



### Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food, water and supplies for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a portable waterproof container
- Cash and change
- Emergency reference material such as a first aid book or information from [www.ready.gov](http://www.ready.gov)
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies, personal hygiene items and hand sanitizer
- Mess kits, Paper cups, plates and disposable utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children



# Ready

Prepare. Plan. Stay Informed. 

# Emergency Supply List



# FEMA

[www.ready.gov](http://www.ready.gov)

## Recommended Items to Include in a Basic Emergency Supply Kit:



**Water and non-perishable food for several days**

**Extra cell phone battery or charger**

**Battery-powered or hand crank radio that can receive NOAA Weather Radio tone alerts and extra batteries**

**Flashlight and extra batteries**

**First aid kit**

**Whistle to signal for help**

**Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place**

**Moist towelettes, garbage bags and plastic ties for personal sanitation**

**Non-sparking wrench or pliers to turn off utilities**

**Can opener (if kit contains canned food)**

**Local maps**

## FEMA's Ready Campaign

educates and empowers Americans to take some simple steps to prepare for and respond to potential emergencies, including those from natural hazards and man-made disasters. Ready asks individuals to do three key things: get an emergency supply kit, make a family emergency plan, and be informed about the different types of emergencies that could occur and appropriate responses. Everyone should have some basic supplies on hand in order to survive several days if an emergency occurs. This list of emergency supply kit items is only a starting point. It is important that individuals review this list and consider the unique needs of their family, including pets, for items to include. Individuals should also consider having at least two emergency supply kits, one full kit at home and smaller portable kits in their workplace, vehicle or other places they spend time.



**FEMA**

**Federal Emergency Management Agency**  
Washington, DC 20472

# BE PREPARED FOR AN ACTIVE SHOOTER

Recent national tragedies remind us that the risk is real. Taking a few steps now can help you react quickly when every second counts.



FEMA

FEMA V-1000/March 2018

An active shooter is an individual engaged in attempting to kill people in a confined space or populated area. Active shooters typically use firearms and have no pattern to their selection of victims.



Can happen anywhere



Can happen anytime

## IF YOU ARE INVOLVED IN AN ACTIVE SHOOTER INCIDENT

See something, say something.



Learn first aid skills so you can help others.



Before you run, know the exits.



Help law enforcement.



Find a place to hide.



Seek help to cope with trauma.



Run



Hide



Fight

# HOW TO STAY SAFE WHEN AN ACTIVE SHOOTER THREATENS



**If you see suspicious activity**, let an authority know right away.

**Many places, such as houses of worship, workplaces, and schools**, have plans in place to help you respond safely. Ask about these plans and get familiar with them. If you participate in an active shooter drill, talk with your family about what you learned and how to apply it to other locations.

**When you visit a building** such as a shopping mall or healthcare facility, take time to identify two nearby exits. Get in the habit of doing this.

**Map out places to hide.** In rooms without windows, behind solid doors with locks, under desks, or behind heavy furniture such as large filing cabinets can make good hiding places.

**Sign up for active shooter, first aid, and tourniquet training.** Learn how to help others by taking FEMA's You Are the Help Until Help Arrives course. Learn more at [ready.gov/until-help-arrives](https://ready.gov/until-help-arrives).



**RUN.** Getting away from the shooter or shooters is the top priority. Leave your things behind and run away. If safe to do so, warn others nearby. Call 911 when you are safe. Describe each shooter, their locations, and weapons.

**HIDE.** If you cannot get away safely, find a place to hide. Get out of the shooter's view and stay very quiet. Silence your electronic devices and make sure they won't vibrate. Lock and block doors, close blinds, and turn off the lights. Do not hide in groups—spread out along walls or hide separately to make it more difficult for the shooter. Try to communicate with police silently—such as through text messages or by putting a sign in an exterior window. Stay in place until law enforcement gives you notice that all immediate danger is clear.

**FIGHT.** Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the shooter. Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.



**Keep hands visible and empty.**

**Know that law enforcement's first task** is to end the incident. They may have to pass injured persons along the way.

**Follow law enforcement's instructions** and evacuate in the direction they tell you to.

**Consider seeking professional help** for you and your family to cope with the long-term effects of trauma.

## Take an Active Role in Your Safety

Go to [ready.gov](https://ready.gov) and search for **active shooter**. Download the **FEMA app** to get more information about preparing for an **active shooter**. Find Emergency Safety Tips



# BE PREPARED FOR A FLOOD

Failing to evacuate flooded areas, entering flood waters, or remaining after a flood has passed can result in injury or death.



FEMA

FEMA V-1005/ March 2018

Flooding is a temporary overflow of water onto land that is normally dry. It is the most common natural disaster in the U.S.



Results from rain, snow, coastal storms, storm surge, and overflows of dams and other water systems



Develops slowly or quickly. Flash floods can come with no warning



Causes outages, disrupt transportation, damage buildings, create landslides

## IF YOU ARE UNDER A FLOOD WARNING, FIND SAFE SHELTER RIGHT AWAY

Do not walk, swim, or drive through flood waters.



Stay off bridges over fast-moving water.

Determine your best protection based on the type of flooding.



Evacuate if told to do so.



Move to higher ground or a higher floor.



Stay where you are.



# HOW TO STAY SAFE WHEN A FLOOD THREATENS



**Know your area's type of flood risk.** Visit FEMA's Flood Map Service Center at <https://msc.fema.gov/> portal for information.

**Sign up for your community's warning system.** The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts.

**If flash flooding is a risk in your location,** monitor potential signs such as heavy rain.

**Learn and practice evacuation routes, shelter plans,** and flash flood response.

**Gather supplies in case you have to leave immediately or if services are cut off.** Keep in mind each person's specific needs, including medication. Don't forget the needs of pets. Obtain extra batteries and charging devices for phones and other critical equipment.

**Obtain flood insurance.** Homeowner's policies do not cover flooding. Get flood coverage under the National Flood Insurance Program (NFIP).

**Keep important documents in a waterproof container.** Create password-protected digital copies.

**Protect your property.** Move valued items to higher levels. Declutter drains and gutters. Install check valves. Consider a sump pump with a battery.



**Depending on where you are,** and the impact and the warning time of flooding, go to the safe location that you have identified.

**If told to evacuate, do so immediately.** Never drive around barricades. Local responders use them to safely direct traffic out of flooded areas.

**Listen to EAS, NOAA Weather Radio,** or local alerting systems for current emergency information and instructions.

**Do not walk, swim, or drive through flood waters.** Turn Around. Don't Drown.® Just six inches of fast-moving water can knock you down, and one foot of moving water can sweep your vehicle away.

**Stay off of bridges over fast-moving water.** Fast-moving water can wash bridges away without warning.

**If your vehicle is trapped in rapidly moving water,** stay inside. If water is rising inside the vehicle, seek refuge on the roof.

**If trapped in a building, go to its highest level.** Do not climb into a closed attic. You may become trapped by rising floodwater. Go on the roof only if necessary. Signal for help.



**Listen to authorities for information and instructions.**

**Avoid driving, except in emergencies.**

**Be aware that snakes and other animals** may be in your house. Wear heavy gloves and boots during clean up.

**Avoid wading in floodwater,** which can contain dangerous debris and be contaminated. Underground or downed power lines can also electrically charge the water.

**Use a generator or other gasoline-powered machinery ONLY** outdoors and away from windows.

**Be aware of the risk of electrocution. Do not touch electrical equipment** if it is wet or if you are standing in water. If it is safe to do so, turn off the electricity to prevent electric shock.

## Take an Active Role in Your Safety

Go to [ready.gov](https://www.ready.gov) and search for **flood**. Download the **FEMA app** to get more information about preparing for a **flood**. Find Emergency Safety Tips under Prepare.

# BE PREPARED FOR A TORNADO

**Tornadoes can  
destroy buildings,  
flip cars, and create  
deadly flying debris.**



**FEMA**

FEMA V-1010/ March 2018

Tornadoes are violently rotating columns of air that extend from a thunderstorm to the ground.



Can happen anytime



Bring intense winds



Can happen anywhere



Look like funnels

## IF YOU ARE UNDER A TORNADO WARNING, FIND SAFE SHELTER RIGHT AWAY

Go to a safe room,  
basement, or storm cellar.



If you can safely get to a sturdy  
building, do so immediately.

If there is no basement,  
get to a small, interior room  
on the lowest level.



Do not get under an overpass  
or bridge. You're safer in a low,  
flat location.

Stay away from windows,  
doors, and outside walls.



Watch out for flying debris that  
can cause injury or death.



Use your arms to protect  
your head and neck.

# HOW TO STAY SAFE WHEN A TORNADO THREATENS



**Know your area's tornado risk.** In the U.S., the Midwest and the Southeast have a greater risk for tornadoes.

**Know the signs of a tornado,** including a rotating funnel-shaped cloud, an approaching cloud of debris, or a loud roar—similar to a freight train.

**Sign up for your community's warning system.** The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts. If your community has sirens, become familiar with the warning tone.

**Pay attention to weather reports.** Meteorologists can predict when conditions might be right for a tornado.

**Identify and practice going to a safe shelter** for high winds, such as a safe room built using FEMA criteria or a storm shelter built to ICC 500 standards. The next best protection is a small, interior, windowless room in a sturdy building on the lowest level.

**Consider constructing a safe room** that meets FEMA or ICC 500 standards.



**Immediately go to a safe location** that you identified.

**Take additional cover** by shielding your head and neck with your arms and putting materials such as furniture and blankets around you.

**Listen to EAS, NOAA Weather Radio,** or local alerting systems for current emergency information and instructions.

**Do not try to outrun a tornado** in a vehicle.

**If you are in a car or outdoors** and cannot get to a building, cover your head and neck with your arms and cover your body with a coat or blanket, if possible.



**Keep listening to EAS, NOAA Weather Radio,** and local authorities for updated information.

**If you are trapped, cover your mouth** with a cloth or mask to avoid breathing dust. Try to send a text, bang on a pipe or wall, or use a whistle instead of shouting.

**Stay clear of fallen power lines or broken utility lines.**

**Do not enter damaged buildings** until you are told that they are safe.

**Save your phone calls for emergencies.** Phone systems are often down or busy after a disaster. Use text messaging or social media to communicate with family and friends.

**Be careful during clean-up.** Wear thick-soled shoes, long pants, and work gloves.

## Take an Active Role in Your Safety

Go to [ready.gov](https://www.ready.gov) and search for **tornado**. Download the **FEMA app** to get more information about preparing for a **tornado**. Find Emergency Safety Tips under Prepare.







# BE PREPARED FOR A WILDFIRE

**Wildfires can ruin homes and cause injuries or death to people and animals.**



**FEMA**

FEMA V-1013/May 2018

A wildfire is an unplanned fire that burns in a natural area such as a forest, grassland, or prairie.



Often caused by humans or lightning.



Can cause flooding or create problems with transportation, gas, power, and communications.



Can damage your property. Set up defense zones to protect your home.



Can happen anywhere, anytime. Risk increases with little rain and high winds.

## IF YOU ARE UNDER A WILDFIRE WARNING, GET TO SAFETY RIGHT AWAY

Leave if told to do so.



Listen for emergency information and alerts.

If trapped, call 911.



Use an N95 mask to keep particles out of the air you breathe.

# HOW TO STAY SAFE WHEN A WILDFIRE THREATENS



**Sign up for your community's warning system.** The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts.

**Know your community's evacuation routes** and find several ways to leave the area. Drive the evacuation routes and find shelter locations. Have a plan for pets and livestock.

**Gather emergency supplies, including N95 respirator masks** that filter out particles in the air you breathe. Keep in mind each person's specific needs, including medication. Don't forget the needs of pets.

**Keep important documents** in a fireproof safe. Create password-protected digital copies.

**Use fire-resistant materials to build, renovate, or make repairs.**

**Find an outdoor water source with a hose** that can reach any area of your property.

**Create a fire-resistant zone** that is free of leaves, debris, or flammable materials for at least 30 feet from your home.

**Review insurance coverage** to make sure it is enough to replace your property.



**Evacuate.** Leave immediately if authorities tell you to do so.

**If trapped, call 911** and give your location, but be aware that emergency response could be delayed or impossible. Turn on lights to help people find you.

**Listen to EAS, NOAA Weather Radio, or local alerting systems** for current emergency information and instructions.

**Use an N95 mask** to keep particles out of the air you breathe.



**Listen to authorities** to find out if it is safe to return and whether water is safe to drink.

**Avoid hot ash, charred trees, smoldering debris, and live embers.** The ground may contain heat pockets that can burn you or spark another fire. Consider the danger to pets and livestock walking the ground.

**Send text messages or use social media** to reach out to family and friends. Phone systems are often busy following a disaster. Make calls only in emergencies.

**Document property damage with photographs.** Conduct an inventory and contact your insurance company for assistance.

## Take an Active Role in Your Safety

Go to **Ready.gov** and search for **wildfire**. Download the **FEMA app** to get more information about preparing for a **wildfire**.



# BE PREPARED FOR A NOVEL PANDEMIC



FEMA

FEMA P-2150/October 2020

A novel (new) virus, like Coronavirus Disease 2019 (COVID-19), can emerge from anywhere and quickly spread around the world. It is hard to predict when or where the next novel pandemic will emerge.

A pandemic is a disease outbreak that spans several countries and affects a large number of people. Pandemics are most often caused by viruses, like COVID-19, which can easily spread from person to person.



May be spread directly from person to person.



May be spread indirectly. Germs can pass from a non-living object to a person.



May be spread by people who are infected but don't have any symptoms.



A vaccine, testing, or treatment for the disease may not exist right away. It may take months or years for the majority of the world to become immune to the disease.

## IF A NOVEL PANDEMIC IS DECLARED

Wash your hands often with soap and water for at least 20 seconds and try not to touch your eyes, nose, and mouth.



Keep a distance of at least six feet between yourself and people who are not part of your household.



Cover your mouth and nose with a mask when in public.



Clean and disinfect high-touch objects and surfaces.



Stay at home as much as possible to prevent the spread of disease.



Follow the guidance of the Centers for Disease Control and Prevention (CDC) and local authorities.

# HOW TO STAY SAFE WHEN A PANDEMIC THREATENS



**Learn how diseases spread** to help protect yourself and others.

**Take actions to prevent the spread of disease.** Cover coughs and sneezes. Stay home when sick (except to get medical care). Wash hands with soap and water for at least 20 seconds.

**Plan for schools, workplaces, and community centers to be closed.** Investigate and prepare for virtual coordination for school, work (telework), and social activities.

**Create an emergency plan** so that you and your family know what to do and what you will need in case an outbreak happens. Consider how a pandemic may affect your plans for other emergencies.

**Gather supplies in case you need to stay home for several days or weeks.** Supplies may include cleaning supplies, non-perishable foods, prescriptions, and bottled water. Buy supplies slowly to ensure that everyone has the opportunity to buy what they need. Remember that not everyone can afford to stock up immediately. Consider avoiding WIC-labeled products so that those who rely on these products can access them.

**Review your health insurance policies** to understand what they cover, including telemedicine options.

**Create password-protected digital copies of important documents** and store in a safe place. Watch out for scams and fraud.



**Follow the latest guidelines** from the CDC and state and local authorities to prevent the spread of disease. Refer to your local and state public health departments for vaccine and testing updates.

**Maintain good personal health habits and public health practices.** Proper handwashing and disinfecting surfaces help to slow the spread of disease. If soap and water are not available, use a hand sanitizer that contains at least 60 percent alcohol.

**Limit close, face-to-face contact with others.** Stay at home as much as possible to prevent the spread of disease.

**If you believe you've been exposed to the disease,** contact your doctor, follow the quarantine instructions from medical providers, and monitor your symptoms. If you're experiencing a medical emergency, call 9-1-1 and shelter in place with a mask, if possible, until help arrives.

**Practice social distancing while in public.** Keep a distance of at least six feet between yourself and people who are not part of your household. Avoid crowds and large groups of people.

**Share accurate information about the disease** with friends, family, and people on social media. Sharing bad information about the disease or treatments for the disease may have serious health outcomes. Remember that stigma hurts everyone and can cause discrimination against people, places, or nations.

**Know that it's normal to feel anxious or stressed.** Engage virtually with your community through video and phone calls. Take care of your body and talk to someone if you are feeling upset.



**Continue taking protective actions, like:**

- Staying home when you are sick (except to get medical care).
- Following the guidance of your health care provider.
- Covering coughs and sneezes with a tissue.
- Washing your hands with soap and water for at least 20 seconds.

**Follow guidance on the re-opening** of businesses, schools, community-based organizations, houses of worship, and workplaces.

**Be sure to evaluate your family emergency plan** and make timely updates.

**Work with your community** to talk about the lessons you learned from the pandemic. Decide how you can use these experiences to be more prepared for future pandemics.

## Take an Active Role in Your Safety

Go to [Ready.gov](https://www.ready.gov) and search for **novel pandemic** and **12 Ways to Prepare** to learn more about how to help you and your family prepare for a disaster. Download the **FEMA app** to get more information about preparing for a novel pandemic. Sign up for the Centers for Disease Control and Prevention subscription services.



FEMA

FEMA P-2150





# BE PREPARED FOR A WINTER STORM

Winter storms create a higher risk of car accidents, hypothermia, frostbite, carbon monoxide poisoning, and heart attacks from overexertion.



**FEMA**

FEMA V-1014/June 2018

Winter storms and blizzards can bring extreme cold, freezing rain, snow, ice, and high winds.



Greater risk



Can last a few hours or several days



Can knock out heat, power, and communication services

## IF YOU ARE UNDER A WINTER STORM WARNING, FIND SHELTER RIGHT AWAY

Stay off roads.



Use generators outside only.



Stay indoors and dress warmly.



Listen for emergency information and alerts.



Prepare for power outages.



Look for signs of hypothermia and frostbite.



Check on neighbors.



# HOW TO STAY SAFE WHEN A WINTER STORM THREATENS



**Know your area's risk for winter storms.** Extreme winter weather can leave communities without utilities or other services for long periods of time.

**Prepare your home to keep out the cold with insulation, caulking, and weather stripping.** Learn how to keep pipes from freezing. Install and test smoke alarms and carbon monoxide detectors with battery backups.

**Pay attention to weather reports and warnings of freezing weather and winter storms.** Sign up for your community's warning system. The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts.

**Gather supplies in case you need to stay home for several days without power.** Keep in mind each person's specific needs, including medication. Do not forget the needs of pets. Have extra batteries for radios and flashlights.

**Create an emergency supply kit for your car.** Include jumper cables, sand, a flashlight, warm clothes, blankets, bottled water, and non-perishable snacks. Keep the gas tank full.

**Learn the signs of and basic treatments for frostbite and hypothermia.** For more information, visit: [www.cdc.gov/disasters/winter/staysafe/index.html](http://www.cdc.gov/disasters/winter/staysafe/index.html).



**Stay off roads if at all possible.** If trapped in your car, stay inside.

**Limit your time outside.** If you need to go outside, wear layers of warm clothing. Watch for signs of frostbite and hypothermia.

**Avoid carbon monoxide poisoning. Only use generators and grills outdoors and away from windows.** Never heat your home with a gas stovetop or oven.

**Reduce the risk of a heart attack. Avoid overexertion when shoveling snow.**

**Watch for signs of frostbite and hypothermia and begin treatment right away.**

**Check on neighbors.** Older adults and young children are more at risk in extreme cold.



**Frostbite** causes loss of feeling and color around the face, fingers, and toes.

- **Signs:** Numbness, white or grayish-yellow skin, and firm or waxy skin.
- **Actions:** Go to a warm room. Soak in warm water. Use body heat to warm. Do not massage or use a heating pad.

**Hypothermia** is an unusually low body temperature. A temperature below 95 degrees is an emergency.

- **Signs:** Shivering, exhaustion, confusion, fumbling hands, memory loss, slurred speech, and drowsiness.
- **Actions:** Go to a warm room. Warm the center of the body first—chest, neck, head, and groin. Keep dry and wrapped up in warm blankets, including the head and neck.

## Take an Active Role in Your Safety

Go to **Ready.gov** and search for **winter storm**. Download the **FEMA app** to get more information about preparing for a **winter storm**.





Creating your *Family Emergency Communication Plan* starts with one simple question: "What if "

"What if something happens and I'm not with my family " "Will I be able to reach them " "How will I know they are safe " "How can I let them know I'm OK " During a disaster, you will need to send and receive information from your family.

Communication networks, such as mobile phones and computers, could be unreliable during disasters, and electricity could be disrupted. Planning in advance will help ensure that all the members of your household—including children and people with disabilities and others with access and functional needs, as well as outside caregivers—know how to reach each other and where to meet up in an emergency. Planning starts with three easy steps:



## 1. COLLECT.

Create a paper copy of the contact information for your family and other important people/offices such as medical facilities doctors schools or service providers.



## 2. SHARE.

Make sure everyone carries a copy in his or her backpack, purse, or wallet. If you complete your *Family Emergency Communication Plan* online at [ready.gov/make-a-plan](http://ready.gov/make-a-plan) you can print it onto a wallet-sized card. You should also post a copy in a central location in your home, such as your refrigerator or family bulletin board.



## 3. PRACTICE.

Have regular household meetings to review and practice your plan.

**TEXT  
IS  
BEST!**

If you are using a mobile phone, a text message may get through when a phone call will not. This is because a text message requires far less bandwidth than a phone call. Text messages may also save and then send automatically as soon as capacity becomes available.

The following sections will guide you through the process to create and practice your *Family Emergency Communication Plan*.



## HOUSEHOLD INFORMATION

Write down phone numbers and email addresses for everyone in your household. Having this important information written down will help you reconnect with others in case you don't have your mobile device or computer with you or if the battery runs down. If you have a household member(s) who is Deaf or hard of hearing, or who has a speech disability and uses traditional or video relay service (VRS), include information on how to connect through relay services on a landline phone, mobile device or computer.

## SCHOOL, CHILDCARE, CAREGIVER, AND WORKPLACE EMERGENCY PLANS

Because a disaster can strike during school or work hours, you need to know their emergency response plans and how to stay informed. Discuss these plans with children, and let them know who could pick them up in an emergency. Make sure your household members with phones are signed up for alerts and warnings from their school, workplace, and/or local government. To find out more about how to sign up, see *Know Your Alerts and Warnings* at [ready.gov](http://ready.gov). For children without mobile phones, make sure they know to follow instructions from a responsible adult, such as a teacher or principal.

## OUT-OF-TOWN CONTACT

It is also important to identify someone outside of your community or State who can act as a central point of contact to help your household reconnect. In a disaster it may be easier to make a long-distance phone call than to call across town because local phone lines can be jammed.

## EMERGENCY MEETING PLACES

Decide on safe, familiar places where your family can go for protection or to reunite. Make sure these locations are accessible for household members with disabilities or access and functional needs. If you have pets or service animals, think about animal-friendly locations. Identify the following places:

- Indoor:* If you live in an area where tornadoes, hurricanes, or other high-wind storms can happen, make sure everyone knows where to go for protection. This could be a small, interior, windowless room, such as a closet or bathroom on the lowest level of a sturdy building, or a tornado safe room or storm shelter.
- In your neighborhood:* This is a place in your neighborhood where your household members will meet if there is a fire or other emergency and you need to leave your home. The meeting place could be a big tree, a mailbox at the end of the driveway, or a neighbor's house.
- Outside of your neighborhood:* This is a place where your family will meet if a disaster happens when you're not at home and you can't get back to your home. This could be a library, community center, house of worship, or family friend's home.

- Outside of your town or city:* Having an out-of-town meeting place can help you reunite if a disaster happens and:

- You cannot get home or to your out-of-neighborhood meeting place; or
- Your family is not together and your community is instructed to evacuate the area.

This meeting place could be the home of a relative or family friend. Make sure everyone knows the address of the meeting place and discuss ways you would get there.

## OTHER IMPORTANT NUMBERS AND INFORMATION

You should also write down phone numbers for emergency services, utilities service providers, medical providers, veterinarians, insurance companies, and other services.



- Make copies of your *Family Emergency Communication Plan* for each member of the household to carry in his or her wallet, backpack, or purse. Post a copy in a central place at home. Regularly check to make sure your household members are carrying their plan with them.
- Enter household and emergency contact information into all household members' mobile phones or devices.
- Store at least one emergency contact under the name "In Case of Emergency" or "ICE" for all mobile phones and devices. This will help someone identify your emergency contact if needed. Inform your emergency contact of any medical issues or other requirements you may have.
- Create a group list on all mobile phones and devices of the people you would need to communicate with if there was an emergency or disaster.
- Make sure all household members and your out-of-town contact know how to text if they have a mobile phone or device, or know alternative ways to communicate if they are unable to text.
- Read *Know Your Alerts and Warnings* at [ready.gov](http://ready.gov) and sign up to receive emergency information.



Once you have completed your *Family Emergency Communication Plan*, made copies for all the members of your household, and discussed it, it's time to practice!

Here are some ideas for practicing your plan:

- Practice texting and calling. Have each person practice sending a text message or calling your out-of-town contact and sending a group text to your mobile phone group list.
- Discuss what information you should send by text. You will want to let others know you are safe and where you are. Short messages like "I'm OK. At library" are good.



- Talk about who will be the lead person to send out information about the designated meeting place for the household.
- Practice gathering all household members at your indoor and neighborhood emergency meeting places. Talk about how each person would get to the identified out-of-neighborhood and out-of-town meeting places. Discuss all modes of transportation such as public transportation rail and para-transit for all family members, including people with disabilities and others with access and functional needs.
- Regularly have conversations with household members and friends about the plan, such as whom and how to text or call, and where to go.
- To show why it's important to keep phone numbers written down, challenge your household members to recite important phone numbers from memory—now ask them to think about doing this in the event of an emergency.
- Make sure everyone, including children, knows how and when to call 911 for help. You should only call 911 when there is a life-threatening emergency.
- Review, update, and practice your *Family Emergency Communication Plan* at least once a year, or whenever any of your information changes.

To help start the conversation or remind your family why you are taking steps to prepare and practice, you may want to watch the 4-minute video *It Started Like Any Other Day*, about families who have experienced disaster, at [www.youtube.com/watch?v=w\\_omgt3MEBs](http://www.youtube.com/watch?v=w_omgt3MEBs). Click on the closed captioning (CC) icon on the lower right to turn on the captioning.

After you practice, talk about how it went. What worked well? What can be improved? What information, if any, needs to be updated? If you make updates remember to print new copies of the plan for everyone.

### **OTHER IMPORTANT TIPS FOR COMMUNICATING IN DISASTERS<sup>1</sup>**

- Text is best when using a mobile phone, but if you make a phone call, keep it brief and convey only vital information to emergency personnel and/or family or household members. This will minimize network congestion, free up space on the network for emergency communications, and conserve battery power. Wait 10 seconds before redialing a number. If you redial too quickly, the data from the handset to the cell sites do not have enough time to clear before you've re-sent the same data. This contributes to a clogged network.
- Conserve your mobile phone battery by reducing the brightness of your screen placing your phone in airplane mode, and closing apps you do not need. Limit watching videos and playing video games to help reduce network congestion.
- Keep charged batteries, a car phone charger, and a solar charger available for backup power for your mobile phone, teletypewriters (TTYs), amplified phones and caption phones. If you charge your phone in your car, be sure the car is in a well-ventilated area (e.g., not in a closed garage) to avoid life-threatening carbon monoxide poisoning.

<sup>1</sup> Federal Communications Commission, Public Safety and Homeland Security Bureau. (n.d.). *Tips for communicating in an emergency*. Retrieved from <http://transition.fcc.gov/pshs/emergency-information/tips.html>















- If driving, do not text, read texts, or make a call without a hands-free device.
- Maintain a household landline and analog phone (with battery backup if it has a cordless receiver) that can be used when mobile phone service is unavailable. Those who are Deaf or hard of hearing, or who have speech disabilities and use devices and services that depend on digital technology (e.g., VRS, Internet Protocol [IP] Relay, or captioning) should have an analog phone (e.g., TTY, amplified phone, or caption phone) with battery backup in case Internet or mobile service is down.
- If you evacuate and have a call-forwarding feature on your home phone, forward your home phone number to your mobile phone number.
- Use the Internet to communicate by email, Twitter, Facebook, and other social media networks. These communication channels allow you to share information quickly with a widespread audience or to find out if loved ones are OK. The Internet can also be used for telephone calls through Voice over Internet Protocol. For those who are Deaf or hard of hearing, or who have speech disabilities, you can make calls through your IP Relay provider.
- If you do not have a mobile phone, keep a prepaid phone card to use if needed during or after a disaster.
- Use a pay phone if available. It may have less congestion because these phones don't rely on electricity or mobile networks. In some public places, you may be able to find a TTY that can be used by those who are Deaf or hard of hearing, or who have speech disabilities.

*The reader recognizes that the Federal Government provides links and informational data on various disaster preparedness resources and events and does not endorse any non-Federal events, entities, organizations, services, or products.*



# 12 WAYS TO PREPARE

<input type="checkbox"/>  <p><b>Sign up for Alerts and Warnings</b></p>	<input type="checkbox"/>  <p><b>Make a Plan</b></p>	<input type="checkbox"/>  <p><b>Save for a Rainy Day</b></p>	<input type="checkbox"/>  <p><b>Practice Emergency Drills</b></p>	<input type="checkbox"/>  <p><b>Test Family Communication Plan</b></p>	<input type="checkbox"/>  <p><b>Safeguard Documents</b></p>
<input type="checkbox"/>  <p><b>Plan with Neighbors</b></p>	<input type="checkbox"/>  <p><b>Make Your Home Safer</b></p>	<input type="checkbox"/>  <p><b>Know Evacuation Routes</b></p>	<input type="checkbox"/>  <p><b>Assemble or Update Supplies</b></p>	<input type="checkbox"/>  <p><b>Get Involved in Your Community</b></p>	<input type="checkbox"/>  <p><b>Document and Insure Property</b></p>

# FAMILY EMERGENCY COMMUNICATION PLAN

## HOUSEHOLD INFORMATION

Home #: .....

Address:.....

Name: ..... Mobile #: .....

Other # or social media: .....

Email: .....

Important medical or other information: .....

.....

Name: ..... Mobile #: .....

Other # or social media: .....

Email: .....

Important medical or other information: .....

.....

Name: ..... Mobile #: .....

Other # or social media: .....

Email: .....

Important medical or other information: .....

.....

Name: ..... Mobile #: .....

Other # or social media: .....

Email: .....

Important medical or other information: .....

.....

## SCHOOL CHILDCARE CAREGIVER AND WORKPLACE EMERGENCY PLANS

Name: .....

Address:.....

Emergency/Hotline #: .....

Website: .....

Emergency Plan/Pick-Up: .....

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**SCHOOL  
CHILDCARE  
CAREGIVER AND  
WORKPLACE  
EMERGENCY PLANS**

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Name: .....  
Address:.....  
Emergency/Hotline #: .....  
Website: .....  
Emergency Plan/Pick-Up: .....

Name: .....  
Address:.....  
Emergency/Hotline #: .....  
Website: .....  
Emergency Plan/Pick-Up: .....

Name: .....  
Address:.....  
Emergency/Hotline #: .....  
Website: .....  
Emergency Plan/Pick-Up: .....

---

**IN CASE OF  
EMERGENCY  
(ICE CONTACT)**

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Name: ..... Mobile #: .....  
Home #: ..... Email: .....  
Address: .....

---

**OUT-OF-TOWN  
CONTACT**

---

Name: ..... Mobile #: .....  
Home #: ..... Email: .....  
Address: .....

---

**EMERGENCY  
MEETING PLACES**

---

Indoor: .....  
Instructions: .....  
Neighborhood: .....  
Instructions: .....

Out-of-Neighborhood: .....  
Address:.....  
Instructions: .....

Out-of-Town: .....  
Address:.....  
Instructions: .....

**IMPORTANT  
NUMBERS OR  
INFORMATION**

Police: ..... Dial 911 or #: .....

Fire: ..... Dial 911 or #: .....

Poison Control: ..... #: .....

Doctor: ..... #: .....

Doctor: ..... #: .....

Pediatrician: ..... #: .....

Dentist: ..... #: .....

Hospital/Clinic: ..... #: .....

Pharmacy: ..... #: .....

Medical Insurance: ..... #: .....

Policy #: .....

Medical Insurance: ..... #: .....

Policy #: .....

Homeowner/Rental Insurance: .....

#: .....

Policy #: .....

Flood Insurance: ..... #: .....

Policy #: .....

Veterinarian: ..... #: .....

Kennel: ..... #: .....

Electric Company: ..... #: .....

Gas Company: ..... #: .....

Water Company: ..... #: .....

Alternate/Accessible Transportation: .....

#: .....

Other: ..... #: .....

Other: ..... #: .....

Other: ..... #: .....



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