

# FAMILY EMERGENCY PLAN GUIDE

Before disaster strikes, create your Family Emergency Plan, build an emergency kit, and identify ways to stay informed during an emergency.



## Make a Family Emergency Plan

Making sure your family has a plan for an emergency should be a priority for you and all members of your household. Before disaster strikes, sit down with your family and create your family emergency plan. Talk about where you will meet, how you will get in touch with each other, and what resources you will need for each family member. Put your thoughts on paper and draft your plan. As a game, exercise your plan so that all members of your family are aware of and familiar with the plan.

If you have children, elderly or disabled people in your household, advance planning will help reduce confusion for them as they will know what is expected and how to follow the plan. Use the same concept as school fire or earthquake drills to make your children familiar with your family plan so that they feel safer and more comfortable taking actions indicated in the plan.

### Keep calm and plan to talk

- Create a list of contacts on all family cell phones, in your emergency kit, and in all family cars. Provide the list to your children to keep at school.
- If you have a home or work landline, keep a copy of your emergency contact list close to it.
- Create a contact group with all emergency contacts on your cell phones, and give it a name that will stand out for vulnerable family members (children, elderly, disabled) so that they know what the list contains and when to use it.
- Create a text message group for your family that includes out of state contacts to be used in emergencies. Run monthly tests on the text group to ensure all are receiving the messages.

### **'X' marks the spot**

- Determine where you and your family will meet in an emergency.
- Pick a familiar place that everyone knows, especially children and elderly.
- Drive and walk to your meeting spot with your family. Photograph the area and make sure everyone knows the area well.

# Emergency Communications Plan

Familyname: \_\_\_\_\_  
Street address: \_\_\_\_\_ City \_\_\_\_\_  
Home phone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile number: \_\_\_\_\_  
Passport or SS#: \_\_\_\_\_  
Medical Doctor: \_\_\_\_\_  
Important medical or health details: \_\_\_\_\_  
\_\_\_\_\_

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Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile number: \_\_\_\_\_  
Passport or SS#: \_\_\_\_\_  
Medical Doctor: \_\_\_\_\_  
Important medical or health details: \_\_\_\_\_  
\_\_\_\_\_

2

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile number: \_\_\_\_\_  
Passport or SS#: \_\_\_\_\_  
Medical Doctor: \_\_\_\_\_  
Important medical or health details: \_\_\_\_\_  
\_\_\_\_\_

3

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile number: \_\_\_\_\_  
Passport or SS#: \_\_\_\_\_  
Medical Doctor: \_\_\_\_\_  
Important medical or health details: \_\_\_\_\_  
\_\_\_\_\_

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# Schools, Childcare, Caregiver and Workplace

Name:	_____	<input type="checkbox"/> SCHOOL <input type="checkbox"/> CHILDCARE <input type="checkbox"/> CAREGIVER <input type="checkbox"/> WORK PLACE	
Address:	_____		
Phone number:	_____		Emergency hotline: _____
Website:	_____		
Emergency information:	_____		
Evacuation area:	_____		

Name:	_____	<input type="checkbox"/> SCHOOL <input type="checkbox"/> CHILDCARE <input type="checkbox"/> CAREGIVER <input type="checkbox"/> WORK PLACE	
Address:	_____		
Phone number:	_____		Emergency hotline: _____
Website:	_____		
Emergency Information:	_____		
Evacuation area:	_____		

Name:	_____	<input type="checkbox"/> SCHOOL <input type="checkbox"/> CHILDCARE <input type="checkbox"/> CAREGIVER <input type="checkbox"/> WORK PLACE	
Address:	_____		
Phone number:	_____		Emergency hotline: _____
Website:	_____		
Emergency information:	_____		
Evacuation area:	_____		

Name:	_____	<input type="checkbox"/> SCHOOL <input type="checkbox"/> CHILDCARE <input type="checkbox"/> CAREGIVER <input type="checkbox"/> WORK PLACE	
Address:	_____		
Phone number:	_____		Emergency hotline: _____
Website:	_____		
Emergency information:	_____		
Evacuation area:	_____		

Name:	_____	<input type="checkbox"/> SCHOOL <input type="checkbox"/> CHILDCARE <input type="checkbox"/> CAREGIVER <input type="checkbox"/> WORK PLACE	
Address:	_____		
Phone number:	_____		Emergency hotline: _____
Website:	_____		
Emergency information:	_____		
Evacuation area:	_____		

## Out-of-State Contact

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Email: \_\_\_\_\_ Work number: \_\_\_\_\_

Relationship: \_\_\_\_\_

## Trusted Adult(s)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Email: \_\_\_\_\_ Work number: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Email: \_\_\_\_\_ Work number: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Note: Provide your child's school a list of trusted adults who are authorized to pick up your children from school, and if applicable, a list of individuals who are not authorized to pick up your children. Update the list as necessary.

## Emergency Meeting Location

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

Instructions: \_\_\_\_\_

\_\_\_\_\_

Neighborhood: \_\_\_\_\_

Instructions: \_\_\_\_\_

\_\_\_\_\_



Out-of-neighborhood address: \_\_\_\_\_

Instructions: \_\_\_\_\_

\_\_\_\_\_

Out-of-town address: \_\_\_\_\_

Instructions: \_\_\_\_\_

\_\_\_\_\_

## Important Numbers and Information

Police	Dial 911
Fire	Dial 911
Poison Control	#
Doctor:	
Address:	#
Pediatrician:	#
Dentist:	#
Medical insurance:	
Policy #:	#
Medical insurance:	
Policy #:	#
Homeowners insurance:	
Policy #:	#
Car insurance	
Policy #:	#
Floor insurance	
Policy #:	#
Hospital/ clinic / hospice:	#
Pharmacy:	#
Veterinarian:	#
Kennel:	#
Electric company:	#
Gas company:	#
Water company:	#
Transportation:	#
Other:	#



## Planning for People with Special Needs

Your family emergency plan should meet the specific needs of your household, including children, elderly and those with access and functional needs. How might a disaster affect you or your family member? Could you make it on your own for at least three days? Will you be OK without medical aid, electricity, drugstores or access to a medical facility?

- Identify the resources you need, and plan what you would do if those resources were limited or not available.
- Create a network of people and resources that can provide you with support. Inform your network about your emergency plan and where you keep your emergency kit.
- Identify how you will inform first responders of your special needs, medical facilities you require, assisted technology devices or supplies you may need, your service animal, and any caregivers who would have to accompany you at a shelter or special facility.
- Identify backup facilities that provide life-sustaining treatments that might be needed (i.e., dialysis centers).
- Identify how you will power medical equipment that requires electricity during power outages.
- Wear medical alert tags or bracelets.
- If you or a family member has a communication disability or language barrier, identify the best way to communicate with first responders, such as using pictograms or simple phrases on laminated cards.
- If you rely on communication equipment, identify ways to be transported with your equipment, and how you will communicate if your equipment fails.
- Have braille/text communication cards ready, if needed, for two-way communication.
- Plan for children and others who may have a difficult time in an unfamiliar and chaotic environment.
- Make special provisions for dietary and medical needs of infants and elderly in your household.



## **Basic Disaster Supply Kit**

### **A copy of your Family Emergency Plan**

- Water** for drinking and sanitation: One gallon per person per day
- Food:** Minimum three-day supply of non-perishable food
- Tools:** Wrench, pliers, shovel, knife, multi-tool set
- Battery-powered or hand-cranked radio; NOAA weather radio with tone alert + extra batteries**
- First aid kit
- Flashlight + extra batteries
- Whistle to signal for help
- Dust mask
- Moist towelettes, garbage bags, plastic ties, hand sanitizers
- Manual can and bottle opener
- Local maps
- Cell phones with chargers and backup battery

## **Personal and Financial Papers** **Store papers in a water proof bag**

- Social Security numbers and of Social Security Card(s)
- Important addresses, phone numbers, email addresses
- Birth certificates and adoption papers
- Marriage certificate
- Citizenship documents, naturalization papers, passports
- Drivers licenses, state IDs
- Vaccination records, medication lists, blood types
- Court orders relating to divorce, child support, custody, alimony, or property division
- A document with all necessary prescription medication for each family member
- Wills (Last Will and Testament or Living Will)
- Power of attorney documentation
- Insurance policies including policy numbers, coverage limits, insurance agent contact information
- Bank account numbers, bank contact information
- Credit card account numbers, card company contact information
- Real estate documents (leases, deeds, mortgages, promissory notes, closing papers)
- Vehicle titles
- Bonds, stock certificates, sales contracts, financial agreements

## **Additional Emergency Supplies**

Your family emergency kit should meet the specific needs of your household. Consider the following items for your emergency supply kit:

- Prescription medications
- Non-prescription medications such as pain relievers, antidiarrheal, antacids or laxatives
- Glasses, contact lenses, contact lens solution
- Infant formula, bottles, diapers, wipes, diaper rash cream
- Pet food and extra water for your pet
- Cash or traveler's checks
- Important family documents such as copies of insurance policies, identification and bank account records saved electronically or in a portable waterproof container
- Sleeping bag or warm blanket for each person
- Complete change of clothing appropriate for your climate, sturdy shoes
- Household chlorine bleach and medicine dropper to disinfect water
- Fire extinguisher
- Matches in a waterproof container
- Feminine supplies, personal hygiene items
- Mess kits, paper cups, plates, paper towels, plastic utensils
- Paper and pencil
- Books, games, puzzles or other activities for children

In addition to your Emergency Plan and Basic Emergency Kit, you should identify items needed for the disabled.

### **Tips for People with Hearing Disabilities:**

- A weather radio with text display and flashing alert
- Extra hearing aid batteries
- A TTY device
- Pen and paper if written communication is needed

### **Tips for People Who are Blind or Have Low Vision:**

- Mark emergency supplies with braille labels or large print. Keep a list of your emergency supplies and where you bought them on a portable flash drive, or make an audio file that is kept in a safe place where you can access it.
- Keep a braille or deaf-blind communications device in your emergency supply kit

**BUILD A KIT**

### Tips for People with Speech Disability:

- Plan how you will communicate if your equipment is not working, such as laminated cards with phrases and/or pictograms

### Tips for Individuals Who May Need Behavioral Support:

- Handheld electronic devices with preloaded movies, music and interactive games + extra batteries
- Sheets or individual tents that can be easily carried and set up to help reduce visual stimulation, and provide a safe and private space to decrease stress
- Noise-canceling headphones

### Tips for People with Mobility Disability:

- Lightweight manual chair available as a backup for those who use a power wheelchair
- Teach others how to operate your wheelchair
- Extra battery for a power wheelchair or other battery-operated medical or assistive technology devices. If you are unable to purchase an extra battery, identify agencies, organizations, or local charitable groups that can help you with the purchase. Keep extra batteries on a trickle charger at all times.
- Keep a patch kit or can of sealant for flat tires and/or extra inner tube if wheelchair or scooter is not puncture proof
- Backup mobility device such as a cane or walker
- If you use a seat cushion to protect your skin or maintain your balance, and you must evacuate without your wheelchair, take your cushion with you.

### Additional Items for Your Kit:

- One-week supply of over-the-counter and prescription medication with dosage information
- Extra glasses or contact lenses
- A list of the model and serial number of all specialized devices needed, and operating instructions
- Copy of medical insurance and contact information of caregivers and doctors

### For Your Pets

Your pets should be included in your emergency planning and preparation. Many evacuation facilities don't allow pets other than service animals, so you should identify boarding facilities or veterinarians who can provide shelter during emergencies. Have a plan with these facilities; make sure all of your pet's paperwork is processed by them to shorten

the intake process during an emergency.

Consider what will happen to your pets if you are away when disaster strikes. Designate a "pet buddy," a neighbor or family member who will take care of your pet until you are able to retrieve them.

### Put together a pet emergency kit that includes:

- Pet medications and medical records
- First aid kit: cotton bandage rolls, bandage, scissors, antibiotic ointment, flea and tick prevention, latex gloves, isopropyl alcohol, saline solution, pet first aid book
- Strong leashes, collar/harness with ID tag, muzzle, pet carrier
- Extra collars with ID tag, medical records and other information for service animals
- Current photos of you and your pet(s) in case they get lost
- Pet food, potable water, food and water bowls
- Dog waste bags, cat litter pan and litter
- Familiar items such as treats, toys, bedding, etc.

**If you have large animals such as horses, cattle, sheep, goats or pigs, you may have to take extra measures to plan for their safety if disaster strikes and/or if you have to evacuate on short notice.**

- Make sure all your animals have some form of ID, and you have a record of their name or ID number.
- Preplan for a successful evacuation. Map out primary and secondary routes to evacuate your large animals and share the information with family members and those who may help you during an evacuation.
- Have available and reliable vehicles and trailers necessary to evacuate large animals.
- Identify locations that will shelter your large animals. Make sure these locations have food, water and veterinary care.
- Make provisions for special dietary needs.
- If evacuation is not possible, make sure you have identified your next course of action.
- Observe livestock, looking for early signs of disease and injury. Severe cold weather injuries or death primarily occur in very young or already debilitated animals.

### Pet Owner Resources

- American Society for the Prevention of Cruelty to Animals
- American Humane Association
- The Palo Alto Humane Society
- Preparing Makes Sense for Pet Owners (video)

**BUILD A KIT**

# GET CONNECTED

Being connected to official sources is critical during an emergency for receiving accurate information.



Home Your City Hall Residents



## Community Meetings for Park Design Planning

Your input is wanted as we move forward on park designs. Attend the meetings and let your voice be heard. Click the headline above for a list of meeting dates and times.

## The Palmdale Aerospace Academy

The Palmdale Aerospace Academy is seeking applications for one (1) Director to represent the City of Palmdale.

- > [Classified Advertisement](#)
- > [Duties and Responsibilities](#)
- > [Fillable Application](#)

## Be informed

By connecting to the right channels, you and your family can stay informed and up-to date with City activities, and accurate emergency information when disaster strikes. Be sure to keep up with information from local government and local media. Do not rely on one method of gathering information — stay informed by using multiple sources of official information.

## NIXLE

Nixle delivers real-time, relevant information from official agencies to the communities they serve, encouraging interaction and engagement.



## TO SIGN-UP FOR NIXLE

- Text your zip code to 888777 for mobile alerts.
- Visit <https://nixle.com/lasd---palmdale-station-los-angeles-county-sheriff/>
- Visit [www.cityofpalmdale.org](http://www.cityofpalmdale.org), select the Residents tab at the top of the page; select Emergency Services. Click on the NIXLE logo and follow instructions

## National Weather Service (NWS)

This National Oceanic & Atmospheric Administration (NOAA) agency provides up-to-the-minute weather information, such as daily forecasts, severe storm warnings, and climate monitoring. A great way to stay informed is by using a NOAA Tone Alert Radio, which is programmed to sound alarms based on NWS weather updates. NOAA Tone Alert Radios are available for people who are deaf or hard of hearing.



## Alert LA County

Alert LA County is a free mass notification system used by Los Angeles County to alert residents, businesses and visitors of emergencies should they happen. The Los Angeles County Sheriff Department will send the notification out if



there is an emergency and/or disaster. The system sends emergency instructions to those who have signed up to receive notifications.

## 2-1-1 LA

211 LA is the central source for providing health and human services information in LA County. It is a free service that is available 24 hours, 7 days a week, with trained staff to offer help with resources available to the community. You can dial 2-1-1 or 1-800-339-6993.



## City of Palmdale Social Media Channels

The City of Palmdale uses various ways to connect with residents and visitors. From our website to social media channels, we strive to provide residents and visitors with the happenings of the City. During nonemergency days, our website and social media channels are used to inform you about the amazing resources and activities the City has for its residents and visitors, from concerts in the park to road closures.

During emergencies and disasters, the City will provide you with the latest details and information regarding incidents, the actions you and your family may need to take, and what you can expect from the City.

You should familiarize yourself with all of our communication capabilities and connect with us before disaster strikes.



Facebook: City of Palmdale-government  
Facebook: Palmdale Crime Prevention



Twitter: @PalmdaleCity



Instagram: Cityofpalmdale



Nextdoor: City of Palmdale



YouTube: Cityofpalmdale

**GET CONNECTED**