

# Taking Care of Our Family

## Preparing for Emergencies & Disasters



## Administration for Children & Families



### Getting Started: Develop Our Family Plan



Since emergency workers may not be able to help us right away, we need to be ready to take care of ourselves for at least 3 days. We need a family plan so we know where we will go in an emergency and what we need to do.

If we get separated after a disaster and can't go home, we'll try to meet at:

\_\_\_\_\_

If we can't stay in our house, we'll stay with a friend or relative:

Name \_\_\_\_\_

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

### Getting Started: Develop Our Family Plan



After a disaster, it's often easier to call long distance out of the state than locally because the phone lines aren't as busy. We'll ask friends or relatives who live out of the state to be our "family contact" so family members can call them or text them and tell them where they are and if they are safe. And don't forget to update your status on Facebook if you can!

#### Our Out of Area Contacts

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

Email: \_\_\_\_\_

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

Email: \_\_\_\_\_

### Getting Started: Develop Our Family Plan



Here are pictures of our family and pets in case we are separated.

These are our names:

1. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

These are our pets' names and breed:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Our primary language is: \_\_\_\_\_



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## Important Phone Numbers for Our Family

Doctor: \_\_\_\_\_  
 Pharmacy: \_\_\_\_\_  
 Landlord: \_\_\_\_\_  
 Head Start: \_\_\_\_\_  
 Child Care: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Car Insurance: \_\_\_\_\_  
 Health Insurance: \_\_\_\_\_  
 Veterinarian: \_\_\_\_\_  
 Power Company: \_\_\_\_\_  
 Church/Faith contact: \_\_\_\_\_  
 Relatives: \_\_\_\_\_  
 Poison Control Center: 1-800-222-1222  
 Other: \_\_\_\_\_



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## Things I Need to Keep at the Office

*Some supplies may be stored in ACF offices, but in case we need to “shelter in place” at the office, these are the things I need to have with me:*

- 3 days’ supply of medications (including OTC’s)
- List of prescriptions and doses
- Personal hygiene items (toothbrush, toothpaste, soap)
- Sturdy shoes in case I have to walk home
- Flashlight
- Change of clothes
- Poncho or rain gear
- Comfort items in case I am stuck at work
- A copy of my family plan and contact #'s for my family
- Dust mask
- Backpack or tote for carrying items if I have to walk home



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## Important Documents

We need to have copies ready to take of:

- **Birth certificate/Passport/Identification**
- Driver’s license
- Social Security/Medicare card
- Insurance cards
- List of medicines
- Copy of credit cards
- Copy of deeds/mortgage
- Recent tax return
- Immunization record and other medical information



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## Information I Need from the Office

Supervisor: \_\_\_\_\_ ACF Voice Mail: \_\_\_\_\_  
 Office Main: \_\_\_\_\_ ITSC: 866-699-4872  
 HHS Health Unit: \_\_\_\_\_ Govtrip: 888-663-3447  
 HHS Emergency #: \_\_\_\_\_ Omega: 877-433-1162  
 FOH/EAP#: 800-222-0364

Other work-related numbers or information I need:

- Copy of ACF COOP plan
- Passwords and URLs for important links
- Essential files and documents in case I have to work at home for a long period of time. Files can be electronic, hard copy, or on a flash drive and need to be updated regularly.

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

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## Getting Ready:

### Build a Family Preparedness Kit to Stay Home

These are some of the things we need to have at home in one place in case of emergency:

- First Aid Kit
- Battery-operated or hand crank radio (in case the power goes out)
- Flashlights & batteries
- Paper and pencil/pens
- Whistle to signal for help
- Duct tape
- Sturdy shoes and gloves
- List of medicines we take
- Extra food and can opener
- Baby supplies
- Pet supplies
- Garbage bags/towelettes for personal sanitation
- Wrench or pliers to turn off utilities
- Extra cash
- Dust masks



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## Getting Ready:

### Build a Family Preparedness Kit to Go

These are some things we need to have ready to go in case we have to leave our home:

- Medications & list of prescriptions or prescription bottles
- Medical devices and serial #'s
- Other medicines (aspirin, etc.)
- Cell phones and chargers
- Personal hygiene items (toothbrush, toothpaste, hairbrush)
- Glasses, contacts, dentures
- Sturdy shoes
- Change of clothes
- Poncho or rain gear
- Toy or game for children
- Comfort items (snacks, stuffed animal, book)
- Food/water for our pet
- Cash and checkbook (in case ATMs are out)
- Important papers
- Extra keys
- Road maps



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## Getting Ready:

### How Much Food & Water Do We Need?

We need to store enough food and water to last us at least 3 days and preferably longer than that.

We need one gallon of water per person per day.

We have \_\_\_ people in our family x 3 days = \_\_\_ gallons of water.

We have \_\_\_ pets who need water too.

*We'll change our food and water every 6 months — at the same time we change our clocks.*



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## Getting Ready:

### Build a Family Preparedness Kit to Go

Special items for our babies and young children:

- Bottles and nipples—pump if used
- Diapers (\_\_\_ per day x \_\_\_ days)
- Baby formula, baby food, bibs
- Baby wipes
- Trash bags
- Diaper rash cream
- Baby Tylenol/syringe
- Thermometer
- Pacifier
- Baby blankets
- Hand sanitizer
- Clothes



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## Get Informed: Additional Information

Emergency-related information may be obtained from these sources.

NOAA Weather Radio frequencies (National Capital Region)  
162.400 & 162.550

Capitalert Signup: [www.capitalert.gov](http://www.capitalert.gov)

Your Emergency management agency:  
[www.fema.gov/America/local/index.html](http://www.fema.gov/America/local/index.html)

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## If Something Bad Happens

*We'll check our family members for injuries.*

### First Aid Basics:

- Control bleeding with direct pressure and elevation.
- Keep person calm and comfortable.
- Keep warm to prevent shock.
- Secure injured area above and below joints surrounding it.
- Don't move the injured person unless there is a safe place to move them.



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## Things to Help Me and My Family Feel Better

Favorite words of inspiration, pictures, or other comforting items.



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## If Something Bad Happens

*We'll take care of our house:*

- Tune in to our radio for news and information.
- We can put out small fires using a portable fire extinguisher.
- Turn off our water at the main house valve — so the water already in our system won't be contaminated.
- Turn off our electricity at the main electrical panel if we see sparks outside or through the outlet.



*When should we turn off the gas?*

If we don't smell or hear gas escaping, don't shut it off. If we do smell or hear gas, locate the meter shut-off valve (usually the first fitting on the gas supply pipe coming out of the ground near your meter). Use a wrench to give the valve one-quarter turn in either direction so that the lever is crosswise to the pipe.

***Never turn the gas back on — only the gas company can do that.***

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## If We Don't Have Electricity

*Using a generator or charcoal grill indoors can lead to carbon monoxide poisoning.*

- NEVER cook inside on a charcoal or gas grill.
- NEVER use a generator indoors, in garages or in carports.
- ONLY use a generator outdoors and far from open windows and vents.
- Don't start a fire without a working chimney.

**Prevent Carbon Monoxide Poisoning!**

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**Put This in Window to Let Neighbors Know We Need Help**

# HELP

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**Put This in the Window to Let Neighbors Know We Are**

# OK

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## MEDICAL INFORMATION

DOCTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

INSURANCE NUMBER: \_\_\_\_\_

ALLERGIES: \_\_\_\_\_

MEDICAL CONDITIONS: \_\_\_\_\_

CURRENT MEDICATIONS (including dosage):

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

Medical Equipment: \_\_\_\_\_

Serial Numbers on Equipment: \_\_\_\_\_

Other Medical Needs: \_\_\_\_\_

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## Helping Our Children After a Disaster

*We must reassure our children with compassion and understanding after a disaster. Children are most afraid that the event will happen again, that someone will die, or that they will be separated from us or left alone. We'll give them extra cuddling. We can also:*

- Encourage children to talk about their feelings.
- Spend extra time with them at bedtime.
- Re-establish a schedule for work, play, meals and rest.
- Give them a chance to talk about what they see on TV and ask questions. We'll make sure they don't watch too much TV showing upsetting pictures from the disaster.
- Provide ongoing opportunities for them to talk since they will probably have more questions as time goes on.
- Help them do something positive, such as assisting others.
- And we will include them in building our preparedness kits and developing our family plan, so they know what to do.



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## More Information

### **Federal Emergency Management Agency (FEMA)**

[www.ready.gov](http://www.ready.gov)

### **American Red Cross**

[www.redcross.org](http://www.redcross.org)

### **My County/Local Emergency Management Agency**

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## EXTRA NOTES

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