

YOUR FAMILY DISASTER PLAN WORKBOOK

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PLAN WORKBOOK”



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Your Family Disaster Plan Workbook

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Workshop Objectives

After completing this course, you will be able to describe:

- The importance of a Family Disaster Plan
- The elements of a Family Disaster Plan
- How plans might function in different emergency situations

Family Disaster Plan

Your family disaster plan should include these four steps:

- Identify likely emergencies in your area
- Create a disaster plan
- Gather emergency supplies
- Practice the plan

Assessing Your Risk

Consider:

- Natural disasters that have occurred in the past
- Manufacturing facilities located in your community
- Major transportation routes through your community
- Hazardous waste storage nearby

Assessing Your Risk

Use the form below to indicate the relative likelihood of various emergency events affecting you and your family. (Unless you live close to your workplace, you should consider completing a separate assessment for your personal emergency plan at work.)

Hazard	None	Low	Moderate	High
Avalanche				
Chemical spill				
Dam failure				
Dust or sand storm				
Earthquake				
Explosion				
Fire or wildfire				
Flood				
Hazardous material accident				
Heat				
Hurricane				
Landslide, mudslide				
Nuclear explosion				
Snow, ice, hail				
Terrorism				
Thunderstorm				
Tornado				
Tsunami				
Volcano				
Wildfire				

Some Questions to Ask

How will you be notified in the event of an emergency?

Has your community done a hazard assessment? Is it available to the public?

Has your community developed plans for various emergencies? Are they available to the public?

Talking With Children

Consider these suggestions:

- Use language appropriate to their age or level of understanding.
- Present the information calmly.
- Do not use scare tactics.
- Encourage children to ask questions and provide direct answers.
- Stress that the family needs to work as a team.

Family Communications Plan

Out-of-town contact name: _____

Home phone number: _____

Cell phone number: _____

Email: _____

Emergency Meeting Places

Home

Address: _____

Phone number: _____

Neighborhood meeting place: _____

Regional meeting place: _____

Work

Address: _____

Phone number: _____

Evacuation location: _____

School

Address: _____

Phone number: _____

Evacuation location: _____

Work

Address: _____

Phone number: _____

Evacuation location: _____

School

Address: _____

Phone number: _____

Evacuation location: _____

Other place you frequent

Address: _____

Phone number: _____

Evacuation location: _____

Important Information	Name	Telephone #	Policy #
Doctor(s)			
Other			
Pharmacist			
Medical Insurance			
Homeowners/Renters Insurance			
Veterinarian/Kennel			

Evacuation Guidelines*

Always	If time permits:
Keep a full tank of gas in your car if an evacuation seems likely. Gas stations may be closed during emergencies and unable to pump gas during power outages. Plan to take one car per family to reduce congestion and delay.	Gather your disaster supplies kit.
Make transportation arrangements with friends or your local government if you do not own a car.	Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts, and a cap.
Listen to a battery-powered radio and follow local evacuation instructions.	Secure your home: Close and lock doors and windows Unplug electrical equipment such as radios and televisions, and small appliances, such as toasters and microwaves. Leave freezers and refrigerators plugged in unless there is a risk of flooding.
Gather your family and go if you are instructed to evacuate immediately.	Let others know where you are going.
Leave early enough to avoid being trapped by severe weather.	
Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.	
Be alert for washed out roads and bridges. Do not drive into flooded areas.	
Stay away from downed power lines.	

*from FEMA

Escape Routes

Possible evacuation routes from your home

Possible evacuation routes from work

Draw a rough sketch of your home; show escape routes from each room.

Disaster Supply Kit

You should gather in advance a set of emergency supplies for home, work, and vehicles. Also, consider getting each family member a whistle and small flashlight for their key chains. These can provide very inexpensive but effective communication methods.

Home

There should be enough supplies on hand to last three days for each household member. These supplies should include:

- Three gallons of water per person*
- Foods (including pet foods) that require no refrigeration, preparation or cooking, such as canned goods**
- Manual can opener
- Emergency tools such as a battery-powered radio, flashlight and extra batteries
- First aid kit that includes a list of any family members' allergies
- Contact lenses or an extra pair of glasses
- A week's supply of prescription medications
- Sanitation and hygiene items (toilet paper, soap, moist towelettes, plastic garbage bags, personal hygiene supplies, etc.)
- A change of clothing, sturdy footwear
- Clothing for cold or bad weather
- Blanket or sleeping bag
- Extra set of car keys
- Cash in small bills or traveler's checks; ATM card
- Special items for infant, elderly or disabled members of the household

Work

"Grab and go" kit with:

- Food and water
- Comfortable walking shoes
- Change of clothing

Car

Kit with:

- Food and water
- First aid supplies
- Flares, jumper cables
- Change of clothing
- Seasonal supplies (blanket, heavy jacket)

*FEMA guidance on managing water supplies

www.fema.gov/plan/prepare/watermanage.shtm

**Guidelines for managing food supplies

www.ready.gov/food

Personal Emergency Plan

In the event I have to be away from home during an emergency I have made the following arrangements to ensure that my family and pets are cared for.

1	My children will be cared for by:	Phone:	
<div style="display: flex; justify-content: space-between;"> Address: City: State: Zip: </div>			
Alternative back up:			Phone:
<div style="display: flex; justify-content: space-between;"> Address: City: State: Zip: </div>			
2	My pets will be cared for by:	Phone:	
<div style="display: flex; justify-content: space-between;"> Address: City: State: Zip: </div>			
Alternative back up:			Phone:
<div style="display: flex; justify-content: space-between;"> Address: City: State: Zip: </div>			
1	My parents will be cared for by:	Phone:	
<div style="display: flex; justify-content: space-between;"> Address: City: State: Zip: </div>			
Alternative back up:			Phone:
<div style="display: flex; justify-content: space-between;"> Address: City: State: Zip: </div>			
1	Other persons in my care will be cared for by:	Phone:	
<div style="display: flex; justify-content: space-between;"> Address: City: State: Zip: </div>			
Alternative back up:			Phone:
<div style="display: flex; justify-content: space-between;"> Address: City: State: Zip: </div>			

Resources

Are You Ready (FEMA)

<http://www.fema.gov/areyouready/index.shtm>

Disaster Preparedness for People with Disabilities

www.redcross.org/prepare/location/home-family/disabilites

Disaster Preparedness for Pets (ASPCA)

www.aspca.org/pet-care/disaster-preparedness

Emergency Supply Checklist (Ready.gov)

www.ready.gov/america/getakit/index.html

Family Communications Plan (Ready.gov)

www.ready.gov/sites/default/files/documents/files/Family_Emegency_Plan.pdf

FloodSmart webpage (FEMA)

www.floodsmart.gov/floodsmart/pages/riskassesment/findpropertyform.jsp

Guidelines for Managing Food Supplies

www.ready.gov/food

Guidelines for Managing Water Supplies

www.fema.gov/plan/prepare/watermanage.shtm

Household and Personal Property Inventory Book

www.ag.uiuc.edu/~vista/abstracts/ahouseinv.html

Information for Livestock Owners (FEMA)

www.fema.gov/plan/prepare/livestock.shtm

Guidelines on Insurance and Vital Records (FEMA)

www.fema.gov/library/viewRecord.do?id=2542
emilms.fema.gov/IS909/assets/11_SafeguardingValuables.pdf

Keep It With You: Personal Medical Information Form (CDC)

www.bt.cdc.gov/disasters/kiwy.asp

NOAA Weather Radio

www.nws.noaa.gov/nwr/

State Offices & Agencies of Emergency Management

www.fema.gov/about/contact/statedr.shtm

Utility Shut-off and Safety (Ready.gov)

www.ready.gov/utility-shut-safety