# COMPLETE FAMILY EMERGENCY PLAN

**Family name:** _____
**Last updated:** ___ / ___ / _____

**This plan answers, ahead of time, the questions your family will face in an emergency:** where we go, how we find each other, who does what, and what each of us does if we hear nothing.

## How to use it

1. **Do it together,** over two or three evenings of about 30 minutes. A plan only one person knows is not a family plan.
2. **Start with parts 1, 8 and 9** (household, finding each other, reaching each other). They matter most.
3. **Grey text is an example.** Type over it on a computer, or print the plan and write over it.
4. **Leave a line blank** if you don't know yet, and come back to it. A plan with gaps beats no plan.
5. **Make copies:** one at home, one in each car and go-bag, and one with your out-of-town contact.
6. **Practice it and update it twice a year.** When the clocks change is an easy reminder.

## What's inside


| | | | |
|---|---|---|---|
| **1.** Our household | 2 | **8.** Finding each other | 9 |
| **2.** About each person | 3 | **9.** Reaching each other | 10 |
| **3.** Extra help and pets | 4 | **10.** If we hear nothing | 11 |
| **4.** Our risks and our warnings | 5 | **11.** Who does what | 12 |
| **5.** Our home | 6 | **12.** Numbers, papers and money | 13 |
| **6.** Staying home | 7 | **13.** Practice and review | 14 |
| **7.** Leaving home | 8 | **14.** Wallet cards | 15 |


**In a hurry?** Fill in our free 2-page **Family Emergency Plan** tonight. It covers the most important parts, and you can move to this plan when you have more time.

**Keep it safe.** This plan holds names, birthdays, medicines and your address. Keep the copies where you keep other private papers, and don't post photos of it.

**Our other free sheets go with it.** This plan points to them instead of repeating them: the **Go-Bag Checklist**, the **Emergency Binder Checklist**, the **P.A.C.E. Plan** and the **Family Radio Plan**, all free at **watchmansuite.com/free**.

# COMPLETE FAMILY EMERGENCY PLAN

## 1 Our household everyone who lives here

| Name | Birthday | Cell phone | School, work or daycare |
|---|---|---|---|
| *Sam Carter* | *4 / 12 / 2014* | *555-0142* | *Oak Hill Middle School* |
| | | | |
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## People who are part of our plan grandparents, sitters, a neighbor with a key

| Name | Phone | How they fit in |
|---|---|---|
| *Pat Moore* | *555-0180* | *next door; has a key; can take the kids* |
| | | |
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## Our home, for a 911 call

| | |
|---|---|
| **Address** | |
| **Nearest cross street** | |
| **How to find us** | *for example: blue house, second driveway past the church* |
| **Home phone** | |

Every child old enough should be able to say the address and the cross street out loud. Practice it.

## 2 About each person

one box per person; print this page again for more

Fill this in for each person. If someone is missing or hurt, this is what police and doctors ask for first.

| | |
|---|---|
| **Name** | |
| **Height, weight** | |
| **Hair, eyes** | |
| **Glasses, scars, marks** | |
| **Allergies** | *for example: penicillin, bee stings* |
| **Conditions** | *for example: asthma, diabetes* |
| **Medicines** | *name, dose, when* |
| | |
| **Devices** | *hearing aids, CPAP, wheelchair, and their chargers* |
| **Doctor and phone** | |
| **Blood type** | |

Tape a recent photo here.

Change it every year.

| | |
|---|---|
| **Name** | |
| **Height, weight** | |
| **Hair, eyes** | |
| **Glasses, scars, marks** | |
| **Allergies** | *for example: penicillin, bee stings* |
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| **Devices** | *hearing aids, CPAP, wheelchair, and their chargers* |
| **Doctor and phone** | |
| **Blood type** | |

Tape a recent photo here.

Change it every year.

## 3 Extra help anyone who can't get out, walk far, or go without power or medicine

| Who | What they need | Who helps them | Backup |
|---|---|---|---|
| *Grandma Ruth* | *oxygen; can't do stairs* | *Dad* | *Pat Moore* |
| | | | |
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**Medical equipment that needs power?** Ask your power company if they keep a list of customers who rely on it, and plan a backup: a battery, a generator, or a place to go.

## Pets and service animals

| Name and kind | Food and medicine | Microchip number | Who grabs them |
|---|---|---|---|
| *Max, dog* | *1 cup twice a day* | | *Sam* |
| | | | |
| | | | |
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| | |
|---|---|
| **Vet and phone** | |
| **Carriers and leashes are** | |
| **Places that take our pets** | *friends, family, pet-friendly hotels, boarding* |

Many public shelters take only service animals. Find pet-friendly places now, and keep a photo of each pet with you in case you get separated.

## 4 Our risks tick how likely each one is where we live

Look up your county's risks for free on FEMA's National Risk Index: **hazards.fema.gov/nri**. Plan for the likely ones first.

**Our county's top 3** *from the Risk Index: 1. _____ 2. _____ 3. _____*

| What could happen | How likely here | The first thing we do |
|---|---|---|
| **House fire** | ☐ Low ☐ Med ☐ High | *get out, meet at the mailbox* |
| **Power out for days** | ☐ Low ☐ Med ☐ High | |
| **Tornado or severe storm** | ☐ Low ☐ Med ☐ High | *basement, inside room* |
| **Flood** | ☐ Low ☐ Med ☐ High | |
| **Hurricane** | ☐ Low ☐ Med ☐ High | |
| **Winter storm or ice** | ☐ Low ☐ Med ☐ High | |
| **Wildfire or smoke** | ☐ Low ☐ Med ☐ High | |
| **Extreme heat** | ☐ Low ☐ Med ☐ High | |
| **Earthquake** | ☐ Low ☐ Med ☐ High | |
| **Chemical spill or train wreck** | ☐ Low ☐ Med ☐ High | *go inside, shut the windows* |
| **No water / boil notice** | ☐ Low ☐ Med ☐ High | |
| **Other:** | ☐ Low ☐ Med ☐ High | |

## How we get warnings

- ☐ Emergency alerts are turned on in every phone Settings, Notifications
- ☐ We signed up for our county's alerts search: your county + emergency alerts
- ☐ We have a NOAA weather radio, with batteries
- ☐ Our local news radio station: _____ AM / FM
- ☐ Someone checks the weather before trips and storms
- ☐ We know our county's evacuation zone, if it has one

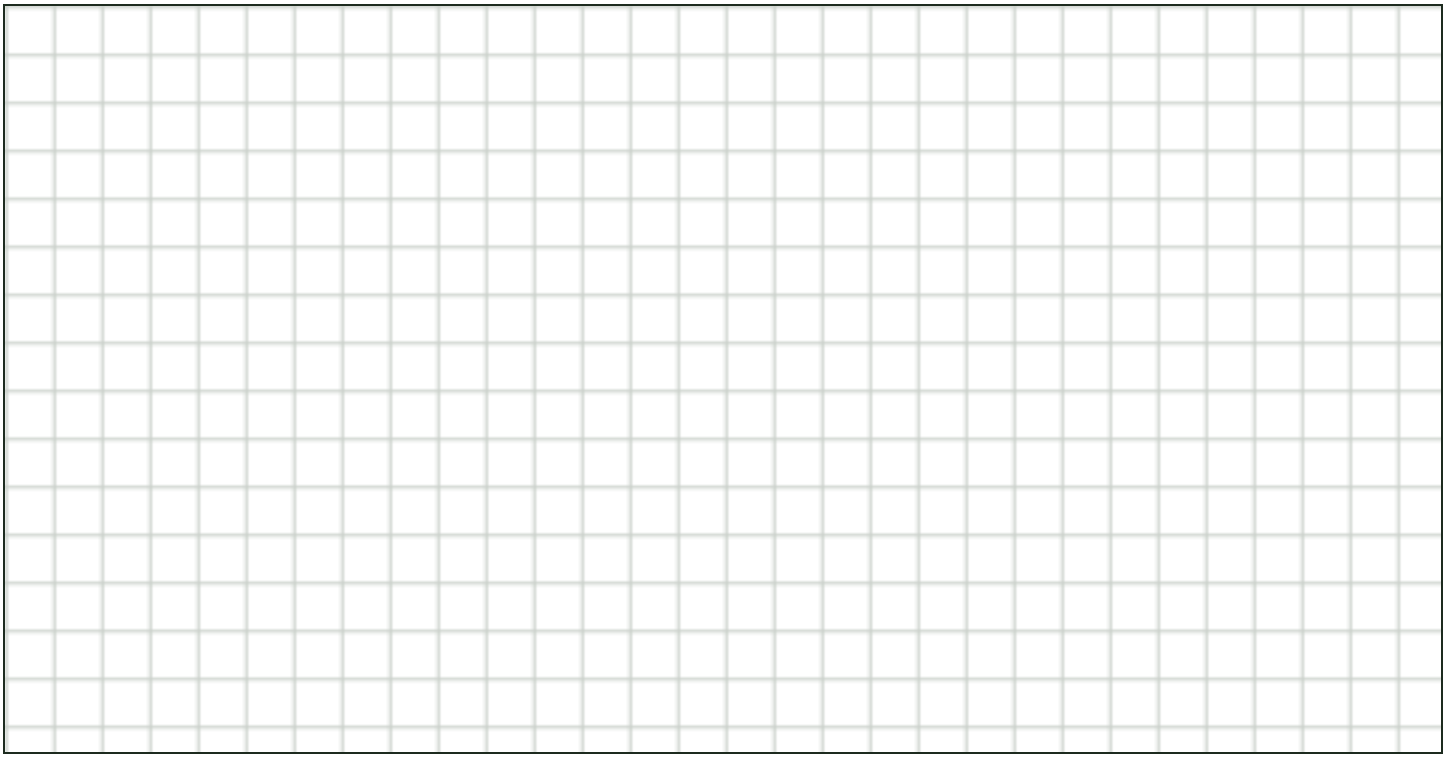
## 5 Our home

where things are, and when we last checked them

| Thing | Where it is | Last checked |
|---|---|---|
| **Water shutoff** | | |
| **Gas shutoff** | *only turn it off if you smell gas or are told to* | |
| **Electric panel** | | |
| **Shutoff tool** | | |
| **Smoke alarms** | *test every month* | |
| **Carbon monoxide alarms** | | |
| **Fire extinguishers** | | |
| **First aid kit** | | |
| **Flashlights and batteries** | | |
| **Go-bags** | *see our free Go-Bag Checklist* | |
| **Stored water** | | |
| **Generator** | *run it outside, at least 20 feet from windows and doors* | |

## Our fire escape map

draw the home; mark two ways out of every room, and the outside meeting spot



## 6 Staying home often the safest choice; know where you go inside

### Tornado or severe storm

Lowest floor, a small room in the middle of the home, away from windows.

**Our safe spot**

**We keep there** *shoes, flashlight, helmets for the kids, a weather radio*

### Bad air outside

Chemical spill, fire smoke, or told to stay inside: close windows and doors, turn off the heat and air, and wait for the all-clear.

**Our inside room**

### Power out for days

Keep the fridge closed: food stays cold about 4 hours, a full freezer about 2 days.

**Light**

**Cooking** *never cook or heat with a grill or camp stove indoors*

**Heat or cooling**

**Charging phones**

**Medicines kept cold**

### Water

Plan on 1 gallon per person per day. Aim for two weeks at home.

**We have** *_____ gallons, for _____ people = _____ days*

## We leave instead when

- ☐ Officials tell us to leave
- ☐ Our home is damaged or unsafe
- ☐ We have no heat, cooling or water we can live with
- ☐

## 7 Leaving home if officials say go, go

| Where we go | Address | Phone | Takes pets? |
|---|---|---|---|
| *Aunt Lee, nearby* | | | *yes* |
| | | | |
| | | | |
| | | | |
| | | | |

| | |
|---|---|
| **Way out, first choice** | |
| **Way out if it is blocked** | *a second road, in a different direction* |
| **Car** | *keep the gas tank at least half full* |

## The 10-minute grab list decide now, so nobody has to think

- ☐ Everyone, and the pets
- ☐ Go-bags
- ☐ Medicines, glasses, hearing aids
- ☐ Phones and chargers
- ☐ Wallets, IDs and cash
- ☐ Our emergency binder the papers in it
- ☐ Keys house, cars
- ☐ Pet carriers, leashes and food
- ☐ Laptop or backup drive
- ☐

## If we have more time

| Also take | Who gets it |
|---|---|
| | |
| | |
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## Before we go

- ☐ Lock up
- ☐ Leave a note (part 10)
- ☐ Tell our out-of-town contact where we are going
- ☐ Turn off utilities only if officials say to

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## 8 Finding each other

emergencies rarely happen when everyone is home

| | |
|---|---|
| **Right outside**<br>fire, gas leak | *for example: the mailbox* |
| **In our neighborhood**<br>we can't get home | |
| **Out of town**<br>we have to leave the area | |
| **How we get there** | *main road, and a second way if it is blocked* |

## Our out-of-town contacts

everyone checks in with them

| Name | Phone | Lives in |
|---|---|---|
| | | |
| | | |

Long-distance calls and texts often get through when local lines are jammed. Call these people now and ask them first.

## Who picks up whom

| Who | Where they usually are | Picked up by | Backup |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

## School, daycare and work plans

ask each one

| Place | Where they take people in an emergency | Pick-up rules |
|---|---|---|
| | | |
| | | |
| | | |

Tell each school or daycare in writing who may pick up your child.

## 9 Reaching each other four ways, in order: try the next when one fails

| Level | How | When we try it |
|---|---|---|
| **Primary** first choice | *for example: call each other's cell* | |
| **Alternate** if that fails | *for example: text (texts often get through when calls don't)* | |
| **Contingency** phones are down | *for example: family radio, channel ____* | |
| **Emergency** nothing works | *for example: go to our neighborhood meeting place* | |

More detail, one need at a time: our free **P.A.C.E. Plan**. Channels and radios: our free **Family Radio Plan**.

## When the phones are down, we listen

**Check-in times** *for example: radio on for 5 minutes at the top of every hour*

**Who listens**

## What we say short and in plain words

- ☐ Who you are
- ☐ Where you are a place everyone knows
- ☐ If you are OK, or what you need
- ☐ Where you go next, and when

## Phone tips

- ☐ Text instead of calling
- ☐ Keep calls short others are trying too
- ☐ Turn on low-power mode
- ☐ Change your voicemail to say where you are

## Where we get official news

**Radio station**

**County website or page**

**Other**

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## 10 If we hear nothing

what each of us does, without talking to each other

| After | Everyone does this |
|---|---|
| 2 hours | *try the next way to reach each other* |
| 12 hours | |
| 24 hours | *go to the out-of-town meeting place* |
| 3 days | |
| Still no word | |

## Each person's plan

| Name | If I can't get home, I go to | I wait there for | Then I go to |
|---|---|---|---|
| *Sam* | *Pat Moore's house* | *until 6 pm* | *the church parking lot* |
| | | | |
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## Leaving a note

| | |
|---|---|
| **We leave it** | *for example: taped inside the garage door* |

**The note says:** who left, the date and time, where we went, and how to reach us. Keep it short, and don't say the house is empty on a door anyone can see.

Don't post on social media that you are away from home, or where you are going.

## 11 Who does what give everyone a job, even the kids

| Job | Who | Backup |
|---|---|---|
| Calls 911 | | |
| Gets the kids | | |
| Grabs the pets | | |
| Grabs go-bags and medicines | | |
| Shuts off water or power, if needed | | |
| Calls the out-of-town contact | | |
| Checks on neighbors | | |
| Brings the binder and cash | | |

## What each child knows by heart

| Name | Address | A parent's phone | Meeting places | How to call 911 |
|---|---|---|---|---|
| | ☐ | ☐ | ☐ | ☐ |
| | ☐ | ☐ | ☐ | ☐ |
| | ☐ | ☐ | ☐ | ☐ |
| | ☐ | ☐ | ☐ | ☐ |

**Family password:** pick a word for anyone picking up a child who isn't on the school list. Say it in person only. Never write it on the wallet cards or say it over a radio.

## Our neighbors

| Name | Phone | Can help with | Needs help with |
|---|---|---|---|
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## 12 Important numbers

| | | | |
|---|---|---|---|
| **Emergency** | 911 | **Power company** | |
| **Poison control** | 1-800-222-1222 | **Water and gas** | |
| **Police or sheriff (not 911)** | | **Home insurance** | |
| **Hospital** | | **Car insurance** | |
| **Doctor** | | **Health insurance** | |
| **Pharmacy** | | **School(s)** | |
| **Vet** | | **Work** | |

## Papers the full list is our free Emergency Binder Checklist

| | |
|---|---|
| **The originals are** | *for example: fire safe in the bedroom closet* |
| **Copies are** | *binder, and with our out-of-town contact* |
| **Digital copies are** | *a password-protected drive or account* |

## Money

| | |
|---|---|
| **Cash at home** | *small bills; card readers and ATMs need power* |
| **Kept** | |
| **Bank and phone** | |

## Insurance

| Policy | Company and phone | Policy number (last 4) |
|---|---|---|
| *Home or renters* | | |
| | | |
| | | |
| | | |
| | | |

Most home policies don't cover floods. Flood insurance usually takes 30 days to start.

## 13 Practice and review

a plan you've never tried has holes you can't see

- ☐ Fire drill: two ways out of each room
- ☐ Walk to the neighborhood meeting place
- ☐ A phones-off evening: try ways 2, 3 and 4
- ☐ Grab-and-go in 10 minutes
- ☐ Find each shutoff (don't turn off the gas)
- ☐ Go to the storm safe spot

## Our practice log

| Date | What we practiced | What went wrong | What we changed |
|---|---|---|---|
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## Questions for the dinner table

1. If a fire started tonight, which way would you go out of your room?
2. If you couldn't reach any of us, what would you do first?
3. Where is our neighborhood meeting place? How would you get there from school?
4. Who could pick you up if we couldn't?
5. What would you take if we had 10 minutes to leave?

## We made this plan together

_____ _____ _____

_____ _____ _____

Next review dates: ___ / ___ / _____ and ___ / ___ / _____

## 14 Wallet cards

one for each person; cut on the dashed lines, fold or laminate

**EMERGENCY CARD** keep it with you

Name

Home address

Meet nearby

Meet out of town

Out-of-town contact

Parent or partner

Allergies, medicines

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Meet nearby

Meet out of town

Out-of-town contact

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