

**Warren County Health Services
Family Emergency Preparedness
Workbook**

Ready For Anything!

**Workbook Courtesy of
Warren County Health Services
1340 State Route 9
Lake George, NY 12845
Phone: 1-800-755-8102 or 761-6580**

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Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an 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.

Section 1 – Important Personal Family Information

Use this section of the book to include personal information about family members that will be important during an emergency (i.e. date of birth, social security number, important medical information)

Name	Social Security Number
Date of Birth	Important Medical Information:
Personal Identifier (i.e. tattoos, birthmarks)	

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Section 2 - Communication Plan.

Staying in contact with loved ones is important in emergency situation. Use this section of the workbook to list all of the important contact numbers you might need in an emergency. Post a copy near a phone.

Out of Town Contact

Name/Address:	Home Phone:	Cell Phone:

Family Contact Information

Name:	Work Phone:	Cell Phone:

Extended Family/Friends/Neighbors

Name:	Home Phone:	Cell Phone:

Other Emergency Contacts

Important Information	Name	Phone Number	Policy Number
Doctor(s)			
Pharmacist			
Medical Insurance			
Home Owners Ins.			
Veterinarian (for pets)			
Bank/Other numbers			
Emergency Services			
Fire Department			
Emergency Medical Service			
Sheriff/Police			

Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

Workplace Information

Work Location/Address
Phone Number/Contact Person in Emergency
Evacuation Location(s)

School Information

School Location/Address
Phone Number/Contact Person in Emergency
Evacuation Location(s)

Work Location/Address
Phone Number/Contact Person in Emergency
Evacuation Location(s)

School Location/Address
Phone Number/Contact Person in Emergency
Evacuation Location(s)

Work Location/Address
Phone Number/Contact Person in Emergency
Evacuation Location(s)

School Location/Address
Phone Number/Contact Person in Emergency
Evacuation Location(s)

Other Places You Frequent

Address/Location
Phone Number/Contact Person in Emergency
Evacuation Location(s)

Address/Location
Phone Number/Contact Person in Emergency
Evacuation Location(s)

Section 3 – Evacuation Planning

It is important for every family to know what to do and where to go in an emergency. Your emergency plan should include at least two escape routes from each room in your home and at least two evacuation routes from your city/town. Remember to practice your plan and make sure everyone in your home knows the plan.

Home Evacuation Diagram

Use these rectangles to help map your escape routes. Don't worry about drawing it to scale. Remember to label all exits (doors/windows) from each room and list your meeting places

Floor 1

Meeting Place

Floor 2

Meeting Place

This page has been purposely left blank. Please use this space to include your evacuation routes and meeting locations if you must leave your city/town. Worded and map directions (try using an online program like MapQuest for small picture maps) should be included. Also, your local Emergency Management Office may be able to help you plan your best evacuation routes.

Section 4 – Sheltering In Place

During an emergency you and your family may be instructed to stay where you are “shelter in place” until the situation improves. Although this is probably the least likely scenario it is still important to be ready. Here is how to prepare...

WHAT TO DO - Establish a “safe” room in your home that everyone knows about. This could be a basement, interior hallway, interior room or bedroom. What a “safe” room should be...

Checklist

- Should be able to be easily sealed with plastic and duct tape
- Should be away from exterior doors windows and walls (to protect from flying debris)
- Should be large enough to accommodate your entire family
- Should have several load bearing walls to protect against falling debris
- Should be equipped with enough essential supplies to sustain your family for 72 hours

Our family’s “safe” room in an emergency is the _____.

Our emergency supplies are located _____.

If you and your family are cut off from emergency services it is essential that you have enough basic supplies to survive for about 72 hours. The next section of this workbook is a checklist to help you create your family’s Emergency Kit. Although we have tried to include everything a family might need to survive we also understand that each family has different needs. Please create your emergency kits keeping in mind the special needs of your family members.

Remember, by preparing for one type of emergency you are actually taking steps to ensure your family’s safety in almost any emergency.

Section 5 – Where you can find more Family Emergency Preparedness resources

www.emergency.cdc.gov/

www.health.state.ny.us/environmental/emergency/

www.ready.gov

www.redcross.org

www.dhSES.ny.gov/oem/

www.fema.gov

www.warrencountyny.gov/emergency

www1.nationalgridus.com/OutageCentral

www.weather.gov/aly/

eden.cce.cornell.edu/Pages/default.aspx

You can also contact your State Health Department, local health department or local emergency management office for more information.

Tips for Being Prepared

- Create a family emergency plan
- Involve every family member in the planning process
- Practice the plan
- Create 2 emergency kits. Have one for home and a portable one if your family is told to evacuate. Remember to have enough supplies to last 3 days.
- Make sure to plan for special needs of family members (babies, pets, elderly, disabled)
- Stay informed!

Section 6 – Emergency Preparedness Checklists

Use the checklists in this section to simplify your efforts to be ready for an emergency. The checklists cover the different types of items that should be emergency supply kits.

Essentials Checklist

Water

- Water – 1 gallon per person per day for at least 3 days (for drinking and hygiene)
- Water purifying instructions and materials

Food

- A three day supply of non-perishable food items. Food items to include
 - Ready-to-eat canned meats, fruits and veggies
 - Canned or dry soups in a cup
 - Milk powdered or canned
 - Feel good foods, sugar cookies, candy
 - Manual can opener
 - Fluids with electrolytes (Gatorade, Pediacare)
 - Canned or powdered juice
 - Beef jerky or other dried meats
 - Peanut butter, trail mix or other high energy foods

Medications to include

- | | |
|--|---|
| <input type="checkbox"/> Fever medication (Tylenol, ibuprofen) | <input type="checkbox"/> Cough and cold medicine |
| <input type="checkbox"/> Laxative | <input type="checkbox"/> Antacid |
| <input type="checkbox"/> Anti-diarrhea | <input type="checkbox"/> Hydrogen Peroxide |
| <input type="checkbox"/> Rubbing Alcohol | <input type="checkbox"/> Anti-itch cream |
| <input type="checkbox"/> Prescription medication (10 day supply) | <input type="checkbox"/> Antihistamine (Benadryl) |

First Aid Kit

- | | |
|---|--|
| <input type="checkbox"/> Sterile adhesive bandages (assorted sizes) | <input type="checkbox"/> Sterile gauze pads (assorted sizes) |
| <input type="checkbox"/> Triangular bandages | <input type="checkbox"/> Medical tape |
| <input type="checkbox"/> Surgical gloves | <input type="checkbox"/> 2 and 3 inch roller bandages (3 each) |
| <input type="checkbox"/> Scissors, tweezers, safety razor blade | <input type="checkbox"/> Non-breakable thermometer |
| <input type="checkbox"/> Moist towelettes | <input type="checkbox"/> First Aid Guide |
| <input type="checkbox"/> Safety pins, sewing needle | <input type="checkbox"/> Anti-septic spray/ointment |
| <input type="checkbox"/> Surgical masks (2) | <input type="checkbox"/> Alcohol based hand-sanitizer |

Tools & Supplies

- Battery operated or hand crank radio with extra batteries
- Paper cups, plates, plastic utensils
- Utility knife, pliers
- Duct tape, plastic sheeting
- Paper and pencil
- Flashlights with extra batteries
- ABC type fire extinguisher
- Shut off wrench for utilities
- Matches w/ water-proof container

Sanitation

- Toilet paper
- Feminine supplies
- Plastic garbage bags w/ ties
- Plastic bucket with tight lid
- Chlorine bleach
- Soap
- Personal hygiene (toothbrush, combs)
- Disinfectant

Making an Emergency Toilet

Place a plastic garbage bag inside a 5-gallon plastic bucket. Place a small amount of bleach in the plastic bag after each use. Cover tightly. After several uses, change to a new bag. Used bag should be placed in another bag and stored until it can be properly disposed of.

Clothing & Bedding

- Sturdy shoes or boots
- Blankets, sleeping bags, pillows
- Rain/snow gear
- Warm clothing (depends on time of year and location)
- Complete change of clothes (everyone)

Special Needs

Baby

- Formula
- Medications
- Bottles
- Snacks/toys
- Diapers/wipes
- Powdered milk

Disabled

- Will depend on the needs of the person with the disability

Children/Adults

- Prescription medications
- Stress reducers (games, puzzles books)
- Eye care (glasses, contacts, solution)

Service animals/pets

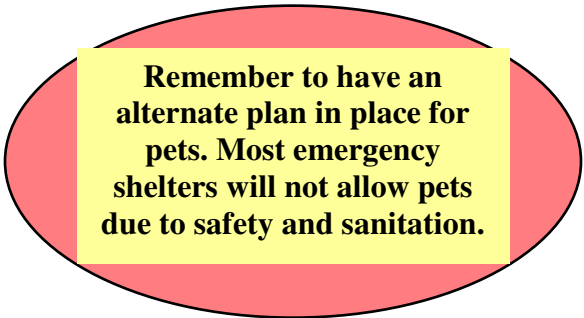
- Food, water, bowls
- Collar, leash
- Picture of pet
- Vaccination papers/record
- Name of veterinarian

Important Family Documents

- Wills, insurance policies, contracts, deeds, stocks
- Cash, traveler's checks, change
- Bank account numbers
- Family records (birth, marriage etc.)
- Social security cards, passports immunization records
- Credit card company and account numbers
- Household inventory of valuables

Remember if you have to evacuate you need to have a smaller portable version of your home emergency supply kit. When putting together a travel kit, remember these essentials:

- Fresh water
- Food
- Warmth
- Clean air
- Important documents.
- Waterproof and portable.



Remember to have an alternate plan in place for pets. Most emergency shelters will not allow pets due to safety and sanitation.

***The information in this book, along with any emergency kit supplies should be updated every 6 months.**

This workbook was put together by combining different versions of Family Emergency Preparedness templates that are available online. It was designed as a tool to assist individual families prepare for emergencies.

Warren County Health Services would like to recognize those organizations whose ideas were used in the creation of this work book.

Thanks to:

The American Red Cross – www.redcross.org

Berkeley County Health Department, Martinsburg, West Virginia

Centers for Disease Control and Prevention - <http://emergency.cdc.gov/>

New York State Department of Health – www.health.state.ny.us

Department of Homeland Security – www.ready.gov

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