



# Cayuga County Office of Emergency Services



## Family Emergency Plan

Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster. Fill out the following information for each family member and keep it up to date.

Neighborhood Meeting Place:  Phone #:

Out of Neighborhood Meeting Place:  Phone #:

Out of Town Meeting Place:  Phone #:

Fill out the following information for each family member and keep it up to date.

Name:  Date of Birth:  Social Security #:

Important Medical Information:

Name:  Date of Birth:  Social Security #:

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Important Medical Information:

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Important Medical Information:

Name:  Date of Birth:  Social Security #:

Important Medical Information:

Fill out the following information for each family pet and keep it up to date.

Pet Name:  Pet Type:  Veterinarian Name:  Phone #:

Pet Name:  Pet Type:  Veterinarian Name:  Phone #:

Pet Name:  Pet Type:  Veterinarian Name:  Phone #:

Write down where your family spends the most time: Work, school and other places you frequent. Schools, day-care providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

Work Location 1:

Address:

Phone #:

Evacuation Location:

School Location 1:

Address:

Phone #:

Evacuation Location:

Work Location 2:

Address:

Phone #:

Evacuation Location:

School Location 2:

Address:

Phone #:

Evacuation Location:

Work Location 3:

Address:

Phone #:

Evacuation Location:

School Location 3:

Address:

Phone #:

Evacuation Location:

Other Place 1:

Address:

Phone #:

Evacuation Location:

Other Place 2:

Address:

Phone #:

Evacuation Location:

Write down you pertinent Insurance Information. Keep this and all information up to date.

Health Insurance 1:

Policy #:

Phone #:

Health Insurance 2:

Policy #:

Phone #:

Life Insurance 1:

Policy #:

Phone #:

Life Insurance 2:

Policy #:

Phone #:

Auto Insurance 1:

Policy #:

Phone #:

Auto Insurance 2:

Policy #:

Phone #:

Home Owners Insurance:

Policy #:

Phone #:

# Cayuga County Office of Emergency Services

## Family Emergency Plan Discussion Points

The following checklist has been compiled to assist you in furthering discussion with your family regarding the Family Emergency Plan and Emergency Preparedness. Please keep in mind that these are suggested "talking points" and should not be considered all inclusive or required. The Cayuga County Office of Emergency Service did not intend this list to be required or to replace parental judgement. It is intended to be a support tool, and to keep our communities "thinking about" the need to continue family emergency planning.

- Talk with your family about "when to call 911". Teach your children when and how to call the emergency number, and to emphasise to them that they should NEVER hang up on the 911 Dispatcher.
- Talk with your family about "common" emergencies, such as Fire, Medical Emergency, Criminal Activity and Power Outage situations that could occur, and how your family emergency plan relates to those emergencies.
- Talk with your family about the effects of a sustained power outage, such as no cordless phones, no ATM machines, no internet, no gasoline pumps, no water pumps, no heat / cooling systems, no power for home health care equipment.
- Talk with your family about Natural Disaster Emergencies such as Severe Winter Weather, Severe Thunderstorms, Tornado, Hurricane, Earthquake, Wild Fire, and Flooding. Discuss how your family emergency plan relates to those emergencies and identify "safe locations" that are within your home for each type of Natural Emergency.
- Talk with your family about Man Made Disaster Emergencies such as Stored Hazardous Materials (Chemical) releases, Hazardous Materials (Chemicals) in Transit releases, Radiologic Emergencies (Nuclear Power) and Terrorism. Discuss how your family emergency plan relates to those emergencies.
- Talk with your family about essential parts of your family emergency plan, review your emergency plan regularly. Ensure every family member knows where the plan is kept and where you disaster kit is.
- Plan two emergency escape routes from your home. Practice your routes and ensure everyone knows where to meet after an evacuation. It is recommended that there two locations, the Primary location and an alternative location should the Primary location be involved or unsafe.
- Discuss with your family who is listed in the family emergency contacts list. Post emergency contact numbers near your phones. Contacts should include local relatives, out of town relatives, physicians and veterinarians. Numbers should be updated regularly.
- Review the contents of the Family Disaster Kit with your family. Ensure batteries that will be necessary (radios & flashlights) are fresh. Review the need to immediately turn on the battery operated radio to gather essential information about the emergency.
- Keep important records and irreplaceable items in a safe, water and fire proof container. Ensure that your family "knows" to gather the records box and take it with them should they have to evacuate, but never jeopardize their personal safety to bring it.

The Cayuga County Office of Emergency Services realizes that some of these "points of discussion" may be difficult to talk about, especially with young children. There are many additional resources available to assist with these discussions, please feel free to contact the Office of Emergency Services at (315) 255-1161 or go to our web site at <http://web.cayugacounty.us> click on the Departments link and follow the menu to Emergency Services.