

# FAMILY EMERGENCY PLAN CHECKLIST

- ✓ Hold a family meeting about emergencies and decide what to do in case of fire, severe weather, a hazardous chemical spill, or a terrorist event.
- ✓ Determine escape routes from your home. Find two ways out of each room.
- ✓ Learn the emergency plans at schools and workplaces.
- ✓ Help your children and elderly relatives or neighbors identify your community's warning system siren and tell them what to do if they hear it.
- ✓ Teach children how and when to dial 9-1-1.
- ✓ Teach children how to call long distance and how to use a cell phone.
- ✓ Post emergency numbers near your telephones.
- ✓ Identify a relative or friend whom all family members can call if they are not together during an emergency. Make sure this person lives far enough away not to be affected by the same emergency, preferably outside of the state.
- ✓ Establish a meeting place away from your home where you can go if the area in which you live has been evacuated.
- ✓ Make sure the adults in your family know how to turn off water, gas, and electricity at main switches. (Remember to turn off gas only if instructed to do so. You must have a professional turn your gas back on.)
- ✓ Put family records in a safe deposit box or fireproof, waterproof safe.
- ✓ Have a plan for your pets during an emergency.
- ✓ Take a basic first aid and CPR class.
- ✓ Teach responsible family members how to use your fire extinguisher.
- ✓ Practice fire drills and emergency evacuations.
- ✓ Communication networks such as mobile phones and computers could be unreliable during disasters, and electricity could be disrupted.
- ✓ Because a disaster can strike during school or work hours, discuss plans with children and let them know who could pick them up during an emergency.
- ✓ Decide on safe, familiar places where your family can go for protection or to reunite.
- ✓ Text is best when using mobile phones, but if you need to make a call, keep it brief and convey only vital information. This will minimize network congestion.
- ✓ Conserve your mobile phone battery by reducing the brightness of the screen, placing the phone in airplane mode, and closing the apps you do not need.