

# FAMILY PLAN— BEFORE an EMERGENCY

## CONTACTS

*Do you remember all the numbers stored in your phone?  
PRINT AND SAVE COPIES OF CONTACT LISTS ON A REGULAR BASIS!*

- Reference your **Communication** plan
- Call those identified as priority contacts

## COMMUNICATION

*Communication often fails. Make it your plan to have more than one way to communicate.*

- Develop a communication plan
- Procure redundant communications devices (e.g. landline phone, cell phone, two-way radios, HAM radios, satellite radios, etc.), learn how to use them, and mark their locations in **(Maps & Diagrams)**
- Maintain list of communication devices, their respective locations, and their function
- Ensure batteries are charged and/or duplicate batteries are in **(Supplies)**
- Identify **(Contacts)** by device type; cell, landlines, satellite, etc.
- Identify out of area contact for family and friends to check on status
- Register individual staff/family/friends in VC Alert
- Share your communication plan with family/friends
- Know your neighbors and include them in your communication plan
- Identify a safe meeting place where family members can gather
- Identify a contact person/place to leave messages should you be separated from your family/friends

## SUPPLIES

*These items can be used to (Shelter in Place) but you may need to grab some to take with you for (Evacuation).*

- Label and store items in an organized manner for quick and easy retrieval
- Mark location of supplies on a map of the building (Maps & Diagrams)
- Include and inventory (Supplies):
  - Basic tools & equipment
  - Tools/parts for repair of equipment
  - Items that will shelter everyone from the elements
  - Supplies to keep you warm and dry
  - Items for personal hygiene including water (Food & Water)
- Pack all items to protect from moisture
- Stock materials to protect your building such as plywood, tarps, etc. (Supplies)
- Plan for most basic needs and consider use of multi-tools such as a Leatherman

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## FIRST AID

*You may not have access to professional first aid so you should do what you can with what you have.*

- Buy or make several first aid kits.
  - Label and store items in an organized manner for quick and easy retrieval
  - Make an inventory list of all items (supporting doc)
- Mark location of supplies on a map of the building (**Maps/Diagrams**)
- Keep a personal first aid kit in your car, home & work space
- Maintain sufficient supplies for one week of treatments (supporting document)
- Maintain a 30-day supply of necessary prescription & non-prescription drugs for each family member
- Learn first aid and CPR

## FIRE EXTINGUISHERS

*Know what kind of fire extinguishers you have, what fires they put out, and how to use them. Have them serviced annually.*

- Purchase one or more fire extinguishers. See (Supporting Doc) for types
- Place in appropriate, accessible and visible locations
- Draw a Map identifying where extinguishers are located
- Have fire drills with family and other household members
- Practice operating & picking up extinguishers as they can be heavy
  - Read instructions on side of extinguisher
- Remember the **PASS** technique (Supporting Doc)
- Inspect extinguishers every 30 days:
  - Is it in right location?
  - Visible and Accessible?
  - Does gauge show right pressure?
  - Conduct annual maintenance
  - Have extinguisher recharged if pressure is down or discard if it is not rechargeable

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## FOOD AND WATER

*Remember: some disasters last longer than 3 days; plan for resupply & purification.*

- Gather a 3-day supply of:
  - Water: one gallon/person per day** for drinking and sanitation
  - Non-perishable food
- Generate a list of alternate water sources.
  - Drinking: Ice cubes, liquid in canned fruit/vegetables, water from pipes, water heater.
  - Sanitation **only**: Swimming pools and spas. (Managing Water)
- Keep food in a cool, dry place
- Store packaged food in tightly closed plastic or metal containers
- Dispose of any canned food that becomes swollen, dented or corroded
- Use foods before expiration and replace them with fresh supplies
- Rotate stored food and water supplies every six months. Write date on all containers.
- Store items for easy access and visible contents
- Pack small containers of water and breakfast bars, hard candy or energy foods for **Go Bag**

## IMPORTANT DOCUMENTS

*Important documents assist in identification, verification, and beyond...*

- Locate and gather important documents (Important Emergency Documents)
- Consider including phone numbers in (Contacts)
- Consider saving electronic copies of all important documents to an external hard/flash drive & store in your (Go Bag)
- Review & update as needed

## MAPS AND DIAGRAMS

*Maps are essential in successful disaster planning*

- Create a maps & diagrams of your house/facility
  - Map out the following:
    - Fire extinguishers
    - First aid equipment
    - Supplies
    - Communication devices
    - Safe meeting places in your neighborhood
    - Emergency shutoff valves
    - Emergency exits
    - Designated evacuation routes

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## GO-BAG

*Remember this is a bag you may have to grab in a hurry and carry some distance.*

- Conserve space and weight, as you may have to walk and carry this bag
- Include items for individual Go Bag (One bag for each member of household)
- Store your Go Bags in an easily accessible place
- Include contact information for at least one out-of-town person to check in with
- Include Important Document and an external hard/flash drive to store electronic copies

## ACCESS AND FUNCTIONAL NEEDS

*Remember your unique needs and prepare in such a way that allows you to remain comfortable and fully functional.*

- Compile list of all **(Important Documents)**
- Compile list of all life sustaining treatments you need such as dialysis, oxygen, medications, etc.
- Stock all prescription medication/supplies
- Stock all over-the-counter medication, wipes, pads, and other medical supplies
- Compile a list of **(Contacts)** for all primary medical providers

## ANIMALS

*Don't forget your animals when you have to evacuate; there is often very little time so planning ahead will pay off.*

- Build a Go Bag for your animal (Animals Go Bag) label w laundry marking pen
- Place items in convenient, accessible location as time will be limited
- Adhere ID, with your name and an emergency telephone number, to collars or harness
- Identify a staging area to confine your animal prior to evacuation
- Make sure crates and carriers are suitable size, type & portability

## SHELTER IN PLACE

*Be sure you know whether you should STAY (Shelter in Place) or GO (Evacuation)*

- Assemble a **(Go Bag)** for each person
- Maintain & rotate food/water supply **(Food & Water)**
- Stockpile supplies **(Supplies)**

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## EVACUATION

*Contemplate before you evacuate*

- Plan for alternate evacuation locations
- Plan for appropriate & alternate Transportation
- Plan evacuation routes Maps/Diagrams
- Stockpile supplies to meet evacuation needs (Supplies)
- Identify a communication plan (Communications)
- Keep vehicle(s) gas tanks at least ½ full at all times

## TRANSPORTATION

*There are less than 40 ambulances in the entire County of Ventura*

- Keep vehicles in good repair and tank full of fuel
- Consider storing extra fuel in a gas can
- Identify alternate travel (Commuter Emergency Plan)

## UTILITIES

*Safety first: plan ahead and follow proper utility shut off procedures*

- Locate main utilities shutoffs such as:
  - Gas: usually connected to the pipe that runs from the ground to your gas meter
  - Electric: main panel usually located on the side of the building
  - Water: usually located near the front of the building facing the street
- Label valves, as appropriate, for easy identification
- Take photos of utility shut offs & place in this plan
- Become familiar with the proper ways to shut off each utility
- Gather important contact numbers for utilities service (**Contacts**)
- Keep appropriate tools for shutting off utilities in a readily accessible place

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## SECURITY

*Remember, security incidents can last longer than 3 hours...*

- Develop a (Hazard Vulnerability Assessment)
  - Consider cyber security
- Identify location-specific threats
- Develop perimeter control
  - Monitoring devices
  - Remote door access
- Establish secure areas/pre-identified safe rooms
  - Stock with communication equipment, food, water, first aid, supplies, etc.
- Know your exits (**Maps & Diagrams**)
- Identify Law Enforcement (**Contacts**)
- Develop check-in procedures
- Establish family security plan
- Consider installing a home monitoring system
  - Alarm/camera systems
- Establish neighborhood networks

## VIOLENCE

*Implement effective strategies to reduce, respond to, report, and resolve issues of violence. Trust your instincts!*

- Develop an active role in violence prevention
- Practice Vigilance and be aware of:
  - Your surroundings
  - Potential for being followed
  - Unfamiliar, dimly light, or secluded areas
  - Sharing too much information
- Consider installing/maintaining (**Security**) measures
  - Security cameras
  - Lighting
  - Trimmed hedges
  - Physical security i.e. door locks
- Implement prevention strategies for security/bullying related to Cyber/I.T.
- Be aware of available services, such as:
  - Behavioral Health, Critical Incident Stress Management, and Counseling
- Know who you are allowing in your home, such as:
  - Maids, gardeners, nanny, repair workers, dog sitter, etc.
- Know your neighbors

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## REUNIFICATION

*After a disaster, letting your family/friends know that you are safe and well can bring your loved ones great peace of mind.*

- Sit down with your family to discuss your (**Communication**) plan
- Practice your (**Communication**) plan