

# Family Disaster Planning Worksheet

## Emergency Communications Plan

### Emergency Contacts

- Post these numbers next to all phones
- Review with all family members
- Carry this information in purse, briefcase, etc.

**Family Name** \_\_\_\_\_

Address \_\_\_\_\_

City, Zip \_\_\_\_\_

Cross street \_\_\_\_\_

Home phone(s) \_\_\_\_\_

Work phone(s) \_\_\_\_\_

**Doctor** \_\_\_\_\_

**Doctor** \_\_\_\_\_

**Neighbor** \_\_\_\_\_

**Neighbor** \_\_\_\_\_

**Neighbor** \_\_\_\_\_

**Local family contact** \_\_\_\_\_

Home phone \_\_\_\_\_

Work phone \_\_\_\_\_

### Out of Area Contact Person

**Name** \_\_\_\_\_

Home phone \_\_\_\_\_

Work phone \_\_\_\_\_

### Emergency Alert System

For emergency information, tune radio to:  
KGO 810AM KCBS 740AM KNBR 680AM  
Local emergency stations: 510AM or 1610AM

### School Plan

#### Our Children:

Name \_\_\_\_\_ Age \_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_ School \_\_\_\_\_

**I have authorized these people to pick up my child from school :** \_\_\_\_\_

\_\_\_\_\_

The above people, as well as my spouse and children, know the family's secret password. My children have been told not to go anywhere with any person who does not know this password.

**Signed** \_\_\_\_\_



CALL 9-1-1

For Life-Threatening Emergencies or Fire

## Emergency Supplies Plan

- Water: Minimum of 2 gallons of water per person for 3 to 7 days. The more water you store, the better off you will be.  
 \_\_\_people in household x 2 gals. = \_\_\_gals/day
- Food: 3 day minimum supply for family members and pets.
- Mini-survival kits in cars and at workplaces

### I KNOW WHERE I HAVE:

- First aid kit, prescription drugs, & glasses
- Flashlight and extra batteries
- Battery-powered or hand-crank radio and cell phone charger
- Sanitation supplies
- Cash designated for emergencies
- Wrench or pliers to turn off utilities
- Camping gear that doubles as emergency equipment: camping stoves, tents, lanterns, sleeping bags, etc. Store gear near your emergency supplies if possible.

## Maintenance Schedule

Check and/or replace as necessary

▶ Every 6 months	<u>Dates to Check</u>
Batteries for flashlights, smoke detectors, radios, etc.	_____
Rotate Water Supply	_____
Review family plans	_____
Conduct a fire drill	_____
▶ Every year	
Rotate canned goods/food	_____
Replace emergency meds.	_____
Update school release forms	_____
▶ Every two years	
Update personal property inventory	_____
Update insurance policies	_____
Update school release forms	_____

## Fire Hazard Mitigation Plans

### PROTECTING LIVES

- We keep fresh batteries in our smoke detectors.
- We have at least one A-B-C fire extinguisher in our home and know how to use it.
- We do not overload our electrical outlets.
- We store flammable liquids in air-tight containers away from ignition sources (such as pilot lights, etc.).

### PROTECTING LANDSCAPE

- We keep our property clear of excess and dead vegetation and highly flammable plants.
- We have trimmed branches that hang over our home.
- We trim grass and vegetation at least 30 feet around our home.
- We have garden hoses connected to outside faucets.
- We store firewood away from our house.

### HOME MAINTENANCE

- We have spark arrestors on our chimneys.
- Our roof is fire resistant or treated with a fire retardant.
- We keep our roof and gutters clear of leaves and other combustible materials.
- Our house numbers are large and easily read the street.

## Earthquake Mitigation Plan

- My family and I have read this worksheet and have prepared our emergency supplies.
- We have attached the necessary tools to the utility shut-off valves.
- We have done a home hazard hunt and have corrected the hazards we have found.
- We know how to find out where emergency shelters are located.

## Emergency Action Plan

- Stay calm!
- Check for injuries. Call 911 for life threatening injuries only. Otherwise, do not use the phone.
- Locate emergency supplies and flashlight.
- Turn your portable radio on and listen for instructions.
- Wear protective clothing

### EARTHQUAKE

- Duck, cover, and hold
- Move away from windows, bookshelves, cabinets, and exterior walls.
- Pay attention to damaged utilities. Shut off those utilities that are damaged.
- Check for structural damage.
- Check on neighbors
- Prepare for aftershocks
- Keep streets clear for emergency traffic

### FIRE

- Get out and stay out of burning buildings
- Alert neighbors if safe to do so
- Carry damp towels
- Dress in cotton or wool pants, long sleeved shirt, goggles, and gloves.
- Only fight fires less than 3 feet tall

### EVACUATION

- Evacuate if told by authorities to do so
- Grab emergency supplies
- If time permits:
  - take items listed in next column
  - close windows, blinds, and doors
  - shut off damaged utilities
- Lock doors and windows when leaving

If time permits, leave a note on the inside of your front door, to let people know you have evacuated and indicate where they can find you.

## Evacuation Plan

Determine in advance what items you would want to take with you if asked to evacuate.

### Things to grab if you only had...

#### 5 minutes

#### Location to Find

- Emergency supply kit \_\_\_\_\_
- Portable Radio \_\_\_\_\_
- Vital medications \_\_\_\_\_
- Pets \_\_\_\_\_
- Cash, credit cards, ID \_\_\_\_\_
- Addresses/Contact Info. \_\_\_\_\_
- Damp Towel for Smoke \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### 1 hour

- Family Photos, negatives \_\_\_\_\_
- Clothing & sturdy shoes \_\_\_\_\_
- Vital documents \_\_\_\_\_
- Computer and/or files \_\_\_\_\_
- Financial/Insurance docs. \_\_\_\_\_
- Stocks and bonds \_\_\_\_\_
- Business records \_\_\_\_\_
- Family heirlooms \_\_\_\_\_
- Art, jewelry, collectables \_\_\_\_\_
- Toys/Activities for kids \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



## Escape Route & Utilities Plan

Use this page to draw a floorplan of your house or apartment. Make a floorplan for each story of your home.

- ▶ Indicate exits from each room (doors, windows), include escape ladders, ropes, etc.
- ▶ Identify location of emergency supplies.
- ▶ Mark location of utility shut-off valves, circuit breakers or fuses. Ensure all family members know their location and how to turn them off.
- ▶ Identify fire extinguisher(s) and be sure all family members know how to use one.
- ▶ Family will reunite near the house at \_\_\_\_\_ or at \_\_\_\_\_.

