

Disaster Plan Worksheet

Post your completed worksheet in an obvious place for quick reference by family members and guests. It may help save a life!



Family Information

Family Name: _____
Address: _____
Cross Street: _____
Home phone: _____
Work phone 1: _____
Work phone 2: _____
Cell phone 1: _____
Cell phone 2: _____
Cell phone 3: _____
Cell phone 4: _____

Our Children

Name _____ Age _____
School _____
Name _____ Age _____
School _____
Name _____ Age _____
School _____

Our Neighbors

Neighbor 1 Name(s): _____
Address: _____
Home Phone: _____
Neighbor 2 Name(s): _____
Address: _____
Home Phone: _____
Neighbor 3 Name(s): _____
Address: _____
Home Phone: _____

Our Doctor

Name: _____
Phone Number: _____

Local Contact

Name: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
E-mail: _____

Out of Area Contact

Name: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
E-mail: _____

School Plan

I have authorized these people to pick up my child/children from school:

The above people, as well as my spouse and children, know the family's secret password. My children have been told not to go anywhere with any person who does not know this password.

Signed _____

Notification Systems

Call | 211
Register | AC Alert <https://goo.gl/xmzO55>

Emergency Supplies Plans

- We have food for family members and pets for 3 days.
- We have a minimum of 1 gallon of water per person, per day, for at least 3 days. The more water you can store the better off you will be.

I know where I have

- Cash and coins.
- First aid items.
- Flashlight, radio, tools, & sanitation supplies.
- We know where emergency shelters are located.
- We store camping gear in one place. Tent, lanterns, sleeping bags, and stove can double as emergency equipment. If possible, store it with your other emergency supplies.
- We keep mini-survival kits in our cars and workplaces.
- We have additional supplies in: _____

Maintenance Plan

<i>Every six months</i>	<i>Date</i>
<i>Check and replace as needed: Batteries for flashlights, smoke detectors, radios, etc</i>	
<i>Review family plans</i>	
<i>Conduct a fire drill</i>	
<i>Rotate water supply</i>	
<i>Every year</i>	
<i>Rotate canned goods</i>	
<i>Update school release forms</i>	
<i>Replace emergency medications</i>	
<i>Every two years</i>	
<i>Update personal property inventory</i>	
<i>Update insurance policies</i>	
<i>Every three years</i>	
<i>Replace non-fat dry milk</i>	
<i>Replace freeze-dried foods</i>	

Fire Hazard Mitigation Plan

Protecting lives from fire

- We have at least one A-B-C fire extinguisher in our home and know how to use it.
- We keep fresh batteries in our smoke detectors.
- We do not overload our electrical circuits
- We store flammable liquids in airtight containers, away from ignition sources such as pilot lights.

Landscaping against fire

- We have cleared our property of excess and dead vegetation and highly flammable plants.
- We have trimmed branches that hang over our home.
- We trim grass and vegetation at least 30 feet around our home.
- We have garden hoses connected to outside faucets.
- We store firewood away from our house.

Home maintenance

- Our house numbers are large and easily read from the street.
- We have spark arresters on our chimneys.
- Our roof is fire-retardant.
- We keep leaves and debris out of our rain gutters.

Earthquake Mitigation Plan

Home preparedness

- We know how to shut off our utilities.
- We have done a home hazard hunt and corrected hazards we found.

Emergency Action Plan

General

- Stay calm.
- Turn on your radio and listen for instructions.
- Do not use the phone – except for life threatening injury.
- Locate flashlight & emergency supplies.
- Wear protective clothing.

Earthquake

- Duck, cover, and hold.
- Move away from windows, bookshelves, cabinets, and exterior walls.
- Check for injuries – Call 911 for life threatening injuries.
- Pay attention to damaged utilities. Shutoff those utilities that are damaged.
- Check for structural damage.
- Check on neighbors.
- Prepare for aftershocks.
- Keep streets clear for emergency traffic.

Fire

- If fire is small, use fire extinguisher.
- If fire is large
 - Evacuate the building
 - Call 911
 - Alert Neighbors

Evacuation

- Evacuate if told to by authorities.
- Take emergency supplies.
- If time permits:
 - Take items list in next column.
 - Close windows, blinds, and doors.
 - Shut off damaged utilities.
 - Leave a note inside front door saying you have evacuated.
- Lock doors and windows when leaving

Fire Hazard Mitigation Plan

If you were told to evacuate, what do you take?
Personalize the following list, if you had to leave in:

5 minutes

<i>Item</i>	<i>Location</i>
<i>Radio</i>	
<i>Address Book</i>	
<i>Vital Medication</i>	
<i>Emergency Supply Kit</i>	
<i>Vital Documents</i>	
<i>Business/Computer records</i>	
<i>Pets</i>	

60 minutes (1 hour)

Everything from the 5 minute table plus:

<i>Item</i>	<i>Location</i>
<i>Photo Albums, negatives</i>	
<i>Vital Documents</i>	
<i>Business records</i>	
<i>Financial records</i>	
<i>Stocks and bonds</i>	

If you have a car or truck

<i>Item</i>	<i>Location</i>
<i>Family Heirlooms</i>	
<i>Clothing</i>	
<i>Computer</i>	
<i>Original Art</i>	
<i>Pet Supplies</i>	

Escape Route & Utilities Plan

Use this page to draw a floor plan of your home. Make a floor plan for each story of your home.

- Indicate primary exits from each room (doors, windows) and include location of escape ladders, ropes, etc.
- Identify location of emergency supplies.
- Mark location of utility valves, circuit breakers or fuses.
- Be sure all family members know where utilities are and how to turn them off.
- Be sure all family members know how to use a fire extinguisher.
- Have two meeting places established to meet at.
 - First meeting place _____
 - Second meeting place _____

