

FAMILY EMERGENCY PREPAREDNESS and RESPONSE PLAN

This booklet is a plan template and is intended to give you a format and possible suggestions about information you might want to include in a family disaster plan. It is not all inclusive and should be modified as needed. You should adapt this plan to your own specific needs or requirements.

Keep this plan updated with current and correct information.

NOTE: It is important to store this document in a secure location to reduce the risk of losing personal information that could lead to possible ID theft and fraud.

In addition, this document should be stored in a water tight container and on a computer disc.

Family Emergency Preparedness and Response Plan

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Household Members and Pets Inventory

Household Members	Relation / Birthdate	Social Security

Pets	Pet Rabies Vaccination #	Vet Name and Number

Household Information and Emergency Numbers

HOME ADDRESS:				
Phone 1:			Phone 2:	
Email 1:				
Email 2:				
CAR INFORMATION:				
	MAKE	MODEL	YEAR	LICENSE #
Car 1:				
Car 2:				
Car 3:				
CALL 911 FOR EMERGENCY				
EMERGENCY NUMBERS:				
	NAME	NUMBER	ADDRESS	TYPE OF DR
Doctor #1:				
Doctor #2:				
Doctor #3:				
Hospital Emergency Name & Number:				
Hospital #1:				
Hospital #2:				
Ambulance				
Fire Dept.				
Police Dept.				
Poison Control				

NOTE: After a disaster, 911 may not be working. Use these numbers you have listed above.

Utility and Service Contacts

	Phone #	Contact	Note
Water/Sewer			
Electric			
Gas			
Phone/Cable			
Home Medical			

Insurance and Other Information (Health, Auto, Home, Life)

Company Name	Insurance Type	Phone #	Policy #

Family / Friends / Neighbors and Out Of Area Contact Information

Name	Address/Physical Location to Home	Home Phone #	Cell Phone #	E-mail

Note: Identify two neighbors. Agree to check on each other.

OUT-OF-AREA CONTACT #1

Name	Home Address	Home Phone	Cell Phone
	Work Address	Work Phone	E-mail

OUT-OF-AREA CONTACT #2

Name	Home Address	Home Phone	Cell Phone
	Work Address	Work Phone	E-mail

Work and Social Contacts

Work, School, and Other Contacts		
Household Member Name	Work / School / Other	Disaster Procedure*
	Address	
	Phone	
Household Member Name	Work / School / Other	Disaster Procedure*
	Address	
	Phone	
Household Member Name	Work / School / Other	Disaster Procedure*
	Address	
	Phone	
Household Member Name	Work / School / Other	Disaster Procedure*
	Address	
	Phone	
Household Member Name	Work / School / Other	Disaster Procedure*
	Address	
	Phone	

Note: * Disaster Procedures: Household members should know each other's disaster procedures for work, school, or other places where they spend time during the week.

Reunion Information and Important Notes and Procedures

Reunion Procedures	
In or Around House / Apartments	Inside House / Apartment
	Outside House / Apartment
When Family is Not Home	Priority Location (Leave note in a designated place where you will be: i.e., neighbor, relative, park, school, shelter, etc.)

Note: Identify and discuss with household members the reunion places if a disaster prevents anyone from entering the home. Also, reunion and evacuation procedures need to include children at school and house members with disabilities. Talk to school officials. Write down procedures.

Important Notes and Procedures

Note: People with disabilities are advised to identify two or three people at work, school, neighborhood, etc., who will assist them in the event of a disaster. In addition, please contact your local department of social services, local office on aging, and local office of disabilities to discuss registering your specific need (DIAL 211)

Medication List

User's Name	Medication Name	Dosage / Frequency	Reason for Taking
Doctor	Prescription #	Date Started / Ending	Location of Medicine
User's Name	Medication Name	Dosage / Frequency	Reason for Taking
Doctor	Prescription #	Date Started / Ending	Location of Medicine
User's Name	Medication Name	Dosage / Frequency	Reason for Taking
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User's Name	Medication Name	Dosage / Frequency	Reason for Taking
Doctor	Prescription #	Date Started / Ending	Location of Medicine

Note: Keep on hand at least seven days of vital medications and supplies. Talk to doctor before storing medication or if you use two or more medications. Take them with you if you have to evacuate to a shelter, friend's house, or other family members.

Last Update for this Page: Date: _____ Initials: _____

Pharmacy / Doctors / Specialists

Pharmacist's Name(s)	Pharmacy Name	Phone / Address
	Pharmacy Name	Phone / Address
Specialist Name	Area of Concern	Phone
	Organization	Address
Specialist Name	Area of Concern	Phone
	Organization	Address

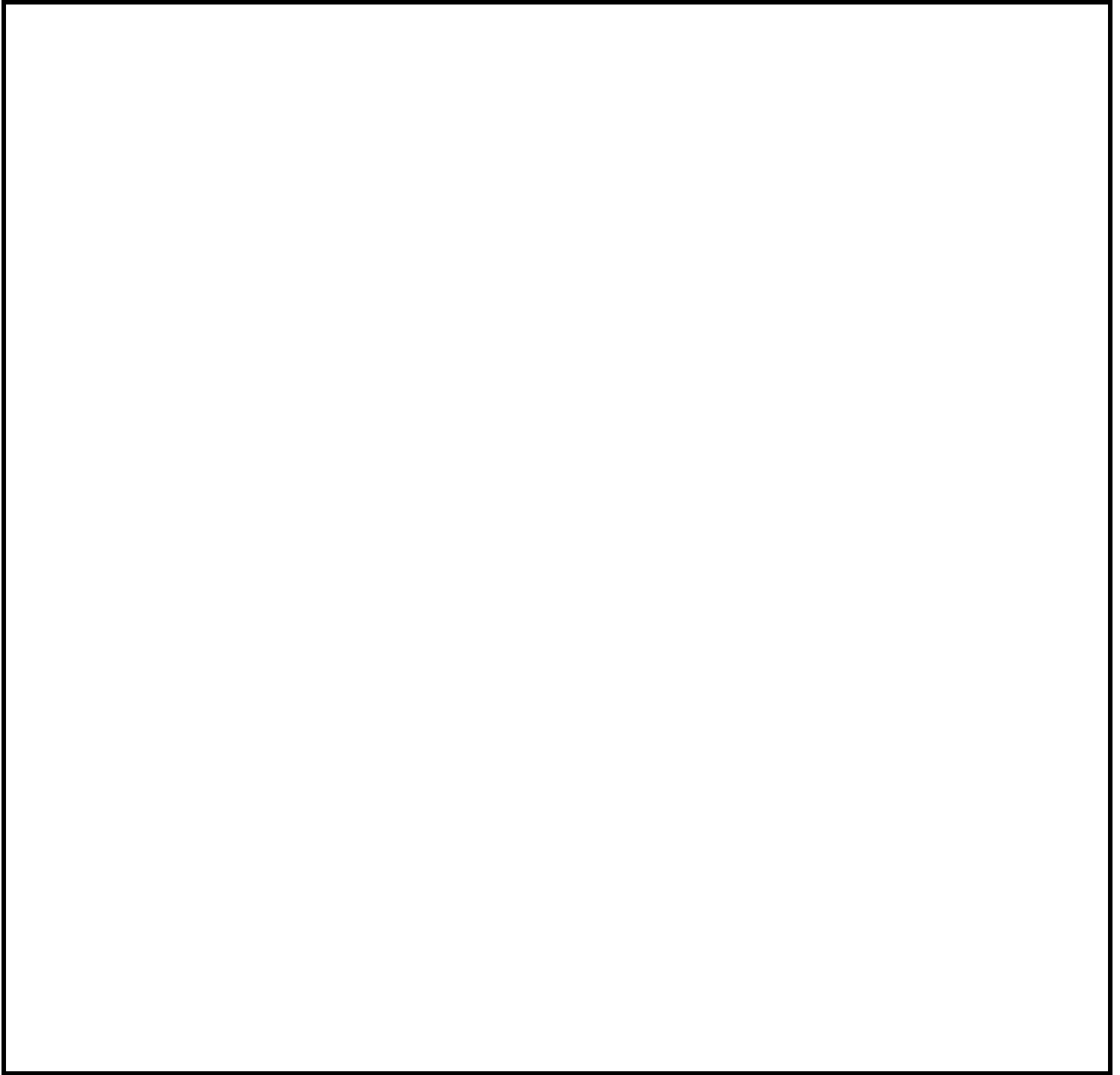
Allergies to Medications	Person's Name	Person's Name
	Medication	Medication
Health / Disability Information		
Special Needs, Equipment, and Supplies		

Note: Fill this and all sections out in pencil. Update regularly.

Pharmacy / Doctors / Specialists – con't

Allergies to Medications	Person's Name	Person's Name
	Medication	Medication
Health / Disability Information		
Special Needs, Equipment, and Supplies		
Allergies to Medications	Person's Name	Person's Name
	Medication	Medication
Health / Disability Information		
Special Needs, Equipment, and Supplies		

Home Layout and Design



Draw a layout of your home. Make sure you include locations of utility shut-offs and safety equipment like fire extinguishers, disaster supplies, evacuation plans, etc.

Utility Control

LABEL ALL ITEMS INVOLVED IN THE PROCESS OF TURNING UTILITIES ON/OFF

- Electrical Shut-Offs:**
- 1) **Circuit Breaker**
 - 2) Pull out **Cartridge Fuses**

Gas Meter and Shut-Off Valve

Have a wrench stored in a specific location where it will be immediately available.



Water Shut-Off

Electricity:

In the event that you need to turn off the electricity in your house, go to the breaker box and do the following:

1. Turn off smaller breakers one by one.
2. Flip the “main” breaker last.

To re-energize your home, reverse the steps above.

Water:

In the event you need to shut water **off** inside your home, find the main water valve and turn it to your **right**. To **open the flow of water back into the house**, turn it to your **left**.

Gas:

IMPORTANT – Only turn off your gas if you smell gas!

To turn off natural gas in your house, take a wrench and tighten it on to the quarter turn valve that is on the pipe that feeds into the gas meter. Turn it one quarter turn to make the indicator parallel to the ground. **In most locations, once you do this you cannot turn the gas back on to the house without the utility company.**

Propane:

If you live in an area that uses outdoor propane or LPT you will find this outside the home. Open the top of the tank and you will see either a regular turn knob or a quarter turn valve. Turn the knob to your **right to shut off** the flow of propane into your house. For quarter turn valve see above.

Never run a generator inside; doing so may cause carbon monoxide poisoning and possibly death!



Shelter-in-Place Disaster Supply Kit

- Water – at least 1 gallon daily per person for 3 to 7 days
- Food – at least enough for 3 to 7 days
 - Non-Perishable packaged or canned food / juices
 - Foods for infants or the elderly
 - Snack foods
 - Non-electric can opener
 - Cooking tools/fuel
 - Paper plates/plastic utensils
- Blankets/Pillows, etc.
- Clothing – seasonal/rain gear/sturdy shoes
- First Aid Kit/Medicines/Prescription Drugs
- Special items – for babies and the elderly
- Toiletries/Hygiene Items/Moisture Wipes
- Flashlight/Batteries
- Radio – Battery operated and NOAA weather radio
- Cash (with some small bills)
 - Banks and ATM's may not be open or available for extended periods.
- Keys
- Toys, Books, and Games
- Important documents – in a waterproof container or water tight plastic bag
 - Insurance, medical records, bank account numbers, Social Security card, etc.
- Tools – keep a set with you during the storm
- Vehicle fuel tanks filled
- Pet care items
 - ❖ Proper identification/immunization records/medications
 - ❖ Ample supply of food and water
 - ❖ A carrier or cage
 - ❖ Muzzle and leash

Other Sources of Information

FEMA

1-800-621-FEMA (3362)

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

Red Cross

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

Department of Aging and Disability

www.dads.state.tx.us/hurricane/index.cfm

Texas Evacuation Routes

www.txdps.state.tx.us

Assistance Numbers to Contact after a Disaster:

FEMA:

(Apply for disaster funds)

Local Department of Social Services:

(Emergency food stamps, emergency Medicaid, emergency financial assistance)