

FAMILY EMERGENCY PLAN COUNSELING CHECKLIST

Careful planning is required concerning care of your family members in the event of a disaster or work-related injury to you. In the event of a disaster, you will have responsibilities that will compete with your responsibilities to your family. If you are seriously injured at any time, you may not be able to arrange for child care, shelter, etc. This plan is designed to help you prepare for the worst now, thus reducing the impact on your family and on your organization.

DISASTER CHECKLIST

- A. If the City of Destin is placed under a Hurricane Watch, you will be expected to report for duty until the danger has passed or operations return to normal. If a large-scale technological disaster occurs, you may be called upon to work extended hours until the emergency is resolved.
1. If you have to work extended hours on a technological disaster or other serious incident, do you have someone who can pick up your children from school and care for them until you are released from work? Have you informed the school of this person's identity?
 2. If a Hurricane Watch were declared, would you be able to report to work with knowledge that your children or other dependents were being cared for? If not, you must devise a plan now. Is there someone who can take your children to a shelter and care for them until normal work schedules are resumed?
 3. Have you executed a Special Power of Attorney to empower the care-giver to obtain emergency medical care for your children?
 4. In the event you are incapacitated at work, is there a trusted person we can call to care for your children or dependent adults? If not, you should designate someone you trust and who is willing to take that responsibility.
 5. Have you prepared a will? Does your next of kin know where it is? If you are single parent, does the will provide for guardianship of your children? If you have private life insurance policies, does your beneficiary (or executor) know where the policies are and how to contact the insurer?
 6. Do you have adequate insurance on your home and/or its contents? You should videotape or photograph you home and its contents for verification or claims.
 7. Do you have sufficient materials on hand to protect your home from hurricanes (plywood for windows, plastic sheeting for high-value contents, etc.)?
 8. The Emergency Management Office can coordinate disaster relief in the event your home is destroyed by fire, tornado, flood or other disaster. If the disaster is widespread, however, local resources may be quickly exhausted. In such an event, is there a family member or friend outside the area who can care for your dependents?
- B. If you could not answer these questions, then you may not be prepared for a disaster. You should prepare a plan and execute the attached FAMILY DISASTER PLAN. Once completed, return the form to your supervisor. Keep the FAMILY DISASTER CHECKLIST and use it in your planning. If you have any questions ASK YOUR SUPERVISOR OR THE EMERGENCY MANAGEMENT OFFICE. It is in our mutual interest to prepare you and your family to survive disasters.

PUBLIC SAFETY FAMILY DISASTER PLAN

FAMILY DISASTER PLAN

1. I understand that I may be called upon to work extended hours in the event of a natural or technological disaster. I understand that I should make alternate plans for the proper care and safety of my dependent children.
2. In the event I am incapacitated or unable to leave work, the following person(s) should be contacted. They are authorized to care for my children until I am able to resume their care, or until another family member can assume responsibility. The designated person(s) is/are aware of this designation, and is willing to accept the responsibility.

NAME: _____
WORK PHONE: _____ HOME PHONE: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
RELATIONSHIP: _____

3. In the event of a hurricane evacuation, the following person(s) have agreed to care for my dependents during an evacuation. The designee has agreed to take this responsibility.

NAME: _____
WORK PHONE: _____ HOME PHONE: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
RELATIONSHIP: _____
INTENDED EVACUATION DESTINATION: _____

4. The designee DOES DOES NOT have a Special Power of Attorney to seek medical care for the children.
(Circle One)

5. My home address is:

STREET/ APT: _____
CITY, STATE, ZIP: _____ PHONE: _____

EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

Use the next page to draw a map to your home. Start at a well-known landmark, and show important cross streets and landmarks along the way. Draw boxes to show the homes on your block, and use an arrow to point our yours. Then, give the map to your supervisor. We will use the map to find your home in an emergency or after a disaster.

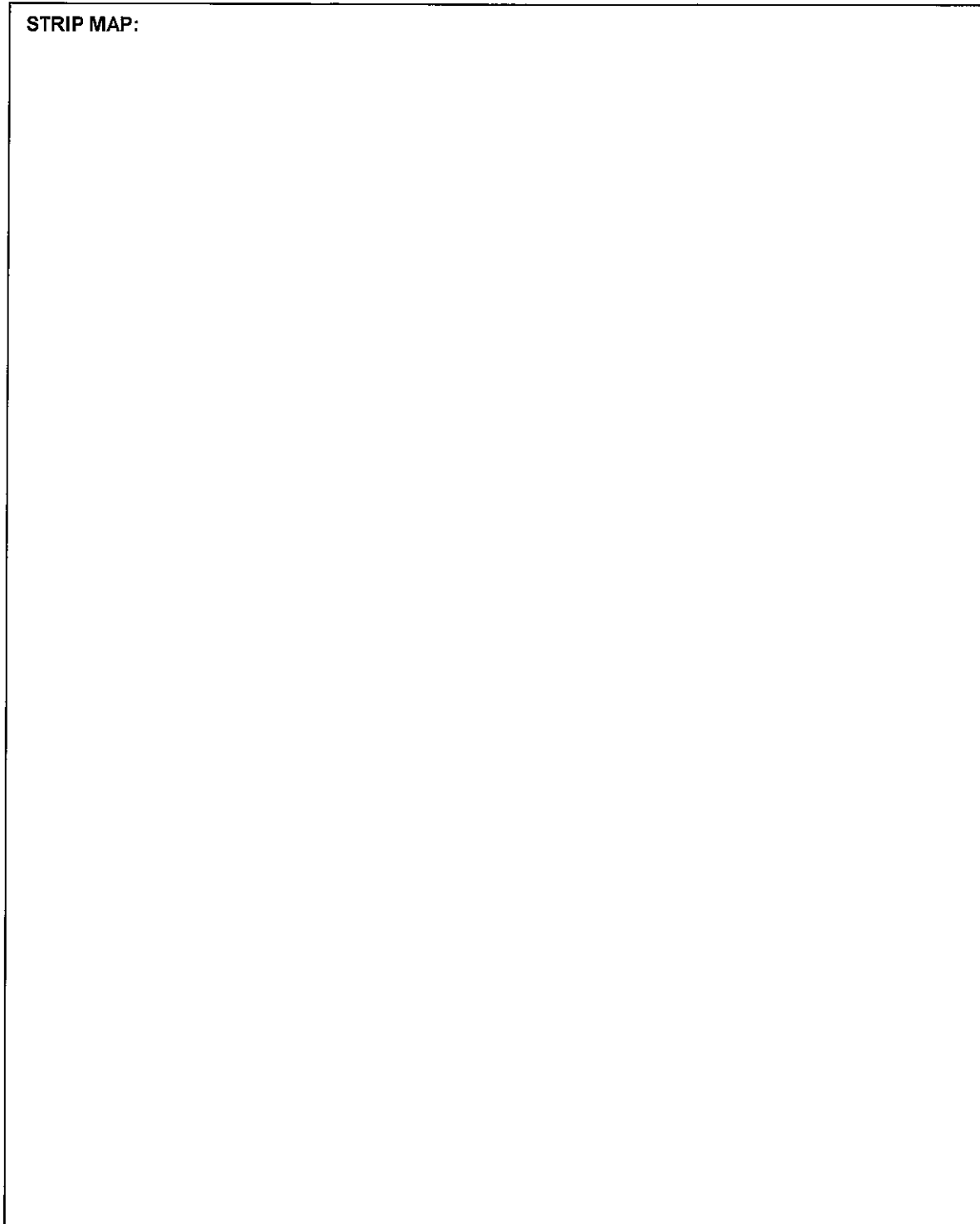
PUBLIC SAFETY FAMILY DISASTER PLAN

EMPLOYEE NAME: _____ DEPT/SHIFT: _____

ADDRESS: _____

HOME TYPE: _____

STRIP MAP:

A large, empty rectangular box with a black border, intended for drawing a strip map. The box is positioned below the text fields and occupies most of the lower half of the page.

PUBLIC SAFETY FAMILY DISASTER PLAN

FAMILY DISASTER CHECKLIST

Hurricane season is from June 1st through November 30th Statistically. August and September are the most dangerous months. There are several precautions you should take before each hurricane season begins.

1. Make sure your house is in good repair. If any repairs are needed, have them done as soon as possible.
2. Check the soundness of roof supports. Repair or replace any cracked or weakened boards. Consider strengthening joints with metal clips. Check roof gables to make sure they are securely fastened to the roof supports. Replace any missing or loose shingles.
3. Remove dead branches from trees. Trim shrubs as necessary.
4. Stock up on emergency supplies, and make sure all are in working or usable condition (see list below).
5. Secure necessary materials for boarding windows and reinforcing doors now. They can be stored until needed.
6. Don't wait until a Hurricane Watch or Warning to obtain safe containers for water. Save your plastic milk jugs, clean them, and store at least three per family member. When a hurricane is approaching, you can fill them with water. You should also sterilize your bathtub with bleach, and then fill it with water.
7. Keep your car in reliable working condition. Once a hurricane enters the Gulf of Mexico, keep the gas tank topped-off. **DO NOT STORE EXTRA CANS OF GAS IN YOUR HOME OR AUTO.**
8. Make sure all family members keep their immunizations current. You should get a tetanus, typhoid, and paratyphoid shot every three years.
9. Keep all important documents (insurance, identification, deeds, wills, health cards, etc.) in a safe place. Your family should take them along during an evacuation.
10. Your family should take sufficient cash to live for one-two weeks when they evacuate. Credit cards and checks may not be acceptable in the aftermath of a hurricane.
11. Keep a map to Alabama (or other intended destination) and familiarize your family or friends with the evacuation routes ahead of time. If you intend to use a Florida shelter, find out where they are ahead of time.
12. Discuss your plans with your family members, and make sure everyone understands what will be expected of them during an evacuation.
13. Women in late months of pregnancy during the hurricane season should make prior arrangements with their physicians to avoid possible premature birth because of low barometric pressures in a storm.
14. Review insurance coverage. Check with your insurance company to make sure you are covered for wind, flood, water and other hurricane-related hazards.
15. Turn off gas and electricity when evacuating your home. Secure outdoor furniture or other items that could be lifted by the wind.
16. If you leave your pets at home, put plenty of extra water and food. Arrange your heavy furniture to give them a safer place to hide if the roof or other structure collapses.
17. If your family lives in a trailer, you should evacuate in any hurricane situation, even if you live inland and the storm is "only" a Category 1.
18. Be prepared to evacuate very soon after the order is given. The longer you wait, the more likely you are to get caught in heavy traffic. Your family should not return to the area until the Board of County Commissioners announces that it is safe to do so.

SUPPLIES YOU'LL NEED

- | | |
|---|---|
| <input type="checkbox"/> Battery powered radio | <input type="checkbox"/> Bleach for sterilizing bathtub |
| <input type="checkbox"/> Flashlights | <input type="checkbox"/> Plastic containers for water |
| <input type="checkbox"/> Spare batteries to fit radio and flashlights | <input type="checkbox"/> Fire extinguishers |
| <input type="checkbox"/> Emergency cooking equipment (canned heat etc.) | <input type="checkbox"/> First Aid Kit |
| <input type="checkbox"/> Blankets, towels, toilet articles | <input type="checkbox"/> Have a good supply of special medicines, baby food, formula, etc. These items may not be readily available at the evacuation destination |
| <input type="checkbox"/> Thick plastic sheeting, nails, boards, duct tape for repairs | <input type="checkbox"/> Cash |
| <input type="checkbox"/> Boards for windows or to strengthen doors etc. | <input type="checkbox"/> Lime to treat garbage & refuse in the aftermath |
| <input type="checkbox"/> Updated homeowner/renter insurance | <input type="checkbox"/> Heavy work gloves |
| <input type="checkbox"/> Important papers | <input type="checkbox"/> Maps |
| <input type="checkbox"/> Heavy shoes to protect family members from nail punctures | |
| <input type="checkbox"/> Tire repair kit and canned air or hand pump | |

HURRICANE FACTS

THE MOST DANGEROUS SITUATION IS A HURRICANE THAT HITS DEAD-ON OR TO THE WEST.

GALE FORCE WINDS CAN EXTEND 133 MILES FROM THE EYE OF A CATEGORY 3 HURRICANE STORM SURGE CAN CUT OFF EVACUATION ROUTES HOURS BEFORE THE STORM HITS.

**CATEGORY 1 WIND SPEEDS 74 - 95 MPH
CATEGORY 2 WIND SPEEDS 96 -110 MPH
CATEGORY 3 WIND SPEEDS 111-130 MPH**

**CATEGORY 4 WIND SPEEDS 131-155 MPH
CATEGORY 5 WIND SPEEDS OVER 156 MPH**