

FAMILY EMERGENCY PLAN



Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Out-of-Town Contact Name: _____ Telephone Number: _____

E-mail: _____

Neighborhood Meeting Place: _____ Telephone Number: _____

Regional Meeting Place: _____ Telephone Number: _____

Evacuation Location: _____ Telephone Number: _____

Fill out the following information for each family member and keep it up to date.

Name: _____ Social Security Number: _____

Date of Birth: _____ Important Medical Information: _____

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Date of Birth: _____ Important Medical Information: _____

Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

Work Location One _____ School Location One _____

Address: _____ Address: _____

Phone Number: _____ Phone Number: _____

Evacuation Location: _____ Evacuation Location: _____

Work Location Two _____ School Location Two _____

Address: _____ Address: _____

Phone Number: _____ Phone Number: _____

Evacuation Location: _____ Evacuation Location: _____

Work Location Three _____ School Location Three _____

Address: _____ Address: _____

Phone Number: _____ Phone Number: _____

Evacuation Location: _____ Evacuation Location: _____

Other place you frequent _____ Other place you frequent _____

Address: _____ Address: _____

Phone Number: _____ Phone Number: _____

Evacuation Location: _____ Evacuation Location: _____

Important Information	Name	Telephone Number	Policy Number
Doctor(s):			
Pharmacist:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Veterinarian/Kennel (for pets):			
Other:			

Medications	Dosage	Medications	Dosage

Dial 911 for Emergencies



READY TO RESPOND

Ready to Respond Emergency Preparedness Guidelines

The next time **disaster strikes**, you may not have much time to act. *Prepare now for a sudden emergency.*

Learn how to protect yourself and cope with disaster by **planning ahead.**

This **CHECKLIST** will help you get started. Discuss these ideas with your family, then *prepare an emergency plan.*

Post the plan where all members of the family will see it
on the refrigerator or bulletin board.

For additional information about how to prepare for hazards in your community,
contact Sedgwick County Emergency Management at 316-660-5959.

They can help you plan for any emergency you might face.

Call Sedgwick County Emergency Management at 316-660-5959.

- Find out which disasters could occur in your area.
- Ask how to prepare for each disaster.
- Ask how you would be warned of an emergency.
- Learn your community's evacuation routes.
- Ask about special assistance for older adults or disabled persons.

Also...

- Ask your workplace about their emergency plans.
- Learn about emergency plans for your children's school or day care center.

Create an Emergency Plan

- Meet with household members. Discuss with children the dangers of fire, severe weather, earthquakes and other emergencies.
- Discuss how to respond to each disaster that could occur.
- Discuss what to do about power outages and personal injuries.
- Draw a floor plan of your home. Mark two escape routes from each room.
- Learn how to turn off the water, gas and electricity at main switches.
- Post emergency telephone numbers near telephones.
- Teach children how and when to call 911, police and fire.
- Instruct household members to turn on the radio for emergency information.
- Pick one out-of-state and one local friend or relative for family members to call if separated by disaster (it is often easier to call out-of-state than within the affected area).

Create an Emergency Plan Continued

- Teach children how to make long distance telephone calls.
- Pick two meeting places.
 - A place near your home in case of a fire.
 - A place outside your neighborhood in case you cannot return home after a disaster.
- Take a basic first aid and CPR class.
- Keep family records in a water and fire-proof container.

Prepare a Disaster Supplies Kit

Assemble supplies you might need in an evacuation. Store them in an easy-to-carry container such as a backpack or duffle bag.

Include:

- A supply of water (one gallon per person per day). Store water in sealed, unbreakable container. Identify the storage date and replace every six months.
- A supply of non-perishable packaged or canned food and a non-electric can opener.
- A change of clothing, rain gear and sturdy shoes.
- Blankets or sleeping bags.
- A first aid kit and prescription medications.
- An extra pair of glasses.
- A battery-powered radio, flashlight and plenty of extra batteries.
- Credit cards and cash.
- An extra set of car keys.
- A list of family physicians.
- A list of important family information: the style and serial number of medical devices such as pacemakers.
- Special items for infants, seniors or disabled family members.

TORNADO • FLOODS • SEVERE STORMS • HAIL • HAZARDOUS MATERIALS

EMERGENCY CHECKLIST



Sedgwick County...
working for you

YOUR DISASTER KIT

Water

Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.

- Store one gallon of water per person per day for at least three days for drinking and sanitation.

Food

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight. Include a selection of the following foods in your Disaster Supplies Kit:

- Ready-to-eat canned meats, fruits and vegetables
- Canned juices, milk, soup (if powdered, store extra water)
- Staples - sugar, salt, pepper
- High-energy foods - peanut butter, jelly, crackers, granola bars, trail mix
- Vitamins
- Foods for infants, elderly persons or persons on special diets
- Comfort/stress foods - cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags

First Aid Kit

Assemble a first aid kit for your home and one for each car. A first aid kit should include:

- | | |
|---|--|
| ● Sterile adhesive bandages in assorted sizes | ● Needle |
| ● 2" sterile gauze pads (4-6) | ● Moistened towelettes |
| ● 4" sterile gauze pads (4-6) | ● Antiseptic |
| ● Hypoallergenic adhesive tape | ● Thermometer |
| ● Triangular bandages (3) | ● Tongue blades (2) |
| ● 2" sterile roller bandages (3 rolls) | ● Tube of petroleum jelly or other lubricant |
| ● 3" sterile roller bandages (3 rolls) | ● Assorted sizes of safety pins |
| ● Scissors | ● Cleansing agent/soap |
| ● Tweezers | ● Latex gloves (2 pair) |
| | ● Sunscreen |

Non-prescription drugs

- Aspirin or other pain reliever
- Anti-diarrhea medication
- Antacid (for stomach upset)
- Syrup of Ipecac
(use to induce vomiting if advised by the Poison Control Center)
- Laxative
- Activated charcoal
(use to induce vomiting if advised by the Poison Control Center)

Visit the app store to download the free American Red Cross first aid manual.

Tools and Supplies

- Mess kits, or paper cups, plates and plastic utensils
- Emergency preparedness manual
- Battery-powered radio with extra batteries
- Flashlight and extra batteries
- Cash or traveler's checks, change
- Non-electric can opener, utility knife
- Fire extinguisher: small canister, ABC type
- Duct tape for sheltering in-place
- Local maps
- Matches in a waterproof container
- Aluminum foil
- Plastic storage containers
- Paper and pencil
- Needles and thread
- Medicine dropper
- Wrench or pliers to turn off household gas and water
- Whistle to signal for help
- Plastic sheeting for sheltering in-place
- Dust mask to help filter contaminated air

Sanitation

- Toilet paper, towelettes
- Soap, liquid detergent
- Feminine supplies
- Personal hygiene items
- Plastic garbage bags, ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Disinfectant and/or household chlorine bleach

Clothing and Bedding

Include at least one complete change of clothing and footwear per person.

- Sturdy shoes or work boots
- Rain gear
- Blankets or sleeping bags
- Hat and gloves
- Thermal underwear
- Sunglasses

Special Items

Remember family members with special needs, such as infants, and elderly or disabled persons, and pets.

For Baby

- | | |
|-----------|-----------------|
| ● Formula | ● Powdered milk |
| ● Diapers | ● Medications |
| ● Bottles | |

For Adults

- | | |
|--|-----------------------------------|
| ● Heart and high blood pressure medication | ● Hearing aid batteries |
| ● Insulin | ● Portable oxygen tank |
| ● Prescription drugs | ● Contact lenses and supplies |
| ● Denture needs | ● Extra eye glasses |
| | ● Entertainment - games and books |

For Pets

- Collar with ID tag, harness or leash
- Crate or other pet carrier
- Litter box and litter, if applicable
- Picture of pet(s) and family members

Other Items

- Important Family Documents - Keep these records in a waterproof, portable container
- Will, insurance policies, contracts, deeds, stocks and bonds
- Passports, social security cards, immunization records
- Bank account numbers
- Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)

Home Hazard Hunt

In a disaster, ordinary items in the house can cause injury and damage. Anything that can move, fall, break or cause a fire is a potential hazard.

- Repair defective electrical wiring and leaky gas connections
- Fasten shelves securely
- Place large, heavy objects on lower shelves
- Hang pictures and mirrors away from beds
- Brace overhead light fixtures
- Secure water heater and strap to wall studs
- Repair cracks in ceilings or foundations
- Store weed killers, pesticides and flammable products away from heat sources
- Place oily polishing rags or waste in covered metal cans
- Clean and repair chimneys, flue pipes, vent connectors and gas vents

If You Need to Evacuate

Listen to a battery-powered radio for the location of emergency shelters. Follow instructions of local officials.

- Wear protective clothing and sturdy shoes
- Take your Disaster Supplies Kit
- Lock your house
- Use travel routes specified by local officials

If you are sure you have time...

- Shut off water, gas and electricity, if instructed to do so
- Let others know when you left and where you are going
- Make arrangements for pets because animals are not allowed in public shelters

Prepare an Emergency Car Kit

- Battery-powered radio and extra batteries
- Flashlight and extra batteries
- Blanket
- Jumper cables
- Fire extinguisher (5 lb., A-B-C type)
- First aid kit and manual
- Bottled water and non-perishable high-energy foods, such as granola bars, raisins and peanut butter
- Maps
- Shovel
- Tire repair kit and pump
- Flares

Fire Safety

- Plan two escape routes out of each room.
- Teach family members to stay low to the ground when escaping from a fire.
- Teach family members never to open doors that are hot. In a fire, feel the bottom of the door with the palm of your hand. If it is hot, do not open the door. Find another way out.
- Install smoke detectors. Clean and test smoke detectors once a month. Change batteries at least once a year.
- Keep a whistle in each bedroom to awaken household members in case of fire.
- Check electrical outlets. Do not overload outlets.
- Purchase a fire extinguisher (5 lb., A-B-C type).
- Have a collapsible ladder on each upper floor of your house.
- Consider installing home sprinklers.

The Sedgwick County Emergency Management Office is happy to provide you with a copy of this brochure. It is our hope that each member of our community will become aware of the potential hazards Sedgwick County may face, take appropriate actions to learn about these hazards and prepare for them, and work together with others in their neighborhoods and communities. The best way to survive is to be prepared. Visit us at www.sedgwickcounty.org for more information.