



Here is how to create your Family Disaster Plan:

1. Meet with your family and discuss the types of disasters that are most likely to happen. Explain what to do in each case. Everyone should know what to do in case all family members are not together. Discussing disasters ahead of time will help reduce fear and anxiety and will help everyone know how to respond.

2. Pick two places to meet:

_____ (Right outside of your home in case of a sudden emergency, like a fire.)

_____ (Outside of your neighborhood in case you can't return home or are asked to leave your neighborhood.) Everyone must know the address and phone number of the meeting location.

3. Develop an emergency communication plan. In case family members are separated from one another during floods or other disasters, have a plan for getting back together. Separation is a real possibility during the day when adults are at work and children are at school.

4. Ask an out-of-town relative or friend to be your "family contact."

_____ (Your contact should live outside of your area. After a disaster, it is often easier to make a long distance call than a local call. Family members should call the contact and tell him or her where they are. Everyone must know the contact's name, address, and phone number.)

5. Go through the checklist below to ensure your family is prepared.

Family Plan Checklist

PHASE 1 – PREPARATION	Not Started	In Progress	Complete
Post by phones emergency telephone numbers (fire, police, ambulance, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teach all responsible family members how and when to turn off the water, gas, and electricity at the main switches or valves. Keep necessary tools near gas and water shut-off valves. Turn off utilities only if you suspect a leak or damaged lines, or if you are instructed to do so by authorities. If you turn the gas off, you will need a professional to turn it back on.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check if you have adequate insurance coverage. Ask your insurance agent to review your current policies to ensure that they will cover your home and belongings adequately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Install smoke alarms on each level of your home, especially near bedrooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Get training from the fire department on how to use your fire extinguisher (A-B-C type), and show family members where extinguishers are kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect your home at least once a year for potential electrical, chemical, and fire hazards and fix them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stock emergency supplies and assemble a Disaster Supplies Kit for your home (See Appendix 1, Attachment 4) Also assemble an Evacuation Kit with items you may need in case of an evacuation. Store these supplies in sturdy, clearly labeled, easy-to-carry containers, such as backpacks or duffel bags. Replace stored food and water every six months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep a portable, battery-operated radio or television and extra batteries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider using a NOAA Weather Radio with a tone-alert feature. NOAA Weather Radio is the best means to receive warnings from the National Weather Service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take a Red Cross first aid and CPR class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you are disabled or have special needs, contact your local emergency management office now. Many local emergency management offices maintain registers of people with disabilities and their needs so they can be located and assisted quickly in a disaster.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan home escape routes --the best routes to escape in the event of a fire or other emergency that would require you to leave the house quickly. Find two ways out of each room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Find the safe places in your home for each type of disaster.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make two photocopies of vital documents such as birth and marriage certificates, tax records, credit card numbers, financial records, and wills and trusts and keep the originals in a safe deposit box. Keep one copy in a safe place in the house, and give the second copy to an out-of-town friend or relative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make a complete inventory of your home, garage, and surrounding property. The inventory can be either written or videotaped. Include information such as serial numbers, make and model numbers, physical descriptions, and price of purchases (receipts, if possible). Store a copy of the record somewhere away from home, such as	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make a complete inventory of your home, garage, and surrounding property. The inventory can be either written or videotaped. Include information such as serial numbers, make and model numbers, physical descriptions, and price of purchases (receipts, if possible). Store a copy of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Conduct fire and emergency evacuation drills at least twice a year. Mark your evacuation routes on a map; keep the map in your Evacuation Kit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the test button to test your smoke alarms once a month.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you have battery-powered smoke alarms, replace batteries at least once a year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replace your smoke alarms every 10 years. Smoke alarms become less sensitive over time. Replacing them every 10 years is a joint recommendation by the National Fire Protection Association and the U.S. Consumer Products Safety Commission .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Look at your fire extinguisher to ensure it is properly charged. Use the gauge or test button to check proper pressure. Follow manufacturer's instructions for replacement or recharging fire extinguishers. If the unit is low on pressure, damaged, or corroded, replace it or have it professionally serviced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you live in a 9-1-1 service area, teach children how and when to call 9-1-1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cut away dead or diseased branches or limbs from trees and shrubs if there is time for the rubbish to be collected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare a list of boarding facilities and veterinarians who could shelter animals in an emergency; include 24-hour phone numbers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep a list of "pet friendly" places, including their phone numbers, with other disaster information and supplies. If you have notice of an impending disaster, call ahead for reservations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ask friends, relatives, or others outside of the affected area whether they could shelter your animals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carry pets in a sturdy carrier. Animals may feel threatened by some disasters and become frightened or try to run.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have identification, collar, leash, and proof of vaccinations for all pets. Veterinarian records may be required by some locations before they will allow you to board your pets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assemble a portable pet disaster supplies kit. Keep food, water, and any special pet needs in an easy-to-carry container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have a current photo of your pets in case they get lost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a last resort, if you absolutely must leave your	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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As a last resort, if you absolutely must leave your pets behind, prepare an emergency pen in the home that includes a three-day supply of dry food and a large container of fresh water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bring things indoors that may be blown around.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If strong winds are expected, cover the outside of all the windows of your home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If flooding is expected, consider using sand bags to keep water away from your home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn off electricity at the main fuse or breaker, and turn off water at the main valve. Unless local officials advise otherwise, leave natural gas on, but turn off propane gas service. Propane tanks often become damaged or dislodged in disasters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evacuate immediately if told to do so and notify your family contact where you are going and when you expect to get there. Relatives and friends will be concerned about your safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 2 – IMPACT	Not Started	In Progress	Complete
Listen to local radio or television and follow the instructions of local emergency officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wear medical alert tags or bracelets to identify your disability in case of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 3 – IMMEDIATE RESPONSE	Not Started	In Progress	Complete
Wear protective clothing and sturdy shoes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for injuries. Give first aid and get help for seriously injured people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confine or secure your pets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check for damage in your home and identify any potential hazards such as fire, gas leaks, electrical system damage, sewage or water line damage, chemical spills, or loose plaster or damaged ceilings. Take pictures of the damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact your insurance agent to make a claim for damages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listen to local radio or television for news and instructions. Local authorities will provide the most appropriate advice for your particular situation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Let your family contact know your condition and location and then do not use the telephone again unless it is a life-threatening emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 4 – RELIEF	Not Started	In Progress	Complete
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 5 – RECOVERY	Not Started	In Progress	Complete