



FAMILY EMERGENCY PLAN WORKSHEET

Create a written Family Emergency Plan by answering or completing the questions below. Practice your Plan with your entire family at least twice each year, such as the beginning of the summer and the beginning of the school year. Post this Plan in a prominent place in your home and include a copy in your Pre-Packed Emergency Kit.

PREPARATION FOR DURING THE EMERGENCY:

- List the location of your Pre-Packed Evacuation Kit, which also includes your Grab and Go List(s) and your Evacuation Action Checklist:

- List the location of your Shelter at Home Supplies, and the neighbors with whom you share it (if applicable):

- List 2 ways to evacuate your neighborhood:
 1. By car:
 2. On foot*:

**don't forget to consider Steps Lanes and Paths and through neighbors' yards*

- List emergency plans for each household pet (see Napa Humane Society brochure):
 - Pet name:
 - Pet name:
 - Pet name:

- List how to escape from each room in your house:
 - Kitchen:
 - Living Room:
 - Family Room:
 - Master Bedroom:
 - Bedroom #1:
 - Bedroom #2:
 - Other Room:
 - Other Room:
 - Other Room:

- List the safest room in the house if you are trapped inside and cannot leave:
 - In the event of Fire:
 - In the event of Earthquake:

- All family members know how and when to call 911



PREPARATION FOR AFTER THE EMERGENCY:

- List Family reunification location (where family will meet after the disaster):

- Contact information for a neighbor to stay with if necessary:
 - Name:
 - Address:
 - Home Phone:
 - Cell Phone:

- Contact information for out-of-area emergency contact:
 - Name:
 - Cell Phone:
 - Home Phone:
 - Work Phone:

- Every family member has the out-of-area emergency contact's info in their wallet, purse, or backpack

- Make a rough exterior plan of your home showing the locations of the gas meter, electrical service main shutoff, and water shutoff valves:

Legend:

- G Gas meter
- W Water shutoff
- E Electricity
- F 1st Aid Supplies
- S Emergency Supplies

- Utility valves are labeled and wrenches that fit them are located nearby



PREPARATION FOR BEFORE THE EMERGENCY

- Emergency radio stations are posted on or near radios in home:
93.3 KVYN FM and 1440 KVON AM
- Personal belongings and home furnishings have been inventoried or photographed and inventory list or flash drive of photographs is stored outside of your home (for recovery insurance)
- Family's vital documents have been copied and are stored outside of your home, preferably online
- Children's school emergency plans and hold/release policies have been reviewed, confirming that list of authorized pick up people are current
- Children - if instructed to do so by their school – have comfort kits in the school's emergency supply storage