

## PERSONAL & FAMILY EMERGENCY PREPAREDNESS PLAN

Actions to Take In Advance of Hurricane Season	√
Plan for specific places to go (depending on the hurricane route) in case you have to evacuate. Obtain maps, plan routes, get contraflow information.	
Make a list of important contact numbers to take with you in case you have to evacuate: family/friends/work/muster/insurance companies/financial/doctors/etc.	
Collect all important papers, documents, and information (checklist below). Put them in a water proof container.	
Designate a person/number outside the hurricane zone where family and friends can check-in.	
Plan for a way to evacuate. Make sure your vehicle is in good working order. Keep a full tank of gas if a storm threatens. Have an emergency car kit. Make sure your driver's license, car inspection sticker and car insurance are all current. If you do not have a vehicle, make alternate arrangements.	
Regularly copy your computer hard drive to a portable disk or thumb drive.	
Photograph an inventory of your belongings.	
Make at least one extra set of keys for your residence.	
Update your military record of family members and SGLI information.	
<b>Obtain ALL Emergency Prep Kit items relevant to your circumstances.</b>	

Actions to Take if You Stay During a Hurricane	√
<b>Make sure that you have ALL relevant Emergency Prep kit items ON HAND.</b>	
Let your family/friends/work know where you are planning to stay.	
Move valuables and heirlooms to a protected location.	
Back up your hard drive and put a copy in a safe place.	
Unplug all electronics including computer and move them to a safe place.	
Empty your refrigerator and freezer of items that would spoil.	
Secure your home inside and out— especially items that can become hazards during high winds.	
Be prepared to turn off gas — know how to do this in advance.	
Put all of your important papers and documents in a water proof container in a high, safe place. Zip Lock Bags are a good option.	
Keep one land-line phone in the home.	
Have flotation devices (life jackets, etc.) available.	
Have tools such as an axe, chain saw, hatchet available.	
Move your vehicle to a high and dry location if possible.	

Date Verified \_\_\_\_\_

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Actions to Take if You Evacuate For a Hurricane	√
<b>Pack up and take ALL relevant Emergency Prep kit items.</b>	
Let your family/friends/work know where you are planning to go, including address and phone number.	
Move valuables & heirlooms to a protected location or bring with you.	
Back up computer hard drive and bring a copy with you.	
Unplug all electronics and move to a high, safe location.	
Empty your refrigerator and freezer of all perishable items.	
Secure your home inside and out—especially items that can become hazards during high winds.	
Turn off electricity/gas.	
Leave a note in a conspicuous place in your home telling where you are going and how you can be reached.	
Bring sufficient cash and a credit card.	
If you are not taking your vehicle, move it to a high and dry location.	

### EMERGENCY PREP KIT

Important Papers, Documents, & Information	√		√
Watertight, portable container to carry papers Zip Lock Bags		List of emergency contacts, important phone numbers, and e-mail addresses	
Personal Identification		Cash, credit/debit cards, checkbook	
Driver's License		Phone cards	
TSCHR Hurricane Card		Marriage certificate, Divorce decree	
Social Security Cards		State and federal tax records	
Photographic inventory of personal property		Retirement accounts and names, address and phone numbers	
Passport		Deeds, Lease	
Insurance Policy Information & Cards: <ul style="list-style-type: none"> <li>• <input type="checkbox"/> Automobile</li> <li>• <input type="checkbox"/> Health, Life</li> <li>• <input type="checkbox"/> Homeowners, Flood, Fire</li> <li>• <input type="checkbox"/> Renters</li> </ul>		Account numbers, company name, address, phone numbers: <ul style="list-style-type: none"> <li>• <input type="checkbox"/> Bank accounts</li> <li>• <input type="checkbox"/> Credit cards</li> <li>• <input type="checkbox"/> Stocks and bonds</li> </ul>	
Health & Immunization records		Citizenship papers	
Car title and registration		Birth Certificates, Adoption papers	
List of prescriptions, physicians		Powers of Attorney, Wills	
		Safety deposit box key	

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Food and Water Supplies	√	Clothing/Bedding Supplies	√
Food - a one-week supply of nonperishable items: <ul style="list-style-type: none"> <li>• Canned meats, canned fruits and vegetables</li> <li>• Canned or boxed juices, milk, and soup</li> </ul>		Complete changes of clothing for one week, including sturdy shoes or boots, uniforms	
Water – a one-week supply (at least one gallon per person per day)		Rain gear	
Powdered milk/beverages		Blankets/sleeping bags and pillows	
Dried fruits and nuts, granola bars, peanut butter, jelly, crackers		Hat, Sunglasses	

Medications/Health Supplies	√	Baby Supplies	√
Prescription medications		Canned or powdered formula	
Non-prescription drugs (pain relievers, antacids, antidiarrheals, etc)		Diapers and wipes	
Vitamins		Bottles and nipples	
Extra eyeglasses/contact lenses		Medications and ointments	

Sanitation/Hygiene Supplies	√		√
Washcloths and towels		Toilet paper	
Towelettes, soap, hand sanitizer		Cosmetics, Mirror	
Personal Hygiene Supplies: Toothpaste, toothbrushes, shampoo, comb/brush, deodorants, razor, shaving cream		Disinfectant and household chlorine bleach (16 drops of bleach will disinfect a gallon of water)	
Contact lens solution		Feminine supplies	

Kitchen Items	√		√
Mess kits or paper cups and plates, plastic utensils		Re-sealable plastic bags, aluminum foil, and plastic wrap	
Manual can opener		Paper towels	
All-purpose knife		Small cooking stove and cooking fuel	

Date Verified \_\_\_\_\_

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First Aid Supplies	√		√
First aid kit (sterile gauze, bandages, safety pins, needles, scissors, antiseptic wipes & ointment)		Germicide hand wipes or waterless, alcohol-based hand sanitizer	
Alcohol and peroxide		Antibacterial ointment	
Cold pack		Sunscreen	
Tweezers, scissors		Insect repellent	
Thermometer		First aid manual	

Tools & Other Essentials	√		√
Portable, battery-powered radio or television and extra batteries		Cell phone/satellite phone with fully charged batteries and charger	
Extra set of keys		Signal flare	
Maps		Candles	
Two flashlights or battery powered lanterns and extra batteries		Matches in a waterproof container (or waterproof matches & lighter)	
Shut-off wrench, pliers, shovel, axe, hatchet and other tools		Small canister, ABC-type fire extinguisher	
Duct tape		Flotation devices	
Plastic sheeting		Jumper cables	
Heavy duty garbage/trash bags		Work gloves	
Paper, pens, and pencils		Battery-operated alarm travel clock	
Needles and thread			

Pet Items	√		√
Pet carrier(s)		Food, water, and medicine for one week.	
Medical Records		Leash and collar	

Comfort Items	√		√
Cards, games, entertainment		Books, magazines	
Toys			

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