

# Emergency Planning Worksheet

What are the most common types of natural disasters in your area: Download specific information from the websites listed at the end of this document and attach it to your plan.

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Other types of emergencies you may encounter:

House Fire

Household flooding from broken pipes

Where are the shutoffs located for utilities?

Main Electrical Circuit : \_\_\_\_\_

Main Water Valve: \_\_\_\_\_

Gas Valve: \_\_\_\_\_

*\*\*\*Do not shut off gas unless you suspect a leak exists.*

Location of wrench to shut off gas: \_\_\_\_\_

Location of the Manual Garage Door Override: \_\_\_\_\_

Location of other utilities: \_\_\_\_\_

*On a separate piece of paper, draw a floor plan of your house. Show the locations of exit doors and windows, utility shutoffs, fire extinguishers, emergency supplies and first aid kit.*

Your emergency supply kit and first aid kit are located:

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Fire Extinguishers are located:

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Complete the Family Communications Plan

Do you, a friend or family member need special assistance during an emergency?

Check with your city or county office of emergency services to register for additional assistance. Remember to assist others with special needs if it is safe to do so.

**Reunion Locations:** Establish two places where you and your family can meet following an emergency. One immediately outside of your home, e.g. a neighbor's mailbox, for use during a home emergency and a site away from your home in case you must evacuate the area.

Home Location: \_\_\_\_\_

Away from Home Location: \_\_\_\_\_

**Evacuation Sites:** If you must evacuate with your animals, where would you go. Places may include rodeo grounds, fair grounds, animal shelters, friends or family with land outside the immediate area.

1. Closest to home: \_\_\_\_\_

2. Outside your immediate area: \_\_\_\_\_

3. Another Option: \_\_\_\_\_

**Out of Area Contact:** Name and telephone number of person outside your local area for family members to call to report their location and condition.

Name: \_\_\_\_\_

Location: \_\_\_\_\_ Phone: \_\_\_\_\_

**Buddy System:** If you away from your home during an emergency, designate a neighbor to check on your family, animals and property.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**School Disaster Policy:** Know what your schools policies are in the event of an emergency. Do they have adequate supplies if children are unable to leave. Designate an authorized adult to pick up your children if you are unavailable.

**Business Disaster Policy:** Know your business's emergency plan and location of supplies. You may be unable to leave the facility and should have adequate supplies for 3 days. Co-workers without transportation may need assistance. Help others whenever possible.

**Training:** Learn First Aid and CPR for you and your animals, refresher classes should be taken every 2 years.

Person(s) Trained:

Name: \_\_\_\_\_ Date Training Expires: \_\_\_\_\_

Name: \_\_\_\_\_ Date Training Expires: \_\_\_\_\_

Name: \_\_\_\_\_ Date Training Expires: \_\_\_\_\_

Name: \_\_\_\_\_ Date Training Expires: \_\_\_\_\_



## If a Disaster is Predicted

1. Gather all emergency supplies and first aid kits. If you are sheltering in place, keep them in your safe room.
2. Determine if it is safe to shelter in place or if you will be evacuating. Remember it may be impossible to evacuate if wait.
3. Review information on type of disaster. Listen to the radio for specific instructions.

Notes:

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## Evacuating

1. Prominently post a message indicating where you can found, note the date and time you left. Spray paint or permanent marker on the front door or other visible location works best.
2. Turn off the main electrical breaker and the main water source.
3. Do not turn off the gas unless instructed to do so or you smell gas.
4. Take your animals with you and go to the predetermined location.
5. Take at least 3 days worth of food and water for your family and animals.
6. Take you Emergency Prepared Kit and First Aid supplies.
7. If time and space allows, gather family photos or other sentimental items.

Notes:

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## Water Purification

1. Boil for 1 full minute, keeping in mind some water will evaporate, let water completely cool before using or
2. Add 8 drops (1/4 teaspoon) of household bleach per gallon of clear water. Use 16 drops (1/2 teaspoon) per gallon of cloudy water, mix well and let stand for 30 minutes or
3. Use water purification tablets, follow the manufacturer's instructions.

## Additional Important Telephone Numbers:

911 or your local emergency response number \_\_\_\_\_ for life threatening emergencies.

### Non-Emergency Calls

Fire: \_\_\_\_\_

Police: \_\_\_\_\_

Animal Control: \_\_\_\_\_

Animal Emergency Team: \_\_\_\_\_

Gas Company: \_\_\_\_\_

Electric Company: \_\_\_\_\_

Water Company: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

## Important Documents:

Keep these documents in a waterproof, portable container:

- Will, insurance policies, contracts, deeds, stocks and bonds
- Passports, social security cards, immunization records
- Bank account numbers
- Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)
  - Animal registration papers, proof of ownership, microchip information, etc.
  - Animal medical history and vaccination records.
  - Pictures of family members and animals

[For more information about specific types of emergencies you may encounter, go to the websites listed below.](#)

## All Types of Disasters

<http://www.fema.gov/hazard/types.shtm>

- [Chemical Emergencies](#)
- [Dam Failure](#)
- [Earthquake](#)
- [Fire or Wildfire](#)
- [Flood](#)
- [Hazardous Material](#)
- [Heat](#)
- [Hurricane](#)
- [Landslide](#)
- [Nuclear Power Plant Emergency](#)
- [Terrorism](#)
- [Thunderstorm](#)
- [Tornado](#)
- [Tsunami](#)
- [Volcano](#)
- [Wildfire](#)
- [Winter Storm](#)

## Earthquakes

<http://pubs.usgs.gov/gip/2005/15/>

## Hurricanes

<http://www.weather.gov/os/hurricane/index.shtml>

## Tornadoes

<http://www.noaa.gov/tornadoes.html>

## Tsunami

<http://www.noaa.gov/tsunamis.html>

## Wildfires

<http://www.fema.gov/hazard/wildfire/index.shtm>

## House Fires & Fire Safety

<http://www.firesafety.gov>





# Ready

# Family Communications Plan

Prepare. Plan. Stay Informed.

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-Town 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: _____
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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

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Neighborhood Meeting Place: \_\_\_\_\_  
 Regional Meeting Place: \_\_\_\_\_

### Work

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

### School

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

### Work

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

### School

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

### Other place you frequent:

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

### School

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

### Other place you frequent:

Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 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 #: \_\_\_\_\_



# Ready

Prepare. Plan. Stay Informed.

# Family Communications Plan

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

Other Important Phone Numbers & Information:

 **Family Communications Plan**

Contact Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Out-of-Town Contact Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Neighborhood Meeting Place: \_\_\_\_\_  
 Meeting Place Telephone: \_\_\_\_\_

**Dial 911 for Emergencies!**

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Other Important Phone Numbers & Information:

 **Family Communications Plan**

Contact Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Out-of-Town Contact Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Neighborhood Meeting Place: \_\_\_\_\_  
 Meeting Place Telephone: \_\_\_\_\_

**Dial 911 for Emergencies!**

Other Important Phone Numbers & Information:

 **Family Communications Plan**

Contact Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Out-of-Town Contact Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Neighborhood Meeting Place: \_\_\_\_\_  
 Meeting Place Telephone: \_\_\_\_\_

**Dial 911 for Emergencies!**

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Other Important Phone Numbers & Information:

 **Family Communications Plan**

Contact Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Out-of-Town Contact Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Neighborhood Meeting Place: \_\_\_\_\_  
 Meeting Place Telephone: \_\_\_\_\_

**Dial 911 for Emergencies!**

## Emergency Preparedness Checklist

<b>DONE</b>	<b>Plans</b>
	Animal Medical Emergency Plan
	Evacuation Plan
	Disaster Preparedness Plan/Emergency Planning Worksheet
<b>DONE</b>	<b>Human Emergency Kit</b>
	Water – 1 gallon per person per day (1 week supply)
	Water purification kit & household bleach
	First Aid Kit
	First Aid Book
	Food for 1 week
	Can Opener (non-electric)
	Blankets, Sleeping Bags, Towels
	Portable Radio, flashlight and spare batteries
	Essential Prescription and Over-the Counter Medications & Eye Glasses
	Fire Extinguisher – ABC type
	Cash and Change
	Baby Supplies: diapers, formula, bottles, diaper wipes, etc.
	Large plastic trash bags, tarps & rain gear
	Large trash can
	Toiletries – soap, shampoo, toothpaste & tooth brushes
	Feminine hygiene products
	Toilet Paper & Paper towels
	Heavy Gloves
	Candles & matches
	Change of clothing, sturdy boots
	Knife or razor blades
	Tent
	Paper, permanent markers, pens, stamps
	Cooking & Eating Utensils, Heavy duty aluminum foil
	Axe, Shovel, broom
	Adjustable wrench
	Tool kit with screwdrivers, pliers, hammer
	Rope
	Duct Tape
	Plastic tape, staple gun & plastic sheeting
	City & Regional Map
	Bicycles
	Important family documents
	Emergency Contact List
	Safety Glasses
	Masks
	For children: coloring books, crayons, games
	Garden hose
	5 gallon bucket with lid to be used as a latrine

## Emergency Preparedness Checklist

<b>DONE</b>	<b>Large Animal Kit (in addition to items listed previously)</b>
	Water – 12-20 gallons per animal per day (1 week supply)
	Hay & other feed for 1 week, store in large plastic trash cans
	Vaccination records, health certificate and Coggins test results
	Medical History
	Proof of ownership (copies of breed registration, photos, microchip numbers, etc.)
	First Aid Kit
	Water bucket(s)
	Rake
	Wheel barrow
	Halters(leather if possible), luggage tags or other identifiers, lead ropes
	Blankets
	Wire cutters
	Fluorescent Spray Paint, Livestock Marking Crayon
	Bandanas for blind folds
	Fly Spray
	Hoof pick, other hoof care tools if available
	Twitch or nose leads
	Prescription medications
<b>DONE</b>	<b>Small Animal Kit (in addition to items listed previously)</b>
	2 week supply of water and food
	Medications
	Cages, carriers, leashes, harnesses, muzzles for each animal
	Tags or other identification on each animal
	Veterinary medical records including vaccination history
	Proof of ownership, registration, microchips, photos, etc.
	Food and water bowls
	Familiar items such as toys, treats, bedding
	Newspaper for bedding and litter
	Litter pan, scoop and litter
	Birds, amphibians, reptiles and other animals: bring items essential to their health.

# First Aid Kit

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√	RECOMMENDED MINIMUM SUPPLIES	NOTES
	Adhesive bandages in multiple sizes (band-aids)	
	Adhesive tape	
	Gauze roller bandages or compress	
	Sterile gauze pads 2 inch and 4 inch	
	Sterile surgical pads for pressure dressings	
	Triangular bandages	
	Tweezers and scissors	
	Eye dressing packet	
	Sterile eye wash	
	Antiseptic towelettes	
	Non-adherent bandage pads	
	Thermometer	
	Antibacterial Soap	
	Elastic bandages (Ace® wraps)	
	Gloves	
	Cotton-tipped swabs	
	Commercial Ice Packs	
	CPR Shield or Mask	
	Emergency Blanket	
	Flashlight	
	<b>Additional Supplies for Horse Owners</b>	
	Stethoscope	
	Duct Tape	
	Roll cotton	
	Brown gauze	
	Vet wrap®	
	Leg wraps	
	PVC splints	