and brace the bathroom door open so they can drink from there if they have to.

Place a notice outside your home indicating that you have left pets in the house, tell where they are, and give contact information for yourself and your vet. Taking the proper measures to ensure your pet's safety before an emergency event will help significantly with helping you better prepare yourself for a disaster.

SECTION 4: Deciding to Stay or Go: Evacuations

4.1 Shelter-in-Place

At home, work, or elsewhere, there may be situations when it's simply best to stay where you are and avoid any uncertainty outside. There are other circumstances when staying put and creating a barrier between yourself and potentially contaminated air; a process is known as "sealing the room" is a matter of survival. Use available information to assess the situation. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to take this action. The process used to seal the room is considered a temporary protective measure to create a barrier between you and potentially contaminated air outside. It is a type of sheltering-in-place that requires preplanning.

To "Shelter-in-Place and Seal the Room" (see diagram in attachment 2)

- ❖ Bring your family and pets inside.
- ❖ Lock doors and close windows, air vents, and fireplace dampers.
- ❖ Turn off fans, air conditioning, and forced air heating systems.
- ❖ Have your emergency supply kit available to believe it has been contaminated.
- ❖ Go into an interior room with few windows, if possible.
- ❖ Seal all windows, doors, and air vents with plastic sheeting and duct tape. Consider measuring and cutting the sheeting in advance to save time.
- ❖ Be prepared to improvise and use what you have on hand to create a barrier between yourself and any contamination.
- ❖ Local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to the radio or check the Internet often for official news and instructions as they become available.

Learn how and when to turn off utilities.

If there is damage to your home or you are instructed to turn off your utilities:

- ❖ Locate the electric, gas, and water shut-off valves.
- ❖ Keep necessary tools near gas and water shut-off valves.
- ❖ Teach family members how to turn off utilities.
- ❖ If you turn the gas off, a professional must turn it back on. Do not attempt to do this yourself.

4.2 Evacuation

Evacuations during a major disaster are joint events. Evacuations and evacuation procedures vary by location and the size and scope of the disaster. Contact your local emergency management office for specific evacuation plans. The amount of time you will have to evacuate depends on the disaster. Some disasters, such as hurricanes, may allow several days to prepare. Hazardous materials accidents may only let moments leave. This means that preparation is essential since there may not be time to collect the necessities. Evacuations can last for several days. You may be responsible for part or all of your food, clothing, and other supplies during this time.

4.2.1 Preparing for Evacuation

Planning will make evacuation procedures easier. First, you should have your family disaster supply kit and plan ready. Additional steps that can aid preparedness include:

1. Review possible evacuation procedures with your family.
 - ❖ Ask a friend or relative outside your area to be the check-in contact so that everyone in the family can call that person to say they are safe.
 - ❖ Find out where children will be sent if they are in school when an evacuation is announced.
2. Plan now where you would go if you had to evacuate.
 - ❖ Consider the homes of relatives or friends who live nearby but outside the area of potential disaster.
 - ❖ Contact the local emergency management office for community evacuation plans.
 - ❖ Review public information to identify reception areas and shelter areas.
3. Keep fuel in your car's gas tank at all times. During emergencies, filling stations may be closed. Never store extra energy in the garage.
4. If you do not have a car or other vehicle, make transportation arrangements with friends, neighbors, or your local emergency management office.
5. Know where and how to shut off electricity, gas, and water at main switches and valves. Ensure you have the tools to do this (usually pipe and crescent or adjustable wrenches). Check with your local utilities for instructions.

4.2.2 Evacuating

When you are told to evacuate, there are four steps you need to take:

1. If there is time, secure your house.
 - ❖ Unplug appliances.
 - ❖ Turn off the main water valve.
 - ❖ Take necessary actions to prevent water pipes from being damaged by freezing weather.
 - ❖ Securely close and lock all doors, windows, and the garage.
2. Follow your local recommended evacuation routes. Do not take shortcuts; they may be blocked.
3. Listen to the radio for emergency shelter information.
4. Carry your family disaster supply kit.

SECTION 5: Returning Home

If the proper procedures are not taken, returning home can become a dangerous event. To ensure that you keep yourself and your family safe, be sure to take the following steps:

1. Do not return until the local authorities say it is safe.
2. Continue listening to the radio for information and instructions.
3. Use extreme caution when entering or working in buildings -- structures may have been damaged or weakened. Watch for poisonous snakes in flooded structures and debris.
4. Do not take lanterns, torches, or any kind of flame into a damaged building. There may be leaking gas or other flammable materials present. Use battery-operated flashlights for light. If you suspect a gas leak, do not use any kind of light or matches to light candles. The light itself could cause an explosion.

5. If you smell leaking gas, turn off the main gas valve at the meter. If you can open windows safely, do so.
 - ❖ Do not turn on lights -- they can produce sparks that may ignite the gas.
 - ❖ Leave the house immediately and notify the gas company or the fire department.
 - ❖ Do not re-enter the house until an authorized person tells you it is safe.
6. Notify the power company or fire department if you see fallen or damaged electrical wires.
7. If any of your appliances are wet, turn off your home's main electrical power switch before you unplug them. Dry out devices, wall switches, and sockets before you plug them in again. Call utility companies for assistance.
8. Check food and water supplies for contamination and spoilage before using them.
9. Wear sturdy shoes when walking through broken glass or debris, and use heavy gloves when removing debris.
10. After the emergency, telephone your family and friends to tell them you are safe.

Attachment 1: Prepackaged Emergency Kits Online



<http://www.redcrossstore.org>

<https://www.americanfamilysafety.com>

<http://www.areyouprepared.com>

<http://www.quakekare.com>

<http://www.redesupply.com>

www.survivalkitsonline.com

www.kits4disastersurvival.com

<http://www.survivormall.com>

<http://www.emergencyanddisastersupplies.com>

<http://www.americanpreparedness.com>



Family Emergency Plan



FEMA

[illegible]



Prepare. Plan. Stay Informed.



FEMA

Family Emergency Plan



Make sure your family has a plan in case of an emergency. Fill out these cards and give one to each member of your family to make sure they know who to call and where to meet in case of an emergency.

ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION

Family Emergency Plan



EMERGENCY CONTACT NAME:
TELEPHONE:

OUT-OF-TOWN CONTACT NAME:
TELEPHONE:

NEIGHBORHOOD MEETING PLACE:
TELEPHONE:

OTHER IMPORTANT INFORMATION:

DIAL 911 FOR EMERGENCIES

Ready. 

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ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION

Family Emergency Plan



EMERGENCY CONTACT NAME:
TELEPHONE:

OUT-OF-TOWN CONTACT NAME:
TELEPHONE:

NEIGHBORHOOD MEETING PLACE:
TELEPHONE:

OTHER IMPORTANT INFORMATION:

DIAL 911 FOR EMERGENCIES

Ready. 

ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION

Family Emergency Plan



EMERGENCY CONTACT NAME:
TELEPHONE:

OUT-OF-TOWN CONTACT NAME:
TELEPHONE:

NEIGHBORHOOD MEETING PLACE:
TELEPHONE:

OTHER IMPORTANT INFORMATION:

DIAL 911 FOR EMERGENCIES

Ready. 

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ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION

Family Emergency Plan



EMERGENCY CONTACT NAME:
TELEPHONE:

OUT-OF-TOWN CONTACT NAME:
TELEPHONE:

NEIGHBORHOOD MEETING PLACE:
TELEPHONE:

OTHER IMPORTANT INFORMATION:

DIAL 911 FOR EMERGENCIES

Ready. 

Personal ID

Special Needs, Medical Conditions, Allergies, Important Information:

Ready

Business Name: _____

Address: _____ State: _____ Zip: _____

Office Phone: _____

Point of Contact or Special Instructions: _____

Work Emergency Plan: _____

Name:	DOB:	Sex:	Children:
Identifying Characteristics:			
School/Daycare:	Address:		
School Phone:	Cell Phone:		
Name:	DOB:	Sex:	
Identifying Characteristics:			
School/Daycare:	Address:		
School Phone:	Cell Phone:		
Name:	DOB:	Sex:	
Identifying Characteristics:			
School/Daycare:	Address:		
School Phone:	Cell Phone:		

Name:	Neighborhood Emergency Meeting Place		
Address:	State:	Zip:	Phone:
Point of Contact or Special Instructions:			
Name:	Out of Neighborhood Emergency Meeting Place		
Address:	State:	Zip:	Phone:
Point of Contact or Special Instructions:			
Name:	Out of Town Emergency Meeting Place		
Address:	State:	Zip:	Phone:
Point of Contact or Special Instructions:			

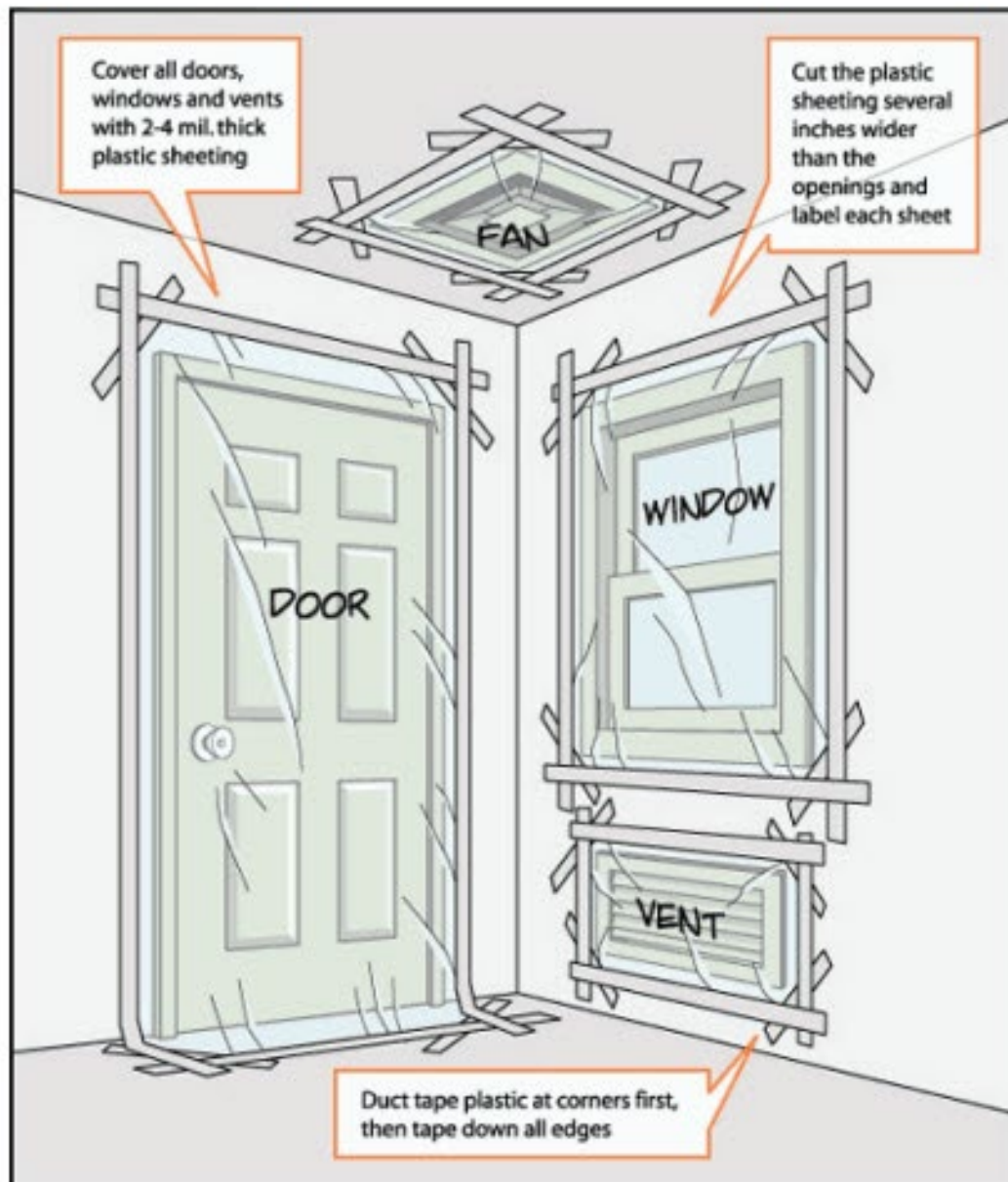
Important Numbers or Information			
Name:	Phone:		
Name:	Phone:		
Name:	Phone:		
Name:	Phone:		
Name:	Phone:		
Name:	Phone:		
Name:	Phone:		
Name:	Phone:		
Name:	Type:	Age:	Postcode:
Name:	Type:	Age:	
Veterinarian Phone:			

DIAL 911 FOR EMERGENCIES

 Ready

Attachment 4: Shelter-in-Place Diagram

Attachment 4: Shelter-in-Place Diagram



Attachment 5: Local Hazard Tips & Information

Extreme Heat Tips

- ❖ Install window air conditioners snugly; insulate if necessary.
- ❖ Check air-conditioning ducts for proper insulation.
- ❖ Install temporary window reflectors (for use between windows and drapes), such as aluminum foil-covered cardboard, to reflect heat outside.
- ❖ Weather-strip doors and sills to keep cool air in.
- ❖ Cover windows that receive morning or afternoon sun with drapes, shades, awnings, or louvers (Outdoor awnings or louvers can reduce the heat that enters a home by up to 80 percent).
- ❖ Keep storm windows up all year.

Thunderstorm Hazard Information

- ❖ A thunderstorm watch means there is a possibility of a thunderstorm in your area.
- ❖ A thunderstorm warning means a thunderstorm is occurring or will likely occur soon. If you are advised to take shelter, do so immediately. Remove dead or rotting trees and branches that could fall and cause injury or damage during a severe thunderstorm.
- ❖ Secure outdoor objects that could blow away or cause damage.
- ❖ Shutter windows and secure outside doors. If shutters are unavailable, close window blinds, shades, or curtains.

Find out how to keep food safe during and after an emergency by visiting:
<http://www.foodsafety.gov/keep/emergency/index.html>.

Tornado Hazard Information

A tornado watch

means a tornado is possible in your area.

A tornado warning

means a tornado has been sighted or picked up on radar and takes shelter immediately.

Determine in advance where you will take shelter in case of a tornado warning:

- ❖ Storm cellars or basements provide the best protection.
- ❖ If underground shelter is unavailable, go into an interior room or hallway on the lowest floor possible.
- ❖ In a high-rise building, go to a small interior room or hallway on the lowest floor possible.
- ❖ Stay away from windows, doors, and outside walls. Go to the center of the room.
- ❖ Stay away from corners because they attract debris.
- ❖ A vehicle, trailer, or mobile home does not provide good protection. Plan to go quickly to a building with a strong foundation, if possible.
- ❖ If shelter is unavailable, lie flat in a ditch or other low-lying area. Do not get under an overpass or bridge. You are safer in a low, flat location.

Plan to stay in the shelter location until the danger has passed.

Winter Storm Precautions

- ❖ Make sure your home is well insulated and that you have weather stripping around your doors and windowsills to keep the warm air inside.
- ❖ Insulate pipes with insulation or newspapers and plastic and allow faucets to drip a little during cold weather to avoid freezing.
- ❖ Learn how to shut off water valves (in case of a pipe burst).
- ❖ Keep fire extinguishers on hand and ensure everyone in your house knows how to use them. House fires pose an additional risk as more people turn to alternate heating sources without taking the necessary safety precautions.
- ❖ Never discard hot ashes inside or near the home. Place them in a metal container outside and well away from the house.
- ❖ Never use a range or an oven as a supplemental heating device. Not only is it a safety hazard, but it can also be a source of potentially toxic fumes.
- ❖ Never try to thaw frozen water pipes with a blow torch or other open flame, as the pipe could conduct the heat and ignite the wall structure inside the wall space. Use hot water or a lab-tested device such as a hand-held dryer for thawing.
- ❖ Know what you should do to help neighbors or employees who are seniors or have disabilities.
- ❖ Hire a contractor to check the roof's structural stability to sustain hefty weight from the accumulation of snow or water if drains on flat roofs do not work.
- ❖ If you have a car, fill the gas tank if you have to leave. In addition, check, or have a mechanic check the following items on your car:
- ❖ Antifreeze levels - ensure they are sufficient to avoid freezing.

- ❖ Battery and ignition system - should be in top condition, and battery terminals should be clean.
- ❖ Brakes - check for wear and fluid levels.
- ❖ Exhaust system - check for leaks and crimped pipes and repair or replace as necessary.
- ❖ Carbon monoxide is deadly and usually gives no warning. Symptoms of mild acute poisoning include headaches, vertigo, and flu-like effects; more extensive exposures can lead to significant toxicity of the central nervous system and heart and even death.
- ❖ Fuel and air filters - replace and keep water out of the system by using additives and maintaining a full gas tank.
- ❖ Heater and defroster - ensure they work properly.
- ❖ Lights and flashing hazard lights - check for serviceability.
- ❖ Oil - check for level and weight. Heavier oils congeal more quickly at low temperatures and do not lubricate.
- ❖ Thermostat - ensure it works properly.
- ❖ Tires - make sure the tires have adequate tread. All-weather radials are usually adequate for most winter conditions. However, some jurisdictions require that vehicles must be equipped with chains or snow tires with studs to drive on their roads.
- ❖ Windshield wiper equipment - repair problems and maintain fluid levels.

Familiarize yourself with the terms that are used to identify winter weather:

- ❖ Freezing Rain creates a coating of ice on roads, bridges, and walkways.
- ❖ Sleet is rain that turns to ice pellets before reaching the ground. Sleet also causes roads to freeze and become slippery.
- ❖ Winter Weather Advisory means cold, ice, and snow are expected.
- ❖ Winter Storm Watch means severe weather, such as heavy snow or ice, is possible in the next day or two.
- ❖ Winter Storm Warning means severe winter conditions have begun or will begin very soon.
- ❖ Blizzard Warning means heavy snow and strong winds will produce blinding snow, near zero visibility, deep drifts, and life-threatening wind chill.
- ❖ Frost/Freeze Warning means below-freezing temperatures are expected.
- ❖ When a Winter Storm Watch is issued:
 - ❖ Listen to NOAA Weather Radio, local radio and television stations, or cable television such as The Weather Channel for further updates.
 - ❖ Be alert to changing weather conditions.
 - ❖ Avoid unnecessary travel.
- ❖ When a Winter Storm Warning is issued: Stay indoors during the storm.
- ❖ If you must go outside, several layers of lightweight clothing will keep you warmer than a single heavy coat. Gloves (or mittens) and a hat will prevent loss of body heat. Cover your mouth to protect your lungs.

- ❖ Walk carefully on snowy or icy walkways.
- ❖ If the pipes freeze, remove any insulation or layers of newspapers and wrap pipes in rags. Completely open all faucets and pour hot water over the pipes, starting where they were most exposed to the cold (or where it was most likely to penetrate).
- ❖ Avoid traveling by car in a storm, but if you must...
- ❖ Carry an Emergency Supply Kit in the trunk. This kit should contain food, water, first aid supplies, flares, jumper cables, extra blankets, and seasonal supplies.
- ❖ Keep your car's gas tank full for emergency use and to keep the fuel line from freezing.
- ❖ Let someone know your destination, your route, and when you expect to arrive. If your car gets stuck along the way, help can be sent along your predetermined route.
- ❖ Eat regularly and drink ample fluids but avoid caffeine and alcohol.
- ❖ Conserve fuel, if necessary, by keeping your residence more relaxed.
- ❖ Temporarily close off heat to some rooms.