

Family Disaster Plan

About your Family Disaster Plan

This template is intended to give you a format and possible suggestions about information you might want to include in a family disaster plan. It is not all inclusive and should be modified by the user to suit individual or family needs.

Visit www.ready.gov for more information on how to prepare yourself, your family, and your business for emergencies.

Keep this plan updated with current and correct information

Update when information changes and review your plan every 6 months

Updated:

Next Review Date:



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Family Disaster Plan

Your family may not be together when disaster strikes, so creating a family disaster plan will help your family remain safe, calm, and prepared during an emergency situation. A family disaster plan template is provided to assist you in creating a plan. Plan how you will contact one another and review what you will do in different situations.

Emergency Information

Find out what kinds of disasters, both natural and man-made, are most likely to occur in your area and how you will be notified. Methods of getting your attention vary from community to community. One common method is to broadcast via emergency radio, TV broadcasts, or emergency text systems. You might hear a special siren, get a telephone call, receive a text message, or emergency workers may go door-to-door.

Emergency Plans

You may also want to inquire about emergency plans at places where your family spends time: work, daycare, and schools. If no plan exist, consider volunteering to help create one. Talk to your neighbors about how you can work together in the event of an emergency. You will be better prepared to safely reunite your family and loved ones during an emergency if you think ahead and communicate with others in advance.

Prepare an Emergency Supply Kit

You should keep six basics stocked in your home for emergencies: water, food, first aid supplies, clothing and bedding, tools and emergency supplies, and special items. Items can be stored in easy-to transport containers in case you need to evacuate. Possible containers include a large covered trashcan, a duffel bag, or a plastic container with a lid. Check off the items you collect, and remember to change and replace perishable items (food and water) every six months. Store your kit in a convenient place known to all family members, and re-think your kit and family needs at least once a year. Use the Emergency Preparedness Guide included with this packet to assemble your Emergency Supply Kit.



Family Disaster Plan

Reunion Procedures

- Your family may not be together when disaster strikes, so plan how you will contact each other and review what you will do in different situations.
- Assess your home to determine under what circumstances you could stay at home and when you would need to evacuate to a shelter.
- Decide which emergency shelter you will go to if an evacuation is announced.
(Contact your local emergency management office for shelter locations if needed)

Neighborhood meeting place (if we leave our house): _____

If there is a phone number at the meeting place: _____

Alternate meeting location (in case neighborhood is inaccessible): _____

If there is a phone number at the meeting place: _____

If unable to find each other or make contact by phone, we will call: _____ at
(____) _____ (The American Red Cross suggests that this contact be an out-of-state number; as sometimes distant phones can be reached even when local phones are down.)

Emergency shelter location: _____

The above information should be known to all family members.

If a major storm or other disaster is expected, there are several shelter options you should be familiar with. Listen to your radio to hear the latest information from your Local Emergency Management.

- **SHELTER IN PLACE:** You should stay indoors where you are until authorities tell you it is safe or you are told to evacuate.
- **SHELTER WITH FAMILY OR FRIENDS** If your house is deemed unsafe in the event of a natural disaster, and you know someone whose house is safer; ask them to take you in.
- **EVACUATE TO A SHELTER:** If authorities decide to evacuate the area you live in, it will be announced over the radio (via the Emergency Alert System).

Do not return to your house unless you are sure it is safe. It may be necessary to have the electricity turned at the main switch, which you should NOT do yourself unless you are trained to do so.



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Family Personal Information

Fill out the following information for each family member and keep it up to date.

Name: _____ Social Security Number: _____
Date of Birth: _____ Phone Number: _____
Important Information: _____

Name: _____ Social Security Number: _____
Date of Birth: _____ Phone Number: _____
Important Information: _____

Name: _____ Social Security Number: _____
Date of Birth: _____ Phone Number: _____
Important Information: _____

Name: _____ Social Security Number: _____
Date of Birth: _____ Phone Number: _____
Important Information: _____

Name: _____ Social Security Number: _____
Date of Birth: _____ Phone Number: _____
Important Information: _____



Family Disaster Plan

Family/Friends/Neighbors

Name:	Phone:	Address:	Email:	Other info:

Note: Identify one neighbor and agree to check on each other

Work, School, and Other Contacts

Household Members Name	Work/School/Daycare	Phone Number: Address:
Household Members Name	Work/School/Daycare	Phone Number: Address:
Household Members Name	Work/School/Daycare	Phone Number: Address:
Household Members Name	Work/School/Daycare	Phone Number: Address:
Household Members Name	Work/School/Daycare	Phone Number: Address:



Family Disaster Plan

Doctors/Pharmacy/Specialists

Family Doctors Name:	Phone number:	Address:
Pharmacy Name:	Phone Number:	Address:
Specialist Name/Specality:	Phone Number:	Address:
Specialist Name/Specality:	Phone Number:	Address:
Other Health Provider:	Phone Number:	Address:

Allergies

Name	Allergic to:	Special instructions:



Family Disaster Plan

Medication List

User's Name	Medication Name	Dosage/Frequency	Reason for Taking
Doctor	Prescription #	Date Started/Ended	Location of Medication
User's Name	Medication Name	Dosage/Frequency	Reason for Taking
Doctor	Prescription #	Date Started/Ended	Location of Medication
User's Name	Medication Name	Dosage/Frequency	Reason for Taking
Doctor	Prescription #	Date Started/Ended	Location of Medication
User's Name	Medication Name	Dosage/Frequency	Reason for Taking
Doctor	Prescription #	Date Started/Ended	Location of Medication



Family Disaster Plan

Caregivers & Agencies who help with Daily Activities

Name of Company:	Phone:	Service Provided:

Health/Disability Information/Special Needs

Name:	Health/Disability information	Special instructions:



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Insurance

Name	Policy #/Other info	Phone number

Additional Information:



Family Disaster Plan

Home Layout/Diagram

Daw a layout of your home. Make sure you include locations of utility shut offs and safety equipment like fire extinguishers, disaster supplies, etc.



Family Disaster Plan

Utility Control

Locate each of these utility control points in your home

Electricity:

In the event that you need to turn off the electricity in your house, go to the breaker box and do the following:

1. Turn off smaller breakers one by one
2. Flip the “main” breaker last

To reenergize your home, reverse the steps above

Water:

In the event you need to shut water off inside your home, find the main water valve and turn it to your right. To open the flow of water back into the house, turn it to your left.

Gas:

Important – Only turn off your gas at the meter if you smell gas!

To turn off natural gas in your house, take a wrench and tighten it on to the quarter turn valve that is on the pipe that feeds into the gas meter. Turn it one quarter turn to make the indicator parallel to the ground. In most locations, once you do this you cannot turn the gas back on to the house without the utility company.

Propane:

If you live in an area that uses outdoor propane or LPG you will find this outside the home. Open the top of the tank and you will see either a regular turn knob or a quarter turn valve. Turn the knob to your right to shut off the flow of propane into your house. For quarter turn valve see above.

Utility and Service Contacts

Organization Name	Phone/Contact Info	Additional Information
Water/Sewer		
Electric		
Gas		
Phone/Cable/Internet		
Other		
Other		



Family Disaster Plan

FOR PEOPLE WITH SPECIAL HEALTH NEEDS or OTHER ACTIVITY LIMITATIONS

Anyone who is disabled or just not as strong as they use to be (trouble walking, seeing, breathing, understanding, or responding quickly) may require more careful planning and more time for evacuating their home. YOU, YOUR FAMILY, AND YOUR CAREGIVERS ARE IN THE BEST POSITION TO PLAN FOR YOUR SAFETY DURING AND AFTER AN EMERGENCY OR DISASTER SITUATION. THE TIME TO START PLANNING IS NOW.

PLANNING TAKES TIME. Many organizations across the nation have detailed information to help you with all the aspects of emergency preparedness. Most of these urge individuals to undertake an extensive process of “getting ready”, including:

1. Getting informed
2. Making a plan
3. Assembling a kit
4. Maintaining your plan and kit

TAKE THE FIRST STEP TODAY. Arrange a meeting with your family and caregivers to talk about this important topic.

RESOURCES FOR PEOPLE WITH DISABILITIES OR ACTIVITY LIMITATIONS:

Wisconsin Office for the Deaf and Hard of Hearing

Phone: 855-359-5252

Email: dhsodhh@dhs.wisconsin.gov

Council on Physical Disabilities - Wisconsin Department of Health Services

Phone: 608-266-5364

Email: ashley.walker@dhs.wisconsin.gov

Emergency Transportation for Dependent Populations

U.S. Government Accountability Office

www.gao.gov

Individuals with Disabilities in Emergency Preparedness

Department of Homeland Security

www.dhs.gov

Saving Lives: Including People with Disabilities in Emergency Planning

National Council on Disability

www.ncd.gov

Columbia County Aging and Disability Resource Center

Phone: 608-742-9233

Greater Wisconsin Agency on Aging Resources

Phone: 608-243-5670

Email: info@gwaar.org



Family Disaster Plan

EMERGENCY SUPPLY KITS

Everyone should be ready for an emergency in the event of a major disaster or widespread outbreak, such as Pandemic Influenza. A disaster could interrupt water, electricity, phone, and gas services, as well as limit the availability of supplies in local stores. It could take weeks for stores to be replenished, so keep your emergency kits stocked and ready!

Prepare a Home Survival Kit in case you are told to shelter-in-place (stay indoors) or the roads are closed due to storm or other disasters. For such situations you should have the following on hand:

- FOOD that does not require refrigeration or cooking – enough for at least 3 days.
- WATER, 1 gallon per person per day – enough to last 3 days.
- RADIO & FLASHLIGHTS – Battery-powered, solar-powered, or crank-powered, plus spare batteries. Note: a lantern-style light is good for hands-free use.
- Plastic sheeting and duct tape to cover broken windows.

Make a handy GO-KIT to take with you if you must evacuate your house. Make sure all family members know where the kit is kept. Put all of the above in a sturdy waterproof bag, backpack, or other container, preferably with wheels and include the supplies listed in the attached brochure: Disaster Preparedness – Preparation Guide for Emergencies.

CONSIDER KEEPING THE FOLLOWING ITEMS IN YOUR CAR

- Rope
- Flares
- Shovel
- Work gloves
- Safety goggles
- Jumper cables
- Fix-a-flat (4 cans)
- Extra house key
- Water (1 gallon jug)
- Maps
- Tool bag (Hammer, pliers, screwdrivers, pry bar, wrenches)
- First Aid Kit
- Cash in small denominations
- Warm clothing, extra gloves, hats, jackets
- Blanket
- Non-perishable food items



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Recommended items to include in a Basic Emergency Supply Kit:

- ☐ Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- ☐ Food, at least a three-day supply of non-perishable food
- ☐ Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- ☐ Flashlight and extra batteries
- ☐ First Aid kit
- ☐ Whistle to signal for help
- ☐ Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- ☐ Moist towelettes, garbage bags and plastic ties for personal sanitation
- ☐ Wrench or pliers to turn off utilities
- ☐ Can opener for food (if kit contains canned foods)
- ☐ Local maps

Additional Items to Consider Adding to an Emergency Supply Kit:

- ☐ Prescription medications and glasses
- ☐ Infant formula and diapers
- ☐ Pet food and extra water for your pet
- ☐ Important family documents such as copies of insurance policies, identification and bank account records in a water proof, portable container or large zip-lock bag
- ☐ Cash or traveler's checks and change
- ☐ Emergency reference material such as a first aid book or information from www.ready.gov
- ☐ Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- ☐ Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- ☐ Household chlorine bleach and medicine dropper - *When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.*
- ☐ Fire Extinguisher
- ☐ Matches in a waterproof container
- ☐ Feminine supplies and personal hygiene items
- ☐ Mess kits, paper cups, plates and plastic utensils, paper towels
- ☐ Paper and pencil
- ☐ Books, games, puzzles or other activities for children
- ☐ _____
- ☐ _____



Family Disaster Plan

Recommendations from American Society for the Prevention of Cruelty to Animals

If you shelter in place....

If emergency officials recommend that you stay in your home, it's crucial that you keep your pets with you. KEEP YOUR "PET GO-KIT" AND SUPPLIES CLOSE AT HAND. Your pets may become stressed during the in-house confinement, so you may consider crating them for safety and comfort.

- Determine well in advance which rooms offer safe havens. These rooms should be clear of hazards as windows, flying debris, etc.
- Choose easy-to-clean areas such as utility rooms, bathrooms, and basements as safe zones.
- Access to a supply of fresh water is particularly important. In area that may lose electricity, fill up bathtubs and sinks ahead of time to ensure that you have access to water during a power outage or other crisis. (Make sure small children do not have access to tubs or water as this could pose a drowning hazard.)
- In the event of flooding, go to the highest location in your home, or a room that has access to counters or high shelves where your animals can take shelter.

If you have to evacuate your home...

Arrange a safe haven for your pets in the event of evacuation. DO NOT LEAVE PETS BEHIND. Remember, if it isn't safe for you, it isn't safe for your pets. They may become trapped or escape and be exposed to life-threatening hazards. It is possible that shelters will not accept pets because of health and safety regulations, so it is imperative that you have determined where you will bring your pets ahead of time:

- Contact your veterinarian for a list of boarding kennels and facilities.
- If possible, identify places outside the disaster area where you might be able to stay with your pet (or where your pet could be cared for while you are in a shelter.)

About pet carriers....

A crate or carrier for your pet should be large enough for the animal to stand up, turn around, and stretch out. These should be available at pet stores. Try to find one that is secure/escape-proof. For cats, the space between food and litter should be 3 feet if possible.

Get your pet used to the crate or carrier so they don't panic and run off at the moment that you need to evacuate.



Family Disaster Plan

PET EMERGENCY PLAN

Family (Pet Owner's) Name:

Street Address	Apt. #	Town	Phone	Backup phone

Vet Name and Number	Kennel Name and Number

Name of Pet	Yep/Description/ID # (cats & dogs should have collar and tags)	Date of last rabies vaccination	Special needs/Comments

Emergency Supplies for Your Pets

Keep a clearly labeled, waterproof, and easy to carry "Pet Go-Kit" to take pet supplies with you if you have to leave home in a hurry. Make sure that everyone in the family knows where it is.

Items to consider keeping in or near your kit include:

- 1 week's worth of water and canned or dry food (dry food can get stale, so rotate stock quarterly)
- Extra harness and leash (Note: Harnesses are recommended for safety and security)
- Photocopies of pet medical records in a waterproof container with a two-week supply of any medicines your pet requires. (Note: medications may go bad, so rotate regularly)
- A traveling bag, crate, or sturdy carrier (ideally one for each pet)
- Especially for dogs: Long leash and yard stake, toys, one weeks worth of cage litter
- For cats: Disposable litter trays (aluminum roasting pans) plus cat litter or paper towels
- Flashlight & batteries
- Liquid dish soap & disinfectant
- Disposable garbage bags
- Pet feeding bowls
- Pet first-aid kit and book
- Recent photos of your pets (in case pets are lost)
- Manual can opener
- Blanket
- Note: If pet has behavioral or health issues attach a label to collar, leash, or carrier



Family Disaster Plan

Basic Emergency Procedures

Tornado

Tornados can happen at anytime and anywhere. You never know where you will be and it is important to know what to do in different situations.

If you are inside...

1. Go to the basement if you have one, or find a small interior room on the lowest level
2. Stay away from windows, door, and outside walls
3. Use your arms to protect your head and neck
4. Use a radio, phone, or TV to listen to local or national weather
5. Stay inside until instructed it is safe to leave

If you are in your car...

1. If you can safely get to a sturdy building, then do so immediately
2. If you can not find a sturdy building, stay in your car
3. DO NOT try to out run a tornado in your car
4. DO NOT go under an overpass or bridge. You are safer in a low, flat location
5. Keep your seat belt on and bend down below the window. Use your hands to cove your head and neck. If you have a blanket, coat or other cushion, use those as well
6. Use your radio or phone to listen to local or national weather
7. Stay inside your car until instructed it is safe to leave and find shelter

If you are outside, without a car....

1. If you can safely get a strudy building, then do so immediately
2. If you can not find a building, get as far away from cars, trees, and other debris
3. Lie flat and face-down on low ground, protecting the back of your head and neck with your arms. If you have a blanket, coat, or other cushion, use that as well
4. Stay in this position until it is safe to move and find shelter

Family Disaster Plan

Flood

IF YOU ARE UNDER A FLOOD WARNING, FIND SAFE SHELTER RIGHT AWAY.

If you are inside...

- Go to the highest level of the building
- DO NOT climb into a closed attic. You may become trapped by rising flood water
- Only go onto the roof if necessary and once there, signal for help

If you are in a car...

- Do not attempt to walk, swim, or drive through flood waters. **Turn around, Don't Drown!**
 - Just six inches of moving water can knock you down, and one foot of moving water can sweep your vehicle away.
- Stay off bridges over fast-moving water
- Do not go around a barricade. Local responders use them to safely direct traffic out of flooded areas
- If your car is trapped by rapidly moving flood water, stay inside. If water is rising inside the car, get on the roof

Depending on the type of flooding:

- Evacuate if told to do so.
- Move to higher ground or a higher floor.
- Stay where you are.

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Extreme Heat

Extreme heat is humidity with temperatures above 90 degrees for two to three days. In this weather your body works extra hard to maintain body temperatures, which can lead to illness or death.

Controlling temperatures in your home...

- Cover windows that prevent light from getting in
- Use window reflectors such as aluminum foil-covered cardboard to reflect heat back outside
- Install window air conditioners and insulate around them
- Use a powered attic ventilator, or attic fan, to regulate the heat level of a building's attic by clearing hot air
- Avoid using your stove and oven

Keeping cool tips...

- Stay inside. When going outside avoid being out for long periods of time and seek shade often.
- If you do not have air conditioning visit a friend, the mall, public library, or local cooling shelter
- Wear loose, lightweight, light colored clothing
- Drink plenty of fluids and stay hydrated
- Take cold showers or baths
- Avoid high energy, outdoor activities
- Do not use a fan when temperatures are above 95 degrees. They create air flow but do not help to reduce body temperature, and put you at an increased risk for heat related illness.

Heat Cramps

- Muscle pains or spasms in the stomach, arms, or legs
- What to do: go to a cooler location, remove excess clothing. Take small sips of sports drink with salt and sugar. If you are sick and need medical attention, call your healthcare provider and follow their instructions.

Heat Exhaustion

- Heavy sweating, paleness, muscle cramps, tiredness, weakness, dizziness, headache, fainting, nausea, vomiting
- Actions: Go to an air-conditioned place and lie down. Loosen or remove clothing. Take a cool bath. Take small sips of cool sports drinks with salt and sugar. Call your healthcare provider if symptoms get worse or last more than an hour.

Heat Stroke

- Extremely high body temperature (above 103) taken orally
- Red, hot, and dry skin with no sweat
- Rapid, strong pulse
- Dizziness, confusion, unconsciousness
- Actions: Call 911 or get the person to the hospital immediately. Cool down with whatever methods are available until medical help arrives.



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Snowstorms & Extreme Cold

A winter storm can last a few hours or several days. These storms can knock out heat, power, and communication services putting individuals at an increased risk for car accidents, hypothermia, frostbite, carbon monoxide poisoning, and heart attacks from overexertion.

- Limit your time outdoors. Stay inside and stay warm.
- If you do go outdoors, dress in several warm layers.
- Avoid overexertion when shoveling snow.
- Use generators outside only and away from windows.

If you are in a car...

- Find shelter immediately.
- If you can not find shelter, stay in your car.
- Keep a “go-bag” in your car with extra hats, gloves, coats, and blankets.
- DO NOT leave your car running the whole time. Turn your car on long enough to heat the whole car and then turn it off. When it gets cold again, repeat. You do not want to run out of gas.

Frostbite

- Loss of feeling and color around the face, fingers and toes
- Numbness, white or grayish-yellow skin, firm or waxy skin
- Actions: Go to a warm room. Soak in warm water. Use body heat to warm. Do not massage or use a heating pad.

Hypothermia

- A body temperature below 95 degrees is an emergency.
- Shivering, exhaustion, confusion, fumbling hands, memory loss, slurred speech, or drowsiness
- Actions: Go to a warm room, warm the center of the body first (chest, neck, head, and groin). Keep dry and wrapped up in warm blankets, including the head and neck.

For more information on preparing for these emergencies and more, visit [ready.gov/be-informed](https://www.ready.gov/be-informed)