

Disaster Plan Worksheet

“IS YOUR FAMILY PREPARED?”



Courtesy of
Galveston County Constables Office
Pct.7
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Disaster Plan Worksheet

If a natural disaster, hazardous materials spill, or terrorist attack takes place, everyone in your household needs to know what to do. The best way to be prepared is to hold a household planning meeting. Get ready for that meeting by filling out this worksheet.

Potential disasters

1. What kind of disasters do you need to prepare for? That is, what special risks do people in your area run? Examples include tornadoes, floods, hurricanes, hazardous materials spills, as well as terrorist attacks.

Keep these high-risk disasters in mind as you fill out the rest of this form.

Workplace, school, and local emergency response plans

2. Talk with employers and school officials about their emergency response plans. For example, if schools are closed, how will parents be notified and how will the kids get home? If workplaces are closed, will the news media be notified?

- workplace 1 _____
- workplace 2 _____
- school 1 _____
- school 2 _____

Make notes on these plans here:

Evacuation plan

Evacuations are more common than many people realize. Hundreds of times each year, hazardous materials spills, fires and floods, and storms require that people evacuate their homes. Be sure to cover the following in your household planning meeting.

3. What are your community evacuation routes?
 4. Where will your family go in the event of evacuation?
- Do you keep gas in your car? (Gas stations are often closed in emergencies.)
- Have you prepared a disaster supply kit, containing water, food, and supplies for three days? Put the kit in a duffel bag or backpack in a handy location – you may have little time to “grab it and go.”

Stay in contact

When disaster strikes, your household will probably not be together. Talk about how you will all contact one another and make arrangements to deal with the situation.

6. Identify two meeting places: one near your home in case of fire or other neighborhood emergency; one away from the neighborhood in case you cannot return home.

Neighborhood meeting place: _____

Outside-neighborhood meeting place: _____

7. Who will be the common contact person? This should be a friend or relative outside the area that all household members can call to say they are OK.

Common contact person: _____

Do all members of the household carry the contact person's telephone number with them at all times?

Are emergency telephone numbers (including the number of the common contact person) posted by the telephone?

Do your children know how and when to call 911 and 311?

Make your home disaster-resistant

8. In some emergencies, neighborhood safety requires that everyone shut off their own water, gas, and electricity. List below where the main shut-off switches are located.

Water shutoff: _____

Gas shutoff: _____

Electricity shutoff: _____

- Does everyone in the household know how and when to shut off water, gas, and electricity?
- Are the tools you need to do this handy? (Usually only an adjustable pipe wrench and crescent wrenches are needed.)
9. Draw a floor plan of your house. Mark two escape routes from each room.

Prepare to reduce impact

After an attack or disaster, you may be able to rely on loans, grants, and other disaster to help get your home back in shape. Reduce the economic impact of disaster on your property and your household's health.

- Review property insurance policies to make sure they are current and cover the most likely hazards. For example, if you live in a flood-prone area, consider flood insurance.
- Consider saving money in an emergency savings account.
- Keep cash or traveler's checks at home in a safe place where you can get to it quickly in case of evacuation. (ATMs may not work in an emergency.)
- Review health insurance and life insurance policies to make sure they are current and meet your needs.
- Keep copies of critical documents, such as health insurance cards, driver's licenses, passports or Green Cards in a watertight container where you can get to them quickly.

10. Has someone in your household taken classes in first aid and in CPR? (The local Red Cross can provide information.) If so, who?

Plan to meet your special needs

If you or a member of your family has a disability or special need, you may need to take additional steps to protect yourselves. For example, hearing-impaired people may need to make arrangements to receive a warning; people in wheelchairs or without cars may need help getting to a shelter; people who do not speak English may need translation assistance.

11. What special needs or disabilities will your household need to plan for?
- [] Find out about special assistance that may be available in your community. In many places, you can register with the local office of emergency services or fire department to make sure you get the help you need.
- [] Make sure your disaster supply kit contains any special supplies you and your family need. For example, include prescription drugs, extra wheelchair batteries, or food for a seeing-eye dog.
12. Do you have neighbors who may need special assistance (for example, the elderly or the disabled)? How can you help them in the event of an emergency?
13. Pets are not allowed in public shelters or most hotels and motels. If you must go into a public shelter, who will take care of them?
- [] Have a secure pet carrier or leash for all pets.
- [] Make sure your pets have proper identification tags fastened to the collar.

Module VI: Disaster Supply Kit

Includes suggested items as:

Water

- 3 gallons per person, stored in plastic containers.

Food

- 3 days' supply, including
 - canned meats, fruits, vegetables
 - canned juice, milk, soup
 - high-energy foods (peanut butter, granola bars, trail mix)
 - food for infants, elderly, special diets
 - comfort/stress foods (cookies, candy, coffee and tea)

Family documents - copies kept in waterproof container

- Passports, social security and Green cards
- Bank account and credit card numbers
- Emergency contact list and telephone numbers
- Insurance policies

First-aid kit containing

- Assorted Band-Aids
- Gauze pads and adhesive tape
- Scissors
- Tweezers
- Needle and thread
- Assorted safety pins
- Moistened towelettes
- Antiseptic
- Thermometer
- Soap
- Latex gloves (2 pair)
- Sunscreen

Non-prescription drugs, such as

- Aspirin or other pain reliever
- Anti-diarrhea medication
- Antacid
- Laxative
- Ipecac (if advised to induce vomiting)
- Activated charcoal (if advised to use)

Clothing and bedding

- Sturdy shoes or work boots
- Raincoat
- Blankets or sleeping bags
- Complete change of clothing for each person in household

Tools and supplies, including

- Battery-operated radio
- Flashlight
- Extra batteries for radio, flashlight
- Signal flare
- Matches in waterproof container
- Shut-off wrench (to turn off utilities)
- Duct tape and plastic sheeting
- Eating supplies (paper cups and plates, plastic utensils)
- Can of Sterno
- Can opener
- Jackknife
- Compass
- Plastic storage containers
- Paper and pencil
- Map of area

Hygiene supplies, including

- Washcloth and towel
- Toilet paper
- Liquid detergent
- Feminine hygiene supplies
- Toothbrush and toothpaste
- Plastic garbage bags with ties
- Liquid chlorine bleach
- Plastic bucket with tight lid

Special items

- Cash or traveler's checks
- Emergency preparedness manual

For baby:

- Formula or breast pump
- Bottles
- Diapers
- Powdered milk

For adults:

- Prescription drugs
- Denture needs
- Extra eyeglasses
- Contact lenses and solution

Entertainment:

- Games and books

Container

Store kit in:

- Duffel bag or backpack

Rationale: FEMA and the American Red Cross have found that, in the event of evacuation, some families will be without services for up to three days. If a family has everything in this kit, they will be able to go three days without too much hardship.