

### **Basic Emergency Kit**

Your emergency kit should contain enough supplies for each person in your household for three to five days. In addition, assemble a portable kit to take with you when you evacuate, as well as emergency kits for your vehicle and workplace. The following basic supplies are recommended:

$\bigcirc$	Water—at least one gallon per person per day for at least three days	
0	Food—nonperishable food for at least three days (Include canned goods with low salt and high liquid content)	
$\bigcirc$	Special needs—baby formula/food and supplies and medical equipment	
$\bigcirc$	Pet Food—nonperishable food for at least three days	
0	Manual can opener	
0	First aid kit	
$\bigcirc$	Prescription medications	
0	Dust masks	
$\bigcirc$	Personal sanitation supplies such as moist towelettes, garbage bags, and plastic ties	
0	Flashlight	
$\bigcirc$	Battery-powered or hand-crank radio	
0	All hazards NOAA (National Oceanic & Atmospheric Administration) weather radio	
0	Extra batteries	
0	Money (at a minimum, \$100 in local currency, small denomination bills)	
0	Wrench or pliers to turn off utilities	
0	Local maps	
0	Your family emergency plan	
0	Your command muster information	
0	Any important documents—stored in waterproof container	
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	Additional Important Phone Numbers & Information:	9
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	Additional Important Phone Numbers & Information:	9
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## **Family Emergency Plan**

Important cont	acts and insura	ince policy i	numbers	
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Provisions for U	tilities			
n various emergeno vacuate, you may b Vrite the locations	cy situations, whet e advised to cut of	ff ventilation s s for, these co	ystems or utilit ntrols and any	

a good thing to review and practice with the whole family.)

<i>W</i> ater:	
Ventilation:	
Important Records	
Use these checklists to help collect important papers to keep with	

not regularly used, place important records in a waterproof/fireproof container to be taken with you in case of an emergency.

### **Personal**

☐ Military ID cards
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- ☐ Driver's licenses
- ☐ Birth certificates/adoption records
- ☐ Social Security cards
- ☐ Passports
- ☐ Citizenship papers
- ☐ Marriage licenses, divorce records
- ☐ Vehicle registration/ownership records
- ☐ Medical records
- ☐ Immunization records
- □ Power(s) of attorney (personal/property)
- □ Wills
- ☐ Household goods inventory from last three PCS moves

### **Financial**

- ☐ Bank/credit union statements
- ☐ Credit/debit card statements
- ☐ Income records (including government benefits, child support, and alimony)
- ☐ Mortgage statement or lease
- ☐ Bills (electricity, gas, water)
- ☐ Health insurance cards and records
- □ Other insurance records (*auto/property/life*)
- ☐ Tax returns, property tax statements
- $\hfill \square$  Investment/retirement account records


DIAL 911 FOR EMERGENCIES

## Be Ready for: Natural Disasters, Biological and Man Made Disasters, Acts of Terrorists









### **PREPARE**

Emergencies happen, often with little or no notice. By taking action beforehand you can be prepared for any emergency.

#### Be Informed

- . Know what emergencies are likely in your locality.
- Ensure that your Navy sponsor has self-registered personal contact information in the Wide Area Alert Notification (WAAN) system.
- Learn your local emergency warning system, evacuation routes, and
- Educate yourself and your family on how to prepare for a disaster.
- . Be familiar with information found at ready.navy.mil and Ready.Gov.

#### Make a Plan

- · As a family, make a written emergency plan. Everyone should understand what to do, where to go, and what to take in the event of an
- Designate two meeting places, one inside the neighborhood and one outside the neighborhood.
- As a family, make a written communication plan and instruct each member of the family who to call and how to communicate critical information in an emergency.
- · Identify an out of town contact everyone should check in with.
- Discuss and practice your plan throughout the year.

### **Build a Kit**

- Assemble an emergency kit with essential supplies for each family member to survive for three to five days, plus medicine and items for persons with special needs and pets.
- · Store important personal documents in a portable and waterproof container.

### You are an essential emergency preparedness partner.

You have a role in planning for emergencies at home and at work preparedness empowers you. It saves lives, property, and time. Be Ready Navy!



For more information visit: www.ready.navy.mil

#### Other Resources:

- Department of Homeland Security (DHS): www.Ready.gov
- FEMA: www.FEMA.gov
- Red Cross: www.redcross.org









# **Family Emergency Plan**

Your family may not be together when disaster strikes, so plan what you will do in different situations and plan how you will contact one another. Preparedness empowers you. It saves lives, property, and time.

<b>Evacuation Plan</b>
Neighborhood Meeting Place:
Phone:
Out of Neighborhood Meeting Place:
Phone:

### **Communication Plan**

- Fill in the information below. Add other important information to suit your family's circumstances.
- Keep this plan with your emergency supplies kit, along with your command's standard and emergency muster procedures.
- File a copy of emergency contact information with the command ombudsman and the command to be opened only in case of
- Make sure every family member has the most important contact information on a current Emergency Contact Card.

Where the family spends time
Home:
Address:
Phone:
Evacuation Location:
's Work:
Address:
Phone:
Evacuation Location:
's Work:
Address:
Phone:
Evacuation Location:
School:
Address:

### School:

Address:	 	
Phone:	 	
Evacuation Location:		

### Other place you frequent:

Phone:

**Evacuation Location:** 

Address:
Phone:
Evacuation Location:

### **Contact information**

Out-of-Town Contact:
Phone:
E-Mail:
Alternate Phone Number:
Quarterdeck Phone:
Admin Office:
Command Duty Officer (CDO):
Ombudsman:
Navy-Wide Emergency Call Center phone: 1-877-414-5358
(TDD number: 1-866-297-1971)
Family members
-
Name: Social Security #:
Drivers License #:
Passport #:
Prescriptions/Medical Information:
Name:
Birth Date: Social Security #:
Drivers License #:
Passport #:
Prescriptions/Medical Information:
None
Name: Social Security #:
Drivers License #:
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Name:
Birth Date: Social Security #:
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Passport #:
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Passport #: Prescriptions/Medical Information:
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Name:
Birth Date: Social Security #:
Drivers License #:
Passport #:
Prescriptions/Medical Information:

During or following a disaster, the Navy must be informed of your status and needs. The Navy requires you to muster or report your whereabouts with your command to ensure all members of the Navy Family\* are accounted for.

#### To muster.

**MUSTER** 

- Follow your command's established procedures to report your status. If command or alternate command cannot be reached.
- . Log in to the Navy Family Accountability and Assessment System (NFAAS): https://navyfamily.navy.mil.
- · Family members will need their sponsor's date of birth and social security number to log in.
- If a computer is not accessible, call the Navy Personnel Command Emergency Coordination Center (NPC ECC): 1-877-414-5358 or 1-866-297-1971 (TDD).
- \* All active duty Navy personnel, Navy Reservists, Navy Civilian employees, both Civil Service and nonappropriated funds employees (NAF/NEX), and their families (as listed in the DEERS database) have a responsibility to properly account for their status following an incident.

### RECOVER

Telephone:

Telephone:

Telephone:

Neighborhood Meeting Place:

Out of Neighborhood Meeting Place:

DIAL 911 OR YOUR LOCAL EMERGENCY NUMBER

If you or your family has been affected by a declared emergency and you need assistance, log in to NFAAS at https://navyfamily.navy.mil and report

- Follow these steps to ensure you receive proper recovery assistance from the Navy:
- 1. Account, Update, and Verify: After mustering, verify that your contact information in NFAAS is correct and current.
- 2. Fill out a Needs Assessment Survey\*: Indicate what type of assistance you are seeking (e.g., housing, finance, legal).
- 3. Manage Recovery Process: A Fleet and Family Support Center representative will contact you to help determine the appropriate response or assistance needed for your recovery efforts.
- \* Information provided in the survey will be used only by Navy professionals and subject matter experts to aid with recovery efforts. Details contained in the survey are confidential and will NOT be shared with anyone without permission.

Family Emergency Plan	READY
Emergency Contact Name:	<b>30</b>
Telephone:	
Out-Of-Town Contact Name:	
Telephone:	
Neighborhood Meeting Place:	
Telephone:	
Out of Neighborhood Meeting Place:	
Telephone:	
DIAL 911 OR YOUR LOCAL EMERGENCY NUMBER	
Family Emergency Plan	READY
Emergency Contact Name:	TANK I
Telephone:	