

## Appendix B

# DEVELOPING YOUR FAMILY PREPAREDNESS PLAN



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## **Section 1 – Plan to Stay in Touch**

### **Primary Residence**

Address:

Suite / Apartment #:

City / State / Zip Code:

Phone:

E-mail:

### **Family Member or Occupants at the Primary Residence**

First and Last Name:

Cell Phone:

Home Phone:

E-mail:

Social Media Contacts:

Birth Date:

[Click to add additional occupants]

## Pets or Service Animals that Reside at the Primary Residence

Pet Name:

Breed/Type (dog/cat/other):

Veterinarian (Vet) Name:

Vet Phone Number:

Vet Address:

[Click to add additional pets]

## IMPORTANT CONTACTS

Having a communications plan is essential to making sure family and friends know how to contact each other before, during and after a disaster.

### Relationship: Distant Family

Name:

Phone:

### Relationship: Doctor

Name:

Phone:

### Relationship: Work

Name:

Phone:

### Relationship: School

Name:

Phone:

[Click to add additional contacts]

If you or a family member have a disability or access and functional need or medical need, be sure to include contact information for service providers (therapy, food suppliers, oxygen supplier, etc.) needed in case the emergency lasts longer than three days.

**Relationship: Caregiver**

Name:

Phone:

**Relationship: Medical Service**

Name:

Phone:

**Relationship: Other Services**

Name:

Phone:

**Relationship: Transportation**

Name:

Phone:

**Relationship: Service Animal**

Name:

Phone:

[Click to add additional contacts or medical information]

**LOCAL EMERGENCY & INSURANCE CONTACTS**

**Fire/Police/Emergency Medical**

Phone: 9-1-1

**Poison Control**

Phone:

**Local Insurance Provider**

Phone:

[Click to add additional emergency numbers]

## Section 2 – Plan to Meet up or Shelter

You will need to designate two meeting places in case the emergency occurs while the family is in different locations - one is for local events such as a house fire or a local storm, the other is for an out-of-town meeting place in case of a regional disaster.

### Local Meeting Place (a neighbor or local store)

Address and Description of Location:

Phone:

### Out of Town Meeting Place (a relative's or family friend's house)

Address and Description of Location:

Phone:

## Section 3 – Make a Survival Kit

If a catastrophic event occurs in your area, the Federal Emergency Management Agency (FEMA) recommends that all citizens be prepared to shelter in their home for a minimum of three days. The following checklist is a guide for developing a survival kit for your family. In the event you have to evacuate, we suggest using a container that has wheels or a backpack for the storage of your survival item in order to keep your hands free.

Check the item below when added to the kit

- Water: at least 1-gallon per person, per day
- Canned Food (and manual can opener), energy bars
- Pet Food/water/waste bags
- Garbage bags/sanitizing towels
- NOAA weather radio/batteries
- Medical/prescriptions/adaptive devices
- Tools/pliers/wrenches
- Flashlights/batteries/matches/whistles
- Cell phone charging devices
- Copies of Insurance, bank accounts, licenses (critical documents)
- Blankets/change of clothes
- Baby items (clothes/diapers/food/toys)
- Entertainment items (books/games for children)
- Comfort food
- Other family-specific items

Remember, for perishable items such as water, food and batteries, please rotate with fresh supplies on a regular basis, once or twice a year.

## Section 4 – Plan to Share and Practice

### Share

After your family plan is complete, please print several copies and place them in key locations, such as at work, at home, or with a relative or trusted friend. Additionally, a copy of the communication sheet should be added to your child's school backpack in case the emergency occurs during school hours.

### Practice

Practice the plan as a family. Make sure your children know what to do, where to go, and who to call for help. If you or a family member has a disability and use a personal care assistant, be sure to include your caregivers in your practice drill. Practice your plan at least once a year, and at different times and in different weather conditions.