

# DISASTER PLAN FOR

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*(Family name(s) or address)*

*Provided by*



**Hospice**<sup>™</sup>  
of the Panhandle

(800) 345-6538 | [hospiceotp.org](http://hospiceotp.org)

# Preparing makes sense.

*The likelihood that you and your family will survive a natural or manmade disaster depends on having a working plan. You must have the tools and plans in place to make it on your own, at least for a period of time, no matter where you are when disaster strikes. Preparing for the unexpected makes sense.*

## 1 Be Informed About What Might Happen

Some of the things you can do to prepare for the unexpected, such as assembling a supply kit and developing a family communications plan, are the same for both a natural or manmade emergency. However there are significant differences among potential terrorist threats, such as biological, chemical, explosive, nuclear and radiological, which will impact the decisions you make and the actions you take. By beginning a process of learning about these specific threats, you are **preparing yourself** to react in an emergency. Go to **www.ready.gov** to learn more about potential terrorist threats and other emergencies or call **1-800-BE-READY (1-800-237-3239)** for a free brochure.

**Be prepared** to adapt this information to your personal circumstances and make every effort to follow instructions received from authorities on the scene. With these simple preparations, you can be ready for the unexpected.

## 2 Get a Kit of Emergency Supplies

Be prepared to improvise and use what you have on hand to make it on your own for at least three days, maybe longer. While there are many things that might make you more comfortable, think first about fresh water, food and clean air.

**Consider two kits.** *In one, put everything you will need to stay where you are and make it on your own. The other should be a lightweight, smaller version you can take with you if you have to get away.*

If you live in a cold weather climate, include warm clothes and a sleeping bag for each member of the family.

Some potential terrorist attacks could send tiny microscopic “junk” into the air. Many of these materials can only hurt you if they get into your body, so think about creating a barrier between yourself and any contamination. It’s smart to have something for each member of the family that covers their mouth and nose, such as two to three layers of a cotton t-shirt, handkerchief or filter masks, readily available in hardware stores. It is very important that the mask or other material fit your face snugly so that most of the air you breathe comes through the mask, not around it. Do whatever you can to make the best fit possible for children.

## Recommended supplies to include in a basic kit:

- Water** one gallon per person per day
- A 3-day supply of non-perishable **food**
- Battery-powered **radio** and **extra batteries**
- Flashlight** and **extra batteries**
- First aid kit**
- Whistle** to signal for help
- Filter mask** or cotton t-shirt to help filter the air (be sure each family member has one that fits them)
- Moist towelettes** for sanitation
- Wrench or pliers** to turn off utilities
- Manual can opener** (if kit contains canned food)
- Plastic sheeting and duct tape** to shelter-in-place
- Garbage bags and plastic ties** for sanitation
- Unique family needs** such as prescription medications, infant formula, diapers and important family documents

*This document is adapted from FEMA’S “Prepare for Emergencies Now: Information to Get Ready” brochure that is available at <http://www.ready.gov>*

### 3 Make a Plan for What You Will Do in an Emergency

*Plan in advance what you will do in an emergency. Be prepared to assess the situation. Use common sense and whatever you have on hand to take care of yourself and your loved ones.*

**Develop a 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. **Consider a plan where each family member calls, or e-mails, the same friend or relative in the event of an emergency.** It may be easier to make a long-distance phone call than to call across town, so an **out-of-town contact may be in a better position to communicate among separated family members.** Be sure each person knows the phone number and has coins or a prepaid phone card to call the emergency contact. You may have trouble getting through, or the phone system may be down altogether, but be patient.

Depending on your circumstances and the nature of the attack, the first important decision is whether you stay put or get away. You should understand and plan for both possibilities. Use common sense and the information you are learning here to determine if there is immediate danger. **Watch television and listen to the radio for official instructions as they become available.**

**Create a Plan to Shelter-in-Place.** There are circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as sheltering-in-place and sealing the room can be a matter of survival. **If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to shelter-in-place and seal the room. Consider precutting plastic sheeting to seal windows, doors and air vents.** Each piece should be several inches larger than the space you want to cover so that you can duct tape it flat against the wall. Label each piece with the location of where it fits.

Use all available information to assess the situation. If you need to shelter-in-place. Quickly bring your family and pets inside, lock doors, and close windows, air vents and fireplace dampers. Immediately turn off air conditioning, forced air heating systems, exhaust fans and clothes dryers. Take your emergency supplies and go into the room you have designated. Seal all windows, doors and vents. Understand that sealing the room is a temporary measure to create a barrier between you and contaminated air. Watch TV, listen to the radio or check the Internet for instructions.

**Create a Plan to Get Away.** Plan in advance how you will assemble your family and anticipate where you will go. **Choose several destinations in different directions** so you have options in an emergency. If you have a car, keep at least a half tank of gas in it at all times. **Become familiar with alternate routes as well as other means of transportation** out of your area. If you do not have a car, plan how you will leave if you have to. Take your emergency supply kit, unless you have reason to believe it is contaminated and lock the door behind you. Take pets with you if you are told to evacuate, however, if you are going to a public shelter, keep in mind they may not be allowed inside. If you believe the air may be contaminated, drive with your windows and vents closed and keep the air conditioning and heater turned off. Listen to the radio for instructions.

**Know Emergency Plans at School and Work.** Think about the places where your family spends time: school, work and other places your family frequents. **Talk to your children's schools and your employer about emergency plans.** Find out how they will communicate with families during an emergency. If you are an employer, be sure you have an emergency preparedness plan. Review and practice it with your employees. A community working together during an emergency also makes sense. **Talk to your neighbors about how you can work together.**

# FAMILY DISASTER PLAN

Family Last Name(s) or Household Address:

Date:

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## Family Member/Household Contact Info (If needed, additional space is provided in #10):

<u>Name</u>	<u>Home Phone</u>	<u>Cell Phone</u>	<u>Email</u>
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## Pet(s) Info:

<u>Name</u>	<u>Type</u>	<u>Color</u>	<u>Registration Number</u>
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## Plan of Action

1. The disasters most likely to affect our household are:

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2. What are the escape routes from our home?

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3. If separated during an emergency, what is our meeting place near our home?

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4. If we cannot return home or are asked to evacuate, what is our meeting place outside of our neighborhood?

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What is our route to get there and an alternate route, if the first route is impassible?

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5. In the event our household is separated or unable to communicate with each other, our emergency contact outside of our immediate area is:

<u>Name</u>	<u>Home Phone</u>	<u>Cell Phone</u>	<u>Email</u>
_____	_____	_____	_____

After a disaster, let your friends and family know you are okay by registering at “Safe and Well” at <https://safeandwell.communityos.org/cms/> or by calling 1-800-733-2767. You can also give them a call, send a quick text or update your status on social networking sites.

6. If at school/daycare, our child(ren) will be evacuated to:

<u>Child’s Name</u>	<u>Evacuation Site (address and contact info)</u>
_____	_____
_____	_____
_____	_____
_____	_____

7. Our household includes someone with special needs:

<u>Person’s Name</u>	<u>Date of Birth</u>	<u>Blood Type</u>
_____	_____	_____

Diagnosis

\_\_\_\_\_

<u>Primary Physician’s Name</u>	<u>Phone Number</u>
_____	_____

Allergies

\_\_\_\_\_

<u>Medical Power of Attorney</u>	<u>Home Phone Number</u>	<u>Cell Phone Number</u>
_____	_____	_____
_____	_____	_____

This person is (check all that apply):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Visually impaired/Blind                          | <input type="checkbox"/> Oxygen dependent              | <input type="checkbox"/> Dependent on daily medications                        |
| <input type="checkbox"/> Hard of hearing/Deaf                             | <input type="checkbox"/> Uses a wheelchair/walker/cane | <input type="checkbox"/> Lacks decision-making capacity                        |
| <input type="checkbox"/> Unable to speak/Mute                             | <input type="checkbox"/> Takes blood thinners          | <input type="checkbox"/> Full Code   |
| <input type="checkbox"/> Cognitively impaired/Unable to follow directions | <input type="checkbox"/> Has a feeding tube            | <input type="checkbox"/> DNR (check refrigerator for documentation)            |
| <input type="checkbox"/> Unable to communicate/Nonresponsive              | <input type="checkbox"/> Diabetic/Dependent on insulin | <input type="checkbox"/> Has an advance directive filed with the WV e-registry |
- Is a patient of Hospice of the Panhandle (304-264-0406)

8. During certain emergencies local authorities might direct us to “shelter in place” in our home. An accessible, safe room where we can go, seal windows, vents and doors and listen to emergency broadcasts for instructions is:

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## 9. Family Member Responsibilities in the Event of a Disaster

<b><u>Task</u></b>	<b><u>Description</u></b>	<b><u>Family Member Responsible</u></b>
<b>Disaster Kit*</b>	Stock the disaster kit and take it if evacuation is necessary. Include items you might want to take to an evacuation shelter. Remember to include medications and eye glasses.	
<b>Be Informed</b>	Maintain access to NOAA or local radio, TV, email or text alerts for important and current information about disasters.	
<b>Family Medical Information</b>	Make sure the household medical information is taken with us if evacuation is necessary.	
<b>Financial Information</b>	Obtain copies of bank statements and cash in the event ATMs and credit cards do not work due to power outages. Bring copies of utility bills as proof of residence in applying for assistance.	
<b>Pet Information</b>	Evacuate our pet(s), keep a phone list of pet-friendly motels and animal shelters, and assemble and take the pet disaster kit.	
<b>Sharing and Maintaining the Plan</b>	Share the completed plan with those who need to know. Meet with household members every 6 months or as needs change to update household plan.	

\* *What supplies and records should go in your disaster kit? Visit [www.redcross.org](http://www.redcross.org).*

10. Other information, if not able to be included above.

More information about disaster preparedness can be found at [www.redcross.org/get-help/how-to-prepare-for-emergencies](http://www.redcross.org/get-help/how-to-prepare-for-emergencies).

This handout was adapted from the American Red Cross’s Family Disaster Plan Template which can be found at <http://www.redcross.org/get-help/how-to-prepare-for-emergencies/make-a-plan>.