

# FAMILY EMERGENCY PLAN

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# FAMILY EMERGENCY PLAN

## INTRODUCTION

Being prepared can reduce fear, anxiety, and losses that accompany disasters. Communities, families, and individuals should know what to do in the event of a fire and where to seek shelter during a tornado. You should be ready to evacuate your home and take refuge in public shelters and know how to care for basic medical needs.

Disasters disrupt hundreds of thousands of lives every year. Each disaster has lasting effects, both to people and property. If a disaster occurs in your community, local government and disaster-relief organizations will try to help you, but you need to be ready, as well. Local responders may not be able to reach you immediately, or they may need to focus their efforts elsewhere. You should know how to respond to severe weather or any disaster that could occur in your area (e.g., hurricanes, earthquakes, extreme cold, flooding, or terrorism, etc.). You should be ready to be self-sufficient for at least three days. This may mean providing for your own shelter, first aid, food, water, and sanitation.

This guide includes:

- Planning Forms
- Planning Checklists
- Family Member Emergency Card Template
- Recovery Tips
- List of National Disaster Organizations
- List of additional Disaster Education Websites

## FAMILY MEMBER INFORMATION

<b>Name:</b>		
<b>Date of Birth:</b>		
<b>Primary Residence:</b>	<input type="checkbox"/> Family Home <input type="checkbox"/> School <input type="checkbox"/> Other	If School or Other indicate: Name: Address: Telephone:
<b>Cell Phone:</b>		
<b>Important Medical Information</b>	Medical Conditions:	Medications:
<b>Alternate Contact Information</b>	Work:	Daycare:

RECOVERY SOLUTIONS



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	School:	Other:
Name:		
Date of Birth:		
Primary Residence:	<input type="checkbox"/> Family Home <input type="checkbox"/> School <input type="checkbox"/> Other	If School or Other indicate: Name: Address: Telephone:
Cell Phone:		
Important Medical Information	Medical Conditions:	Medications:
Alternate Contact Information	Work:	Daycare:
	School:	Other:

Name:		
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# FAMILY EMERGENCY PLAN

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# FAMILY EMERGENCY PLAN

## HOUSEHOLD EMERGENCY CONTACTS

CONTACT	NAME	TELEPHONE NUMBER	POLICY INFORMATION OR OTHER NOTES
Doctor(s):			
Pharmacist:			
Nearest Public Shelter <i>(Police Dept, Fire Department, Community Center, Church, etc.)</i>			
Nearest Emergency Room:			
Nearest Urgent Care Center:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Day Care Provider:			
Trusted Neighbor:			
Nearest Relative:			
Veterinarian:			
Other (describe):			



# FAMILY EMERGENCY PLAN

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## EVACUATION/SHELTER IN PLACE INFORMATION


<b>Home Emergency Shelter in Place Location</b> (For example: basement, specific interior room with no windows, etc.)	
<b>Evacuation Location</b> Designate a pre-determined location where family members will meet if home, school or other facilities are evacuated.	
<b>Warning System Procedures</b> Describe the steps that your family is to take as various community warnings are activated.	

## ESCAPE ROUTES

Describe below the safest and quickest routes that the family has been trained to use to evacuate the home if necessary.

Evacuate From	Escape Route
First Floor	
Second Floor	
Basement	

## SCHOOL EMERGENCY PROCEDURES

<b>School Name</b>	
<b>Family Members Attending this School</b>	
<b>Address</b>	
<b>Emergency Status Report Telephone Number</b>	
<b>Emergency Status Report Email Address</b>	
<b>Emergency Evacuation Assembly Location</b>	



# FAMILY EMERGENCY PLAN

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<b>School Name</b>	
<b>Family Members Attending this School</b>	
<b>Address</b>	
<b>Emergency Status Report Telephone Number</b>	
<b>Emergency Status Report Email Address</b>	
<b>Emergency Status Twitter Account</b>	
<b>Emergency Evacuation Assembly Location</b>	

## PETS

Name	Type (e.g., Dog, Cat, etc.)	Breed	Micro Chip Y/N	Approx Height & Weight	Identifying Coloring or Marks

## FAMILY EMERGENCY KITS

### 1. Home Emergency Kit

Consider creating a family emergency kit within the home. This kit should be placed in a plastic water-resistant container. All members of the household should be instructed as to where to locate this kit in an emergency.



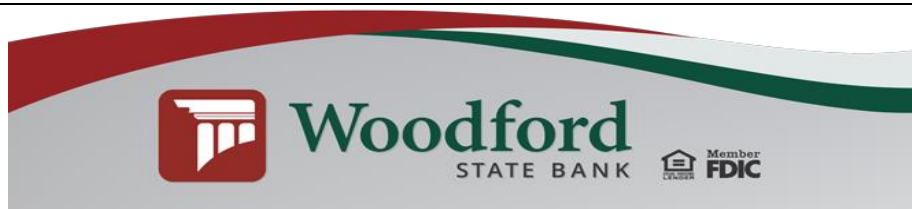
# FAMILY EMERGENCY PLAN

Storage Location	
Contents	
<i>Note: Develop a plan to review the contents annually, replacing missing items and perishable items (e.g., batteries).</i>	
X	Description
	3 day supply of water (one gallon water per person, per day)
	3 day supply of non-perishable food
	Portable, battery-powered radio and extra batteries
	Flashlight and extra batteries
	First Aid Kit (Refer to First Aid Checklist)
	Sanitation and hygiene items (toilet paper, moist towelettes, etc.)
	Whistle
	Extra clothing, shoes, outerwear
	Cash and coins
	Waterproof containers
	Matches
	Sleeping bags or blankets (one per person)
	Plastic refuse bags
	Infant items (if applicable) formula, diapers, bottles, pacifiers, baby food
	Photocopy of the Family Emergency Plan
	Photocopy of family member identification cards
	Recent photographs of each family member
	Critical Documents (if not kept in an Safe Deposit Box outside of the home (Refer to Critical Family Document List )
	Fire Extinguisher
	Pet Food and Extra Water
	Can Opener
	Wrench or Pliers to turn off utilities
	Dust Masks (1 for each family member)
	Other items to meet your unique family needs

## 2. Automobile Emergency Kit

Consider creating a modified disaster recovery kit in family member automobiles.

Contents	
<i>Note: Develop a plan to review the contents annually, replacing missing items and perishable items.</i>	
X	Description
	Water
	Non-perishable ("grab and go") food items
	First Aid Kit
	Flares
	Jumper Cables
	Flashlight and extra batteries
	Blanket
	Moist Towelettes
	Whistle





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## CRITICAL FAMILY DOCUMENTS

Store photocopies of critical documents in a watertight container within your Family Emergency Kit. Consider storing original documents in a Bank safe deposit box. Document the box number and the names of the individuals who have keys and are authorized to access the box.

*Consider storing an extra set of house and car keys in this kit.*

<b>CRITICAL DOCUMENT STORAGE LOCATION</b>			
For example, Bank Name (if in a Safe Deposit Box)			
<b>Box Number</b>			
<b>Signers/Key Holders</b>			
<b>X</b>	<b>Description</b>	<b>Original Document Location</b>	<b>Document Photocopy Location</b>
	Personal Identification for all family members		
	Birth certificates for all family members		
	Marriage certificate		
	Drivers licenses		
	Wills		
	Deeds		
	Inventory of household goods		
	Insurance policies		
	Other (describe):		



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## MEDICAL KIT CHECKLIST

X	Description
	Adhesive bandages (various sizes)
	5" X 9" Sterile dressing
	Roller gauze bandage
	3" X 3" sterile gauze pads
	4" X 4" sterile gauze pads
	Adhesive 2" width medical tape
	Germicidal hand wipes
	Hand sanitizer
	Antiseptic wipes
	Medical grade non-latex gloves
	Tongue depressors
	Antibacterial ointment
	Cold pack
	Small pair of scissors
	Tweezers
	Safety pins (assorted sizes)
	Cotton balls
	Thermometer
	Sunscreen
	Dust masks
	Aspirin and non-aspirin pain reliever
	Antacid
	Saline Solution
	Household chlorine bleach (when diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners)
	First Aid Manual

## SANITATION AND HYGIENE CHECKLIST

X	Description
	Towelettes
	Soap
	Hand sanitizer
	Insect repellent
	Lip balm
	Toothbrushes
	Toothpaste
	Deodorant
	Toilet Paper



# FAMILY EMERGENCY PLAN

	Heavy-duty plastic garbage bags and ties for personal sanitation use
	Disinfectant
	Household chlorine bleach
	Small shovel
	Medium size bucket
	1 Gallon size storage bags and ties

## FAMILY MEMBER EMERGENCY INFORMATION

Create Emergency Information Cards for each family member and have them keep with them at all times. The card will contain critical family and household information as well as individual family member medical information.

Consider creating a 911 record within each family member’s smart phone or mobile device in lieu of a paper card as law enforcement personnel are trained to check mobile devices for a 911 record containing critical information.

Family members with serious medical conditions should wear medical alert bracelets to alert first responders to medical conditions that require immediate attention.

FRONT

BACK

<b>Family Emergency Card</b> <i>Dial 911 for Emergency Services</i>			
<b>Name</b>		<b>Family Member Cell Phone Numbers</b>	
<b>Address</b>		<b>Family Member Meeting Place</b>	
<b>Telephone</b>		<b>Meeting Place Phone Number</b>	
<b>Medical Conditions</b>		<b>Allergies</b>	
<b>Medications</b>		<b>Family Physicians and Phone Numbers</b>	

Fold Here



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## RECOVERING FROM A DISASTER

### HEALTH AND SAFETY

Recovering from a disaster is usually a gradual process. Safety is a primary issue, as are mental and physical well-being. If assistance is available, knowing how to access it makes the process faster and less stressful. This section offers some general advice on steps to take after disaster strikes in order to begin getting your home, your community, and your life back to normal.

Your first concern after a disaster is your family's health and safety. You need to consider possible safety issues and monitor family health and well-being.

#### Aiding the Injured:

- Check for injuries
- Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury.
- If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.
- If the victim is not breathing, carefully position the victim for artificial respiration, clear the airway, and commence mouth-to-mouth resuscitation.
- Maintain body temperature with blankets. Be sure the victim does not become overheated
- Never try to feed liquids to an unconscious person.

#### Health Precautions:

- Be aware of exhaustion. Don't try to do too much at once. Set priorities and pace yourself.
- Get enough rest.
- Drink plenty of clean water.
- Eat well.
- Wear sturdy water resistant boots and gloves.
- Wash your hands thoroughly with soap and clean water often when working in debris.

#### Safety Issues:

- Be aware of new safety issues created by the disaster.
- Watch for washed out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged electrical wiring, and slippery floors.
- Inform local authorities about health and safety issues, including chemical spills, downed power



# FAMILY EMERGENCY PLAN

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lines, washed out roads, smoldering insulation, and dead animals.

## RETURNING HOME

### General tips:

- Keep a battery-powered radio with you so you can listen for emergency updates and news reports.
- Use a battery-powered flash light to inspect a damaged home. Note: The flashlight should be turned on outside the home before entering—the battery may produce a spark that could ignite leaking gas, if present.
- Watch out for animals, especially poisonous snakes. Use a stick to poke through debris.
- Use the phone only to report life-threatening emergencies.
- Stay off the streets. If you must go out, watch for fallen objects; downed electrical wires; and weakened walls, bridges, roads, and sidewalks.
- Walk carefully around the outside and check for loose power lines, gas leaks,
- Before you enter your home check for structural damage. If you have any doubts about safety, have your residence inspected by a qualified building inspector or structural engineer before entering.
- Do not enter if:
  - You smell gas.
  - Floodwaters remain around the building.
  - Your home was damaged by fire and the authorities have not declared it safe.

### Natural gas:

- If you smell gas or hear a hissing or blowing sound, open a window and leave immediately. Turn off the main gas valve from the outside, window and leave immediately.
- Turn off the main gas valve from the outside, if you can.
- Call the gas company from a neighbor's residence.
- If you shut off the gas supply at the main valve, you will need a professional to turn it back on.
- Do not smoke or use oil, gas lanterns, candles, or torches for lighting inside a damaged home until you are sure there is no leaking gas or other flammable materials present.

### Sparks, broken or frayed wires:

- Check the electrical system unless you are wet, standing in water, or unsure of your safety.
- If possible, turn off the electricity at the main fuse box or circuit breaker.
- If the situation is unsafe, leave the building and call for help.
- Do not turn on the lights until you are sure they're safe to use.
- You may want to have an electrician inspect your wiring.



# FAMILY EMERGENCY PLAN

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## Roof, foundation, and chimney cracks:

- If it looks like the building may collapse, leave immediately.

## Appliances:

- If appliances are wet, turn off the electricity at the main fuse box or circuit breaker.
- Then, unplug appliances and let them dry out.
- Have appliances checked by a professional before using them again.
- Also, have the electrical system checked by an electrician before turning the power back on.

## Water and sewage systems:

- If pipes are damaged, turn off the main water valve.
- Check with local authorities before using any water; the water could be contaminated. Pump out wells and have the water tested by authorities before drinking.
- Do not flush toilets until you know that sewage lines are intact.

## Food and other supplies:

- Throw out all food and other supplies that you suspect may have become contaminated or come in to contact with floodwater.

## Basement:

- If your basement has flooded, pump it out gradually (about one third of the water per day) to avoid damage.
- The walls may collapse and the floor may buckle if the basement is pumped out while the surrounding ground is still waterlogged.
- Do not enter a flooded basement if you suspect that home mechanical systems have been flooded to avoid electrical danger.



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## NATIONAL DISASTER ORGANIZATIONS

### **Federal Emergency Management Agency**

P.O. Box 2012  
Jessup, MD 20794-2012

### **American Red Cross National Headquarters**

2025 E Street, NW  
Washington, DC 20006  
Phone: (202) 303-4498

### **National Weather Service**

1325 East West Highway  
Silver Spring, MD 20910

### **Centers for Disease Control and Prevention**

1600 Clifton Rd, Atlanta, GA 30333, U.S.A  
Public Inquiries: (404) 639-3534 / (800) 311-3435

### **U.S. Geological Survey**

Information Services  
P.O. Box 25286  
Denver, CO 80225  
1 (888) 275-8747



# FAMILY EMERGENCY PLAN

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## ADDITIONAL DISASTER EDUCATION INTERNET WEBSITES

- Agency for Toxic Substances and Disease Registry [www.atsdr.cdc.gov](http://www.atsdr.cdc.gov)
- American Red Cross [www.redcross.org](http://www.redcross.org)  
Centers for Disease Control and Prevention [www.cdc.gov](http://www.cdc.gov)  
Citizen Corps [www.citizencorps.gov](http://www.citizencorps.gov)  
Department of Commerce [www.doc.gov](http://www.doc.gov)  
Department of Education [www.ed.gov](http://www.ed.gov)  
Department of Energy [www.energy.gov](http://www.energy.gov)  
Department of Health and Human Services [www.hhs.gov/disasters](http://www.hhs.gov/disasters)  
Department of Homeland Security [www.dhs.gov](http://www.dhs.gov)  
Department of Interior [www.doi.gov](http://www.doi.gov)  
Environmental Protection Agency [www.epa.gov](http://www.epa.gov)  
Federal Emergency Management Agency [www.fema.gov](http://www.fema.gov)  
Food and Drug Administration [www.fda.gov](http://www.fda.gov)  
Institute for Business and Home Safety [www.ibhs.org](http://www.ibhs.org)  
National Fire Protection Association [www.nfpa.org](http://www.nfpa.org)  
National Oceanic and Atmospheric Administration [www.noaa.gov](http://www.noaa.gov)  
National Weather Service [www.nws.noaa.gov](http://www.nws.noaa.gov)  
Nuclear Regulatory Commission [www.nrc.gov](http://www.nrc.gov)  
The White House [www.whitehouse.gov/response](http://www.whitehouse.gov/response)  
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U.S. Fire Administration [www.usfa.fema.gov](http://www.usfa.fema.gov)  
U.S. Fire Administration Kids Page [www.usfa.fema.gov/kids](http://www.usfa.fema.gov/kids)  
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USDA Forest Service Southern Research Station [www.wildfi\\_reprograms.com](http://www.wildfi_reprograms.com)

