

Be Ready! Family Emergency Plan Worksheet

SECTION A: Communication Plan

Who do I depend on?

Who depends on me?

If I live alone, who will check on me? (Name & Info)

Do any of my important people have special needs?
If so, who is it, and what are their needs?

Is there a neighbor that you need to check on?

How will I contact these important people?

- Cell phone call/text or emergency group text
- Radio (Walkie Talkie FRS, or HAM)
- Red Cross Safe & Well
(www.redcross.org/safeandwell)
- Social media, email
- Other: _____
- _____

Who is my Out-of-State Contact?

- _____
- Cell Phone: _____
- Email: _____

Have I registered for Emergency Alerts?

- | | | |
|---|-----|----|
| <input type="checkbox"/> PublicAlerts.org | Yes | No |
| <input type="checkbox"/> ShakeAlert smart phone app | Yes | No |

Would I be interested in a HAM license?

- | | | |
|---------------------------------------|-----|----|
| <input type="checkbox"/> HAMStudy.org | Yes | No |
|---------------------------------------|-----|----|

Important: Who do I need to share this info with?

SECTION B. Evacuation Plan - Attach local maps

Where will my family meet in an emergency or fire?

1. _____
2. _____

Where can my family stay in my neighborhood, if I need to evacuate my home?

1. _____
2. _____

Where will I go if I need to leave the neighborhood?

1. _____
2. _____

Where will I go if I need to leave the city?

1. _____
2. _____

Where does my family regularly spend time?

- Work
- School
- Church
- Other: _____
- _____

Are there evacuation plans for each location? _____

Homework: How will my family members get home?

Identify and highlight on a map, two routes home for each place you frequent. Drive the routes and check for potential hazards, such as culverts and powerlines, that may block a route during a disaster.

Checklist for Getting Ready to Go

What do I need to review & do ahead of time to prepare to evacuate my home?

- Charge battery packs, cell phones, radios
- Update Go Bags
- Practice Fire Escape & Drop Cover Hold
- Update all contact information
- Create a group text for emergencies
- Move BBQ & flammables away from house
- Other: _____

Who is in charge of what?

Go Bags _____ Pets _____
Utilities _____
Document folder _____

Section C. Emergency Documents Checklists

Make and store copies of the following, in a protected, easy-to-transport format:

PERSONAL RECORDS

- Driver licenses
- Passports
- Social Security cards
- Birth certificates
- Marriage and divorce papers
- A room-by-room inventory of your belongings
- Photos on thumb drive or in cloud
- Other: _____

MEDICAL RECORDS

- Family health and medical records
- Prescriptions – medicines (dosage & doctor) and eyeglasses
- Current Medical conditions: (diabetes, cardiac, blood pressure, implants)
- Style and serial number of medical devices or other life-sustaining devices. Include operating information and instructions.
- Known allergies, blood type
- Immunization records
- Employee benefits information
- Letter of instruction in case of death, Advance Directive, Organ Donor, Religious Preference
- Funeral and burial plans
- Photocopy of documents carried in wallet or purse
- Other: _____

Note: Health & Human Services (HHS) provides an online tool intended to help people locate and access their electronic health records from a variety of sources:

<https://www.healthit.gov/topic/health-it-initiatives/blue-button>

Share this information with all your important people!

FINANCIAL & LEGAL RECORDS

- Insurance policies
- Investment records Retirement-401K, IRA
- Account numbers: Bank, Credit Cards, Utility, Mortgage\
- Insurance policy information: Medical, Homeowner, Vehicle
- Income tax information
- Pay stubs and employer benefits records
- Wills, living wills, trusts, and financial and medical powers of attorney
- Home titles or deeds
- Car, boat, or RV registrations and titles
- Other: _____

What documents do I need to update?

What documents are missing?

Have I taken photo/video of my home possessions?
Yes No

Note: If you keep financial records, passwords, family photos, and videos on your computer, consider backing the information up to a secure cloud storage service, or back up your data regularly and keep the backups somewhere safe.

Want more information?

This form was developed by volunteers at Cedar Hills Ready! and Quake Up! You can find information related to this workshop on: <https://www.neighborsready.org/emergency-plan.html>

You can find other preparedness information at:



www.NeighborsReady.org