

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 shelters.
- 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 emergency.
- 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.

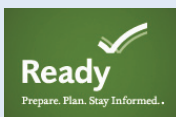
You have a role in planning for emergencies at home and at work—preparedness empowers you. It saves lives, property, and time. Be Ready Navy!



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



FEMA



American Red Cross

_____’s 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.

Evacuation Plan

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 emergency.
- 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: _____

Phone: _____

Evacuation Location: _____

School:

Address: _____

Phone: _____

Evacuation Location: _____

Other place you frequent:

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: _____

Birth Date: _____ Social Security #: _____

Drivers License #: _____

Passport #: _____

Prescriptions/Medical Information: _____

Name: _____

Birth Date: _____ Social Security #: _____

Drivers License #: _____

Passport #: _____

Prescriptions/Medical Information: _____

Name: _____

Birth Date: _____ Social Security #: _____

Drivers License #: _____

Passport #: _____

Prescriptions/Medical Information: _____

Name: _____

Birth Date: _____ Social Security #: _____

Drivers License #: _____

Passport #: _____

Prescriptions/Medical Information: _____

Name: _____

Birth Date: _____ Social Security #: _____

Drivers License #: _____

Passport #: _____

Prescriptions/Medical Information: _____

Name: _____

Birth Date: _____ Social Security #: _____

Drivers License #: _____

Passport #: _____

Prescriptions/Medical Information: _____

DIAL 911 FOR EMERGENCIES

MUSTER

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,

- 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

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 your needs.

- 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



Emergency Contact Name: _____

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



Emergency Contact Name: _____

Telephone: _____

Out-Of-Town Contact Name: _____

Telephone: _____

Neighborhood Meeting Place: _____

Telephone: _____

Out of Neighborhood Meeting Place: _____

Telephone: _____

DIAL 911 OR YOUR LOCAL EMERGENCY NUMBER