

Family Support Planning

What should you consider when preparing your family for a disaster or other emergency?

- Learn what disasters or emergencies may occur in your area
- Your family may not be together when disaster strikes, so it is important to plan in advance—
 - How you will contact one another
 - How you will get back together
 - What you will do in different situations

Develop a Plan Specific to Your Concerns

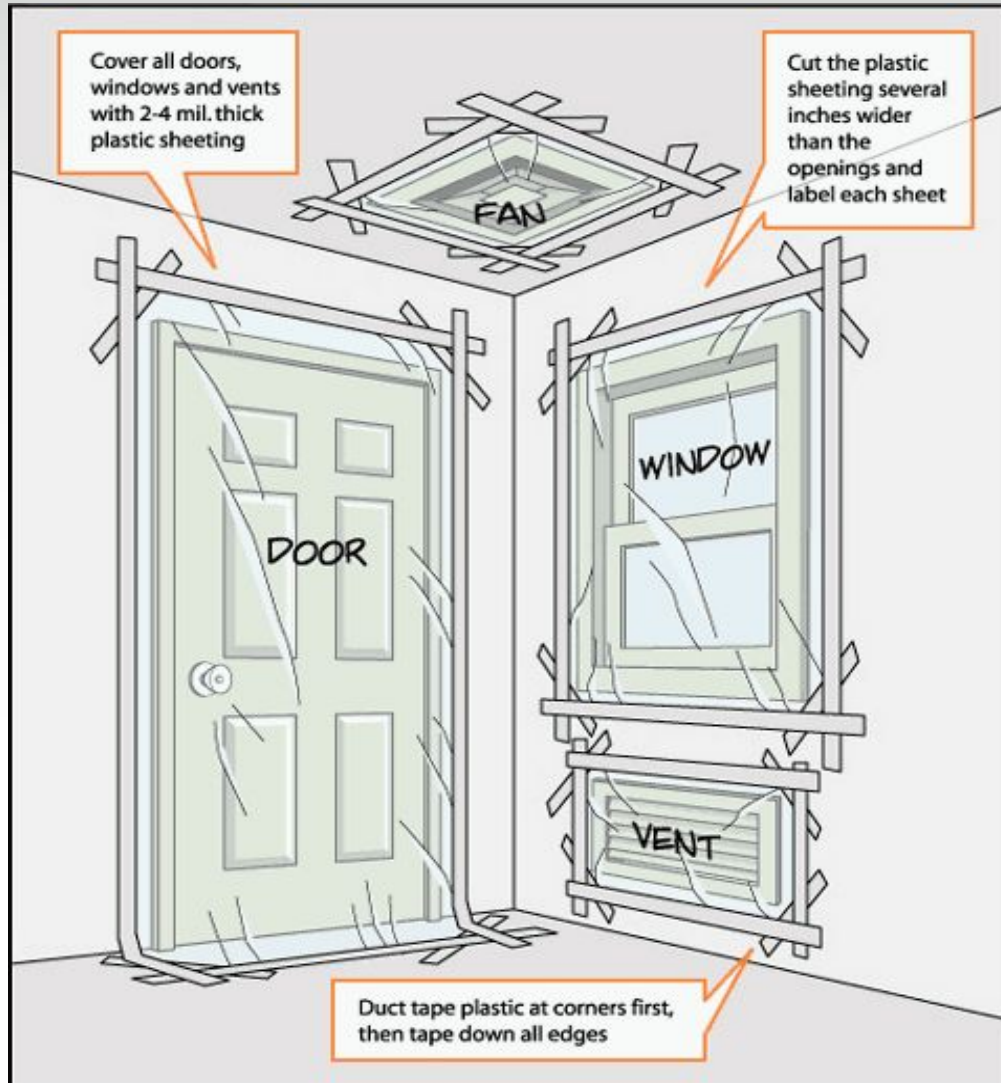
- Some sample goals could be:
 - **Goal #1:** Keep family members safe and secure as possible against harm
 - **Goal #2:** Make it through the immediate disaster period
 - **Goal #3:** Communicate with family and workplace

Goal #1: Keep family members safe and secure as possible against harm

- Decide whether to stay or go
 - Understand and plan for both possibilities.
 - Find out what kind of disasters, both natural and man-made, are most likely to occur in your area and how you will be notified.

• How to "Shelter in Place and Seal the Room"--

- Bring your family and pets **inside**.
- **Lock** doors, **close** windows, air vents and fireplace dampers.
- **Turn off** fans, air conditioning and forced air heating systems.
- **Take your emergency supply kit** unless you have reason to believe it has been contaminated.
- **Go into an interior room** with few windows, if possible.
- Local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should **watch TV, listen to the radio or check the Internet often for official news** and instructions as they become available.



- **Seal** all windows, doors and air vents with plastic sheeting and duct tape. Consider measuring and cutting the sheeting in advance to save time.
- Be prepared to **improvise** and use what you have on hand to **seal gaps** so that you create a barrier between yourself and any contamination.

- **How to create an evacuation plan:**
 - Choose two places where your family will meet, both within and outside of your immediate neighborhood.
 - Establish an out-of-area emergency contact person that everyone can call and report to in case local phone lines are overloaded or out of service.
 - Keep vehicles in good working order and gas tank at least half full at all times.
 - Decide where you would go and alternate routes to get there.
 - Take your emergency supply kit unless you have reason to believe it has been contaminated.
 - Plan ahead for your pets. Keep a phone list of pet-friendly hotels/motels and animal shelters that are along your evacuation routes.

School and Workplace

- If you are a parent, or guardian of an elderly or disabled adult, make sure schools and daycare providers have emergency response plans.
 - Ask how they will **communicate** with families during a crisis.
 - Ask if they **store** adequate food, water and other basic supplies.
 - Find out if they are **prepared** to "shelter-in-place" if need be, and where they plan to go if they must get away.
- As an employee, be familiar with the Occupant Emergency and Shelter-In-Place plans for your building.
- Know where your predetermined assembly area is for your office.

Goal #2: Make it through the immediate disaster period

- Be informed—consider purchasing a NOAA Weather Radio with a tone alert feature.
- Make sure one member of your household is trained in first aid and CPR.
- Ensure family members know how to shut-off utilities and locate important documents.
- Prepare an Emergency Supply Kit in case you have to stay or leave.

Utility Shut-off and Safety

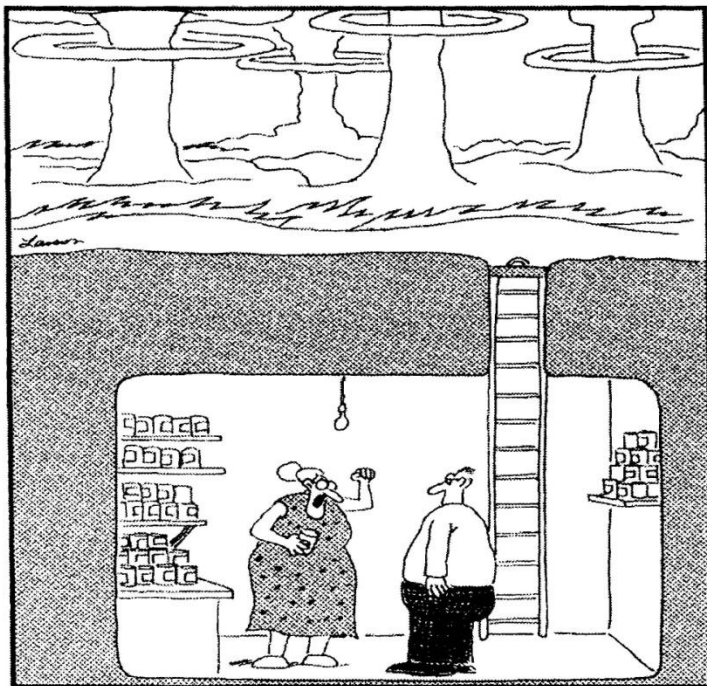
- In the event of a disaster, you may be instructed to shut off the utility service at your home.
 - Natural gas—gas leaks and explosions are responsible for a significant number of fires following disasters
 - Water—cracked lines may pollute the water supply to your house
 - Electricity—electrical sparks have the potential of igniting natural gas if it is leaking
- Teach all responsible household members how to shut off utilities at your home

Insurance and Vital Records

- Obtain property, health, flood (if applicable) and life insurance if you do not have them
- Review existing policies for the amount and extent of coverage to cover you and your family for all possible hazards
- Inventory home possessions for insurance purpose

Insurance and Vital Records (Cont.)

- Store important documents such as insurance policies, deeds, property records, etc., in a safe place, such as a safety deposit box away from home.
- Make copies of important documents for your emergency supplies kit
- Money—it is advisable to keep a small amount of cash at home in a safe place where you can quickly access in case of evacuation



"How many times did I say it, Harold? How many times? 'Make sure that bomb shelter's got a can opener—ain't much good without a can opener.' I said."

- Make sure you have what it takes...

Emergency Supply Kit Recommendations

- Flashlight with extra batteries
- Battery-powered radio (i.e., NOAA Weather Radio)
- Non-perishable food
- Manual can opener
- Water
- Extra cash
- Medications (7-day supply)
- First aid supplies
- Map(s) of the area
- N95 masks
- Plastic sheeting
- Duct tape
- Scissors
- Matches
- Work gloves

Emergency Supply Kit (continued)

- Paper plates, cups, plastic utensils
- Non-electric can opener
- Blanket
- Towels
- Personal hygiene items
- Plastic garbage bags, ties (for personal sanitation usage)
- Change of clothing and shoes

Your kit should be adjusted specific to the needs of you and your family

Goal #3: Communicate with family and workplace

- Identify an **out-of town contact**. It may be easier to make a long-distance phone call than to call across town, so an **out-of-town contact** may be in a better position to communicate among separated family members.
- 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.

American Red Cross Emergency Contact Card

Get a kit. Make a plan. Be informed.

- Directions:**
- * Print out a card for every member of your household.
 - * Fill in your emergency contact information.
 - * Carry this card with you to reference in the event of a disaster or other emergency.

Complete an emergency contact card for each member of your family

You can get an American Red Cross Emergency Contact Card online at:
<http://www.redcross.org/preparedness.ECCard.pdf>

The image shows two identical American Red Cross Emergency Contact Cards. Each card is divided into several sections:

- Important Phone Nos. (Vertical Red Bar):** Contains fields for Police: Call 9-1-1 or _____, Fire Dept.: Call 9-1-1 or _____, Ambulance: Call 9-1-1 or _____, and Poison Control Center: 800-222-1222. A Health Care Provider field is also present.
- Emergency Contact Card (Red Header):** Includes fields for Name: _____, Phone: _____, and Home Address: _____.
- People to Call or Text in an Emergency (Red Header):** Includes a list of horizontal lines for contact information.
- Out-of-Area Contact Person:** Includes fields for Name: _____ and Phone: _____.
- Meeting Place Outside of Neighborhood:** Includes a field for _____.

Arrows labeled "Fold Here" indicate where to fold the cards. Scissors icons are placed at various points to indicate where to cut.

Visit RedCross.org for more valuable information about creating an emergency communications plan, putting together an emergency preparedness kit and for other important preparedness information.

NOAA Personnel Accountability Procedures

- **Toll-Free Call-In Number: (1-888-NOAA-911 or 1-888-662-2911):** If you are directed or forced to evacuate your current location to an alternate site, please contact us as soon as possible to advise us that you are safe and with a means of contacting you. This toll free number can also be used by employees, their families, contractors and friends to report the whereabouts of another NOAA employee or contractor.
- **Website Check-In:** In addition to the toll-free number, employees and contractors can report their status via a website check-in system. To access the webform please [click here](#). **The web based check in system should only be used by NOAA Employees or Contractors and is only monitored during an incident.**

NOAA Personnel Accountability Procedures (Continued)

- **Information Website:** To provide employees and contractors with relevant information during an emergency, the following web pages, <http://www.homelandsecurity.noaa.gov> To provide employees and contractors with relevant information during an emergency, the following web pages, <http://www.homelandsecurity.noaa.gov> and <http://www.wfm.noaa.gov> will be updated on a continual basis to ensure employees and contractors are able to get the information they need in a timely manner.
- **Need Help :** If you are experiencing unique situations and don't know where to turn for help, please contact us at Employee.status@noaa.gov with your specific question or need. While this e-mail address will generally not be staffed on a 24x7 basis, we promise to acknowledge your e-mail by the as soon as possible, and to address your emergency situation.

NOAA Personnel Accountability Procedures (Continued)

- **Supervisors are responsible for:**
 - Accounting for their subordinates during duty hours;
 - Maintaining an employee contact list; and
 - Keeping informed about employee status.
- **Employees are responsible for:**
 - Providing supervisors with current emergency contact information in case of injury or incapacitation;
 - Informing supervisors or their workplace of their whereabouts during an emergency; and
 - Developing a family support plan.

Available Resources for Developing Family Support Plans

- www.ready.gov
- <http://www.redcross.org/>

“It pays to plan ahead. It wasn’t raining when Noah built the ark.”

...anonymous