



Everyday Preparedness

FAMILY EMERGENCY PLAN WORKSHEET

Find out what could happen:

- Ask what types of disasters are most likely to happen.
- Learn about your community's warning signals: what they sound like and what you should do when you hear them.
- Ask about animal care.
- Find out about disaster plans at your workplace, your children's school or day care center.

Create a family disaster plan:

- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet (one right outside your home in a sudden emergency like a fire, and one outside your neighborhood).
- Ask an out-of-state friend to be your "family contact."
- Discuss what to do in an evacuation.
- Make a list of important documents, medications and valuable items to take with you in the event of evacuation. (Family photos, medical records, legal documents – anything irreplaceable.)
- Make provisions for animals.

Complete this checklist:

- Post emergency telephone numbers by phones.
- Teach children how and when to call 911.
- Show all family members how and when to shut off water, gas and electricity at the main switches.
- Teach each family member how to use a fire extinguisher and show them where it's kept.
- Install smoke detectors on every level of your home, especially near bedrooms.
- Conduct a home hazard hunt.
- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Take a Red Cross first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of your bedroom.
- Find the safe spots in your home for each type of disaster.

Practice and maintain your plan:

- Quiz your kids every six months so they remember what to do.
- Conduct fire and emergency evacuation drills.
- Replace stored water every three months and stored food every six months.
- Test and recharge your fire extinguishers.
- Test your smoke detectors monthly and change the batteries at least once a year.



Use this template to help you with the questions and checklists above.

Discussion questions for your family:

- What will you take with you?
- Where will you go?
- What will you need to “shelter in place” (quarantined or confined to home)?
Do you have those items (or enough of those items)?
- How will you escape your home?
- Where will you meet your family members?
- What route will you take out of your neighborhood if evacuation becomes necessary? Do you have an alternate route?

Action Item	How?	What Tools/Resources Do I Need to Complete This?	Target Completion Date