



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:

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

Additional Important Phone Numbers & Information:

WWW.READY.NAVY.MIL

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WWW.READY.NAVY.MIL

_____ 's Family Emergency Plan

Important contacts and insurance policy numbers

Doctor(s): _____

Phone: _____

Policy#: _____

Doctor(s): _____

Phone: _____

Policy#: _____

Dentist: _____

Phone: _____

Policy#: _____

Pharmacy: _____

Phone: _____

Policy#: _____

Veterinarian/Kennel: _____

Phone: _____

Policy#: _____

Medical Insurance: _____

Phone: _____

Policy#: _____

Dental Insurance: _____

Phone: _____

Policy#: _____

Homeowners/Renters Insurance: _____

Phone: _____

Policy#: _____

Automobile Insurance: _____

Phone: _____

Policy#: _____

Life Insurance: _____

Phone: _____

Policy#: _____

Provisions for Utilities

In various emergency situations, whether you shelter-in-place or evacuate, you may be advised to cut off ventilation systems or utilities. Write the locations of, and instructions for, these controls and any tools necessary to change them. (Like fire and evacuation plans, this is a good thing to review and practice with the whole family.)

Electricity: _____

Gas: _____

Water: _____

Ventilation: _____

Important Records

Use these checklists to help collect important papers to keep with your emergency supplies kit for ready access in case of evacuation. If 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
- 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
- Investment/retirement account records

Other important information

DIAL 911 FOR EMERGENCIES

EMERGENCIES HAPPEN

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

I AM. ARE YOU?



Family Emergency Plan	
Emergency Contact Name:	Mike Sailor
Telephone:	555-123-5501
Out Of Town Contact Name:	Jill America
Telephone:	555-222-0123
Neighborhood Meeting Place:	Elementary School
Telephone:	555-291-1234
Out of Neighborhood Meeting Place:	SAMMY'S PIZZA
Telephone:	555-123-8887
<small>ONLY FOR YOUR LOCAL EMERGENCY NUMBERS</small>	



THE NAVY'S EMERGENCY PREPARENESS PROGRAM

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 Network (WAAN).
- 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

Contact info:

(202) 433-9348 | DSN 288-9348

readynavy@navy.mil



Other Resources:

Department of Homeland Security (DHS): www.Ready.gov



FEMA: www.FEMA.gov



Red Cross: www.redcross.org



_____’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