

# Your Family Emergency Plan Worksheet



Post your completed worksheet in a visible place for quick reference by family members, guests, and babysitters. It may help save a life!

## Emergency Communications Plan . . .

### Emergency Contacts

- Post these numbers next to all phones.
- Review with all family members.
- Carry this information in purse, briefcase, glove box, etc.

Family name \_\_\_\_\_

Address \_\_\_\_\_

Cross street \_\_\_\_\_

Home phone(s) 1. \_\_\_\_\_ 2. \_\_\_\_\_

Work phone(s) 1. \_\_\_\_\_ 2. \_\_\_\_\_

Doctor \_\_\_\_\_

Doctor \_\_\_\_\_

Neighbor \_\_\_\_\_

Neighbor \_\_\_\_\_

Neighbor \_\_\_\_\_

#### Our children:

Name \_\_\_\_\_ Age \_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_ School \_\_\_\_\_

#### Local family contact

Home phone \_\_\_\_\_

Work phone \_\_\_\_\_

Cell phone \_\_\_\_\_

**Call 9-1-1 ONLY in case of life-threatening emergency or fire.**

### Out of Area Contact Person

If you or your loved ones are separated during a disaster, each person should call the designated contact person to report his/her location and condition. This contact should be out-of-state because it is often easier to call long distance after a disaster.

Name \_\_\_\_\_

Home phone \_\_\_\_\_

Cell phone \_\_\_\_\_

e-mail \_\_\_\_\_

### Youth Plan

- Make certain your child's school or child care provider's emergency contact card is accurate and up-to-date.
- Notify the adults you authorize, of any special medical or dietary requirements your child has.
- Let your child know who will make the pick up at school or child care if you are unable to do so.
- Keep emergency supplies in your car, including comfortable shoes, water and warm jackets.
- Designate an out-of-state contact to relay family emergency information.
- Bring photo ID with you to pick-up your child.

### Emergency Alert System

**For emergency information:  
Tune your radio to:**

**KGO 810 AM    KCBS 740 AM**

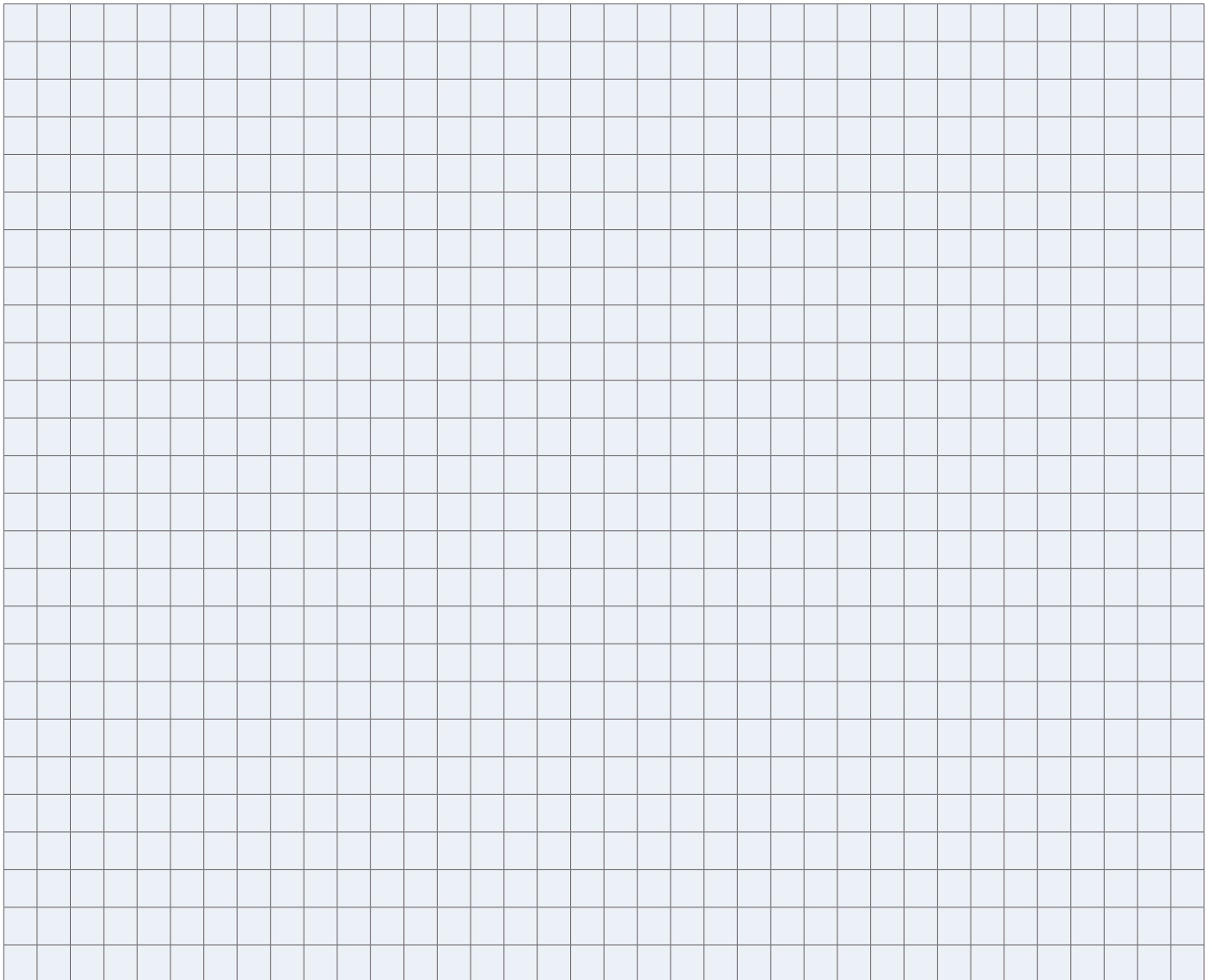
**KNBR 680 AM    KKIQ 101.7 FM**

**Local emergency information: 1610 AM**

## Escape Route & Utilities Plan

Use this page to draw a floor plan of your house. Make a floor plan for each story of your home.

- Indicate primary exits from each room (doors, windows) and include location of escape ladders, ropes, etc.
- Identify location of emergency supplies.
- Mark location of utility valves, circuit breakers or fuses.
- Be sure all family members know where utilities are and how to turn them off.
- Be sure all family members know how to use a fire extinguisher.
- Share your plan with visitors.
- Family will reunite at our family meeting spot located at \_\_\_\_\_
- \_\_\_\_\_



This material was originally developed by Chevron Corp, USA, modified by EBMUD in 1999, and used with permission. The materials present standard information available on preparing for emergencies. Every reasonable effort has been made to ensure the accuracy of the material. The authors do not assume responsibility nor liability in how the reader uses the information on the effect of any recommended practice, procedure or product specified in the handout.

## Emergency Action Plan

### For all emergencies, remember to:

- Stay calm & evaluate your surroundings.
- Turn your portable radio on and listen for instructions.
- Check for injuries (for life threatening injuries only, call 9-1-1).
- Locate flashlights & emergency supplies.
- Wear protective clothing (gloves, goggles, etc.).

### Earthquakes and Aftershocks

- Duck, cover and hold.
- Move away from windows, bookshelves, cabinets, and exterior walls.
- If indoors “ride it out” until the shaking stops.
- Pay attention to damaged utilities. Shut off those utilities that are damaged.
- Check for structural damage.
- Check on neighbors.
- Prepare for aftershocks.
- Keep streets clear for emergency traffic.

### Fire

- Stay calm - alert neighbors.
- For fires less than 3ft tall use your fire extinguisher.
- Stay out of a burning building.

### Shelter in Place

- If outdoors, go indoors; if indoors, stay put.
- Keep pets indoors.
- Bring your family disaster supply kit indoors with you.
- Close all doors, windows and chimney flues.
- Turn off all fans, heating and air conditioning systems.
- Use duct tape and plastic sheeting to seal areas where outside air can enter the house.
- Tune your radio to the emergency broadcast station and listen for instructions.

### Evacuation

- Evacuate if told by authorities.
- Take emergency supplies.
- If time permits:
  - Take items listed in next column.
  - Close windows, blinds, and doors.
  - Shut off damaged utilities.
- Lock doors and windows when leaving.
- Listen to your local radio station for shelter sites.

*If time permits, leave a note on the **inside** of your front door, to let others know where you have evacuated.*

## Evacuation Plan

If you were told to evacuate, what do you take?  
Personalize the following list, if you had to leave in:

### 5 minutes:

Item	Location
<input type="checkbox"/> Radio	
<input type="checkbox"/> Address books	
<input type="checkbox"/> Vital medication	
<input type="checkbox"/> Supplements	
<input type="checkbox"/> Emergency Supply Kit/food	
<input type="checkbox"/> Important documents	
<input type="checkbox"/> Business/computer records	
<input type="checkbox"/> Damp towel for the smoke	
<input type="checkbox"/> Pets	
<input type="checkbox"/> Pillow	
<input type="checkbox"/> Special needs supplies	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	

### 60 minutes (1 hour):

Item	Location
<input type="checkbox"/> Photo albums, negatives	
<input type="checkbox"/> Vital documents	
<input type="checkbox"/> Business records	
<input type="checkbox"/> Financial records	
<input type="checkbox"/> Stocks and bonds	
<input type="checkbox"/> Fire extinguisher	
<input type="checkbox"/> Computer and/or hard drive	
<input type="checkbox"/> Camera	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	

### If you have a car or truck:

Item	Location
<input type="checkbox"/> Family heirlooms	
<input type="checkbox"/> Clothing	
<input type="checkbox"/> Computer	
<input type="checkbox"/> Original art	
<input type="checkbox"/> Pet supplies	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	
<input type="checkbox"/> _____	

## Emergency Supplies Plan

- We have food for family members and pets for 3 - 7 days.
- We store camping gear in one place. Tent, lanterns, sleeping bags and stove can double as emergency equipment; if possible store it with your other emergency supplies.
- Each family member has completed and is carrying a wallet size "My Pocket Emergency Plan".
- We have car and workplace mini-survival kits. We have additional supplies in:

\_\_\_\_\_ (Place)

- We have a minimum of 2 gallons of water per person per day for at least 3 -7 days. The more water you can store, the better off you will be. Calculate how much water your family needs:

\_\_\_people/pets in household x 2 gals = \_\_\_\_ gals.

### I know where I have:

- Cash and coins.
- First aid items.
- Flashlight, radio, tools and sanitation supplies.

## Maintenance Plan

### Every six months:

Date last checked

Check and replace as needed:

Batteries for flashlights, smoke detectors, radio, etc.

\_\_\_\_\_

Review family plans.

\_\_\_\_\_

Conduct a fire drill.

\_\_\_\_\_

Rotate water supply.

\_\_\_\_\_

### Every year:

Rotate canned goods.

\_\_\_\_\_

Update school release forms.

\_\_\_\_\_

Replace emergency medications.

\_\_\_\_\_

### Every two years:

Review and photograph personal property inventory.

\_\_\_\_\_

Update insurance policies.

\_\_\_\_\_

### Every three years:

Replace non-fat dry milk.

\_\_\_\_\_

Replace freeze-dried foods.

\_\_\_\_\_

## Fire Hazard Mitigation Plan

### Protecting lives from fire

- We have at least one A-B-C fire extinguisher in our home and know how to use it.
- We have changed the batteries in our smoke detectors.
- We use surge protectors as to not overload our electrical outlets.
- We store flammable liquids in air-tight containers away from ignition sources such as pilot lights. (Example location: outdoor shed)

### Landscaping against fire

- We have cleared our property of excess and dead vegetation and highly flammable plants.
- We have trimmed branches that hang over our home.
- We trim grass and vegetation at least 100 feet around our home.
- We have garden hoses connected to outside faucets.
- We store firewood away from our house.

### Home maintenance

- Our house numbers are large and easily read from the street.
- We have spark arresters on our chimneys.
- Our roof is fire-retardant.
- We keep leaves and debris out of our rain gutters.

## Earthquake Mitigation Plan

### Surviving the event

- My family and I have reviewed the information on the [www.usgs.gov](http://www.usgs.gov) website for reducing earthquake damage.

### Home preparedness

- We have attached the necessary tools to the utility shut-off valves.
- We have done a home hazard hunt and corrected hazards we found.