

PRACTICAL PREPAREDNESS PERSONAL & FAMILY INFORMATION

Every second counts when you must evacuate your home after receiving a disaster warning. Knowing what to take—and preparing an Emergency Kit now—gives you a head start.

Your family will cope best by preparing for disaster before it strikes. One way to prepare is by assembling an **Emergency Kit**. Once disaster hits, you won't have time to shop or search for supplies. If you've gathered supplies in advance, your family will be able to endure an evacuation or home confinement more easily.

An important part of the **Emergency Kit** includes a personal information file for each of your household members. This series will include information on creating your own personal information file, collecting supplies for your Emergency Kit, fire safety, and the effects of winter and weather on our daily lives.

PERSONAL FILES: IMPORTANT DOCUMENTS

It is a good idea to keep important documents in a safety deposit box away from your home. Consider making copies of these documents for a personal file to be kept in your emergency kit for quick access or in the event that you do not have access to your home and/or belongings for an extended period of time. This will also ease stress levels and keep you focused during this process. These copies should be secured, in a waterproof, portable container that can be easily carried and accessed should you need to evacuate in a short period of time.

What documents are considered important?

Following is a list of important documents to consider for your personal files:

1. Create a file for each person in the household:

- _____ Family records (birth, marriage, death certificates)
- _____ Medical information (list of allergies, medical conditions, medications and use/dosage, immunization records, etc.)
- _____ Will(s) and legal documents
- _____ Driver's Licenses, identification cards or passports
- _____ Social security cards

2. Insurance policies, contracts, proof of ownership of assets, and tax records

3. Financial File:

- _____ Bank Account Number(s)
- _____ Credit card account number(s)

4. Veterinarian records, pet identification information

5. Contact Information:

List all important phone numbers including:

- _____ your doctor, health insurance, pharmacy, veterinarian,
- _____ your insurance agent,
- _____ utility emergency numbers,
- _____ bank account and credit card company numbers,
- _____ family member contact list and work contacts.

- Consider identifying an out-of-town contact and ensure all family members have information on this contact in case of an emergency. Consider providing this contact with a list of ways to reach your household members. You may

want to create a message board on the internet for each to access should an emergency occur.

Contact information to provide your out-of-town contact:

Name: Name:

Phone #: Phone #:

Email: Email:

Name: Name:

Phone #: Phone #:

Email: Email:

Additional suggestions:

1. Money. It is recommended that you keep a small amount of cash or traveler's checks at home in a safe place where you can quickly access them in case of evacuation. If electricity is down, ATMs will not be accessible. Consider saving money in an emergency savings account as well.

2. Inventory of valuable household goods. Make a list of your personal property, for insurance purposes. Take photos or a video of the interior and exterior of your home. Include a list of personal belongings in your inventory.

Tip: You can download the free Household and Personal Property Inventory Book from the University of Illinois at www.ag.uiuc.edu/~vista/abstracts/ahouseinv.html to help you record your possessions.

3. Insurance. If you have not already done so, obtain property, flood (if applicable), health, and life insurance. Review existing policies for the extent of coverage to ensure that what you have in place is sufficient for you and your family for all possible situations.

Tip: Review your emergency kit personal file annually to ensure everything is up-to-date.

Resources

1. Disaster Relief Organization - www.disasterrelief.org
2. FEMA - www.fema.gov
3. American Red Cross - www.redcross.org, 866-GET-INFO (866-438-4636)
4. American Psychological Association - www.apa.gov
5. University of Illinois Extension Disaster - www.ag.uiuc.edu
6. National Volunteer Organizations Active in Disaster - www.nvoad.org

Sources: National Disaster Coalition: American Red Cross, FEMA, IAEM, IBHS, NFPA, NWS, USDA/CSREES, and USGS, Barbara K. Hecht, Ph.D._Frederick Hecht, M.D._Medical Editors, MedicineNet.com. Article edited for this publication. Alliance Work Partners provides resources, referrals, and information on dealing with crisis and disaster. Call 24 hours a day at 800-343-3822.

EMERGENCY PLAN

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if your basic services were cut off or you had to evacuate your home immediately? By preparing an emergency plan and kit in advance, your family can and will cope with disaster. Knowing what to do is your best protection and your responsibility.

Step 1 - Create a Family Disaster Plan

- Contact your local emergency management office or American Red Cross chapter to find out which disasters are most likely to happen in your community.
- Bring your family together to talk about how to prepare and respond if disaster occurs. Plan to share responsibilities and work together as a team. Make sure to keep the plan simple so everyone can remember the important details.
- Pick two places to meet in case of emergency; one outside your house and one outside your neighborhood.
- Develop an emergency communication plan in case you become separated. Ask an out of town relative or friend to be your “family contact”.
- If you must evacuate, plan for a place to stay out of town and/or learn about local shelters. In the event that you have to go to a public shelter, if you have pets, plan where you will take them if they are not permitted in the shelter.

Step 2 – Put the Plan in Place

- Enter emergency telephone numbers into your cell phone and post them by your home and work phones.
- Show responsible family members how and when to shut off water, gas and electricity if instructed to do so by the authorities.
- Check if you have adequate insurance coverage with your insurance agent.

- Install smoke alarms on each level of your home, especially near bedrooms.
- Learn first aid and CPR. Contact your local American Red Cross chapter for information and training.
- Meet your neighbors. Get together and discuss how you can work together after a disaster. Know your neighbors' skills (medical, technical etc). Consider how you could help neighbors who have special needs, such as elderly or disabled persons. Make plans for childcare in case parents can't get home.

Step 3 – Practice and Maintain Your Plan

Practicing your plan will help you instinctively make the appropriate response during an actual emergency. It's important to review your plan periodically and make changes as needed. Quiz your children every 6 months so they remember what to do.

Prepare an Emergency Kit

To be best prepared, you need to put together a kit for if your family is confined to your home. And then within that kit, keep an evacuation pack in an easy-to-carry container such as a duffle bag or large backpack. Make sure to store your kit in a waterproof container. It is also recommended to keep an emergency kit in the trunk of your vehicle.

Review the checklist below. The suggested evacuation pack items are listed with an asterisk (*).

A normally active person needs to drink at least two quarts of water each day.

Store one gallon of water per person per day in plastic containers (two quarts for drinking and two quarts for food

preparation/sanitation). Keep at least a three- day supply per person. Children, nursing mothers, and ill people will need more.

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking and little or no water. Pack a sterno, if you must heat food. Select food items that are compact and lightweight.

***Include a few of these items in your evacuation pack.**

Aspirin or non-aspirin pain reliever*

Anti-diarrhea medication

Antacid

Laxative

Medicine dropper

Special Items For baby*

Special Items For adults* (prescription medications)

Important Family Documents (Keep in waterproof, portable container)

Special Items For Pets

Make sure to re-think your kit and family needs at least once a year. Change out your stored water supply so it stays fresh and look to see if you need to replace your stored food.

Resources

1. Disaster Relief Organization - www.disasterrelief.org
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3. American Red Cross - www.redcross.org, 866-GET-INFO (866-438-4636)
4. American Psychological Association - www.apa.gov
5. University of Illinois Extension Disaster - www.ag.uiuc.edu

6. National Volunteer Organizations Active in Disaster -

www.nvoad.org

Sources: National Disaster Coalition: American Red Cross, FEMA, IAEM, IBHS, NFPA, NWS, USDA/CSREES, and USGS, Barbara K. Hecht, Ph.D._Frederick Hecht, M.D._Medical Editors,

MedicineNet.com. Article edited for this publication.

Alliance Work Partners provides resources, referrals, and information on dealing with crisis and disaster.

Call 24 hours a day at 800-343-3822.

Employees who wish to contact Activity Leaders and Supervisors regarding emergencies they are experiencing are welcome to contact the appropriate Team Leader listed below. Also important to know is the Chain of Command of who to contact in the event of an emergency.

Workers Assistance Program, Inc.

Chief Executive Officer – Terry Cowan at 512-699-6445

Chief Information Officer – Dave Bulgerin at 512-784-6153

Accounting Director – Marie Alston at 512-461-1433

Human Resources Director – Amy Alexander at 512-968-3889

MIS Director – Marvin Leonard at 512-659-6728

Quality Management Director – Debi Ellison at 512-791-5092

Executive Assistant/ Quality Management Representative – Maria Bosco at 512-799-1057

Alliance Work Partners

AWP – Account Management– Ann Starr at 512-413-2266

CTS – AWP AM Training Activity Leader and Call Center Director – Scott Terres at 512-809-1198

Director of Client Services – Cole Noble at 512-296-4945

Claims and Clinical Records Activity Leader – Christine DeFranco at 512-581-2657

Center for Prevention Training

Coordinated Training Services – Daniel LeFave at 979-480-5326

HIV Connection Program Director - Sarah Kapostasy at 512-529-8888

Youth Advocacy

YPI Program Director – Jorge Alvarez at 512-799-1025

ICMS Activity Leader – Jody Snee at 512-799-1027

CYD Activity Leader - Maria Matthews at 512-293-7470