

Acknowledgements

FEMA— www.fema.gov

Just In Case Arizona—<http://www.justincasearizona.com>

Next of Kin Education Project— www.nokep.org



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North Georgia Medical Reserve Corps

Family Emergency Preparedness Checklist

This booklet will guide you through the steps you need to take now and during an emergency. By taking the steps outlined in this guide, you and your family will be better prepared to survive a disaster.

Four Steps:

1. GET INFORMED

Contact your local emergency management or civil defense office.

- Learn what disasters may strike your area (e.g., earthquake, hurricane, flood, fire)
- Learn what hazards are located in your area (e.g., dams, chemical plants, bridges)
- Learn about your community's warning signals: what they sound like and what you should do when you hear them.
- Learn where your evacuation shelters are located.
- Learn your community's evacuation routes.
- Ask about animal care after a disaster. Animals may not be allowed inside emergency shelters.
- Familiarize yourself with emergency plans for your workplace, school, child's school or daycare, and other relevant institutions.
- Find out how to help elderly or disabled persons, if needed.

2. MAKE A PLAN

- Have a family meeting to create an emergency plan
- Make sure everyone knows the plan
- Identify two different routes to get out of the house in case you must leave to be safe
- Identify safe places in your home in case you must stay inside
- Identify places for your family to meet in case all of you are not in your home at the time of disaster
- Pick one place in your neighborhood
- Pick one place outside of your neighborhood
- Identify a family contact person (neighbor, friend, or relative) who the members of your family can contact in case of separation
- Identify a contact person outside of your state
- Write these contact names and phone numbers on your Family Communications Plan
- Account for everybody's needs: seniors, people with disabilities, and non-English speakers.
- Make a plan to keep your pets safe
- Make an emergency supply kit for your home, car, and workplace
- Know how to turn off electricity, gas, and water.

3. ASSEMBLE A DISASTER SUPPLIES KIT

- Water:** Bottled water.
- Food:** Non-perishable, ready-to-eat foods.
- Flashlight:** Hand crank model or have extra batteries.
- Radio:** Portable Hand crank model or have extra batteries.
- Water Treatment:** Iodine tablets or unscented chlorine bleach and an eyedropper.
- Phone:** Wireless phone, fully charged.
- Documents:** Copies of important documents (insurance cards, photo IDs, proof of address) in waterproof, portable container like a zip lock bag.

Every family member should carry a copy of this important information:

Other Important Phone Numbers & Information:

Family Communications Plan

Contact Name: _____

Telephone: _____

Out-of-State Contact Name: _____

Telephone: _____

Neighborhood Meeting Place: _____

Meeting Place Telephone: _____

Dial 9-1-1 for Emergencies!

FOLD HERE

NOTES

3. ASSEMBLE A DISASTER SUPPLIES KIT (cont.)

- Emergency Reference Card:** List of local, out-of-state, family and emergency contact information.
- Personal items:** Soap, personal items, toothbrush, toothpaste.
- Whistle:** Signal for family and rescuers.
- First Aid Kit:** Treat minor family injuries.
- Cash:** Be sure to carry a mix of cash (small bills) and credit cards
- Mess Kits:** Set of cooking and eating utensils for preparing meals.
- Paper and Pencil:** To take down important information.
- Tarp, Tent, Poncho:** In case of rain.

4. MAINTAIN YOUR PLAN

- PRACTICE
- Every six months:
- Update and refresh your emergency supply kit
- Review your disaster plan with the whole family

<u>YEAR</u>	<u>DRILL DATE</u>
_____	_____
_____	_____
_____	_____

Once a year:

- Practice your family emergency plan
- Update your Family Preparedness Card
- Check your fire extinguisher
- Test your smoke detectors monthly and change the batteries 2X a year.

- | | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> JAN | <input type="checkbox"/> FEB | <input type="checkbox"/> MAR | <input type="checkbox"/> APR |
| <input type="checkbox"/> MAY | <input type="checkbox"/> JUN | <input type="checkbox"/> JUL | <input type="checkbox"/> AUG |
| <input type="checkbox"/> SEP | <input type="checkbox"/> OCT | <input type="checkbox"/> NOV | <input type="checkbox"/> DEC |

Be Prepared to Stay or Go

Keep enough supplies in your home to survive on your own for at least three days. If possible, keep these materials in an easily accessible, separate container or special cupboard. You should indicate to your household members that these supplies are for emergencies only.

Be Prepared to Stay

- Design a safe shelter, preferably an inside room with no windows
- Lock all doors and windows
- Use plastic and tape to seal your safe shelter from the inside
- Have emergency supply kit ready
- Care for family members with special needs
- Check for news updates using your radio

Be Prepared to Go

- Decide where your household will reunite after a disaster. Identify two places to meet: one right outside your home and another outside your neighborhood, such as a library, community center or place of worship
- Keep your car's gas tank at least half full at all times
- Learn different routes out of your area
- Plan a way out if you do not have a car
- Take your emergency supply kit with you
- Lock the door behind you
- Plan to take your pets
- Turn off utilities if you can
- Check for news updates using your radio.
- Leave a note behind indicating when you left, where you went and how to reach you
- Take copies of your out-of-state contact information

Name: _____	Date of Birth: _____
Home Address: _____	
Home Phone: _____ Mobile Phone: _____ Ht: _____ Wt: _____	
Hair: _____ Eyes: _____ Distinguishing marks: _____	
Name/Address of School: _____	
Name/Phone of daycare provider or caregiver: _____	
Parent/Guardian 1: _____ Relationship: _____	
Phone 1: _____ Phone 2: _____ Phone 3: _____	
Location: _____ Location: _____ Location: _____	
Address: _____	
Parent/Guardian's schedule, or notes: _____	
Parent/Guardian 2: _____ Relationship: _____ Phone 1: _____	
Phone 2: _____ Phone 3: _____	
Location: _____ Location: _____ Location: _____	
Address: _____	
Parent/Guardian's schedule, or notes: _____	
Contact 2: _____ Relationship: _____ Phone: _____	
Contact 3: _____ Relationship: _____ Phone: _____	
If parent is unable to pick up child from school or daycare please call to come and get child.	
Notes: _____	
Primary Physician: _____ Secondary Physician: _____	
Specialty: _____	
Phone: _____	
Phone: _____	
Notes: _____	
Prescription Drugs:	
Name: _____ Dosage: _____ Freq: _____ Reason: _____	
Name: _____ Dosage: _____ Freq: _____ Reason: _____	
Name: _____ Dosage: _____ Freq: _____ Reason: _____	
Recent Immunizations:	
Type: _____ Date Given: _____	
Type: _____ Date Given: _____	
Type: _____ Date Given: _____	
Notes: _____	
Allergies:	
Type: _____ Severity: _____ Freq/Last Occurance: _____	
Type: _____ Severity: _____ Freq/Last Occurance: _____	
Type: _____ Severity: _____ Freq/Last Occurance: _____	
Chronic Conditions:	
Type: _____ Severity: _____ Notes: _____	
Type: _____ Severity: _____ Notes: _____	
Type: _____ Severity: _____ Notes: _____	
What I want an emergency physician to know about my child:	
Here are my child's likes and dislikes, what calms him/her down etc:	



Homeland Security Family Communications Plan

Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations.

Out-of-State Contact Name: _____ Telephone Number: _____
 Email: _____ Telephone Number: _____

Fill out the following information for each family member and keep it up to date.

Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____

Where to go in an emergency. Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans.

Home	Work
Address: _____	Address: _____
Phone Number: _____	Phone Number: _____
Neighborhood Meeting Place: _____	Evacuation Location: _____
Regional Meeting Place: _____	

School	Work
Address: _____	Address: _____
Phone Number: _____	Phone Number: _____
Evacuation Location: _____	Evacuation Location: _____

School	Other place you frequent:
Address: _____	Address: _____
Phone Number: _____	Phone Number: _____
Evacuation Location: _____	Evacuation Location: _____

School	Other place you frequent:
Address: _____	Address: _____
Phone Number: _____	Phone Number: _____
Evacuation Location: _____	Evacuation Location: _____

Important Information	Name	Telephone #	Policy #
Doctor(s):			
Other:			
Pharmacist:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Veterinarian/Kennel (for pets):			

Other useful phone numbers: **9-1-1 for emergencies.** Police Non-Emergency Phone #: _____

Check Before You Go

As part of implementing your family's evacuation plan, there are several tasks you should take care of before you go:

- Per your evacuation plan, know where you are going and have alternate routes to get there.
- Turn off your home's utilities (if possible).
- Post a note on your front door.
 - Tell when you left.
 - Tell where you are going.
 - Give a number where you can be reached or that of a contact person.
- Make contact with a family or friend out of state and tell them your plans.
- Take your "To Go" Kit.
- Take your "Financial First Aid Kit."
- Take your pets or have arrangements for their care.
- Check on senior or special needs family members and neighbors.
 - Offer to help them escape.
- Fill your automobile's gas tank.
- If no vehicle is available, make arrangements with friends or family for transportation.
- Fill your clean water containers.
- Review your emergency plans and supplies, checking to see if any items are missing.
- Tune in the radio or television for weather updates.
- Listen for disaster sirens and warning signals.
- Prepare an emergency kit for your car with food, flares, booster cables, maps, tools, a first aid kit, fire extinguisher, sleeping bags, etc.
- Secure any items outside which may damage property in a storm, such as bicycles, grills, propane tanks, etc.
- Cover windows and doors with plywood or boards or place large strips of masking tape or adhesive tape on the windows to reduce the risk of breakage and flying glass.
- Put livestock and family pets in a safe area. Due to food and sanitation requirements, emergency shelters cannot accept animals.
- Place vehicles under cover, if at all possible.
- Fill sinks and bathtubs with water as an extra supply for washing.
- Adjust the thermostat on refrigerators and freezers to the coolest possible temperature.
- Take only essential items with you.
- If you have time, turn off the gas, electricity, and water.
- Disconnect appliances to reduce the likelihood of electrical shock

People with Special Needs

What Will They Need to Survive?

Think about family members who may need special attention or supplies in an emergency. Modify your family planning and emergency kits to include them.

For Children

Emergency plans can be a scary thing for kids. One way to involve your children is to make your plan a fun family project. [FEMA](#) offers a great web site for kids to help you teach them about emergencies in a way that's fun for the whole family. For more information, visit [FEMA's Ready Kids](#).

For Babies:

1. Formula
2. Diapers
3. Bottles
4. Powdered Milk
5. Medications
6. Baby Wipes
7. Diaper Rash Ointment
8. Vaccination Records
9. List of allergic reactions

For Adults:

1. Prescriptions
2. Dentures and Supplies
3. Contact Lenses and Supplies
4. Spare Eye Glasses

For Seniors:

- Label any equipment (wheelchairs, canes and walkers) with your name - contact information.
- Make a list of prescription medications including your dosage
- Have a list of your allergies in your supply kit.
- Pack an extra pair of eyeglasses and hearing aid batteries.
- Have extra special equipment (like wheelchair batteries, etc.)
- Make a list of serial numbers for any medical devices for your kit.
- Make copies of all medical insurance and Medicare cards.
- Keep a list of doctors and emergency contacts.

For Disabled Persons:

- Give one member of your support network a key to your home
- Wear any medical alert tags or bracelets to identify your disability.
- Know the size and weight of your wheelchair and if/how it collapses
- Label any equipment (wheelchairs, canes and walkers) with your name - contact information.
- Make a list of prescription medications including your dosage for your supply kit.
- Have a list of your allergies in your supply kit.
- Pack an extra pair of eyeglasses and hearing aid batteries.
- Have extra equipment (like wheelchair batteries, etc.) in your kit.
- Make a list of serial numbers for any medical devices
- Keep a list of doctors and emergency contacts.
- Register with local emergency management office and utility office.

Pet Safety Checklist

For many, pets are more than just animals- they are a part of the family. As members of your family, they should be included in your emergency planning process. Make sure your disaster plan addresses what you will do when an emergency requires you to leave your home, leave your pet at home, or prevents you from returning home. A few simple steps to ensure your pet's safety can go a long way when disaster strikes.

Evacuating With Your Pet

In planning for an emergency, follow these important steps:

Arrange for family or friends outside of the affected area to shelter your pet.

Identify animal-friendly hotels/motels outside of the affected area.

Talk with your local veterinarian, boarding kennel, or grooming facility to see if they can offer safe shelter for your pet during an emergency.

Practice your departure plans to familiarize your pet with the process and increase his/her comfort level.

Know your pet's hiding places so you can easily find him/her during an emergency.

Keep in mind a stressed pet may behave differently than normal and his/her aggression level may increase. Use a muzzle to prevent bites. Also be advised that panicked pets may try to flee.

Create a Go Bag for your pet or service animal - a collection of items your pet may need in case of an evacuation. Discuss your pet's Go Bag with your local veterinarian to see if there are any special items that you should include.

Pet To-Go Bag

- A current color photograph of you and your pet together (in case you are separated).
- Copies of medical records that indicate dates of vaccinations and a list of medications your pet takes and why he or she takes them.
- Proof of identification and ownership, including copies of registration information, adoption papers, proof of purchase, and microchip information.
- Physical description of your pet, including his/her species, breed, age, sex, color, distinguishing traits, and any other vital information about characteristics and behavior.
- Animal first-aid kit, including flea and tick treatment and other items recommended by your veterinarian.
- Food and water for at least three days.
- Food and water dishes.
- Collapsible cage or carrier.
- Muzzle and sturdy leash.
- Cotton sheet to place over the carrier to help keep your pet calm.
- Comforting toys or treats.
- Litter, litter pan, litter scoop.
- Plastic bags for clean-up.