

# 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

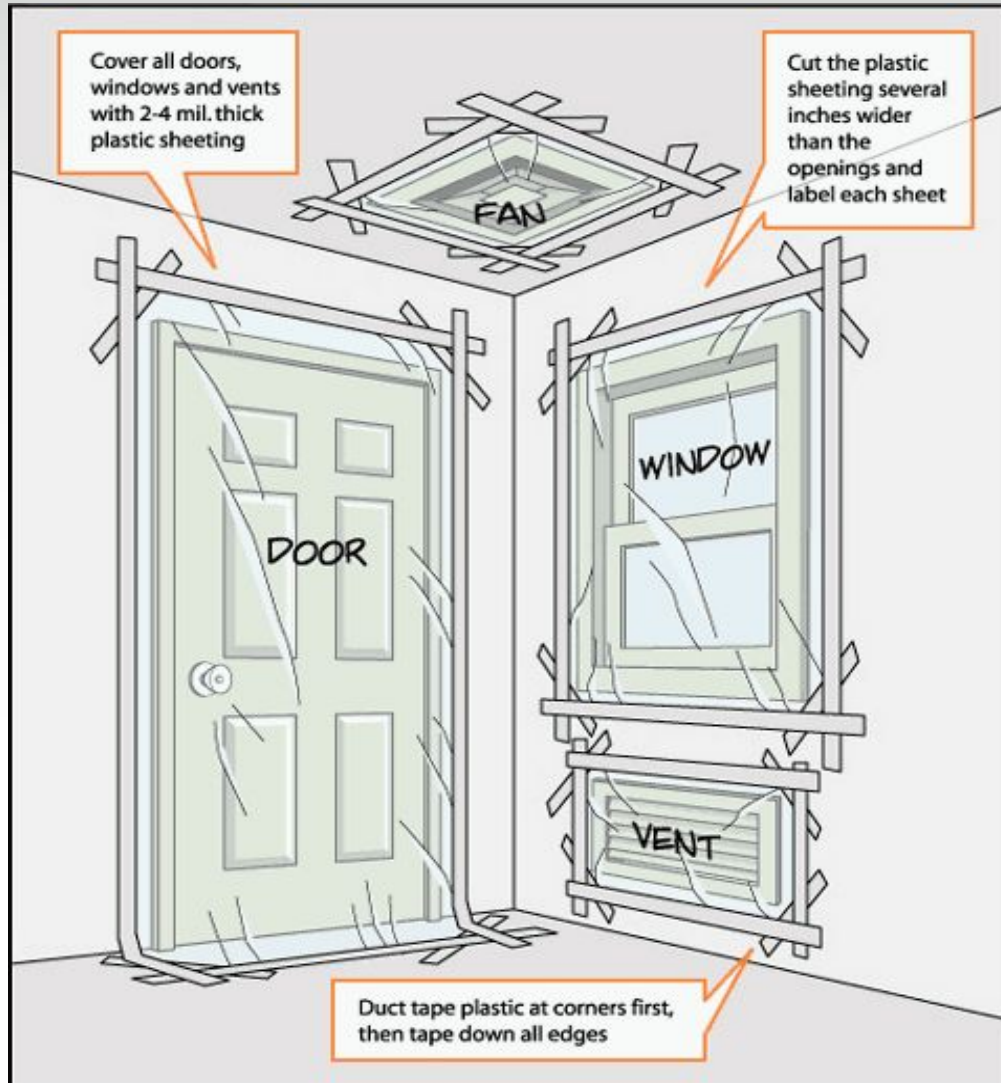
## **Goal #1: Keep family members safe and secure as possible against harm**

- 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

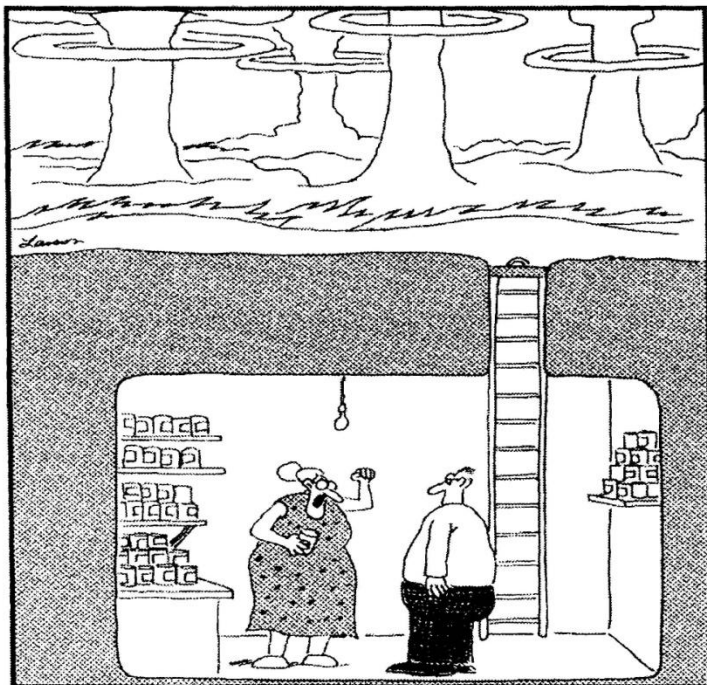
## Insurance and Vital Records

- 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.

The image shows two identical American Red Cross Emergency Contact Cards side-by-side. 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 Bar):** Contains fields for Name: \_\_\_\_\_, Phone: \_\_\_\_\_, and Home Address: \_\_\_\_\_.
- People to Call or Text in an Emergency (Red Bar):** Contains several blank lines for listing emergency contacts.
- Out-of-Area Contact Person:** Contains fields for Name: \_\_\_\_\_ and Phone: \_\_\_\_\_.
- Meeting Place Outside of Neighborhood:** Contains a blank line for specifying a meeting location.

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

**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>

Visit [RedCross.org](http://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](mailto: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.ready.gov)
- <http://www.redcross.org/>

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

**...anonymous**