

# FAMILY EMERGENCY PLAN BINDER MASTER LIST

PRINCIPLE: "For God hath not given us the spirit of fear; but of POWER, and of love, and of a sound mind." { 2 Timothy 1:7 } POWER AND PEACE COME IN PREPAREDNESS.

PURPOSE: Have a central location to keep your Family Emergency Plan organized so that you will **(1)** PRACTICE it frequently & **(2)** Be prepared to quickly EVACUATE in an emergency.

VITAL DOCUMENTS (include copies of... Keep originals in fire/water proof safe or safety deposit box)

- ☐ Birth certificates
- ☐ Passports
- ☐ Immunization records
- ☐ Will, power of attorney, etc
- ☐ Medical Directive
- ☐ Medical information including prescriptions
- ☐ Military and church papers
- ☐ Diplomas and transcripts
- ☐ Marriage certificates
- ☐ Adoption papers
- ☐ Proof of citizenship (social security cards & driver's license)
- ☐ Individual I.D. Kit for each family member
- ☐ Pet I.D. Kit
- ☐ CASH – keep a variety of small bills

INSURANCE DOCUMENTS

- ☐ Homeowners insurance policy
- ☐ Home Inventory: printed pictures & lists of personal belongings. Could include Video on a flash Drive or dvd
- ☐ Auto insurance policy
- ☐ Life insurance policy
- ☐ Medical insurance policy

FINANCIAL DOCUMENTS

- ☐ Copies of credit cards front and back
- ☐ Bank account information
- ☐ Retirement/social security information
- ☐ Internet passwords (banking, online bill pay, personal, work etc)
- ☐ Work/tax documents that would be difficult to replace
- ☐ Deeds to properties, Titles to cars, boats etc

PERSONAL

- ☐ Emergency Contact Phone Numbers
- ☐ Family History Documents
- ☐ Patriarchal Blessings

EVACUATION INFO

- ☐ Home Escape Route/Meeting Places
- ☐ Grab-n-Go List
- ☐ Contents of 72 Hr Kit (include expiration dates on food items)
- ☐ Contents of Car Kit (include expiration dates on food items)
- ☐ Contents of Basic Disaster Supplies Kit
- ☐ Local/State Maps
- ☐ How-to Shut off Utilities Info
- ☐ How-to First Aid & Survival booklets

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# CAR EMERGENCY KIT

- ☐ Water bottles (at least 1 person)
- ☐ Emergency food (high calorie meal bars, easy open canned fruit, nuts, granola bars, etc.)
- ☐ Plastic forks or spoons if needed for food
- ☐ Cash (\$20-30 in small bills and include some change)
- ☐ Paper/pencils/pen
- ☐ Tissue
- ☐ Hand Sanitizer
- ☐ Toilet Paper
- ☐ Sunscreen
- ☐ First Aid Kit
- ☐ Feminine Hygiene items, if needed
- ☐ Small tool set
- ☐ Flashlight and batteries
- ☐ Emergency flares
- ☐ Work gloves
- ☐ Duct Tape
- ☐ Rain ponchos
- ☐ Trash bags
- ☐ Car shovel/pick
- ☐ Pocket Knife
- ☐ Emergency blankets/hand warmers (or an old spare blanket)
- ☐ Jumper cables
- ☐ Whistle
- ☐ Radio & batteries
- ☐ Scriptures
- ☐ Consecrated Oil for Priesthood Blessings
- ☐ Extra clothes for small children if needed
- ☐ Diapers/Wipes if needed

# BASIC DISASTER SUPPLIES BIN

Included in this bin are items that may be too large to fit in the 72-hour kit backpack or items that would be used by the entire family and thus, you wouldn't need one for every individual.

- ☐ Emergency Binder (includes Grab-n-Go List)
- ☐ Portable, battery-powered radio and extra batteries.
- ☐ Larger Flashlight / or Lantern and extra batteries.
- ☐ First aid kit and manual.
- ☐ Sanitation and hygiene items (moist towelettes and toilet paper).
- ☐ Sunblock & Bug Spray
- ☐ Matches and waterproof container / candle
- ☐ Additional clothing / sturdy shoes
- ☐ Kitchen accessories and cooking utensils, including a can opener.
- ☐ Rope, N95 dust masks, working gloves
- ☐ Consecrated Oil for Priesthood Blessings & Scriptures (LDS Preparedness)
- ☐ Blankets or sleeping bags, tarp to make a tent
- ☐ Rain poncho, body warmer, glow stick

Include more items to meet the specific needs of your family. We recommend an easily accessible Emergency Station in your home/garage with 72-hour kits, Disaster Supplies Bin, Grab-n-Go Lists & Emergency Binder.

\* Please note that if you already have a CAR EMERGENCY KIT, you do not need to include the same items in this Disaster Supplies Bin.



# BASIC 72-HOUR EMERGENCY KIT

Included in the 72-hour Kit Backpack are items needed specifically for each individual:

- ☐ List of Items in kit
- ☐ Three-day supply of non-perishable food.
- ☐ Three-day supply of water – one gallon of water per person, per day.
- ☐ Small Flashlight and extra batteries.
- ☐ Whistle on a neck cord
- ☐ Complete change of clothing and shoes
- ☐ Special needs items {prescription medications, eye glasses, contact lens solutions, and hearing aid batteries}
- ☐ Travel Size Toiletries such as hand sanitizer, deodorant, lotion, lip balm, brush, tooth paste & tooth brush
- ☐ Items for infants, such as formula, diapers, bottles, and pacifiers.
- ☐ Recent Family Photo
- ☐ Mini Scriptures
- ☐ Other Personal/Comfort Fun items for children

If you live in a cold climate, you must think about warmth. It is possible that you will not have heat. Think about your clothing and bedding supplies. Be sure to include one complete change of clothing and shoes per person, including:

- ☐ Jacket or coat.
- ☐ Long pants.
- ☐ Long sleeve shirt.
- ☐ Sturdy shoes.
- ☐ Hat, mittens, and scarf.
- ☐ Sleeping bag or warm blanket (per person).

# EVACUATION GUIDELINES BY FEMA

<http://www.ready.gov/evacuating-yourself-and-your-family>

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave. Follow these guidelines for evacuation:

- Plan places where your family will meet, both within and outside of your immediate neighborhood. Use the Family Emergency Plan to decide these locations before a disaster.
- If you have a car, keep a full tank of gas in it if an evacuation seems likely. Keep a half tank of gas in it at all times in case of an unexpected need to evacuate. Gas stations may be closed during emergencies and unable to pump gas during power outages. Plan to take one car per family to reduce congestion and delay.
- Become familiar with alternate routes and other means of transportation out of your area. Choose several destinations in different directions so you have options in an emergency.
- Leave early enough to avoid being trapped by severe weather.
- Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.
- Be alert for road hazards such as washed-out roads or bridges and downed power lines. Do not drive into flooded areas.
- If you do not have a car, plan how you will leave if you have to. Make arrangements with family, friends or your local government.
- Take your emergency supply kit unless you have reason to believe it has been contaminated.
- Listen to a battery-powered radio and follow local evacuation instructions.
- Take your pets with you, but understand that only service animals may be permitted in public shelters. Plan how you will care for your pets in an emergency.

If time allows:

- Call or email the out-of-state contact in your family communications plan. Tell them where you are going.
- Secure your home by closing and locking doors and windows.
- Unplug electrical equipment such as radios, televisions and small appliances. Leave freezers and refrigerators plugged in unless there is a risk of flooding. If there is damage to your home and you are instructed to do so, shut off water, gas and electricity before leaving.
- Leave a note telling others when you left and where you are going.
- Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts and a cap.
- Check with neighbors who may need a ride.

# HOW TO PRIORITIZE A GRAB-N-GO EVACUATION LIST

1. Using the Grab-n-Go Chart, list the most essential items you want to take with you. Brainstorm and start writing... you can finalize later.
2. Divide the big list into three smaller lists; what you would take if you had 5 minutes, 30 minutes or 1 hour to evacuate.
3. Arrange your items within those smaller lists in the order you would grab them in your home to save the most time. Choose a room you would go to first, etc.
4. Assign family members specific items to gather (Each Individual should have their own chart)
5. Gather from more than one list if you have time. For instance if you have 1 hour, grab from the 5 minute list, the 30 minute list and the 1 hour list.
6. *Practice the evacuation with your family.* Do family members know where items are? Are they easily accessible? Adjust the order of items if necessary. Teach children that it may be safer to just get out of the house without grabbing anything.
7. Place copies of the lists in your family emergency binder as well as a visible spot in the house (by the back door or pantry)
8. During an evacuation, grab the list and carry it with you as you gather items. You may want to grab a laundry basket and fill it up.

# EVACUATE! GRAB-N-GO LIST

[ASSIGNED TO: \_\_\_\_\_]

5 Minutes		30 Minutes (+ these)		1 Hour (+ these)	
Item	Location	Item	Location	Item	Location
Stop Gathering & Go!		Stop Gathering & Go!		Stop Gathering & Go!	

# emergency information

**Emergency Number: 911**

Stay calm. Describe the emergency.

Don't hang up the phone.

this phone number is: \_\_\_\_\_

this address is: \_\_\_\_\_

directions: \_\_\_\_\_

## emergency contact numbers

police department: \_\_\_\_\_

fire department: \_\_\_\_\_

local hospital: \_\_\_\_\_

poison control center: \_\_\_\_\_

family physician: \_\_\_\_\_

pediatrician: \_\_\_\_\_

dad's work: \_\_\_\_\_

dad's cell: \_\_\_\_\_

mom's work: \_\_\_\_\_

mom's cell: \_\_\_\_\_

neighbor's name: \_\_\_\_\_

neighbor's phone: \_\_\_\_\_

religious leader name: \_\_\_\_\_

religious leader phone: \_\_\_\_\_

nearest relative name: \_\_\_\_\_

nearest relative phone: \_\_\_\_\_

out of state contact: \_\_\_\_\_

out of state contact phone: \_\_\_\_\_

other notes: \_\_\_\_\_

## family emergency plan

neighborhood  
meeting place: \_\_\_\_\_

meeting place  
outside the  
neighborhood: \_\_\_\_\_

main emergency contact: \_\_\_\_\_

phone: \_\_\_\_\_

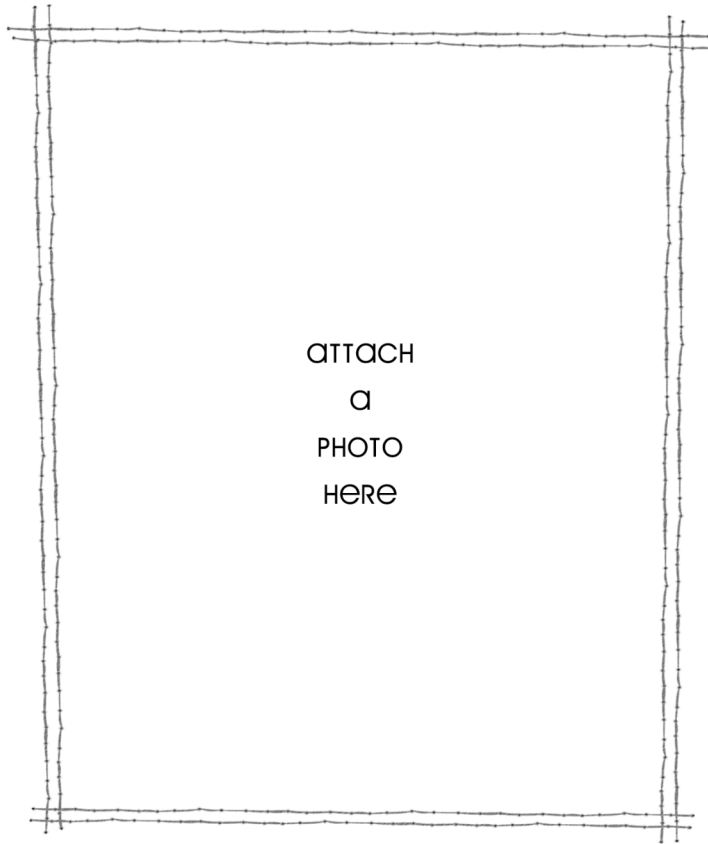
address: \_\_\_\_\_

first aid kit is located: \_\_\_\_\_

72-hour kits are stored: \_\_\_\_\_

plan for pets: \_\_\_\_\_

# INDIVIDUAL IDENTIFICATION INFORMATION



ATTACH  
a  
PHOTO  
HERE

name: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ age: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ weight: \_\_\_\_\_

eye color: \_\_\_\_\_

hair color/style: \_\_\_\_\_

distinctive features: \_\_\_\_\_

allergies: \_\_\_\_\_

BLOOD TYPE: \_\_\_\_\_

medical info: \_\_\_\_\_

RIGHT THUMB

RIGHT INDEX

RIGHT MIDDLE

RIGHT RING

RIGHT PINKY

LEFT THUMB

LEFT INDEX

LEFT MIDDLE

LEFT RING

LEFT PINKY

# PET IDENTIFICATION INFORMATION

ATTACH  
a  
PHOTO  
HERE

name: \_\_\_\_\_

nickname(s): \_\_\_\_\_

address: \_\_\_\_\_

phone #1: \_\_\_\_\_

phone #2: \_\_\_\_\_

vet: \_\_\_\_\_

phone: \_\_\_\_\_

age: \_\_\_\_\_ gender: \_\_\_\_\_

breed: \_\_\_\_\_

weight: \_\_\_\_\_ eye color: \_\_\_\_\_

colorings: \_\_\_\_\_

markings: \_\_\_\_\_

allergies: \_\_\_\_\_

medical conditions: \_\_\_\_\_

medications: \_\_\_\_\_

LEFT PAW

RIGHT PAW

# OTHER RESOURCES:

FEMA:

<http://www.ready.gov/>

American Red Cross : Prepare your Home & Family

<http://www.redcross.org/prepare/location/home-family>

How to Prepare your Pet:

<http://72hours.org/pets.html>

Provident Living – tips on becoming Self Reliant, Leader Resources, & Serving Others

<http://providentliving.org>

LDS.org Emergency Preparedness and Response:

<http://www.lds.org/topics/emergency-preparedness>

LDS.org FAQ - Family Home Storage

<http://www.lds.org/topics/food-storage/frequently-asked-questions?lang=eng>

Story for children about Planning 2 escape routes from home:

[Kim Howey, "Emergency Preparedness—'Greater Than Gold'," Friend, Feb 1999, 38](#)