



SOUTH CAROLINA FAMILY AND COMMUNITY LEADERS

Affiliated with National Volunteer Outreach Network, Country Women's Council, U.S.A.,
Associated Country Women of the World and in partnership with Clemson University Cooperative
Extension Service
SCFCL website: <http://www.scfcl.com>

Leader Training

Guide Family Emergency Preparedness

Objective:

Create a Family Emergency Communication Plan in advance to help ensure that all the members of the household will know how to reach each other and where to meet in an emergency.

Lesson Overview/Introduction:

Creating your Family Emergency Communication Plan starts with one simple question: "What if?" "What if something happens and I'm not with my family?" "Will I be able to reach them?" "How will I know they are safe?" "How can I let them know I'm OK?" During a disaster, you will need to send and receive information from your family.

Communication networks, such as mobile phones and computers, could be unreliable during disasters, and electricity could be disrupted. Planning in advance will help ensure that all the members of your household—including children, animals, people with disabilities and others with access and functional needs, as well as outside caregivers—know how to reach each other and where to meet up in an emergency.

Lesson:

Planning starts with three easy steps:

1. COLLECT

Create a paper copy of the Family Emergency Communication Plan information for your family and other important people/offices, such as medical facilities, doctors, schools, or service providers.

Household Information

Write down phone numbers and email addresses for everyone in your household including some close relatives. Having this important information written down will help you reconnect with others in case you don't have your mobile device or computer with you or if the battery runs down. If you have a household member(s) who is Deaf or hard of hearing, or who has a speech disability and uses traditional or video relay service (VRS), include information on how to connect through relay services on a landline phone, mobile device, or computer.

School, Childcare, Caregiver, and Workplace Emergency Plans

Because a disaster can strike during school or work hours, you need to know their emergency response plans and how to stay informed. Discuss these plans with children, and let them know who could pick them up in an emergency. Make sure your household members with phones are signed up for alerts and warnings from their school, workplace, and/or local government. For children without mobile phones, make sure they know to follow instructions from a responsible adult, such as a teacher or principal.

Out-Of-Town Contact

It is also important to identify someone outside of your community or State who can act as a central point of contact to help your household reconnect. In a disaster, it may be easier to make a long- distance phone call than to call across town because local phone lines can be jammed.

Emergency Meeting Places

Decide on safe, familiar places where your family can go for protection or to reunite. Make sure these locations are accessible for household members with disabilities or access and functional needs. If you have pets or service animals, think about animal-friendly locations. Identify the following places:
Indoor: If you live in an area where tornadoes, hurricanes, or other high-wind storms can happen, make sure everyone knows where to go for protection. This could be a small, interior, windowless room, such as a closet or bathroom, on the lowest level of a sturdy building, or a tornado safe room or storm shelter.

In your neighborhood: This is a place in your neighborhood where your household members will meet if there is fire or other emergency and you need to leave your home. The meeting place could be a big tree, a mailbox at the end of the driveway, or a neighbor's house.

Outside of your neighborhood: This is a place where your family will meet if a disaster happens when you're not at home and you can't get back to your home. This could be a library, community center, house of worship, or family friend's home.

Other Important Numbers and Information

You should also write down phone numbers for emergency services, utilities, service providers, medical providers, veterinarians, insurance companies, and other services.

Make copies of your Family Emergency Communication Plan for each member of the household to carry in his or her wallet, backpack, or purse. Post a copy in a central place at home. Regularly check to make sure your household

members are carrying their plan with them.

Enter household and emergency contact information into all household members' mobile phones or devices. Store at least one emergency contact under the name "In Case of Emergency" or "ICE" for all mobile phones and devices. This will help someone identify your emergency contact if needed. Inform your emergency contact of any medical issues or other requirements you may have.

Create a group list on all mobile phones and devices of the people you would need to communicate with if there was an emergency or disaster.

Food/Water

It is recommended to keep enough supplies for a minimum of 72 hours, including food, water and medication.

Communication

Invest in a NOAA weather alert radios for receiving information during periods of severe weather.

2. SHARE

Make sure everyone carries a copy in his or her backpack, purse, or wallet. If you complete your Family Emergency Communication Plan online at ready.gov/make-a-plan, you can print it onto a wallet-sized card. You should also post a copy in a central location in your home, such as your refrigerator or family bulletin board.

Text is best when using a mobile phone, but if you make a phone call, keep it brief and convey only vital information to emergency personnel and/or family or household members. This will minimize network congestion, free up space on the network for emergency communications, and conserve battery power. Wait 10 seconds before redialing a number. If you redial too quickly, the data from the handset to the cell sites do not have enough time to clear before you've re-resent the same data. This contributes to a clogged network. Conserve your mobile phone battery by reducing the brightness of your screen, placing your phone in airplane mode, and closing apps you do not need. Limit watching videos and playing video games to help reduce network congestion.

Keep charged batteries, a car phone charger, and a solar charger available for backup power for your mobile phone, teletypewriters (TTYs), amplified phones, and caption phones. If you charge your phone in your car, be sure the car is in a well-ventilated area (e.g., not in a closed garage) to avoid life-threatening carbon monoxide poisoning.

Make sure all household members and your out-of-town contact know how to text if they have a mobile phone or device, or know alternative ways to communicate if they are unable to text.

Once you have completed your Family Emergency Communication Plan, made copies for all the members of your household, and discussed it, it's time to practice!

3. **PRACTICE**

- Have regular household meetings to review and practice your plan.
- Talk about who will be the lead person to send out information about the designated meeting place for the household.
- Practice gathering all household members at your indoor and neighborhood emergency meeting places. Talk about how each person would get to the identified out-of-neighborhood and out-of-town meeting places. Discuss all modes of transportation, such as public transportation, rail, and para-transit for all family members, including people with disabilities and others with access and functional needs.
- Regularly have conversations with household members and friends about the plan, such as whom and how to text or call, and where to go.
- To show why it's important to keep phone numbers written down, challenge your household members to recite important phone numbers from memory— now ask them to think about doing this in the event of an emergency.
- Make sure everyone, including children, knows how and when to call 911 for help. You should only call 911 when there is a life-threatening emergency.
- Review, update, and practice your Family Emergency Communication Plan at least once a year, or whenever any of your information changes.
- To help start the conversation or remind your family why you are taking steps to prepare and practice, you may want to watch the 4-minute video, *It Started Like Any Other Day*, about families who have experienced disaster, at www.youtube.com/watch?v=w_omgt3MEBs. Click on the closed captioning (CC) icon on the lower right to turn on the captioning.
- After you practice, talk about how it went. What worked well? What can be improved? What information, if any, needs to be updated? If you make updates, remember to print new copies of the plan for everyone.

Lesson Summary:

Create a paper copy of the Family Emergency Communication Plan information for your family and other important people in 3 easy steps: Collect, Share and Practice. Collect household information, school, childcare,

caregiver, and workplace emergency plans, out-of-town contact, emergency meeting places, other important numbers and information and place on the Family Emergency Communication Plan form. Share all information with everyone and carry a copy in backpacks, purses, or wallets. You should also post a copy in a central location in your home, your refrigerator or family bulletin board.

Practice the plan & have regular household meetings to review before a real emergency happens.

Suggested Activities:

Print and give a copy of the Family Emergency Communication Plan Form (attached) to all members then give time to fill out the plan. For additional copies, it can be downloaded from (fema.gov) https://www.fema.gov/media-library-data/1440517182204-fd5e99bd2931f0f566d068ca844370ce/Family_Emergency_plan_wallet_2015.pdf

View a YouTube video: "It Started Like Any Other Day" (4:12)

www.youtube.com/watch?v=w_omgt3MEBs

Suggest for members to collect info, share data and practice a Family Emergency when they go home with their family.

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Lesson Reviewed by: Josh Mortin, Saluda County Emergency Preparedness Coordinator

Sources/References: FEMA.gov (America's PrepareAthon, and Ready.gov) and YouTube



Write your family's name above
Family Emergency Communication Plan

HOUSEHOLD INFORMATION

Home #:
Address:
Name: Mobile #:
Other # or social media: Email:
Important medical or other information:
Name: Mobile #:
Other # or social media: Email:
Important medical or other information:

Name: Mobile #:
Other # or social media: Email:
Important medical or other information:

Name: Mobile #:
Other # or social media: Email:
Important medical or other information:

SCHOOL, CHILDCARE, CAREGIVER, AND WORKPLACE EMERGENCY PLANS

Name:
Address:
Emergency/Hotline #: Website:
Emergency Plan/Pick-Up:

Name:
Address:
Emergency/Hotline #: Website:
Emergency Plan/Pick-Up:

Name:
Address:
Emergency/Hotline #: Website:
Emergency Plan/Pick-Up:

Name:
Address:
Emergency/Hotline #: Website:
Emergency Plan/Pick-Up:

IN CASE OF EMERGENCY (ICE) CONTACT

Name: Mobile #:
Home #: Email:
Address:

OUT-OF-TOWN CONTACT

Name: Mobile #:
Home #: Email:
Address:

EMERGENCY MEETING PLACES

Indoor:
Instructions:
Neighborhood:
Instructions:

Out-of-Neighborhood:
Address:
Instructions:

Out-of-Town:
Address:
Instructions:

IMPORTANT NUMBERS OR INFORMATION

Police: Dial 911 or #:
Fire: Dial 911 or #:
Poison Control: #:
Doctor: #:
Doctor: #:
Pediatrician: #:
Dentist: #:
Medical Insurance: #:
Policy #:
Medical Insurance: #:
Policy #:
Hospital/Clinic: #:

Pharmacy: #:
Homeowner/Rental Insurance: #:
Policy #:
Flood Insurance: #:
Policy #:
Veterinarian: #:
Kennel: #:
Electric Company: #:
Gas Company: #:
Water Company: #:
Alternate/Accessible Transportation: #:
Other:
Other:

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