



Emergency Planning Guide

Tips for the Whole Family

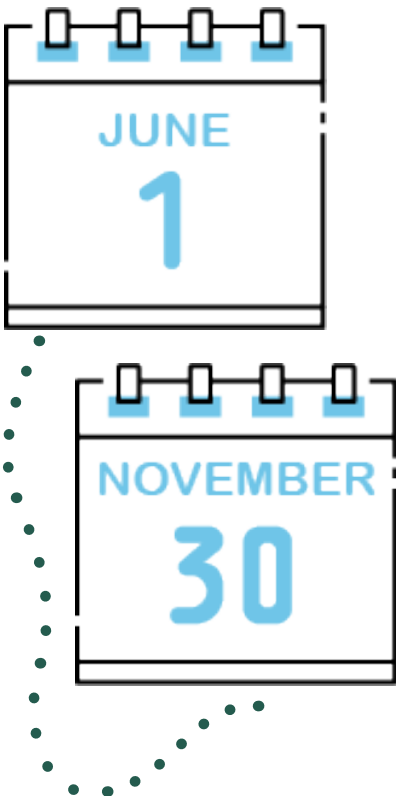
The annual Atlantic Hurricane Season runs from June 1-Nov 30. It is important that everyone take a moment to ensure you, your family, extended family, loved ones, and/or community neighbors are as prepared as possible for hurricane season. Because we have an annual threat in hurricanes, we should capitalize on that state of readiness for all other emergencies as well.

Take a moment to be sure you and your loved ones are on the same page about hurricane season. Your family may not be together at the time of a disaster, so it is important to develop an emergency plan before disaster strikes. The plan should include a communication plan, disaster supplies kit or go-bag, and an evacuation plan.

- Talk about how you'll evacuate, in case you need to.
- Include who will come with you, where you'll go, how you'll get there, and what you'll take with you. Don't forget to include your family's special needs and your pets in your plan.
- Read more about emergency go-bags and what to put in them

Make a plan to shelter at home, too.

- Remember that you could lose power, so plan for at least 3 days' worth of supplies.



Developing a Family Emergency Plan

Important Questions

To develop your FAMILY EMERGENCY PLAN, you need to be able to answer the following questions:

- What are the possible emergencies you and your family might face in your area of the country?
- How will you and your family evacuate or escape your home if you need to?
- Where will you meet your family members if all of you are not home at the time of evacuation?
- What route will you and your family take out of your neighborhood and town if you need to leave?
 - Do you have another route if needed?
- What supplies will you take with you?
 - Go bags ready?
- What types of supplies will you and your family need to “shelter in place”? Do you have enough of these items? (“Shelter in place” is the process of staying where you are and taking shelter, rather than trying to evacuate.)
- What are your neighborhood or community warning signals (such as horns or sirens when a tornado has been seen in the area)? Do you and other family members know what they sound like and what they mean?
- What resources, organizations, and emergency services are in your community that can help in an emergency? What is your backup plan if help is unable to reach you and your family?
- Do you have pets? Have you included them in your planning?
- Do you have an emergency contact person who lives out of the area? Do those in your family know that person’s telephone number and where they live?
- Do you have supplies prepared that you can take with you? (Often called a “go-bag” – see our guidance and tips on what to pack)
 - Does everyone know where it is in the house?
 - Has someone been given the job of taking it if you and your family have to leave?
 - Do you have a backup person to check on the go-bag? Who is that person?
 - Do you have a plan for using the supplies in your go-bag so that they do not expire (e.g., every first day of the month placing new supplies in the go-bag and using the old supplies taken from the bag)?
- Do you know the emergency plan(s) of the school(s) your children attend?
- Do you know your workplace’s emergency plan if one or more family members are working?
- Have you developed a plan and practiced your plan with your children and family members?



Developing a Family Emergency Plan (cont.)



Action Steps

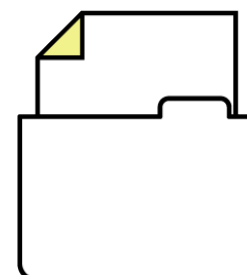


- Sit down with your entire household, extended family, and/or perhaps your social network to review the entire plan
- Post emergency telephone numbers in a common place around the house and in the communications plan, as well as in all mobile phones (if you have landlines, place these numbers by phones)
- Teach children how and when to call 911
- Maintain and rotate an extra supply of daily medications when possible
- Practice with family members on 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)
 - Talk to neighbors
- See if any neighbors need your assistance as well
- Always keep enough gas in your car to evacuate. Rule of thumb in hurricane threat areas is to keep your tank at least half-full all the time in summer (never drop below half-full).
- Consider taking basic first aid and CPR classes
- Volunteer with local groups to prepare and assist with emergency response
- Practice and Maintain Your Plan - - Review your plans every six months (perhaps before and then after Hurricane Season) 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.
- Consider assisting your workplace with planning, emergency exercises, etc. This is a win-win, as your organization can always use the assistance, and it immerses you in a deeper level of preparedness.



Money and Documents

- If possible, consider putting aside emergency cash in small bills, (for example, ones, fives, and tens).
- Collect important identification information in one central place in a waterproof container (preferably in your go-bag). Include copies of Social Security cards, birth certificates, marriage records, passports, and driver's licenses, etc. Make sure all of your financial information is in one place and easy to get to; this includes insurance policies for your home, health, and vehicle(s), and savings and checking account information. You might not use these at the time of an emergency, but you might need them afterward.
- Consider other personal information to take with you such as medical information, wills, powers-of-attorney.



Before, During, and After Plans

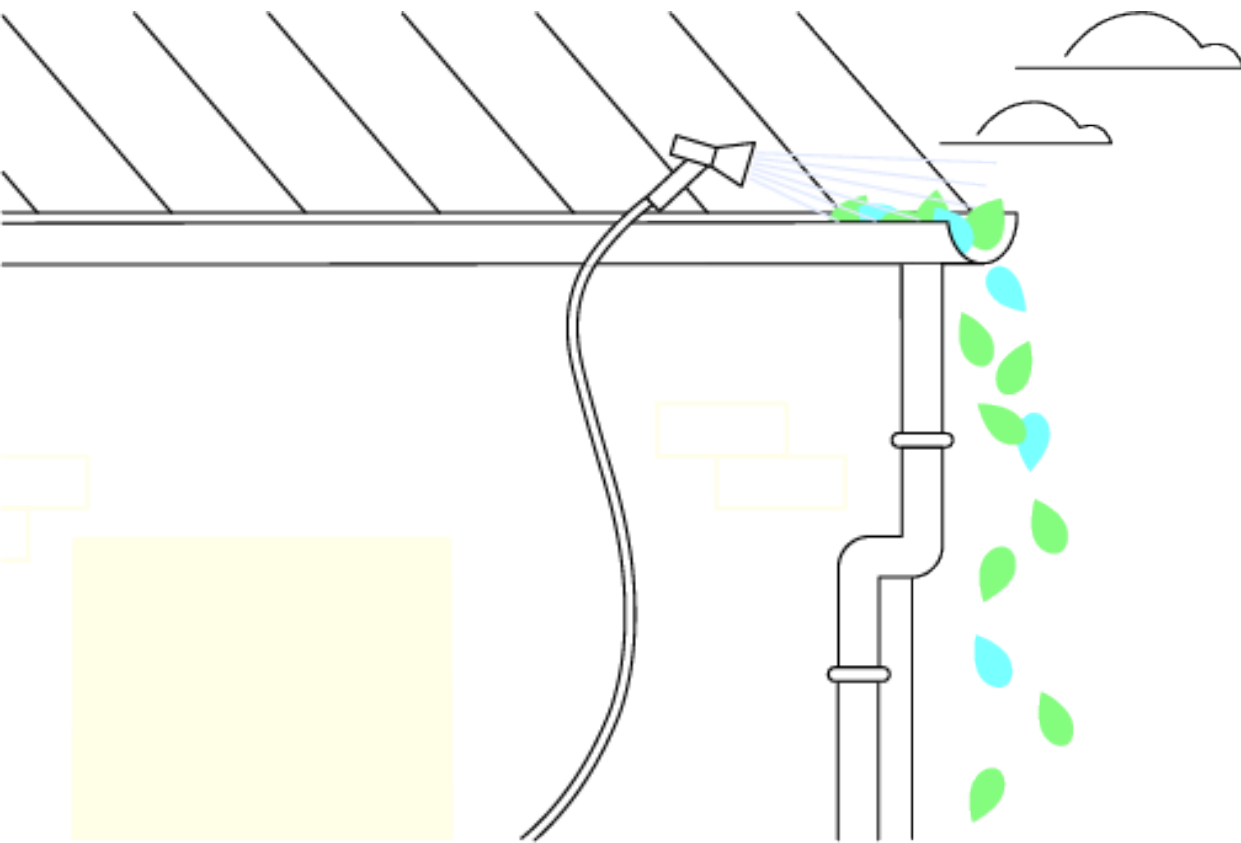
Before the Threat

Clean Your Property and the Street

- Remove debris from gutters and downspouts to maximize flow rates of excessive rainfall. BE SAFE while doing this.
- Clear debris from catch basins. Report clogged catch basins to 311. Check out our adopt-a-catch-basin app!
- Prune trees and shrubs.
- Secure or bring garbage bins inside or under your carport, if possible.
- Move possessions to your highest floor.
- Photograph your property for insurance purposes.
- Bring any yard décor inside, secure anything that will fly around, and secure gates and potted plants, etc. Bring patio furniture and grills into a safe area.

Secure Your Home

- Check your roof and siding for any loose pieces.
- Cover your windows with plywood or storm shutters.
- Secure boats and recreational vehicles



During the Threat

Avoid Flood Waters

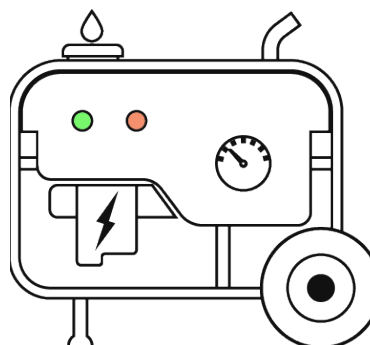


- Move to higher ground.
- If water rises around your car, abandon the car immediately.
- Don't walk or drive through flood waters.
 - Avoid areas already flooded, especially if the water is flowing fast. Do not attempt to cross flowing streams. Turn Around Don't Drown™
 - Roadbeds may be washed out under flood waters. NEVER drive through flooded roadways - you do not know the condition of the road under the water. Turn Around Don't Drown™
 - * Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
 - * A foot of water will float many vehicles.
 - * Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups.
 - Do not walk through moving water.
 - * Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving.

Using a Generator During a Power outage



- Follow the 20-20-20 rule
 - Keep generators 20 feet away from the house, doors, & windows.
 - Power off & allow a 20-minute cooldown before refueling.
 - Purchase a battery operated \$20 alarm to detect carbon monoxide.
- Keep dry: Do not use generators in wet conditions.
- Avoid unsafe plugins: Never plug a generator into wall outlets to avoid feedback or electrocution.
- Aim exhaust away: Aim generator exhaust away from buildings, open windows, and vents.
- Maintain clearance: Maintain at least 5 feet of clearance above the generator.



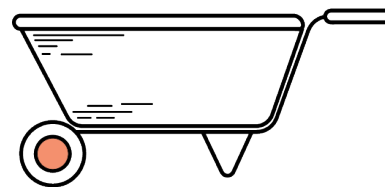
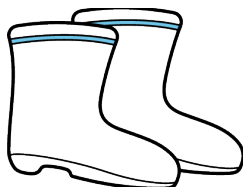
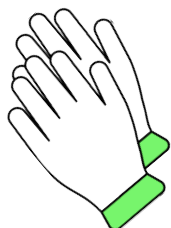
Before, During, and After Plans (cont.)



After the Threat

Where to Focus Following an Emergency

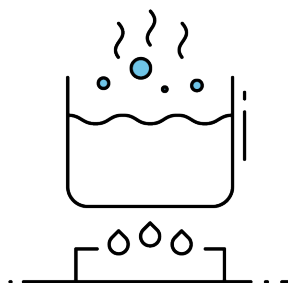
- **Limit media exposure.** Especially protect children from seeing too many sights and images of the hurricane, including those on the internet, television or newspapers.
- **Ensure utilities are available.** Before returning and especially returning with children to areas impacted by a hurricane, make sure utilities, such as electricity and plumbing, are restored and living and learning spaces (e.g., homes, schools, child care facilities) are free from physical and environmental hazards.
- **Involve children in recovery.** After a hurricane, let children help in clean-up and recovery efforts in age-appropriate ways as this participation may increase their sense of control over the situation, potentially lessening the impacts they feel and allowing for positive growth and resilience.



How to Purify Water

- Boil water for at least one full minute, then cool; or
- Use plain, unscented bleach: Add 16 drops per gallon of water, let sit 30 minutes

Reminder: These steps are helpful for reducing the threat of bacterial contamination!



25 Pro Tips

During hurricane or other flooding emergencies and/or threat to stable grid power, consider these tips to create a more thorough plan if you are sheltering-in place.

1. Charge any device that provides light. Laptops, tablets, cameras, video cameras, and old phones. Old cell phones can still be used for dialing 911. Charge external battery backups.
2. Know where your candles are and any matches or lighters. It is a good idea to keep these in the same place and in a place that is reachable in minimal light.
3. Clean tubs in advance and fill with water. If you are sheltering-in-place, this can be used for a number of needs.
4. Fill old empty water bottles and other containers with water and keep near sinks for washing hands if you lose centralized water.
5. Consider filling Tupperware with water and store in freezer. These will help keep food cold longer and serve as a backup water supply.
6. Fill pitchers with water and/or large drinking glasses cover with Saran Wrap. Store as many as possible in fridge. The rest you can store on the counter and use first before any water bottles are opened. Ice and water are difficult to find after a storm.
7. Toss out any expiring food, clean cat litter boxes, empty all trash cans in the house, including bathrooms. Remove anything that will cause an odor when the A/C is off.
8. Secure your windows – plywood can easily protect windows and can be kept from year to year. Consider marking which window is protected with each piece so you can quickly attach them in future years.
9. Store water filled trash cans or large containers next to each toilet for flushing.
10. Ensure you purchase pet foods ahead of time and fill up water bowls for pets.
11. Refill any medications. Most insurance companies allow for 2 emergency refills per year.
13. Consider cooking any meats in advance and other perishable foods. You can freeze cooked food.
14. Ensure you have charcoal for grills or fill your propane tanks for cooking and boiling water, etc. Get an extra, if possible. Remember, you can still cook on a grill without power. This will allow you to cook any meats and perishables in the fridge during a power loss as long as the fridge stays cool enough until you cook.

25 Pro Tips (cont.)



15. Drop your A/C in advance and lower temperatures in your fridges. If the power is lost, this will keep you and your food slightly cooler and could help if power loss is extensive.
16. Clean all counters in advance. Start with a clean surface. Stock counter-cleaning wipes for cleaning when there is no power.
17. Consider bathing or showering just before the storm is scheduled to hit.
18. Keep baby wipes next to each toilet.
19. Run your dishwasher, don't risk having dirty smelly dishes and you need every container for water.
20. Check on all family members, coordinate emergency back up plans, and check on elderly neighbors.
21. Before the storm, unplug all electronics. There will be power surges during and after the storm.
22. Keep your gas tank at half full during the summer and never allow to drop below that half full mark. Gas up your car and have a spare gas container if you have a generator. Consider portable gas container for your car during evacuations.
23. If you can, take a video of your house and contents. Walk room to room, opening cabinets, drawers, closets, etc. This will help if you need to make a claim later. It will show proof of items and help you list all the items.
24. Freeze a cup of water, place a coin on top after it is frozen...keep this in your freezer to help you gauge the temperature if the power goes out. If the coin stays on top, the food stayed frozen. If the coin falls into the water, the freezer thawed out and most food will likely need to be thrown away. This is helpful if you have to leave and come back, as it may appear everything is still frozen, but if the coin is in the cup--you will know!!
25. A good reminder to update plans, food, and medications is when you reset your clocks in the spring and fall or perhaps at the beginning and the end of Hurricane season since that is also a known date most along the gulf coast are familiar with.

Emergency Planning Checklist

Creating a preparedness kit (often referred to as a go-bag) is one of the most crucial aspects of emergency planning. Whether you need to evacuate or shelter in place, having a go-bag packed and ready ensures you and your family can leave quickly without scrambling for essentials.

Here's some tips for packing an effective go-bag, organized by essential categories:

Water & Hydration

- ☐ Water (1 gallon per person per day)
 - ☐ Water supply for 3 days
 - ☐ Water purification tablets
 - ☐ Personal 'Life Straw' type water filter
- ☐ Water bottle (reusable, insulated)

Food & Nutrition

- ☐ Non-perishable food (no refrigeration)
 - ☐ Canned goods (tuna, beans, veg, fruit)
 - ☐ Energy bars (granola, protein)
 - ☐ Dried fruit, nuts, trail mix
 - ☐ Freeze-dried meals
 - ☐ MREs (meals ready to eat)
- ☐ Can opener
- ☐ Sealable food storage bags or containers

Clothing & Protection

- ☐ Change of clothes (weather appropriate)
- ☐ Sturdy shoes/boots (walking, waterproof)
- ☐ Socks, underwear, and extra layers
- ☐ Hat
- ☐ Gloves
- ☐ Sunglasses
- ☐ Rain gear or poncho
- ☐ Bandana or scarf

First Aid & Health

- ☐ First Aid Kit
 - ☐ Bandages
 - ☐ Antiseptic wipes
 - ☐ Gauze
 - ☐ Tweezers
 - ☐ Medical tape/wrap
- ☐ Expanded First Aid Kit
 - ☐ Pain relievers
 - ☐ Antihistamines (for allergies)
 - ☐ Personal prescription medications
 - ☐ Anti-diarrheal medication
 - ☐ Antibiotic ointment
 - ☐ Bug bite ointment (especially for kids)
 - ☐ Thermometer
 - ☐ Eye drops
- ☐ Face masks
- ☐ Hand sanitizer or disinfectant wipes
- ☐ Disposable gloves

Emergency Planning Checklist (cont.)



Communications & Navigation

- ☐ Cell phone
 - ☐ Charging cable
 - ☐ Portable charger or power bank
- ☐ Emergency radio
- ☐ Whistle
- ☐ Physical maps (local, regional)
- ☐ Compass
- ☐ Note pad
- ☐ Pen

Important Documents

- ☐ Identification
 - ☐ Driver's licence or ID
 - ☐ Passport
- ☐ Medical information
- ☐ Insurance policies/cards
 - ☐ Home
 - ☐ Health
 - ☐ Auto
- ☐ Bank & credit card information
- ☐ Emergency contact list

Tools & Equipment

- ☐ Multi-tool or knife
- ☐ Duct tape
- ☐ Bungee cords and/or paracord
- ☐ Saw

Hygiene & Comfort

- ☐ Toiletries
 - ☐ Toothbrush
 - ☐ Toothpaste
 - ☐ Soap
 - ☐ Shampoo
- ☐ Toilet paper, tissues, wet wipes
- ☐ Portable toilet or toilet bags
- ☐ Personal hygiene products
 - ☐ Feminine products
 - ☐ Shaving supplies
 - ☐ Anti-perspirant, deodorant
- ☐ Towel

Lighting & Fire

- ☐ Flashlight
 - ☐ Extra batteries
- ☐ Candles or tea lights (use caution)
- ☐ Glowsticks
- ☐ Fire starting kit
 - ☐ Waterproof matches
 - ☐ Lighter
 - ☐ Firesteel (flint, ferro rod)
 - ☐ Magnesium fire starter

Emergency Planning Checklist (cont.)



Items for Specific Needs

Babies & Small Children

- ☐ Diapers
- ☐ Wipes
- ☐ Formula
- ☐ Baby food
- ☐ Pacifiers
- ☐ Toys
- ☐ Favorite blankets

Pets

- ☐ Pet food
- ☐ Bowls (food & water)
- ☐ Leash, collar, harness
- ☐ Muzzle (if necessary)
- ☐ Pet carrier, crate (hard or soft side)
- ☐ Medications

Elderly

- ☐ Incontinence products
- ☐ Hearing aids
- ☐ Vision aids
- ☐ Mobility devices
- ☐ Specialized medical equipment
- ☐ Medications

Money & Financial

- ☐ Cash (small bills and coins)
- ☐ Credit or gift cards

Go-Bag Packing Tips

Use waterproof bags: Protect electronics, documents, and sensitive items by packing them in waterproof pouches or Ziploc bags.

Pack light but smart: You should be able to carry the bag easily. Think of the most critical items you'll need if you need to leave quickly.

Add a personal touch: Small items that help comfort you in stressful situations (family photos, favorite snacks, deck of cards, family games, etc.)

Check and update regularly: Review and rotate the contents of your go-bag every 6 months to ensure everything is still in working order (e.g., replace batteries, food, medications).

Family Emergency Communications Plan

Emergency Contacts & Evacuation Locations

Identify trusted friends or relatives outside your area who can serve as emergency contacts. Note your evacuation destinations in case you need to leave quickly. Update this list as needed, especially before hurricane season.

Out of Town Contact 1

Name:

Phone/Text:

Email:

Address:

Out of Town Contact 2

Name:

Phone/Text:

Email:

Address:

Evacuation Location 1

Name:

Phone/Text:

Email:

Address:

Evacuation Location 2

Name:

Phone/Text:

Email:

Address:

Evacuation Location 3

Name:

Phone/Text:

Email:

Address:

Family Emergency Communications Plan (cont.)



Household Members' Contact Info

Keep track of each family member's essential contact details and home addresses. This helps ensure no one is overlooked during emergencies, and makes reunification easier if you're separated.

Family Member	Name	<input type="text"/>
	Phone/Text:	<input type="text"/>
	Address:	<input type="text"/>

Family Member	Name	<input type="text"/>
	Phone/Text:	<input type="text"/>
	Address:	<input type="text"/>

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	Address:	<input type="text"/>

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	Phone/Text:	<input type="text"/>
	Address:	<input type="text"/>

Family Member	Name	<input type="text"/>
	Phone/Text:	<input type="text"/>
	Address:	<input type="text"/>

Family Emergency Communications Plan (cont.)



Household Work Info & Meeting Locations

Emergencies don't always happen when everyone is home. Use this page to list your family members' work and school details, along with neighborhood and school meeting spots. These shared locations can serve as safe reunion points if you're separated.

Dad's Work

Name:

Phone/Text:

Email:

Address:

Mom's Work

Name:

Phone/Text:

Email:

Address:

Emergency Neighborhood
Meeting Location

Name:

Phone/Text:

Email:

Address:

Emergency School Meeting
Location 1

Name:

Phone/Text:

Email:

Address:

Emergency School Meeting
Location 2

Name:

Phone/Text:

Email:

Address:

Family Emergency Communications Plan (cont.)



Service Providers

Add contact information for your doctors, dentists, pharmacies, and utility providers here. Having this info at your fingertips can help speed up recovery and reduce stress after a disaster.

	Name	Phone	Email
Doctor 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Doctor 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Doctor 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pediatrician 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pediatrician 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dentist 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dentist 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pharmacy 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pharmacy 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Veterinarian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Power Company	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gas Company	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water Company	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Provider	<input type="text"/>	<input type="text"/>	<input type="text"/>
Internet Provider	<input type="text"/>	<input type="text"/>	<input type="text"/>

Family Emergency Communications Plan (cont.)



Medical Info & Special Notes

Use this page to list vital health details for each family member—like medications, allergies, and special care needs. These notes can be critical in an emergency, especially if someone requires immediate attention.

Name:	<input type="text"/>	Medical Info:	Notes:
Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone:	<input type="text"/>		

Name:	<input type="text"/>	Medical Info:	Notes:
Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone:	<input type="text"/>		

Name:	<input type="text"/>	Medical Info:	Notes:
Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Phone:	<input type="text"/>		

Name:	<input type="text"/>	Medical Info:	Notes:
Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone:	<input type="text"/>		

Family Emergency Communications Plan (cont.)



School Information

Record the name, address, phone number, and evacuation plans for each school, daycare, or afterschool programs your children attend. This ensures you know where to go and who to contact if an emergency affects your child's location.

School 1	Name:	<input type="text"/>
	Address:	<input type="text"/>
	Phone:	<input type="text"/>
	Evac Location:	<input type="text"/>
	Notes:	<input type="text"/>

School 2	Name:	<input type="text"/>
	Address:	<input type="text"/>
	Phone:	<input type="text"/>
	Evac Location:	<input type="text"/>
	Notes:	<input type="text"/>

School 3	Name:	<input type="text"/>
	Address:	<input type="text"/>
	Phone:	<input type="text"/>
	Evac Location:	<input type="text"/>
	Notes:	<input type="text"/>

School 4	Name:	<input type="text"/>
	Address:	<input type="text"/>
	Phone:	<input type="text"/>
	Evac Location:	<input type="text"/>
	Notes:	<input type="text"/>

School 5	Name:	<input type="text"/>
	Address:	<input type="text"/>
	Phone:	<input type="text"/>
	Evac Location:	<input type="text"/>
	Notes:	<input type="text"/>