

# CLEARWATER FAMILY READINESS PLAN



**This document is to help families to be better prepared. Other resources are available and should be used.**

**Note:**

**It is important to store this document in a secure location to reduce the risk of losing personal information. In addition, this document should be stored in a water tight container.**

# Family Readiness Plan

## Family Meetings

At least once a year, have a meeting with your family to discuss and update your readiness plan. Determine what additional training, equipment, and supplies are needed. Practice! Occasional drills can improve reaction time and help to avoid panic in an actual emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster

**Know how and where to shut off utilities.**

**Location of Main Water Valve:** \_\_\_\_\_

**Location of Propane or Gas Valve\*:** \_\_\_\_\_

**Location of Wrench:** \_\_\_\_\_

**Location of Garage Door Manual Override:** \_\_\_\_\_

**Location of Other Utilities:** \_\_\_\_\_

**\* Do not shut off gas unless you suspect a leak exists.**

On a separate sheet of paper, draw a floor plan of your home showing the location of exit doors and windows, utility shutoffs, first aid kit, and emergency supplies. Ensure EVERYONE in your household is familiar with it. Show it to babysitters and house guests when you're going away.

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, or community park AND another site outside of your immediate community in case you are unable to return home.

**Outside your Home Location:** \_\_\_\_\_

**Away-from-Home Location:** \_\_\_\_\_

**Family Work Numbers: Father** \_\_\_\_\_ **Mother** \_\_\_\_\_

**Brother** \_\_\_\_\_ **Sister** \_\_\_\_\_ **Guardian** \_\_\_\_\_

**Out-of-State Contact:** Name and telephone number of a person outside of the state for family members to call and report their location and condition. It is often easier to call out of state than within the affected area.

**Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_

Be sure every member of your family knows the phone number and has a cell phone, coins, or a prepaid phone card to call the emergency contact.

**School Phone Number:** \_\_\_\_\_

**In case of emergency, you should know the school's disaster plan.**

- Will the school hold or release children in an emergency or disaster?
  - Where will the school move children in an emergency or disaster?
  - Determine what is required to release your child to your representatives if you cannot get there yourself.
  - Ensure that the school knows your current contact information and those people authorized to pick up your child.
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## Be Prepared

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).**
- Determine your family emergency contact.**
- Designate emergency meeting places for your family.**
- Teach children how and when to call 9-1-1**
- Stock emergency supplies and assemble a disaster supplies kit.**
- Conduct a home hazard hunt.**  
*In a disaster, ordinary items in the home can cause injury and damage. Anything that can move, fall, break, or cause a fire is a potential hazard. Repair defective electrical wiring and leaky gas connections. Store weed killers, pesticides, and flammable products away from heat sources. Place oily polishing rags or waste in covered metal cans. Clean and repair chimneys, flue pipes, vent connectors, and gas vents.*
- Determine the best escape routes from your home. Find two ways out of each room.**
- Install smoke detectors on each level of your home, especially near bedrooms, and check batteries every six months. (some new detectors can last longer)**
- Show each family member how and when to turn off the utilities (water, gas, and electricity)**
- Keep a plug-in analog telephone for when the power is out. (keep at home)**
- Keep family records in a water and fire proof container. Keep a copy in a safe place away from your home.**
- Talk about what to do when there are power outages.**
- Get training from the fire department for each family member on how to use a fire extinguisher (ABC type), and show everyone where your fire extinguisher is located.**
- Take a first aid and CPR class.**
- Check if you have adequate insurance coverage (property, life & health).**
- Find out which disasters could occur in your area.**
- Consider ways to help neighbors or family members who may need special assistance (elderly, people with disabilities, etc.).**
- Have a plan for your pets.**
- Find out about the disaster plans at your workplace, your children's school or daycare center and other places where your family spends time.**

### HOME EMERGENCY SUPPLIES

Location of Home Emergency Supply Kit: \_\_\_\_\_



To prepare your family for an emergency, get one or more emergency kits that include enough supplies for at least three days. Keep a kit prepared at home. Every family member should know where it is and be able to access it easily. Consider having kits in your car and at work. These kits will enable you and your family to respond to an emergency more quickly and will be useful whether you have to evacuate or shelter in place.

Check out [www.ready.gov](http://www.ready.gov) for more planning checklists and information.

Here are some **basic items** to consider for a home emergency kit:

- Water - at least one gallon per person per day for at least three days**
- Food - nonperishable food for at least three days**
- Manual can opener**
- First aid kit with instruction manual, dust masks, disinfectant, and prescription medications**
- Formula for any infants**
- Flashlight and extra batteries.**
- Battery-powered or hand-crank NOAA weather radio and cell phone charger**
- Radio – portable, with spare batteries**
- Important documents - personal, financial, and insurance in water proof container.**
- Maps**
- Cash**
- Whistle to signal for help**

- Fire extinguisher – multipurpose labeled “ABC”**
- Any tools needed to turn off utilities**
- Matches in a waterproof container**
- Coats and rain gear**
- Sleeping bags or other bedding**
- A weather-appropriate change of clothes for each person**
- Books, games, puzzles, toys, and other activities for children**

### **Water Tips**

The best option is to store drinking water prior to a disaster, in appropriate containers. If purified water is not available, water should be boiled for 1 full minute. Let the water completely cool before use.

### **Sanitation Supplies**

- Large plastic trash bags for waste, sanitation, and protection**
- Pre-moistened towelettes**
- Hand soap and liquid detergent**
- Shampoo**
- Toothpaste & toothbrush**
- Garbage bags**
- Feminine supplies**
- Diapers for any infants**
- Toilet paper and paper towels**
- Deodorant**

### **Cooking**

- Plastic bags - various sizes, sealable**
- Pots (cooking) - at least two**
- Barbecue or gas grill; charcoal and lighter or propane (for outdoor use only); Sterno® stove or Other camping cook stove.**
- Paper plates, plastic utensils, paper towels**

### **Pets**

- Carrier**
- Food**
- Medications**
- Important documents such as vaccination records and license information**
- Collar with ID tag and harness or leash**
- Water**
- Sanitation items – Litter and litter box if appropriate**

### **Car Survival Kit**

- Non-perishable food**
- Flares**
- Bottled water**
- First Aid Kit and instruction Manual**
- Fire extinguisher**
- Blanket**
- Local maps**
- Sealable plastic bags**
- Flashlight with batteries**
- Tools and rubber hose**
- Critical medications**
- Pre-moistened towelettes and tissues**
- Extra clothing**

Emergency kits should be evaluated regularly to ensure they will provide your family with basic needs during the emergency situations. Remember to update supplies periodically as medications and food expire.

- Check the contents of your emergency kits every year.**
- Change the batteries in your flashlights and portable radio; replace spare batteries.**
- Replenish your emergency kits. Replace bottled water; ensure that all food is still safe to eat and that medications have not expired.**

## **Practice Your Plan as a Family**

## **Neighbors Helping Neighbors**

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical, fire) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for child care in case parents can't get home.

## **EVACUATION TIPS**

You have been asked to leave:

- Drive with your headlights on for visibility.
- Drive calmly with special attention to public safety vehicles.
- Do not attempt to re-enter the area until officials declare it safe for re-entry.
- Use travel routes specified by local authorities — don't use shortcuts because certain areas may be impassable or dangerous.
- Stay away from downed power lines.

## **And if there's time...**

### **Evacuation due to Fire**

- Be sure that all windows and doors of your home are closed.
- Open curtains and window coverings.
- Leave the front door unlock. (firefighter may need access)
- Cluster lawn furniture and other things that might snag firefighter hose lines.
- Leave exterior lights on, it helps firefighters find the house in the smoke.
- Don't leave garden sprinklers on; they can waste critical water pressure.
- If instructed to do so, shut off water, gas, and electricity before leaving.
- Post a note telling others when you left and where you are going.
- Inform your out-of-state contact where you are going.
- Make arrangements for your pets.
- Check on your neighbors, especially elderly or disabled persons.
- Listen to your battery-powered radio and follow the instructions of local emergency officials.
- Wear protective clothing and sturdy shoes.
- Take your family disaster supply kit.

### **Evacuation due to Flood**

- Be sure that all windows and doors of your home are closed.
- Lock your home
- If instructed to do so, shut off water, gas, and electricity before leaving.
- Post a note telling others when you left and where you are going.
- Inform your out-of-state contact where you are going.
- Make arrangements for your pets.
- Check on your neighbors, especially elderly or disabled persons.
- Listen to your battery-powered radio and follow the instructions of local emergency officials.
- Wear protective clothing and sturdy shoes.
- Take your family disaster supply kit.

## **NOTICE:**

The information presented in this brochure is believed to be accurate and of practical value in preparing for a disaster, however, no guarantee can be given that the guidance presented will provide protection. Clearwater County and the Clearwater County Office of Emergency Services assume no legal liability for the accuracy, completeness, or usefulness of any information, product, or process disclosed herein, or for any injuries or damages arising from any disaster or occurrence giving rise to the use or application of the information, products or processes described or disclosed herein.

**IMPORTANT TELEPHONE NUMBERS**

Print updated copies for all the members of your family. Put a copy by each phone.

USE "911" FOR LIFE THREATENING EMERGENCIES ONLY

NON-EMERGENCY FIRE DEPARTMENT: \_\_\_\_\_

NON-EMERGENCY LAW ENFORCEMENT AGENCY: \_\_\_\_\_

PRIMARY DOCTOR: \_\_\_\_\_

GAS/PROPANE COMPANY: \_\_\_\_\_

ELECTRIC COMPANY: \_\_\_\_\_

WATER COMPANY: \_\_\_\_\_

OUT-OF-STATE CONTACT: \_\_\_\_\_

FAMILY WORK NUMBERS: FATHER \_\_\_\_\_ MOTHER \_\_\_\_\_

BROTHER \_\_\_\_\_ SISTER \_\_\_\_\_ GUARDIAN \_\_\_\_\_

SCHOOL LOCATION ONE: \_\_\_\_\_

SCHOOL LOCATION TWO: \_\_\_\_\_

POISON CONTROL: 1-800-222-1222

OTHER: \_\_\_\_\_

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Print a copy for every family member

**Cut Out**

Family Communication Plan	Additional Phone #'s and Information
Emergency Contact Name:	
Telephone:	
Out-Of-Town Contact Name:	
Telephone:	
Neighborhood Meeting Place:	
Telephone:	
<b>Dial 911 for Emergencies</b>	

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Family Communication Plan	Additional Phone #'s and Information
Emergency Contact Name:	
Telephone:	
Out-Of-Town Contact Name:	
Telephone:	
Neighborhood Meeting Place:	
Telephone:	
<b>Dial 911 for Emergencies</b>	