

Developing a Family Preparedness & Emergency Plan

What is your plan?

Disasters may strike at any time, quickly and without warning. Disasters can force you to evacuate your neighborhood or confine you to your home. By preparing in advance and working as a team your family will be able to cope with any disaster. The purpose of a family preparedness plan is to prepare for all types of emergencies and disasters that may occur and how you will respond if they do.



If disaster strikes...remain calm and patient. Put the plan into action.

What should be in your Plan?

Family preparedness plans are unique and should fit your family's needs and circumstances. This pamphlet contains ideas and examples to get you thinking about the types of things that you should consider in developing your plan.

What should you plan for?



The first step in developing your plan is to find out what you are planning for. You should find out what type of disasters might occur in your area. The best way to do this is to do a "Hazard Analysis". A Hazard Analysis is simply a way to find out what has happened in the past and what may happen in the future. Sources for this type of information may include your local Office of Emergency Management, City Planners, Engineers, and other local government offices. You can also check with county and state agencies. Another approach is to talk with long time residents that are familiar with the area and its history. Hazards in your area may include some or all of the following;

- | | | |
|---|--|--|
| <input type="checkbox"/> Earthquakes | <input type="checkbox"/> Floods | <input type="checkbox"/> Tornadoes |
| <input type="checkbox"/> Hurricanes | <input type="checkbox"/> High Winds | <input type="checkbox"/> Landslides |
| <input type="checkbox"/> Debris Flows | <input type="checkbox"/> Wildfire | <input type="checkbox"/> Winter Storms |
| <input type="checkbox"/> Power Outage | <input type="checkbox"/> Extreme Heat | <input type="checkbox"/> Terrorism |
| <input type="checkbox"/> Severe Weather | <input type="checkbox"/> Hazardous Materials | |

Knowing what can happen will help you to prepare for disasters more effectively.

Getting Started



Prepare your emergency contact information:

- List your home information: Address, phone numbers, etc. (This may seem silly, but under very stressful situations even the simplest things may be hard to remember)
- List your work information: Employer, address, phone numbers, fax, e-mail, etc. (List this information for each family member if applicable)
- List school information or day care provider's information for each member of the family if applicable.
- List some of your neighbors, their address and how to contact them.
- You may also want to include other contact information for :
 - _____ Poison Control Center
 - _____ Local Hospitals, Medical Centers, Clinics, Instacare facilities
 - _____ Family Dentist
 - _____ Family Doctor(s)
 - _____ Insurance company & Agent
 - _____ Nearest Relatives (Be sure to include how they are related to you, in case someone is using your plan to contact them)
 - _____ People you work with (home phone or cell phone numbers)
 - _____ Local Community Numbers
 - _____ Police
 - _____ Fire (non-emergency)
 - _____ Animal Control
 - _____ Power Department
 - _____ Public Works



You may also want to include a "Family Phonebook" with names and address of family and friends in case you need to make calls later from a shelter and don't have access to a phone book

Develop a communications plan and identify an out-of-state contact



In the event of a major disaster or other emergency, it is important that each member of the family is accounted for to determine their safety and welfare. Each member of the family should be familiar with this portion of the plan and be prepared to execute it as needed.

During a disaster or emergency local phone lines may not work or may become over capacitated. Research has shown that while it may be difficult to make local calls, it may be possible to place long distance calls. As a result it is recommended that an out-of-state contact be identified to receive calls and coordinate information. **IF YOU ARE SEPARATED FROM THE FAMILY FOR ANY REASON DURING AN EMERGENCY OR DISASTER, CALL THE OUT-OF-STATE CONTACT.**

What to tell the contact person:

Tell them who you are and briefly let them know what has happened.

Let them know **where** you are, **what** your condition is, and what your **plans** are.

The contact person will let you know any information that they already have from other family members.

Try to keep the call short, remember that other family members may be trying to call them as well. If possible, let them know a time when you will call back.

Identify reunion locations

Identify a location in case it becomes necessary to evacuate or leave the house. The first location should be right outside your home for example, choosing to meet at the two mailboxes across the street from your house.

Choose a second location away from the neighborhood, in case family members can not return to the home or neighborhood during an evacuation or other event. If it is not possible to meet at either location, contact the out-of-state contact and let them know where you are and what you are planning to do.

Develop a fire escape plan

Smoke Detectors should be tested monthly and the batteries replaced at least once a year. It is important that each member of the family understand how to get out of the house if a fire or other emergency does occur. There should be at least two ways out of every room. Your family should develop and be familiar with fire escape/evacuation plans.



REMEMBER: Once you are out, STAY OUT! Go to the family meeting spot outside the home.

Be familiar with other plans that affect your family

Check with your child's school or daycare and know what plans they have in place for emergencies. Also, be familiar with emergency plans that your employer has in place, as well as any neighborhood or other local plans that may affect your family's ability to respond to disaster.

Shutting off of Utilities

It is important that each member of the family be aware of when and how to properly shut off the electricity, water, and gas services to the home. Before a disaster occurs it is important that you know where the utilities are located.

1. Power Meter (outside) and the Electrical Fuse Box (inside)
2. Gas Main Valve (outside where the gas line enters the house)
3. Water Main (2 places - one inside the house and the other outside, where the city reads the meter)



After an Emergency

1. Turn off utilities if you suspect the lines are damaged.
2. Turn off electricity from the safest point. Beware of water. Wires and water don't mix.
3. If you smell or hear gas, shut off the gas main immediately and open windows. Contact the gas company before turning the gas back on.
4. Turn the water main off only if a line is broken.
5. Shut off utilities if instructed to do so or if you are in doubt and have concerns that you are in danger.

ELECTRICITY - Stay out of water and don't touch any bare wires until electricity is turned off. This could electrocute you.

GAS – If you smell gas, open the windows and evacuate the house. If there is a gas leak or a suspected gas leak, the gas supply to the house can be shut off at the gas meter. **DO NOT** shut the gas off if there is not a leak or immediate danger to the home. Turning the gas back on requires that a representative from the gas company come on site to turn it back on. After a major disaster, it could be several hours or days before the gas can be turned back on.



You may also want to include how to contact your local service providers and your account numbers in your plan to make requesting assistance easier after an emergency.

Put 72-hour kits together for each member of the family



After a disaster, local officials and relief workers will be on the scene, but they cannot reach everyone immediately. You could get help in hours, or it may take days. Basic services, such as electricity, gas, water, and telephones, may be cut off, or you may have to evacuate at a moment's notice. You probably won't have time to shop or search for the supplies you'll need. For this reason, each member of the family needs a 72-hour kit.

Just as no two people are alike, no two 72-hour kits will be alike. Each kit should be tailored for the person who will use it. Think about what items you would need to survive without any assistance, this includes medications, food, and other life sustaining needs.

You may also want to consider keeping a 72-hour kit at your office, if possible, and/or one in your car. Remember that if you have pets, they need to be included in your family planning and have their own 72-hour kit.

Here are some ideas to help get you started. Use this as an idea guide, not a check list.

Personal Care Items – Think of items that you use on a daily basis that you would also want to use if you were in an emergency.

Mirror	Hand Sanitizer Gel	Fingernail Clippers	Wet Wipes
Toilet Paper	Shampoo /	Bar Soap	Sewing Kit
Toothpaste	Conditioner	Disposable Razor	Sunscreen
Shaving Cream	Hand Lotion	Tylenol	Medications
Hair Spray	Antacids	Lip Balm	
Toothbrush	Dental Floss	Comb	
Mouthwash	Deodorant	Fingernail File	

Food / Water – Select items that are easy to prepare, and that you will eat.

Beef Jerky	Jell-o Snacks	Water Purification Tablets
Beef Stew	Instant Oatmeal	Gum
Peanuts	Dried Fruit	MREs
Pudding Packs	Fruit Snacks	Trail Mix
Peanut Butter	Hard Candy	Gronola Bars
Canned Chicken	Sugar-free Kool-aid	Tuna Fish
Instant Soup Mix	Bottled Water	

Heat & Light Sources – Remember that if it is important, you should have more than one way to obtain it.

Flashlight	Waterproof Matches	Hand Warmers
Emergency Candles	“Bic” lighter	Fondue Burner & Gel Fuel
Light Sticks	Magnesium Fire Starter	

Miscellaneous Items – Include items that you may need during the first 72 hours of an emergency if you are required to leave your home.

“Leatherman” tool	Cooking pot	Spare Keys
AM/FM Radio	“Sierra” Cup	Family Response Plan
Leather Gloves	Utensils	Cash
Folding Shovel	Disposable Camera	Coffee Filters
Rain Poncho	Area Map	First-aid Kit
Black Electrical tape	Extra Batteries	Flat Sheet
Nylon Cord	Emergency “Space” Blanket	Rubber Bands
Plastic Bags	Sleeping Bag	Identification
Aluminum Foil	Whistle	Copies of Documents
Plastic Trash Bags	Deck of Cards	
Paper and Pens	Reading Book	
Folding Stove	Sunglasses	

Have a plan to rotate food and medical items out of your kit as needed. Often the spring and fall are good times to check your kit and make modifications for summer or winter weather.

Keep your kit(s) in convenient location that all family members can get to. You may not have much time when disaster strikes to get your kit and go.

Additional Sources for Information

Federal Emergency Management Association (FEMA)

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

American Red Cross

<http://www.redcross.org/>

Other

<http://www.ready.gov/>
<http://www.cem.utah.gov/>