

Family Disaster Plan

The following is an outline for consideration in a family disaster plan. It allows for step by step direction with each step being identified ahead of time.

The most important step in a disaster plan is - using it!

1. SHUTTING HOUSE DOWN

This section can be adapted for shutting down your home for disaster or vacation

Notify:

Who do you notify that you are evacuating or will be gone?

Check calendar for pending items

Mail held or picked up

Newspaper stopped

Household:

***WARNING: Before shutting utilities off – check with your utility company**

Turn off hot water heater

Turn off ice maker

Garbage out

Toilets off

Water plants

Windows closed and locked

Blinds/curtains closed

Close interior doors

*Water turned off at main

Lock exterior buildings

Sprinklers off

Garage door locked

Disconnect propane tank from grill and store both in safe place

Unplug electrical appliances:

Garbage Disposal

Dish Washer

Coffee Pot

Clocks

VCR/DVD Player

Can Opener

Microwave

Fans

Clothes Washer/Dryer

Televisions

Toaster

Lamps

Answering Machine

Telephones

Radios

Computer/Printer

2. SCHEDULED UPDATES OF PLAN

Update Disaster Plan

Each _____ (month of the year that you will check supplies):

Check emergency supplies:

First Aid Supplies

Food & Water

Flashlights & Extra Bulbs

Batteries

Update addresses/telephone numbers

3. IMPORTANT ITEMS TO PACK

These are items that you may need to think of securing:

Retirement papers

Cash

Address Book

List of Physicians

Insurance papers

Wills

Credit cards

Extra set of car keys

Marriage/birth certificates

Bonds

Passports

Social Security cards

Military discharge papers

Photo ID

Check book

Deeds & Titles

Recent photos of house contents

House & Safety Deposit Box

List styles and serial numbers of medical devices such as pacemakers

Items in safe deposit boxes need to be sealed in plastic bags - water can enter the boxes & may destroy important papers, etc.

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4. THINGS TO PACK AND TAKE FROM HOUSE:

What is important to you and where is it located

5. THINGS TO PACK AND LEAVE IN SAFE PLACE IN HOUSE:

What items do you need to provide for (i.e.: plants, photos, paintings, etc)

6. EVACUATION:

If you have several days before you need to evacuate here are suggestions of items that may need to be completed before evacuation:

72 HOURS BEFORE evacuation:

Load bottled water into freezer

Check supplies and shop for supplies that are needed – do not forget bulk ice and water

E-mail friends and family of evacuation and provide telephone tree telephone contact number

Take new photos annually of interior and exterior of home, any buildings on property and contents

48 HOURS BEFORE evacuation:

Does anything need done outside – lawn furniture or decorations stored away

Back the computer up on discs

Take photos of house – interior and exterior

Check on congregation and neighborhood

36 HOURS BEFORE evacuation:

Fill automobile gas tanks and proper gas containers

Get money from bank

Clean refrigerator

Gather household items together to pack to take with or put in safe place

Pictures and wall hangings off walls

Items wrapped or stored in plastic as needed

Charge cell phones, radio, walkie talkies, lap top computer batteries, etc

24 HOURS BEFORE evacuation:

Activate telephone tree

Pack NOAA weather radio and scanner

Print out email addresses

Fill washer and bath tub with water

Load vehicles

IF sheltering out of the area, greater than 3 hours away - **LEAVE**

IF sheltering locally: **LEAVE 12 - 24 hours prior** to expected time of event

7. INFORMATION:

What are the important telephone numbers for services/information that you will need to know i.e.: Emergency Management, power, garbage, and water companies, etc. Have these telephone numbers in your disaster plan.

WATER TREATMENT:

Boil water 3-5 minutes

Cool

Pour between clean containers several times

OR

8 drops of bleach (unscented) to 1 gallon of water

Let stand 30 minutes

Bottled water should be used or rotated out of your emergency supplies and replaced every 6 months

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GARBAGE AFTERWARDS:

Know the guidelines in your local area for:

Normal household garbage	Biohazard material
Yard debris	Construction debris

DISTRUBUTION SITES:

(Ice/Food/Water):
Where will this be available?

LOCAL RADIO STATIONS:

Identify radio stations with generators and note their AM/FM location on the dial.

TELEPHONE NUMBERS:

Insurance:

Automobile	Home owners/renters
Life	Recreational vehicles

Family and friends:

Monthly bills with addresses and account numbers

There are sites on the internet that allow you to have someone else develop your disaster plan – for a fee.

SUGGESTED ITEMS FOR PERSONAL EVACUATION KIT

First Aid kit with tweezers	Three changes of under garments
•CPR mask	•Three changes of clothing
Waterless hand cleanser	Poncho
Medications (prescription/over-the-counter)	Laundry bag
Razor/shaving crème	Paper towels
Toothbrush & paste	Toilet paper
Dental floss	Garbage bags with twist ties
Comb/brush	Sewing kit
Bar soap	•Flashlight & batteries
Feminine care products	Light stick
Towel/wash cloth	Matches
Shampoo/conditioner	•Whistle
Deodorant	Work gloves
Kleenex	Reading & sunglasses
Wet towelettes	Reading materials
Lip balm	Word puzzle book
Eye glass lens cleaner	Note pad with pen & pencil
Sunscreen	Collapsible drinking cup
Disposable camera	Snacks

What not to pack in your evacuation kit:

Flammable materials, items with strong odors, valuables, cash, and credit cards

Disaster Buckets

- Flashlight & Batteries
- Radio – battery operated
- Batteries
- Whistle
- Dust mask
- Pocket knife
- Emergency cash in small denominations and quarters for phone calls
- Sturdy shoes, a change of clothes, and a warm hat (at least a 3 day supply)
- Local map
- Some water and food (at least a 3 day supply)
- Permanent marker, paper and tape
- Photos of family members and pets for re-identification purposes
- List of emergency point-of -contact phone numbers
- List of allergies to any drug (especially antibiotics) or food
- Copy of health insurance and identification cards
- Extra prescription eye glasses, hearing aid or other vital personal items
- Prescription medications and first aid supplies
- Toothbrush and toothpaste
- Extra keys to your house and vehicle
- Any special-needs items for children, seniors or people with disabilities. Don't forget to make a Go-bag for your pets