

MAKE A PLAN

Family Emergency Plan

Ready  **Family Emergency Plan**  

Prepare. Plan. Stay Informed.

Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Out-of-Town Contact Name: _____ Telephone Number: _____
 Email: _____
 Neighborhood Meeting Place: _____ Telephone Number: _____
 Regional Meeting Place: _____ Telephone Number: _____
 Evacuation Location: _____ Telephone Number: _____

Fill out the following information for each family member and keep it up to date.

Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____

Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

Work Location One Address: _____ Phone Number: _____ Evacuation Location: _____	School Location One Address: _____ Phone Number: _____ Evacuation Location: _____
Work Location Two Address: _____ Phone Number: _____ Evacuation Location: _____	School Location Two Address: _____ Phone Number: _____ Evacuation Location: _____
Work Location Three Address: _____ Phone Number: _____ Evacuation Location: _____	School Location Three Address: _____ Phone Number: _____ Evacuation Location: _____
Other place you frequent Address: _____ Phone Number: _____ Evacuation Location: _____	Other place you frequent Address: _____ Phone Number: _____ Evacuation Location: _____

Important Information	Name	Telephone Number	Policy Number
Doctors:			
Other:			
Pharmacist:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Veterinarian/Kennel (for pets):			

Dial 911 for Emergencies

- Out-of-town contacts
- Meeting places
- Family communication
- School and work plans
- Special needs: child care, pets, etc.

Fire Escape Plan

- Two ways out of each room
- Practice escape
- Designate a meeting place
- Leave immediately
- Don't open hot doors
- Go to meeting place & stay out



Fire Prevention

- Test alarms monthly
- Change batteries 2 times per year



Topquark22

Planning to Stay or Go

- Shelter in place?
- Evacuate?
- Know where to get accurate information



FEMA/Bill Koplitz

Shelter in Place

Shelter in place:
take immediate
shelter where
you are

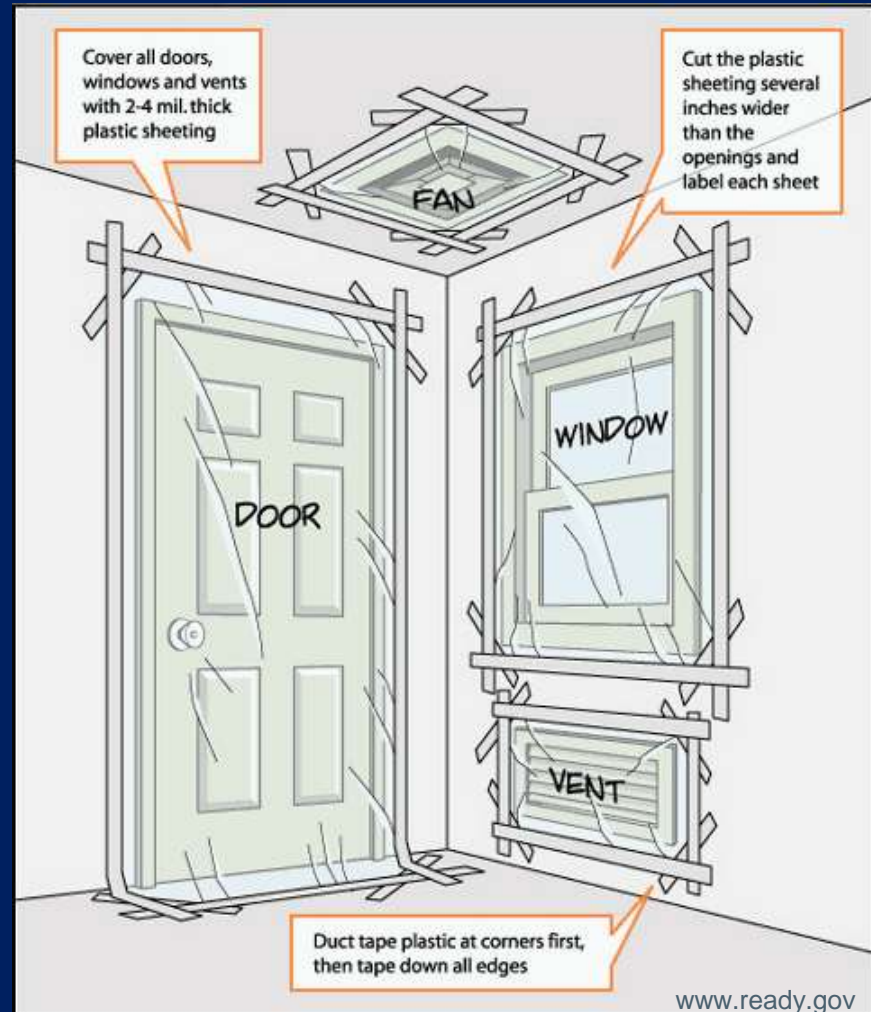


Dan Taylor

Shelter in Place

Have:

- Supplies kit
- Radio
- Duct tape
- Pre-cut plastic



Evacuations

- Take supplies kit
- Wear appropriate clothing
- Lock home
- Turn off lights & appliances
- Dispose of or take perishables



FEMA/Liz Roll

Shutting Off Utilities

- Gas
- Electricity
- Water



Evacuation Routes




Designate Meeting Places

- Where will we meet?
 - Within neighborhood
 - Outside of neighborhood



Family Communication

- Out-of-town contact
- Contact cards

Family Emergency Plan 

Personal ID

Name: _____ DOB: _____


Address 1: _____ State: _____ Zip: _____

Address 2: _____ State: _____ Zip: _____

Home Phone: _____ E-mail: _____

Cell Phone: _____ Other E-mail: _____

Special Needs, Medical Conditions, Allergies, Important Information:

 Ready



Paul-W

Safety Training

- CPR
- First aid
- Community Emergency Response Team (CERT)



Documents and Records



Inventory

- List separately which possessions you'd grab and where they are
 - Examples:
 - Family portrait - living room wall
 - Silver candlesticks - hall chest
 - Wedding album - family room shelf



Important Documents



NDSU

- Photos of each family member
- Possibly fingerprints, dental records or DNA samples

Location of Important Documents

Papers	Location	Papers	Location
Deed to House		Marriage Certificates	
Household Inventory		Death Certificates	
Birth Certificates or Adoption Records		Military Records	
Social Security Cards		Passports	
Tax Returns		Baptism	
Citizenship Papers		Wills & Living Wills	
Automobile Titles		Passwords List	

Contacts

Advisor	Name	Phone #s	Address
Banker			
Attorney			
Accountant			
Insurance Agent			
Executor			
Work Contact			
Work Contact			

Financial Accounts

Type	Institution	Name on Account	Account #	Location
Checking				
Joint Checking				
Savings				
CD				
IRA				
401K				
VISA Card				
Master Card				

Insurance

Type	Company	Policy #	Agent Contact Info	Policy Location
Health				
Life				
Home				
Liability				
Vehicle #1				
Vehicle #2				
Long-term Care				
Disability				

Grab-and-Go Documents

- Place items in folders or envelopes
- Place in waterproof containers



Grab-and-Go Documents

- Store in disaster-resistant locked box



Keep Documents Secure

- Keep documents box with you at all times
- Don't leave unattended in car, at disaster stations or in shelters



Backup Documents

- Secure a second set at another location, maybe on flash drive or CD



Kansir



John Morris