

# Family

# *Disaster Preparedness*

# Plan Workbook



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

Telephone number: \_\_\_\_\_

Date prepared: \_\_\_\_\_

Review dates: \_\_\_\_\_



This plan should be shared with family members, friends, and neighbors.  
Be sure to review and update this plan every six months when you reset  
your clocks in the Spring and Fall.

***We come to disaster preparedness through our understanding of Scripture and our understanding that we have a responsibility to prepare ourselves and/or our families for potential disasters. Disaster preparedness reduces chaos and fear, minimizes stress, and saves precious time. . . protecting everyone you love.***

God is our refuge and strength, a very present help in trouble.  
Therefore we will not fear though the earth should change,  
though the mountains shake in the heart of the sea;  
though its waters roar and foam, though the mountains tremble with its tumult.  
There is a river whose streams make glad the city of God,  
the holy habitation of the Most High.  
God is in the midst of her, she shall not be moved;  
God will help her right early.

“Be still, and know that I am God. I am exalted among the nations;  
I am exalted in the earth!” The LORD of hosts is with us;  
the God of Jacob is our refuge.

***Psalm 46:1-5, 10-11 (RSV)***

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**Created February 2023**

*This workbook is prepared using resources from the Presbyterian Disaster Assistance, American Red Cross, FEMA and the West Virginia Dept of Health and Human Services.*



# Family Disaster Preparedness Plan Workbook



## Five Steps to Disaster Planning

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## STEP 1: Be Informed

### Know Your Emergency Alert Methods

Home emergency alerts include smoke and carbon monoxide detectors. In neighborhoods, alert systems include tornado sirens or fire alarms. Emergency alerts can be transmitted through television and radio, as well as cell phones.



Alert Source	For What warning	What to Do Action
Smoke/Carbon monoxide detector	Home fire, Carbon monoxide poisoning	Evacuate
Tornado Sirens	Tornado potential	Shelter-in-safe place
Television/Radio	Weather, public threat	As directed
Cell phones -> Wireless Emergency Alerts	Weather, Amber alert, public threat	As directed
NOAA Weather radio	Weather related	As directed

### Other Emergency Plans to Consider

#### Childcare

Who is authorized to pick up kids?

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How will you be updated about childcare response to weather threats? \_\_\_\_\_

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#### Employers

What is your employer's emergency plan? \_\_\_\_\_

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Are you required to report to work, (i.e., law enforcement, first responders, etc.)?

YES \_\_\_\_\_ NO \_\_\_\_\_ If so, what is your plan? \_\_\_\_\_

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## STEP 2: Make a Plan

### Disasters—What kind of disasters happen in our area?

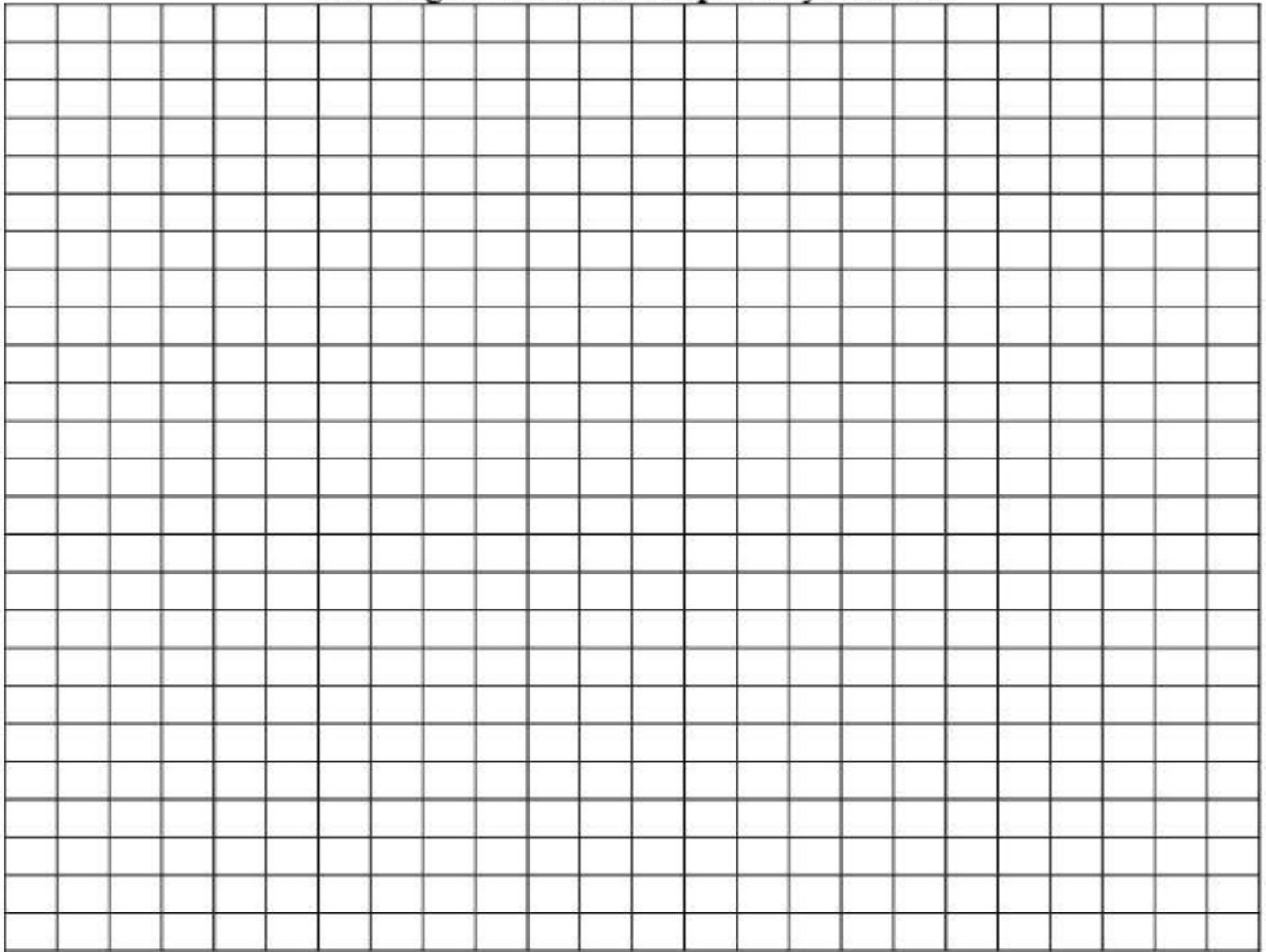
It is important to know what type of disasters can occur in our communities or our own homes. Listed here are some of the more common disasters; Where will you go? What will you do? How will you get there? Who do you call?



Fire	
Ice Storm/Winter	
Power Outage	
Flood	
Tornado	
Pandemic/Epidemic	
Chemical Spill	
Other	

# Home Layout

Create a layout drawing below of your home. Identify exits, meeting places and shelter-in-place locations. Print additional pages for each floor of your home.



Use the following symbols on your layouts:

Normal Exit Route 

Fire Extinguisher 

First-Aid Kit 

Alternate Exit Route 

Collapsible Ladder #

Tornado Safe Spot 

Outside Reunion Location 

Disaster Supply Kit 

## Meeting Places

Choose two places to meet:

- 1) just outside of your home
- 2) just outside your neighborhood

Choose a location where the family may leave notes if evacuated and contact cannot be made by phone.



Meeting Place–Outside Home	
Meeting Place–Outside Neighborhood	
Location for Notes	

## PRACTICE – PRACTICE – PRACTICE

Involve children in each step of the disaster planning process, which can reduce their fear and anxiety. Discuss planning steps in age-appropriate ways. Age-appropriate tools for children of all ages are available. See resource list on pages 16-17.

To help children automatically know how to respond, hold regularly scheduled fire drills and evacuation events. Choose a specific day/time (i.e. first Saturday of the month) to practice.



These practice events should include:

- calling out-of-town contact
- meeting at designated meeting place in neighborhood
- meeting at designated meeting place outside neighborhood
- how to evacuate bedroom in case of fire
- meeting in safe spot for tornado drill
- quiz children about safe spots in their home

## STEP 3: Family Communication Plan

A Family Communication Plan provides critical information that may no longer be available following a disaster. This is an essential part of your Family Preparedness Plan.

**Copies of important documents are intended to prove identity of family members, ownership of property, proof of insurance, and/or medical health history.**

Copies of the following items should be placed in a waterproof bag/pouch and stored in a safe place that is easily accessible at the time of an evacuation or other disaster circumstance. This makes it easy to “grab and go”.

Items to include in waterproof bag/pouch:

- 1) Government-issued ID (Drivers license, State ID, Passport/birth certificate, etc)
- 2) Insurance information (Home/renters, auto, medical, life)
- 3) Prescriptions (photos of bottle labels)
- 4) Medical summary from recent physical/visit
- 5) Emergency and family phone numbers (see form page \_\_\_)
- 6) Charge cards
- 7) Pet immunization record
- 8) Computer passwords
- 9) Copy of Family Preparedness Plan
- 10) Copies of other documents specific to your situation



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### Family and friends contacts

List family members, trusted neighbors, relatives with current phone numbers—cell phone numbers if possible. **Text messaging may be the only means of communication during a power failure.** A sample form for your use is on pages 8-9 of this workbook.

### Out-of-State Contact

Ask a friend or relative who does not live in the area/state to be your “out-of-area” contact. Family members should memorize this number and call if ever separated during an emergency. Backpack cards containing this name and phone number are ideal for children. List the contact and phone number below:

NAME /RELATIONSHIP	PHONE NUMBER



## Animal Care

Identify locations that can shelter or house animals after a disaster. This can include hotels, kennels, farms, or friends/family.

**Note** – Some emergency shelters may be able to provide animal care supplies.



LOCATION	ADDRESS & PHONE NUMBER

## Essential Support Contact Information

It is important to identify early on the need for additional assistance in times of a disaster. It's very possible on a day-to-day basis you or a family member can function independently inside your home, but think about what assistance may be needed. The people you identify will become your support team.



**Sit down with this support team and review your preparedness plan so everyone knows their role.** Include name, role (home health aide, physical therapist, mother, child, neighbor), contact information and expectations for each person. Be specific on duties: include things like who will take care of the family if someone is away/at work; who is able to provide transportation; who will check on the family during a power outage; who will provide shelter to the family if the house is damaged.



NAME/ROLE	CONTACT INFORMATION (LIST 2 NUMBERS)	DUTY DURING AN EMERGENCY



# Family Communication Plan

Emergencies can happen at any time. Does your family know how to get in touch with each other if you are not all together?

*Before* an emergency happens, have a family discussion to determine who would be your out-of-state point of contact, and where you would meet away from your home — both in the neighborhood and within your town.

Let them know you're OK!

Pick the same person for each family member to contact. It might be easier to reach someone who's out of town.

## Important Information

Fill in this information and keep a copy in a safe place, such as your purse or briefcase, your car, your office, and your disaster kit. Be sure to look it over every year and keep it up to date.

### Out-of-Town Contact

Name: \_\_\_\_\_  
Home: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_  
Facebook: \_\_\_\_\_  
Twitter: \_\_\_\_\_

### Neighborhood Meeting Place:

\_\_\_\_\_  
\_\_\_\_\_

### Regional Meeting Place:

\_\_\_\_\_  
\_\_\_\_\_

### Work Information

Workplace: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Facebook: \_\_\_\_\_  
Twitter: \_\_\_\_\_  
Evacuation Location: \_\_\_\_\_

Workplace: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Facebook: \_\_\_\_\_  
Twitter: \_\_\_\_\_  
Evacuation Location: \_\_\_\_\_

### School Information

School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Facebook: \_\_\_\_\_  
Twitter: \_\_\_\_\_  
Evacuation Location: \_\_\_\_\_

School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Facebook: \_\_\_\_\_  
Twitter: \_\_\_\_\_  
Evacuation Location: \_\_\_\_\_

School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Facebook: \_\_\_\_\_  
Twitter: \_\_\_\_\_  
Evacuation Location: \_\_\_\_\_



<http://www.ready.gov/kids>

# Important Information *(continued)*

## Family Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

\_\_\_\_\_

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Social Security Number: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

\_\_\_\_\_

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Social Security Number: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

\_\_\_\_\_

## Medical Contacts

Doctor: \_\_\_\_\_

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

Doctor: \_\_\_\_\_

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

Pediatrician: \_\_\_\_\_

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

Dentist: \_\_\_\_\_

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

Dentist: \_\_\_\_\_

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

Specialist: \_\_\_\_\_

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

Specialist: \_\_\_\_\_

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

Pharmacist: \_\_\_\_\_

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

Veterinarian/Kennel: \_\_\_\_\_

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

## Insurance Information

Medical Insurance: \_\_\_\_\_

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

Policy Number: \_\_\_\_\_

Homeowners/Rental Insurance: \_\_\_\_\_

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

Policy Number: \_\_\_\_\_

### *Text, don't talk!*

Unless you are in danger, send a text. Texts may have an easier time getting through than phone calls, and you don't want to tie up phone lines needed by emergency workers.



<http://www.ready.gov/kids>

# Disaster Backpack Cards



HINT: Disaster Backpack Cards are an ideal way to help children have important contact numbers available when the need arises. These also work well attached to an infant/child car seat.

1-800-2-PREPARE WWW.QUAKEKARE.COM

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ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION:

### Family Emergency Plan


EMERGENCY CONTACT NAME:  
TELEPHONE: \_\_\_\_\_

OUT-OF-TOWN CONTACT NAME:  
TELEPHONE: \_\_\_\_\_

NEIGHBORHOOD MEETING PLACE:  
TELEPHONE: \_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_

DIAL 911 FOR EMERGENCIES



1-800-2-PREPARE WWW.QUAKEKARE.COM

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NEIGHBORHOOD MEETING PLACE:  
TELEPHONE: \_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_

DIAL 911 FOR EMERGENCIES



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1-800-2-PREPARE WWW.QUAKEKARE.COM

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NEIGHBORHOOD MEETING PLACE:  
TELEPHONE: \_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_

DIAL 911 FOR EMERGENCIES



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OUT-OF-TOWN CONTACT NAME:  
TELEPHONE: \_\_\_\_\_

NEIGHBORHOOD MEETING PLACE:  
TELEPHONE: \_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_

DIAL 911 FOR EMERGENCIES



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## STEP 4: Make a Go-Bag

### Go-Bag

A Go-Bag is a portable disaster kit that is easy to grab if you must evacuate your home quickly. Each member of the family should have a Go-Bag.

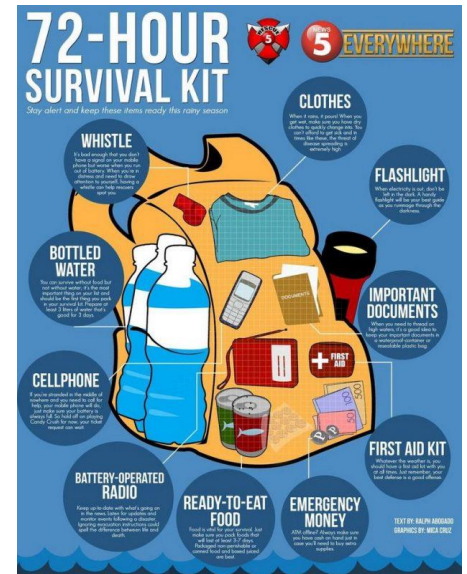
Important documents to include in disaster kits are intended to prove identity of family members, ownership of property, proof of insurance, and/or medical health history. In addition to copies of important documents, the Go-Bag contains essential items that are useful during a short-term evacuation.

Items to include in your Go-Bag:

- Waterproof pouch containing copied essential documents (see Family Communication Plan)
- Prescriptions and over-the-counter medications
- Non-perishable food for three days (include manual can opener)
- Snacks
- Paper plates, cups, paper toweling
- Bottles of water for each member (including pets)
- Cash/Credit Card (NOTE: ATMs will not work in power outages)
- Change of clothes for each person (seasonal)
- Personal hygiene items (toothbrush, toothpaste, soap, etc.)
- Hand towel and washcloth
- Cell phone/electronic charging cords
- Back-up battery charger
- Flashlight(s) and extra batteries
- First aid kit

Consider what unique needs your family might have, such as any of the following:

- Infant items: formula, bottles, diapers, wipes, etc.
- Children activities: books, crayons, coloring books, puzzles, playing cards, etc.
- Pet items: food, dish, leash, kennel, etc.
- Feminine supplies
- Eye glasses/contact solution
- Medical equipment, if possible (if medical equipment is needed, notify the shelter manager of your need when you enter a shelter)



## Go-Bags for Children

Backpacks make great children's "Go-Bags". Pillowcases and cloth laundry bags with drawstring would work well. Preparing these bags is another way to help involve children in the disaster preparedness process.



Children's Go-Bag should include:

- Toothbrush and toothpaste
- Soap
- Hand towel and washcloth
- Bottle of water
- Favorite snacks
- Change of clothes (seasonal)
- Pillowcase (place extra set of clothes in pillowcase)
- Flashlight – extra batteries
- Toy, playing cards, book or puzzle
- Crayons, coloring book, pen/pencils, drawing paper, journal
- One special comfort item
- Family photo
- Blanket

## Ways to help prepare children for an emergency or disaster. . .

- Include children in planning
- Have children prepare their own "Go Bag" – using pillowcase or backpack
- Talk through their emotions
- Practice all parts of the Family Preparedness Plan
- Debrief following practice



## **5. Supplies and Tools**

- Eating utensils/plates/cups
- Battery operated or hand-crank radio (with extra batteries)
- Baggies/aluminum foil
- Manual can opener
- Flashlight
- Whistle or noise maker
- Utility knife
- Paper/pencil

## **6. Hygiene Items**

- Toothbrush/toothpaste
- Hairbrush & hair ties
- Toilet paper
- Soap/personal hygiene/hand sanitizer
- Feminine products
- Contact lenses & supplies

## **7. Clothing & Bedding**

- One complete seasonal change of clothes for all
- Blankets/sleeping bags
- Rain gear
- Sunglasses
- Hat and gloves

## **8. Specialized Items**

- Entertainment
  - Games
  - Toys
  - Crossword puzzles
- Baby needs
  - Bottles & formula
  - Diapers & wipes

## **9. Important Family Documents – see Family Communication Plan**



## STEP 5: Put Your Plan into Action

### Practice and Maintain Your Plan

Review your plans every six months so everyone remembers what to do. Be sure to write the date each time the plan is reviewed and updated so you know you have the most recent copy. **A perfect time to update plans, food and medications is when you reset your clocks in the Spring and Fall.**



- Review and update phone numbers on the Family Communication Plan
- Conduct a fire drill.
- Conduct a “shelter-in-place” drill.
- Test and recharge fire extinguishers
- Test and replace batteries in smoke detectors (clean out dust).
- Replace and rotate emergency water, food, and medications.
- Update Go-Bag: seasonal clothing, etc.

### Recap of actions to be considered

- Sit down with your family, friends, and neighbors to review the completed plan
- Consider types of disasters that can occur in and around your home; update plans accordingly
- Post emergency telephone numbers by phones
- Teach children how and when to call 911
- Keep your cell phone charged
- Maintain and rotate an extra supply of daily medications
- Practice with family members how and when to turn off the water, gas heating, cooling systems, and electricity at the main switches
- Inventory and/or video tape valuable items (be sure to keep a copy in a safe place outside your home as well)
- Check for adequate insurance coverage (flood, fire, earthquake)
- Keep enough gas in your car to evacuate
- Take a basic first aid and CPR class
- Volunteer with local groups to prepare and assist with emergency response

## Resources for Family Preparedness

### GENERAL RESOURCES

American Red Cross – How to Prepare Families for Disasters

<https://www.redcross.org/get-help/how-to-prepare-for-emergencies/teaching-kids-about-emergency-preparedness>

Disaster Preparedness for Pets

<https://www.americanhumane.org/fact-sheet/pet-disaster-preparedness/>

FEMA – Prepare Your Family

<https://www.ready.gov/kids/prepare-your-family>

Presbyterian Disaster Assistance – Disaster Preparedness for Families Checklist

[https://pda.pcusa.org/site\\_media/media/uploads/pda/pdfs/checklist\\_for\\_families.pdf](https://pda.pcusa.org/site_media/media/uploads/pda/pdfs/checklist_for_families.pdf)

Presbytery of Milwaukee Disaster Preparedness and Response resources

<https://www.pbymilwaukee.org/disaster-preparedness-response-task-force.html>

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### CHILDREN / YOUTH RESOURCES

#### Books:

**Train 4 Safety** <https://www.train4safety.com/publications>

*Burnt Toast and Snow Cream and Cone: Fire Safety*

*Lions, Leopards, and Storms, Oh My!: Thunderstorm Safety*

*Elephant Wind: Tornado Safety*

**Prepare with Pedro** Book Series and Activities

<https://www.redcross.org/get-help/how-to-prepare-for-emergencies/teaching-kids-about-emergency-preparedness/prepare-with-pedro.html>

## Preparedness Games:

[https://content.govdelivery.com/accounts/USDHSFEMA/bulletins/2f4fd5f#link\\_7](https://content.govdelivery.com/accounts/USDHSFEMA/bulletins/2f4fd5f#link_7)



### Resilience BINGO

Emergency Preparedness Bingo host

view: <https://bingobaker.com/view/4381188>

Emergency Preparedness Bingo contestant

view: <https://bingobaker.com#4381188>



### Preparedness TRIVIA

[Emergency Preparedness Trivia Toolkit](#)

[Preparedness Trivia logo](#)



### Wheel of READINESS

[Youth Wheel of Readiness PowerPoint](#)

[Wheel of Readiness Toolkit](#)

[Contestant Game Sheet Wheel of Readiness](#)

[Wheel of Readiness logo](#)



### Ready to Help Card Game

<https://www.ready.gov/kids/ready-2-help>



### Disaster Master

<https://www.ready.gov/kids/games/data/dm-english/>



### Build A Kit

<https://www.ready.gov/kids/games/data/bak-english/index.html>