This guide will help you and your family prepare for a disaster. Keep this sheet in a special place so you will always know where to find it. Get the family together now to start following the 4 steps to safety!

1. **Find Out What Could Happen to Your Family**

   **Find Out From Your Local Emergency Management Office Or American Red Cross Chapter:**
   - What types of disasters are likely to happen and how to prepare for each.
   - What your community's warning signals sound like and what to do if you hear them.
   - How to help the elderly/people with special needs.

2. **Create a Family Disaster Plan**

   **Hold A Family Meeting: Keep It Simple And Work As A Team.**

   **What To Tell Children**
   It is important to warn children, without overly alarming them, about disasters. Use the following guidelines:
   - Tell children that a disaster is something that could hurt people or cause damage. Explain that nature sometimes provides “too much of a good thing” - fire, rain and wind.
   - Explain how important it is to make a Family Disaster Plan.
   - Tell children there are many people who can help them during a disaster.
   - Teach children:
     - How to call for help
     - When to call each emergency number
     - To call the family contact if separated.

   **Evacuation**
   If you are told to evacuate, take these steps:
   - Leave right away if told to do so.
   - Listen to your battery-powered radio for instructions from local officials.
   - Wear protective clothing and shoes.
   - Shut off water, gas and electricity if told to do so.
   - Leave a note telling when you left and where you are going.
   - Call your family contact to tell them where you are going.
   - Take your Family Readiness Kit and disaster supplies.
   - Lock your home.
   - Use routes suggested by officials.

   **Talk**
   - About the dangers of the disaster(s) with children.
   - Have a plan in case you are separated.
   - Choose a place outside your neighborhood in case you can’t go home.
   - Choose someone out of town to be your family contact. Everyone must know the address and phone number for A and B.
   - Fill out the local emergency phone numbers and child identification cards in the Family Readiness Kit.
   - Discuss what to do if you are asked to Evacuate. Plan several escape routes.
   - Plan how to take care of your pets - see Pets and Disasters brochure.
COMPLETE THIS CHECKLIST

- Put emergency phone numbers by each phone.
- Show everyone how and when to turn off the utilities.
- Make sure you have enough insurance coverage.
- Do a home hazard hunt for items that can move, fall, break or cause a fire.
- Stock enough emergency supplies to last three days.
- Take a Red Cross first aid and CPR class.
- Plan home escape routes - two from each room.
- Find safe places in your home for each type of disaster.
- Make 2 copies of important documents and keep the originals in a safe deposit box. Keep one copy in your family readiness kit and give the second to your out-of-town contact.

PRACTICE AND MAINTAIN YOUR PLAN

Every Month
- Test your smoke alarms.

Every 6 Months
- Go over Family Disaster Plan and do escape drills. Quiz children.
- Replace stored food and water.

Every Year
- Replace batteries in smoke alarms.

NEIGHBORS HELPING NEIGHBORS

Meet with neighbors to plan how you can work together during a disaster.

- Talk about who has special skills (medical, technical).
- Make plans for child care in case parents can’t get home.

UTILITIES
Do the following so you will be ready if told to turn off your utilities:
- Find the main electric fuse box, water service main and natural gas main.
- Learn how and when to turn these off and teach family members.
- Keep a wrench near gas and water shut-off valves.
- If you turn the gas off, you will need a professional to turn it back on.

IMPORTANT DOCUMENTS
Make two copies and keep the originals of the following in a safe deposit box or waterproof container:
- Wills, insurance policies, contracts, deeds, investments.
- Passports, social security cards, immunization records.
- Bank account numbers/credit card account numbers.
- Inventory of valuable household goods.
- Family records (birth, marriage certificates).

EMERGENCY SUPPLIES LIST
Put the following supplies in an easy-to-carry waterproof container to keep with your Family Readiness Kit:
- Battery-powered radio, flashlight, and extra batteries.
- First aid kit and manual and prescription medications.
- Credit card and cash.
- Personal identification.
- An extra set of car keys.
- An extra pair of eyeglasses.
- Matches in a waterproof container.
- Signal flare.
- Map of the area and important phone numbers.
- Special items for infants/elderly.
- Three gallons of water per person.
- Three-day supply of ready-to-eat canned or packaged food.
- Manual can opener.
- Paper cups, plates and plastic utensils.
- Blankets or sleeping bags.
- Toiletries.
- A change of clothing, rain gear, and sturdy shoes for each family member.