



# MAKING A FAMILY EMERGENCY PLAN

One of the most important tools you and your family can have to protect yourself in possible emergencies is a family emergency plan. It is important that you plan ahead as a family for all types of emergencies and responses. Everyone in the family should understand what to do, where to go and what to take in the event of an emergency.

All personnel should maintain a basic level of preparedness for all potential hazards.

You are encouraged to get an emergency supply kit, make a family emergency plan and be informed about what might happen.

## ***Be Informed***

- Find out what disasters are most likely to happen in your area and the history of their occurrence.
- Stay informed of any specific instructions or information you may need to know regarding these specific disasters.

## ***Establish an Evacuation Procedure***

- Know your installation's evacuation plan.
- As a family, discuss where you will go in the event of an emergency.
- Discuss where your children will go if they are in school at the time of the emergency, and make sure they understand where you will intend to be.
- Be aware that in the event of an emergency, phone lines and cell phone towers may be out. It may be necessary to have a contingency plan for reaching each other. Consider using text messaging if normal communication options are not available.
- Plan how you will evacuate family members with special needs.
- Include pets in your family plan.

## ***Develop a Family Communications Procedure***

- Develop a comprehensive procedure as a family for communicating in the event that you are separated during an emergency.
- Create a sheet or card with all the phone numbers and information every individual in the family may need, including an in-case-of-emergency (ICE) name and number.
- Make sure every member of the family has a copy of the communications procedure.
- Save the ICE information in everyone's cell phone.
- Be aware that in the event of an emergency, phone lines and cell phone towers may be out. It may be necessary to have a contingency plan for reaching each other.



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## ***Practice Your Plan***

- Set up practice evacuations or shelter-in-place drills for your family to ensure everyone knows what to do and where to go in the event of an emergency.
- Keep your emergency supply kit up to date, replacing water and perishables periodically. Make sure everyone knows where it is and to take it when sheltering or evacuating.
- Check your smoke alarms regularly.

## ***Where to Find Additional Information***

- Ready Army—[www.ready.army.mil](http://www.ready.army.mil)
- American Red Cross—[www.redcross.org](http://www.redcross.org)
- Department of Homeland Security (Ready.gov)—  
[www.ready.gov/america/makeaplan/index.html](http://www.ready.gov/america/makeaplan/index.html)
- Federal Emergency Management Agency (FEMA)—[www.fema.gov/plan/prepare/index.shtm](http://www.fema.gov/plan/prepare/index.shtm)

**It's up to you. Prepare strong. Get an emergency supply kit with enough supplies for at least three days, make an emergency plan with your family and be informed about what might happen.**

