



Family Preparedness Plan

Family Name
Family Address
Family Phone Number
Directions to Residence

MORE Preparedness Information at:

www.guilfordhealth.org

About Your Family Preparedness 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 preparedness plan. It is not all-inclusive and should be modified by the user to suit individual or family needs.

This plan can be filled in as an electronic version or printed and filled in by hand. If filled in by hand, it is suggested that one use a pencil for ease of making future corrections to information contained in the document.

Keep this plan updated with current and correct information.

Update and review plan:

Last update:

Next update:

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Household Members

Household Members Relation/Birth Date Social Security Number

Pets Pet License # Vet name & number

Remember, pets have special needs during disasters. You should put plans in place to kennel pets if you have to evacuate and shelter. Keep copies of all pets' shots where you can retrieve them to take with the pets to where they will be sheltered. Always keep tags and name ID tags on your pets and up to date.

Household Information

Home Address: _____

Phone 1: _____ Phone 2: _____

E-mail 1: _____

E-mail 2: _____

Car Information:

Car 1: Make _____ / Model _____ / Year _____ / License # _____

Car 2: Make _____ / Model _____ / Year _____ / License # _____

Car 3: Make _____ / Model _____ / Year _____ / License # _____

Emergency Numbers

CALL 911 FOR EMERGENCY

Doctor # 1: _____

Doctor # 2 : _____

Doctor # 3 : _____

Fire Number: _____

Police Number: _____

Ambulance Number: _____

Poison Control Number: _____

Hospital Emergency Room Number: _____

Name/Number: _____

Name/Number: _____

Name/Number: _____

Name/Number: _____

Name/Number: _____

Name/Number: _____

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

Utilities and Services Contacts

Organization Name Water/Sewer	Address	Contact
	Note	Phone
Organization Name Electric	Address	Contact
	Note	Phone
Organization Name Gas	Address	Contact
	Note	Phone
Organization Name Phone/cable	Address	Contact
	Note	Phone
Organization Name Home Medical	Address	Contact
	Note	Phone

Insurance/Other Information

Name	Policy#/Other Information	Phone

Family/Friends/Neighbors

Name	Address/Physical Location to Home	Phone	E-mail Address	Cell phone Number
		Hm./Wk. Phone		
		Hm./Wk. Phone		
		Hm./Wk. Phone		
		Hm./Wk. Phone		

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

Out-of-Area Contact #1

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

Important: During disasters, use phone for emergencies only. Local phone lines may be tied up. Make one call out-of-area to report in. Let this person contact others.

Out-of-Area Contact #2

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

Work, School, and Other Contacts

Household Member Name	Work/School/Other	Disaster Procedures*
	Address	
	Phone	
Household Member Name	Work/School/Other	Disaster Procedures*
	Address	
	Phone	
Household Member Name	Work/School/Other	Disaster Procedures*
	Address	
	Phone	
Household Member Name	Work/School/Other	Disaster Procedures*
	Address	
	Phone	
Household Member Name	Work/School/Other	Disaster Procedures*
	Address	
	Phone	
Household Member Name	Work/School/Other	Disaster Procedures*
	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 Procedures

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

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.

Family Member 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
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

Note: Keep at least seven days of vital medications and supplies on hand. Talk to your health care provider before storing medications.

Last update of this page: _____

Pharmacy/Doctors/Specialists

Pharmacist 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. If additional information is needed, tape or staple another sheet of paper.

Last update of this page: _____

Home Layout/Diagram



Draw a layout of your home. Make sure you include locations of utility shutoffs and safety equipment like fire extinguishers, disaster supplies, etc.

Utility Control

Locate and mark utility control points in your home (electricity, water, gas, propane).

Provided by the Guilford County Department of Public Health, www.guilfordhealth.org

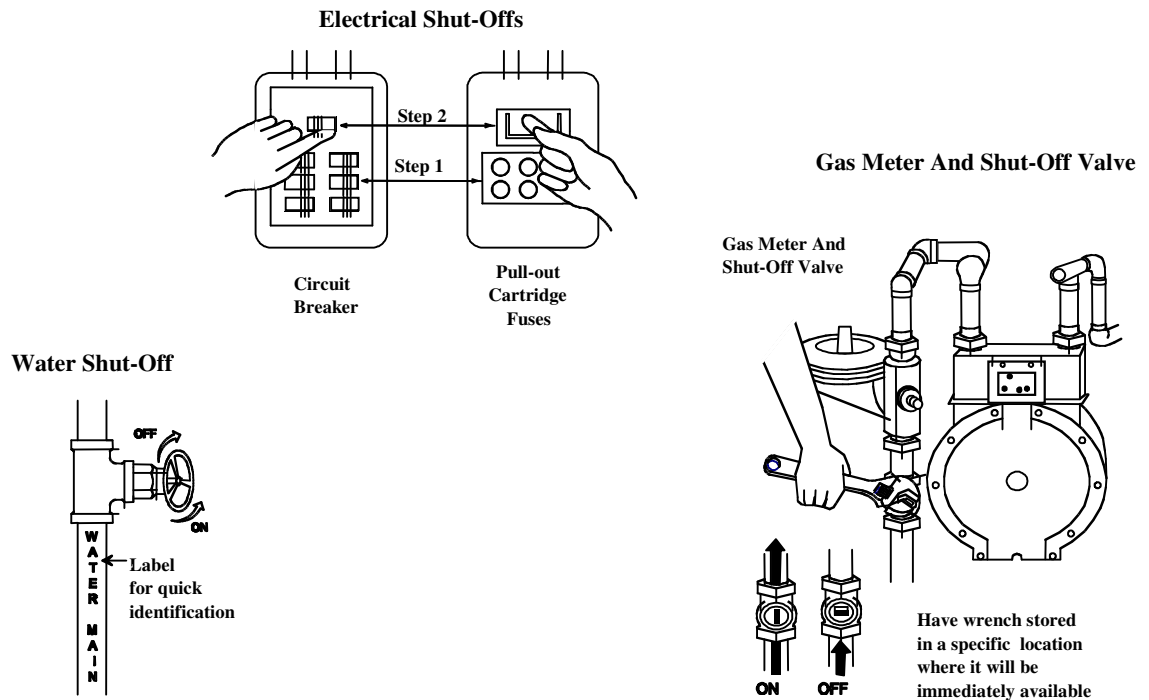
Household Inventory

Develop a list of your valuables in a household inventory and keep it in a safe place. Indicate location here.

Family Assets

Develop a list of family assets like investments, IRA, etc. and list the location of where these can be found and or accessed here.

Utility Control



Electricity:

In the event 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 to “Off” last.

To restore electricity, 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 at the meter 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’s help.

Propane: If you live in an area that uses outdoor propane or LPG 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.

Additional notes:

Recommended Contents for Family Disaster Supplies Kit

Container

What should I put my family's disaster supplies kit in? Disaster supplies kits can be large or small depending on how many persons you have to gather supplies for in your household. Remember that for your home disaster supplies kit you should include supplies for everyone in your household, including pets. This may make a difference in what type of container you use for your kit. Next, remember that you may not be the one picking up or carrying the disaster supplies kit. Everyone should be able to get the kit and evacuate the home quickly. Some containers have wheels, some have straps and carrying handles to make evacuating quicker and easier.

Below are some options of types of containers to use for your disaster supplies kit. You may have something to use already or you may need to purchase one. Either way, you will need something dedicated for your disaster supplies kit. Mark it clearly so that everyone is aware of the contents.



Food and Water

How long can food supplies be stored? To judge how long you can store food supplies, look for an “expiration date” or “best if used by” date on the product. If you cannot find a date on the product, then the general recommendation is to store food products for six months and then replace them.

Some households find it helpful to pull food products for their regular meals from their disaster supplies kit and replace them immediately on an ongoing basis, so the food supplies are always fresh.

What kinds of food supplies are recommended to store in case of a disaster?

- Avoid foods that are high in fat and protein and don't stock salty foods, since they will make you thirsty. Familiar foods can lift morale and give a feeling of security in time of stress. Also, canned foods won't require cooking, water or special preparation. Take into account your family's unique needs and tastes. Try to include foods they will enjoy and that are also high in calories and nutrition.
- Store supplies of non-perishable foods and water in a handy place. You need to have these items packed and ready in case there is no time to gather food from the kitchen when disaster strikes. Sufficient supplies to last several days to a week are recommended.
- Select foods that require no refrigeration, preparation or cooking, and little or no water. Foods that are compact and lightweight are easy to store and carry.
- Try to eat salt-free crackers, whole grain cereals and canned food with high liquid content.

Recommended Foods

- ❑ Ready-to-eat canned meats, fruits and vegetables. (Be sure to include a manual can opener)
- ❑ Canned juices, milk and soup (if powdered, store extra water).
- ❑ High-energy foods, such as peanut butter, jelly, crackers, granola bars and trail mix.
- ❑ Comfort foods, such as hard candy, sweetened cereals, candy bars and cookies.
- ❑ Instant coffee, tea bags.
- ❑ Foods for infants, elderly persons or persons on special diets, if necessary.
- ❑ Compressed food bars. They store well, are lightweight, taste good and are nutritious.
- ❑ Trail mix. It is available as a prepackaged product or you can assemble it on your own.
- ❑ Dried foods. They can be nutritious and satisfying, but have some have a lot of salt content, which promotes thirst. Read the label.
- ❑ Freeze-dried foods. They are tasty and lightweight, but will need water for reconstitution.
- ❑ Instant Meals. Cups of noodles or cups of soup are a good addition, although they need water for reconstitution.
- ❑ Snack-sized canned goods. Good because they generally have pull-top lids or twist-open keys.
- ❑ Prepackaged beverages. Those in foil packets and foil-lined boxes are suitable because they are tightly sealed and will keep for a long time

Foods to Avoid

- ❑ Commercially dehydrated foods. They can require a great deal of water for reconstitution and extra effort in preparation.
- ❑ Bottled foods. They are generally too heavy and bulky, and break easily.
- ❑ Meal-sized canned foods. They are usually bulky and heavy.
- ❑ Whole grains, beans, pasta. Preparation could be complicated under the circumstances of a disaster.

What is the basis for the Red Cross recommendation to store supplies to last several days to a week? The American Red Cross recommendations to have food, water and other emergency supplies on hand are not new, and are considered reasonable in case of any disaster. Our recommendations are to have supplies to last several days to a week, per person.

Some families may choose to store supplies to last several weeks or more. Certainly, if they wish to do so, they may. It is always wise to have sufficient food and water supplies on hand in case access to such supplies may be disrupted by a disaster.

Water

What kinds of containers are recommended for storing water? Make sure the water storage container you plan to use is of food grade quality, such as 2-liter soda bottles, with tight-fitting screw-cap lids. Milk containers are not recommended because they do not seal well.

Should water be treated before storing it? If your local water is treated commercially by a water treatment utility, you do not need to treat the water before storing it. Treating commercially treated water with bleach is superfluous and not necessary. Doing so does not increase storage life. It is important to change and replace stored water every six months or more frequently.

If your local water is not treated commercially by a water treatment facility, that is, if your water comes from a public well or other public, non-treated system, follow instructions about water storage provided by your public health agency or water provider. They may recommend treating it with a small amount of liquid household bleach. Still, it is important to change and replace stored water every six months or more frequently.

If your local water comes from a private well or other private source, consult with your local public health agency about recommendations regarding storage of water. Some water sources have contaminants (minerals or parasites) that cannot be neutralized by treatment with liquid household chlorine bleach. Only your local public health agency should make recommendations about whether your local water can be safely stored, for how long, and how to treat it.

Can I use bottled water? If you plan to use commercially prepared "spring" or "drinking" water, keep the water in its original sealed container. Change and replace the water at least once a year. Once opened, use it and do not store it further.

More about water:

- Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.
- An active person needs to drink at least two quarts 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.
- Keep at least a three-day supply of water per person (two quarts for drinking, two quarts for each person in your household for food preparation/sanitation).

First Aid Supplies

First aid kits come in many shapes and sizes. You can purchase one from a drug store or your local American Red Cross Chapter or you can make your own. Kits are designed for a variety of locations including your home, office or automobile. They're also important to have for special activities such as hiking, camping or boating. Whether you buy a first aid kit or put one together yourself, make sure it has all the items you need to be prepared for emergencies. See the following inventory list, but also be sure to include any personal items, such as medications and emergency phone numbers, or items your

health care provider may suggest. Check the kit regularly to make sure flashlight batteries work, out-of-date contents are replaced and expiration dates are current. Remember, the contents of a first aid kit can be dangerous in the hands of young children, so store your first aid kit in a secure place.

First Aid Kit Suggestions

- First Aid Cream
- Triangular Bandage
- First Aid Tape
- Gauze Pads and Roller Gauze (assorted sizes)
- Antibacterial Ointment
- Hand Wipes
- Disposable Gloves
- Hand Sanitizer
- Rescue Breathing Barrier
- Pencil and Notepad
- Antiseptic Wipes
- Plastic Bags
- Band-Aids (assorted sizes)
- Safety Pins
- Blanket
- Scissors and Tweezers
- Cold Pack
- Small Flashlight and Extra Batteries
- Combined Sterile Dressings
- SOS Banner
- Gauze Pads and Roller Gauze (assorted sizes)
- Sting Relief Pads
- Conforming Bandages
- Syrup of Ipecac (use only if instructed by Poison Control Center)
- Non-aspirin pain relievers

Tools, Supplies, Clothing and Bedding

Supplies and Tools

Items marked with an asterisk are recommended.

- Mess kits, or paper cups, plates, and plastic utensils*
- Emergency preparedness manual*
- Battery-operated radio and extra batteries*
- Flashlight and extra batteries *
- Cash or traveler's checks, change*
- Non-electric can opener, utility knife*
- Fire extinguisher: small canister ABC type
- Tube tent
- Pliers
- Tape
- Compass
- Matches in a waterproof container
- Aluminum foil
- Plastic storage containers
- Signal flare
- Paper, pencil
- Needles, thread
- Medicine dropper
- Shut-off wrench to turn off household gas and water
- Whistle
- Plastic sheeting
- Map of the area (for locating shelters)

Sanitation

- Toilet paper, towelettes
- Soap, liquid detergent
- Feminine supplies
- Personal hygiene items
- Plastic garbage bags, ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach

Clothing and Bedding

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

- Sturdy shoes or work boots
- Rain gear
- Blankets or sleeping bags
- Hat and gloves
- Thermal underwear
- Sunglasses

Special Items and Important Family Documents

Remember family members with special requirements.

For Baby

- Formula
- Diapers
- Bottles
- Powdered milk
- Medications

For Adults

- Heart and high blood pressure medication
- Insulin
- Prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eyeglasses
- Non-Prescription Drugs
- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication
- Antacid (for stomach upset)
- Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- Laxative
- Activated charcoal (use if advised by the Poison Control Center)

Important Family Documents

Store in a waterproof, portable container

- Will, insurance policies, contracts deeds, stocks and bonds
- Passports, social security cards, immunization records
- Bank account numbers
- Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)

Important notes:

This document was last updated on: