

# **FAMILY EMERGENCY PLAN**

---

---

## **Section 1: Family Background & Information**

A) Family Name (surname) \_\_\_\_\_

Father's name \_\_\_\_\_

Mother's name \_\_\_\_\_

Children's name

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

e) \_\_\_\_\_

f) \_\_\_\_\_

B) Name of other Relatives in the home.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

C) Total number of persons in the family \_\_\_\_\_

No. of:      a) Adults (18 yrs & over)    Male \_\_\_\_\_    Female \_\_\_\_\_

                  b) Youth (13-17 yrs)        Male \_\_\_\_\_    Female \_\_\_\_\_

                  c) Children (4-12 yrs)        Male \_\_\_\_\_    Female \_\_\_\_\_

                  d) Babies (1day-3 yrs)        Male \_\_\_\_\_    Female \_\_\_\_\_

D) Family members with special needs.

No. of elderly (over 65 yrs.) \_\_\_\_\_

No. of persons with disability \_\_\_\_\_

No. of sick persons \_\_\_\_\_

Pregnant women \_\_\_\_\_

Other \_\_\_\_\_

E) How many families live in this house? \_\_\_\_\_

*(If more than one, then each family must make a family plan)*

F) Important Telephone Numbers:

<b>Schools</b>	<b>Babysitter/helper</b>	<b>Work</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Community Contact Persons**      **Emergency (*Police, Ambulance, Fire, ODPEM*)**

_____	_____
_____	_____
_____	_____
_____	_____

***KEEP EMERGENCY PHONE NUMBERS READILY AVAILABLE TO ALL FAMILY MEMBERS***

G) Date of Preparing Plan \_\_\_\_\_

**SECTION 2: Location**

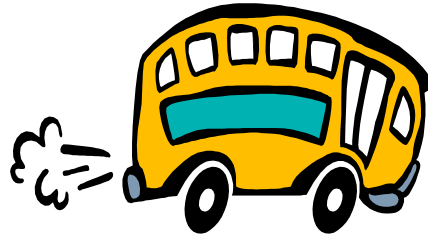
Where will we be when disaster strikes?  
We could be anywhere



At Work



At School



Traveling

A) Where will we meet?  
In front of our house

Yes

No

B) Another place in the community?  
If yes.

Name \_\_\_\_\_

Address \_\_\_\_\_

C) A place outside the community?

Yes

No

If yes.

Name \_\_\_\_\_

Address \_\_\_\_\_

**SECTION 3: Disasters/Community Emergency Warning**

**What is a disaster?**

A Disaster is an event, which results in major loss of lives, livestock, serious injuries and caused major disruption in daily living.

Some examples of events, which cause disasters:

Hurricanes, Drought, Chemical Spill, Floods  
Earthquakes, Major traffic Accidents, Mud/land Slides, Riots/Civil Unrest  
Bomb explosion, Storm surges or tidal wave

Do you need, and if needed, have Community Emergency **Warning** signals, If so list?

a) \_\_\_\_\_

b) \_\_\_\_\_

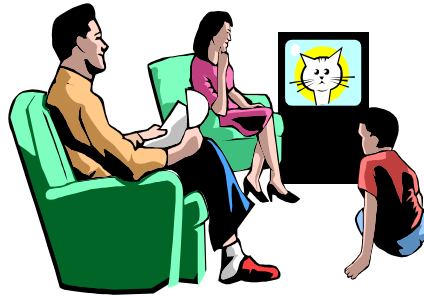
c) \_\_\_\_\_

# MAKING A FAMILY EMERGENCY PLAN

---

## Method

1. Get your Family together



2. Discuss types of disasters; name the ones which you are most likely to experience

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. In the event of each what will we do?

---

---

---

---

---

---

---

4. Will we evacuate? Yes  No



**IF WE EVACUATE**

Before the Hurricane season, we need to know the elevation of our property in relation to sea level, nearby rivers, lagoons, creeks and Gullies and other natural or manmade waterways. If we are in an evacuation zone near the water or in low-lying areas, we will need to be prepared to leave.

5. If yes....where will we go? Please state.

- |                                  |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
| (a) Other family members' house? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (b) Neighbours house?            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (c) Community shelters?          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (d) Other                        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

6. Name and Address of where we have decided to go

---

---

---

7. How will you leave?

- |                     |                          |
|---------------------|--------------------------|
| (a) Private vehicle | <input type="checkbox"/> |
| (b) Bus             | <input type="checkbox"/> |
| (c) Boat            | <input type="checkbox"/> |
| (d) Walking         | <input type="checkbox"/> |

If by private car- name person responsible for getting car filled.

Who will you inform when leaving/evacuating?

Persons name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Total number in the family who will evacuate. \_\_\_\_\_

Name	Gender	Age
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		



**BEFORE EVACUATING**

Make sure the house is securely locked and boarded up.

Persons responsible: \_\_\_\_\_

Store valuables and furniture as high as possible; tie to rafters or place in plastic bags in the safest or strongest area of the house.

Person responsible: \_\_\_\_\_

If leaving a vehicle, secure as best as possible against strong wall.

Person responsible \_\_\_\_\_

Leave the yard as clean and clear as possible of things that may become flying objects. Objects that are too big must be securely anchored and wrapped with a waterproof covering.

Person responsible: \_\_\_\_\_

Take down TV antenna.

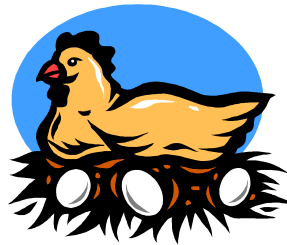
Person responsible: \_\_\_\_\_

Put fridge and freezer to highest setting.

Person responsible: \_\_\_\_\_

Install Hurricane shutters/plywood or other protective material over windows and doors.

Person responsible: \_\_\_\_\_



### **What will we do with animals and pets?**

Where will we take them? \_\_\_\_\_

When will we take them? \_\_\_\_\_

How will we take them? \_\_\_\_\_

Names of family members responsible. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If left on their own do not tie them up; they need to be free to survive. Leave food and water for them.

*Person responsible:* \_\_\_\_\_



If leaving pets with friends or neighbours along with their food, leave a leash with a nametag to keep control of them.

**MAKE SURE ALL PETS/ANIMALS HAVE BEEN VACCINATED BEFORE THE HURRICANE SEASON.**

**IF EVACUATING TO A PUBLIC SHELTER OR NEIGHBOUR'S HOUSE**

**What will we take?**

*Remember that SPACE will be very limited so take only what you need. Take supplies enough for three days for each.*

Name of person(s) to ensure that all items on the following lists are collected.

---

---

---

---

---

---

**CHECKLIST**

There are six basics you should stock in your disaster supplies kit:

- Water
- Food
- Clothing and Bedding
- Tools and emergency supplies
- Hygiene supplies
- Special items

**WATER**

A normally active person needs to drink at least one quart of water each day. Hot environments and intense physical activity can double that amount. Children, Nursing mothers and ill people will need more.

Store one gallon of water per person per day preferably in plastic containers with covers. Keep at least a three-day supply of water for each person in your household.

## FOOD

Store at least a three-day supply of non-perishable food. Select food that requires no refrigeration, preparation or cooking and little or no water. Select food that is compact and lightweight.

Include a selection of food in our Disaster Supplies Kit:

- Ready to eat canned meats, fruits and vegetables.
- Canned juices, milk, and soup.
- Cake, bread, bun, etc.
- High-energy food-peanut butter, jelly, crackers, cereal, vitamins.
- Comfort/Stress foods-cookies, hard candy, sweetened cereals, lollipops, coffee, tea bags, baby food.

## KITCHEN SUPPLIES

- Plastic bags: various sizes, sealable bags.
- Plastic plates and cups
- Plastic knives, forks and spoons.

## TOOLS AND SUPPLIES

- Battery operated radio and extra batteries
- Flashlight with extra batteries
- Kerosene lamps and a small supply of kerosene
- Matches in water-proof containers or lighter
- Can opener, utility knife
- Paper, pencil
- Needles, thread, scissors
- Wrench, pliers, hammer, nails, saw
- Screwdrivers-1 flathead, 1 Phillips head
- Strong rope-ideally nylon for flood rescue
- Plastic sheeting
- Duct Tape

***Please note:***(Ensure these will be available where you are taking shelter.)

## HYGIENE SUPPLIES

- ✓ Toilet paper
- ✓ Sanitary Napkins, Diapers for babies (if needed)
- ✓ Personal hygiene items
- ✓ Plastic bags and ties
- ✓ Plastic storage containers
- ✓ Disinfectant/soap/detergent
- ✓ Household bleach

## CLOTHING AND BEDDING

Include at least one complete change of clothes and footwear per person.

- ✓ Sturdy shoes or rubber boots
- ✓ Hats, raincoats
- ✓ Blankets, sleeping bags, cots, sponge (foam) and mosquito nets (if you have).
- ✓ Small pillow or cushions.

## SPECIAL ITEMS

Remember family members with special needs, such as infants, elderly or disabled persons.

### **For babies**

Bottled water  
Formula or Power milk  
Diapers  
Bottles  
Medication  
Extra clothing  
Baby wipes and skin oil

### **For adults/elderly**

eye glasses/contact lens  
Hearing aids and batteries  
Dentures  
Prescription Medication-etc diabetes, blood pressure and heart, asthma  
Wheel chairs, walkers and other walking aids

**Pregnant women:**

A small kit for mother and child in case of an emergency delivery

IMPORTANT DOCUMENTS/ITEMS
---------------------------

1. Waterproof storage container for documents
2. Photo ID with address
3. Family records, and list of prescription medicines
4. Insurance policies, Bankbooks, Credit-Union account numbers.
5. Passports and immigration papers,
6. Land, House and Vehicle Title papers
7. Medical History and Vaccination Records
8. Will, Credit Card, Money (cash)
9. Keys (2 sets) 1 for another family member

ENTERTAINMENT
---------------

Quiet games

Favorite toys

Books and magazines

**If remaining in your home**

- ✓ Ensure that house is properly secured
- ✓ Appoint one person in charge during the emergency
- ✓ If others are sheltering in the family home, have a list of their names and explain the rules of the house and give the responsibilities.

**e.g. of house rules**

- No firearms or weapon
- No drinking of alcohol or taking of harmful drugs
- Assist in cooking and other household duties
- Bathrooms must be kept clean
- Candles or open flames must not be used
- If leaving the house-say where you are going
- During the hurricane, never open windows or doors
- Share the responsibility of caring for and amusing the children

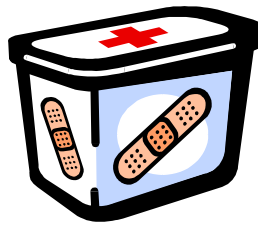
Everyone should be encouraged to cooperate and share with each other, especially during he emergency.



*Review all these rules with everyone in the house*

## **AFTER**

- A. If possible keep tuned to the radio
- B. Remain indoors until (All clear) green flag is officially declared
- C. When first going outside-preferably wear rubber boots or other sturdy shoes.
- D. Stay out of disaster areas-this is not for sight seeing!
- E. Beware of broken and wet electrical wires
- F. Avoid walking in flooded areas if possible
- G. Children must not be allowed to play in flooded areas.
- H. Electricity and water authorities will be checking live wires, so avoid trying to contact them because your supply has been interrupted
- I. Check your house and property for damages-write them down as your District Emergency Management Organization-Red Cross personnel and other departments and organizations will be coming around for assessment reports.



## **Follow-Up Instructions**

- ✓ Revisit and update your Family Emergency Plan every year before the hurricane season begins preferably in January and again in May.
- ✓ Continue to meet with your family on a monthly basis during the hurricane season
- ✓ If you change to another community; you may also have to change your plan.

**CONTACT NUMBERS**

**Within the community**

Chairperson of Community/ Village Council \_\_\_\_\_

Nearest Police \_\_\_\_\_

Community Nurse Aid \_\_\_\_\_

Red Cross Volunteer \_\_\_\_\_

**Outside of the Community**

Police \_\_\_\_\_

Hospital \_\_\_\_\_

Red Cross \_\_\_\_\_

Fire Department \_\_\_\_\_

ODPEM \_\_\_\_\_