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:
________________________________________________________________________________

Fire Extinguishers are located:
________________________________________________________________________________

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: ________________
Before a Disaster

1. Annually inspect your home and property for potential hazards and correct problems.
2. Determine evacuation routes.
3. Secure water heater and tall or heavy furniture.
4. Move heavy items to lower shelves
5. Install clips, latches and other locking devices on cabinet doors.
6. Provide strong support and flexible connections on gas appliances.
7. Remove or isolate and secure flammable materials.
8. Update your emergency plans and supplies annually.
9. Update your emergency contact information annually.
10. Keep vehicles well maintained and full of fuel.
11. Keep at least a 1 week supply of food on your property at all times.
12. Develop a buddy system. Make arrangements to check on each other after a disaster.
13. Photograph or video tape your property and belongings. Keep a copy with your important documents and send a copy to a friend or family member outside of the area.
14. Make a list of additional items you would take with you if time and space allowed.
15. Practice your plan before disaster strikes.

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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.

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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.

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During the Emergency

1. Go to the safest location. Stay away from windows and furniture that may fall.
2. Follow the recommendations for your specific event: tornado, earthquake, flood, etc.
3. Do not use the phone except in emergencies. Only call 911 for life threatening emergencies.

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After the Emergency

1. Put on heavy shoes to avoid injury from glass and other debris. Wear protective gear such as safety glasses, dust masks and heavy gloves when cleaning up after the disaster.
2. Check family members for injuries and provide first aid.
3. Check for fires and fire hazards.
4. Sniff for gas leaks starting at the hot water heater. If you smell gas or hear a hissing sound or suspect a leak, turn off the main gas valve. Turn off electrical system at the main circuit breaker or fuse box. Do not turn on lights or use matches or lighters. Do not turn the gas back on until the gas company or a plumber has checked the system.
5. Listen for advisories using a battery powered radio.
6. Inspect the house, roof, chimneys, barns, out buildings and fences for damage.
7. Check on your “buddy” and neighbors.
8. Take photos of your property.
9. Clean up potentially harmful material.
10. Remove debris around your house, barn and pastures.
11. Do not touch downed power lines.
12. Make one phone call to your out-of-area contact, keep the conversation very brief. Do not use the phone except in emergencies. Only call 911 for life threatening emergencies.
13. If your animals are missing contact local animal control or the disaster response team.
15. Be prepared to evacuate when/if necessary.

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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: ________________________________

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
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.

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Social Security Number</th>
<th>Important Medical Information</th>
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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: ____________________________

School
Address: ____________________________
Phone Number: ____________________________
Evacuation Location: ____________________________

Important Information

<table>
<thead>
<tr>
<th>Important Information</th>
<th>Name</th>
<th>Telephone #</th>
<th>Policy #</th>
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<tbody>
<tr>
<td>Doctor(s):</td>
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<tr>
<td>Other:</td>
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<tr>
<td>Pharmacist:</td>
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<tr>
<td>Medical Insurance:</td>
<td></td>
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<td></td>
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<tr>
<td>Homeowners/Rental Insurance:</td>
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<tr>
<td>Veterinarian/Kennel (for pets):</td>
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</tbody>
</table>

Other useful phone numbers: 9–1–1 for emergencies. Police Non-Emergency Phone #: ____________________________
Every family member should carry a copy of this important information:

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Telephone:</th>
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</thead>
<tbody>
<tr>
<td>Out-of-Town Contact Name:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Neighborhood Meeting Place:</td>
<td>Meeting Place Telephone:</td>
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Dial 911 for Emergencies!

<table>
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<tr>
<th>Contact Name:</th>
<th>Telephone:</th>
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<tbody>
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<tr>
<td>Neighborhood Meeting Place:</td>
<td>Meeting Place Telephone:</td>
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</table>

Dial 911 for Emergencies!
Emergency Preparedness Checklist

DONE

Plans
Animal Medical Emergency Plan
Evacuation Plan
Disaster Preparedness Plan/Emergency Planning Worksheet

DONE Human Emergency Kit
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, stable gun & plastic sheeting
City & Regional Map
Important family documents
Emergency Contact List
Safety glasses
For children: coloring books, crayons, games
Garden hose
5 gallon bucket with lid to be used as a latrine

DONE

Large Animal Kit (in addition to items listed previously)
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

DONE

Small Animal Kit (in addition to items listed previously)
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.
## RECOMMENDED MINIMUM SUPPLIES

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Adhesive bandages in multiple sizes (band-aids)</td>
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<tr>
<td>Adhesive tape</td>
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<tr>
<td>Gauze roller bandages or compress</td>
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<tr>
<td>Sterile gauze pads 2 inch and 4 inch</td>
</tr>
<tr>
<td>Sterile surgical pads for pressure dressings</td>
</tr>
<tr>
<td>Triangular bandages</td>
</tr>
<tr>
<td>Tweezers and scissors</td>
</tr>
<tr>
<td>Eye dressing packet</td>
</tr>
<tr>
<td>Sterile eye wash</td>
</tr>
<tr>
<td>Antiseptic towelettes</td>
</tr>
<tr>
<td>Non-adherent bandage pads</td>
</tr>
<tr>
<td>Thermometer</td>
</tr>
<tr>
<td>Antibacterial Soap</td>
</tr>
<tr>
<td>Elastic bandages (Ace® wraps)</td>
</tr>
<tr>
<td>Gloves</td>
</tr>
<tr>
<td>Cotton-tipped swaps</td>
</tr>
<tr>
<td>Commercial Ice Packs</td>
</tr>
<tr>
<td>CPR Shield or Mask</td>
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<tr>
<td>Emergency Blanket</td>
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<tr>
<td>Flashlight</td>
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</table>

## Additional Supplies for Horse Owners

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Stethoscope</td>
</tr>
<tr>
<td>Duct Tape</td>
</tr>
<tr>
<td>Roll cotton</td>
</tr>
<tr>
<td>Brown gauze</td>
</tr>
<tr>
<td>Vet wrap®</td>
</tr>
<tr>
<td>Leg wraps</td>
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<tr>
<td>PVC splints</td>
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