COMPLETE FAMILY EMERGENCY PLAN

Family name: _____
Last updated: ___ / ___ / _____

This plan answers, ahead of time, the questions your family will face in an emergency: where we go, how we find each other, who does what, and what each of us does if we hear nothing.

How to use it

1. **Do it together,** over two or three evenings of about 30 minutes. A plan only one person knows is not a family plan.
2. **Start with parts 1, 8 and 9** (household, finding each other, reaching each other). They matter most.
3. **Grey text is an example.** Type over it on a computer, or print the plan and write over it.
4. **Leave a line blank** if you don't know yet, and come back to it. A plan with gaps beats no plan.
5. **Make copies:** one at home, one in each car and go-bag, and one with your out-of-town contact.
6. **Practice it and update it twice a year.** When the clocks change is an easy reminder.

What's inside

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In a hurry? Fill in our free 2-page **Family Emergency Plan** tonight. It covers the most important parts, and you can move to this plan when you have more time.

Keep it safe. This plan holds names, birthdays, medicines and your address. Keep the copies where you keep other private papers, and don't post photos of it.

Our other free sheets go with it. This plan points to them instead of repeating them: the **Go-Bag Checklist**, the **Emergency Binder Checklist**, the **P.A.C.E. Plan** and the **Family Radio Plan**, all free at **watchmansuite.com/free**.

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1 Our household everyone who lives here

Name	Birthday	Cell phone	School, work or daycare
Sam Carter	*4 / 12 / 2014*	*555-0142*	*Oak Hill Middle School*

People who are part of our plan grandparents, sitters, a neighbor with a key

Name	Phone	How they fit in
Pat Moore	*555-0180*	*next door; has a key; can take the kids*

Our home, for a 911 call

Address	
Nearest cross street	
How to find us	*for example: blue house, second driveway past the church*
Home phone	

Every child old enough should be able to say the address and the cross street out loud. Practice it.

2 About each person

one box per person; print this page again for more

Fill this in for each person. If someone is missing or hurt, this is what police and doctors ask for first.

Name	
Height, weight	
Hair, eyes	
Glasses, scars, marks	
Allergies	*for example: penicillin, bee stings*
Conditions	*for example: asthma, diabetes*
Medicines	*name, dose, when*
Devices	*hearing aids, CPAP, wheelchair, and their chargers*
Doctor and phone	
Blood type	

Tape a recent photo here.

Change it every year.

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3 Extra help anyone who can't get out, walk far, or go without power or medicine

Who	What they need	Who helps them	Backup
Grandma Ruth	*oxygen; can't do stairs*	*Dad*	*Pat Moore*

Medical equipment that needs power? Ask your power company if they keep a list of customers who rely on it, and plan a backup: a battery, a generator, or a place to go.

Pets and service animals

Name and kind	Food and medicine	Microchip number	Who grabs them
Max, dog	*1 cup twice a day*		*Sam*

Vet and phone	
Carriers and leashes are	
Places that take our pets	*friends, family, pet-friendly hotels, boarding*

Many public shelters take only service animals. Find pet-friendly places now, and keep a photo of each pet with you in case you get separated.

4 Our risks tick how likely each one is where we live

Look up your county's risks for free on FEMA's National Risk Index: **hazards.fema.gov/nri**. Plan for the likely ones first.

Our county's top 3 *from the Risk Index: 1. _____ 2. _____ 3. _____*

What could happen	How likely here	The first thing we do
House fire	☐ Low ☐ Med ☐ High	*get out, meet at the mailbox*
Power out for days	☐ Low ☐ Med ☐ High	
Tornado or severe storm	☐ Low ☐ Med ☐ High	*basement, inside room*
Flood	☐ Low ☐ Med ☐ High	
Hurricane	☐ Low ☐ Med ☐ High	
Winter storm or ice	☐ Low ☐ Med ☐ High	
Wildfire or smoke	☐ Low ☐ Med ☐ High	
Extreme heat	☐ Low ☐ Med ☐ High	
Earthquake	☐ Low ☐ Med ☐ High	
Chemical spill or train wreck	☐ Low ☐ Med ☐ High	*go inside, shut the windows*
No water / boil notice	☐ Low ☐ Med ☐ High	
Other:	☐ Low ☐ Med ☐ High	

How we get warnings

- ☐ Emergency alerts are turned on in every phone Settings, Notifications
- ☐ We signed up for our county's alerts search: your county + emergency alerts
- ☐ We have a NOAA weather radio, with batteries
- ☐ Our local news radio station: _____ AM / FM
- ☐ Someone checks the weather before trips and storms
- ☐ We know our county's evacuation zone, if it has one

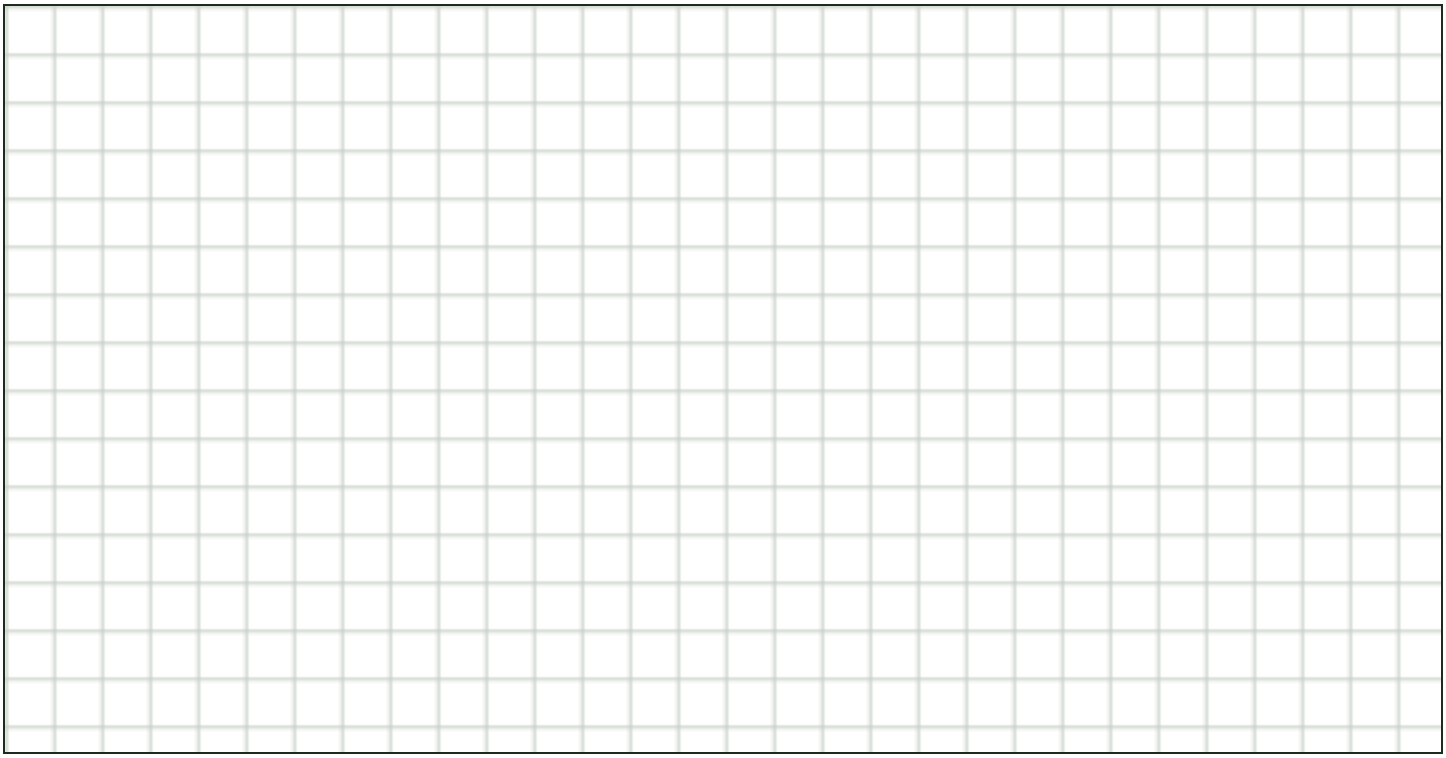
5 Our home

where things are, and when we last checked them

Thing	Where it is	Last checked
Water shutoff		
Gas shutoff	*only turn it off if you smell gas or are told to*	
Electric panel		
Shutoff tool		
Smoke alarms	*test every month*	
Carbon monoxide alarms		
Fire extinguishers		
First aid kit		
Flashlights and batteries		
Go-bags	*see our free Go-Bag Checklist*	
Stored water		
Generator	*run it outside, at least 20 feet from windows and doors*	

Our fire escape map

draw the home; mark two ways out of every room, and the outside meeting spot



6 Staying home often the safest choice; know where you go inside

Tornado or severe storm

Lowest floor, a small room in the middle of the home, away from windows.

Our safe spot

We keep there *shoes, flashlight, helmets for the kids, a weather radio*

Bad air outside

Chemical spill, fire smoke, or told to stay inside: close windows and doors, turn off the heat and air, and wait for the all-clear.

Our inside room

Power out for days

Keep the fridge closed: food stays cold about 4 hours, a full freezer about 2 days.

Light

Cooking *never cook or heat with a grill or camp stove indoors*

Heat or cooling

Charging phones

Medicines kept cold

Water

Plan on 1 gallon per person per day. Aim for two weeks at home.

We have *_____ gallons, for _____ people = _____ days*

We leave instead when

- ☐ Officials tell us to leave
- ☐ Our home is damaged or unsafe
- ☐ We have no heat, cooling or water we can live with
- ☐

7 Leaving home if officials say go, go

Where we go	Address	Phone	Takes pets?
Aunt Lee, nearby			*yes*

Way out, first choice	
Way out if it is blocked	*a second road, in a different direction*
Car	*keep the gas tank at least half full*

The 10-minute grab list decide now, so nobody has to think

- ☐ Everyone, and the pets
- ☐ Go-bags
- ☐ Medicines, glasses, hearing aids
- ☐ Phones and chargers
- ☐ Wallets, IDs and cash
- ☐ Our emergency binder the papers in it
- ☐ Keys house, cars
- ☐ Pet carriers, leashes and food
- ☐ Laptop or backup drive
- ☐

If we have more time

Also take	Who gets it

Before we go

- ☐ Lock up
- ☐ Leave a note (part 10)
- ☐ Tell our out-of-town contact where we are going
- ☐ Turn off utilities only if officials say to

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8 Finding each other

emergencies rarely happen when everyone is home

Right outside fire, gas leak	*for example: the mailbox*
In our neighborhood we can't get home	
Out of town we have to leave the area	
How we get there	*main road, and a second way if it is blocked*

Our out-of-town contacts

everyone checks in with them

Name	Phone	Lives in

Long-distance calls and texts often get through when local lines are jammed. Call these people now and ask them first.

Who picks up whom

Who	Where they usually are	Picked up by	Backup

School, daycare and work plans

ask each one

Place	Where they take people in an emergency	Pick-up rules

Tell each school or daycare in writing who may pick up your child.

9 Reaching each other four ways, in order: try the next when one fails

Level	How	When we try it
Primary first choice	*for example: call each other's cell*	
Alternate if that fails	*for example: text (texts often get through when calls don't)*	
Contingency phones are down	*for example: family radio, channel ____*	
Emergency nothing works	*for example: go to our neighborhood meeting place*	

More detail, one need at a time: our free **P.A.C.E. Plan**. Channels and radios: our free **Family Radio Plan**.

When the phones are down, we listen

Check-in times *for example: radio on for 5 minutes at the top of every hour*

Who listens

What we say short and in plain words

- ☐ Who you are
- ☐ Where you are a place everyone knows
- ☐ If you are OK, or what you need
- ☐ Where you go next, and when

Phone tips

- ☐ Text instead of calling
- ☐ Keep calls short others are trying too
- ☐ Turn on low-power mode
- ☐ Change your voicemail to say where you are

Where we get official news

Radio station

County website or page

Other

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10 If we hear nothing

what each of us does, without talking to each other

After	Everyone does this
2 hours	*try the next way to reach each other*
12 hours	
24 hours	*go to the out-of-town meeting place*
3 days	
Still no word	

Each person's plan

Name	If I can't get home, I go to	I wait there for	Then I go to
Sam	*Pat Moore's house*	*until 6 pm*	*the church parking lot*

Leaving a note

We leave it	*for example: taped inside the garage door*

The note says: who left, the date and time, where we went, and how to reach us. Keep it short, and don't say the house is empty on a door anyone can see.

Don't post on social media that you are away from home, or where you are going.

11 Who does what give everyone a job, even the kids

Job	Who	Backup
Calls 911		
Gets the kids		
Grabs the pets		
Grabs go-bags and medicines		
Shuts off water or power, if needed		
Calls the out-of-town contact		
Checks on neighbors		
Brings the binder and cash		

What each child knows by heart

Name	Address	A parent's phone	Meeting places	How to call 911
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

Family password: pick a word for anyone picking up a child who isn't on the school list. Say it in person only. Never write it on the wallet cards or say it over a radio.

Our neighbors

Name	Phone	Can help with	Needs help with

12 Important numbers

Emergency	911	**Power company**	
Poison control	1-800-222-1222	**Water and gas**	
Police or sheriff (not 911)		**Home insurance**	
Hospital		**Car insurance**	
Doctor		**Health insurance**	
Pharmacy		**School(s)**	
Vet		**Work**	

Papers the full list is our free Emergency Binder Checklist

The originals are	*for example: fire safe in the bedroom closet*
Copies are	*binder, and with our out-of-town contact*
Digital copies are	*a password-protected drive or account*

Money

Cash at home	*small bills; card readers and ATMs need power*
Kept	
Bank and phone	

Insurance

Policy	Company and phone	Policy number (last 4)
Home or renters		

Most home policies don't cover floods. Flood insurance usually takes 30 days to start.

13 Practice and review

a plan you've never tried has holes you can't see

- ☐ Fire drill: two ways out of each room
- ☐ Walk to the neighborhood meeting place
- ☐ A phones-off evening: try ways 2, 3 and 4
- ☐ Grab-and-go in 10 minutes
- ☐ Find each shutoff (don't turn off the gas)
- ☐ Go to the storm safe spot

Our practice log

Date	What we practiced	What went wrong	What we changed

Questions for the dinner table

1. If a fire started tonight, which way would you go out of your room?
2. If you couldn't reach any of us, what would you do first?
3. Where is our neighborhood meeting place? How would you get there from school?
4. Who could pick you up if we couldn't?
5. What would you take if we had 10 minutes to leave?

We made this plan together

_____ _____ _____

_____ _____ _____

Next review dates: ___ / ___ / _____ and ___ / ___ / _____

14 Wallet cards

one for each person; cut on the dashed lines, fold or laminate

EMERGENCY CARD keep it with you

Name

Home address

Meet nearby

Meet out of town

Out-of-town contact

Parent or partner

Allergies, medicines

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