

# **EMERGENCY PLANNING WORKBOOK**

**FOR INDIVIDUALS AND FAMILIES TO USE WHEN NAVIGATING DISASTERS**

## **INSTRUCTIONS FOR USE:**

- 1. Gather all members of your household** in a quiet and comfortable setting where you can discuss and complete the emergency plan together.
- 2. Complete the following sections,** being sure to populate ALL information available:
  1. Household Composition
  2. Emergency Contacts
  3. Emergency Evacuation Location
  4. Emergency Sheltering
  5. Critical Documents
  6. Finances
  7. Insurance Coverage
  8. Inventory of Personal Property
  9. Community Resources
- 3. Review the contents of the emergency plan for accuracy** and ensure ALL household members have access to either a digital or physical copy of the plan.
- 4. As changes occur to any of the information** captured in the plan, changes should be applied, and an updated plan shared with each member of the household.

## HOUSEHOLD COMPOSITION

Please list all members of your household, including pets, providing names, ages, and any accommodation(s) required during an emergency evacuation (e.g., medication, equipment).

HOUSEHOLD MEMBER FIRST & LAST NAME	AGE	DESCRIPTION OF ACCOMODATION(S) REQUIRED (IF APPLICABLE)

## EMERGENCY CONTACTS

Provide the names and phone numbers of 1-2 personal, professional, educational, and medical emergency contacts (e.g., family, employer, nearest hospital, specialty medical provider who may need to be notified in the event of an emergency).

<b>CONTACT FIRST &amp; LAST NAME</b>	<b>CONTACT TYPE (Personal, Professional, Medical)</b>	<b>PHONE #</b>	<b>NOTES</b>

## EMERGENCY SHELTERING

If your household is advised to shelter in place, there should be a 3-5 day emergency supply of items to meet immediate needs. Below is a checklist of common household items that should be considered (as well as included for placing in an emergency Ready-to-Go Bag for emergency evacuations):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 1-Gallon of Water (per person/per day) | <input type="checkbox"/> Canned Foods and Manual Can Opener | <input type="checkbox"/> Baby Food, Clothes, Diapers |
| <input type="checkbox"/> Blankets                               | <input type="checkbox"/> Pet Food                           | <input type="checkbox"/> Candles and Matches         |
| <input type="checkbox"/> Change of Clothes                      | <input type="checkbox"/> Medical Prescriptions              | <input type="checkbox"/> Flashlights and Batteries   |

## EVACUATION LOCATIONS

Should there be a need for an emergency evacuation and communication capabilities have been interrupted, identify a primary and secondary meet-up location for all household members to safely meet. Be sure to populate the full physical address for each location and any important instructions that should be followed to seamlessly coordinate evacuation.

PRIMARY LOCATION	SECONDARY LOCATION

## ALTERNATIVE HOUSING SOLUTIONS

In case you are unable to stay in your current residence, LIST 1-2 alternative housing solutions (e.g., Family, Friend, Local Shelter).

HOUSING TYPE (Short Term or Long-Term)	CONTACT NAME	CONTACT PHONE #	ADDRESS

## CRITICAL DOCUMENTS

Identify and list each of the important documents you may need to access during OR after a disaster, along with how the document will be accessed. These documents may include the deed to the home, lease agreement, birth certificates, marriage certificates, passports, social security cards, and/or will or estate documents, etc.

<b>DOCUMENT TYPE</b>	<b>IS THE DOCUMENT ACCESSIBLE ONLINE? (Y/N)</b>	<b>HOW WILL THE DOCUMENT BE ACCESSED IN AN EMERGENCY? (e.g., Electronically, Physically Secure Location)</b>

## FINANCES

Planning for an emergency looks different for each household. Use this worksheet to understand what money you can access now—and what you might have to plan to tap into—if a disaster happens.

Essential Monthly Income & Bills		
<b>TOTAL MONTHLY INCOME</b> Include income sources (e.g., paychecks, benefits, SSI)	\$	

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<b>NON-NEGOTIABLE BILLS</b> (e.g., rent, food, utilities, transportation)	\$	
<b>TOTAL</b>	\$	

Savings & Non-Essential Spending		
<b>CURRENT SAVINGS</b> Include amounts saved monthly.	\$	

+

<b>NON-ESSENTIAL MONTHLY EXPENSES</b> Include optional expenses like subscriptions, entertainment, travel, dining out, etc.	\$	
<b>TOTAL</b>	\$	

*Add the totals from both sections. This helps you see how much you could potentially reallocate in a crisis.*



<p><b>TOTAL SPENDING POWER FOR EMERGENCIES</b></p>
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## INSURANCE

Provide details of your insurance coverage, including insurance type, provider name, deductible amount, policy expiration date and provider contact phone number.

<b>INSURANCE TYPE</b> <b>(e.g., Homeowners, Flood,</b> <b>Renters, Health, Life)</b>	<b>PROVIDER NAME</b>	<b>DEDUCTIBLE</b> <b>AMOUNT</b>	<b>POLICY</b> <b>EXPIRATION DATE</b>	<b>PROVIDER</b> <b>CONTACT #</b>



## INVENTORY OF PERSONAL PROPERTY (1 of 3)

In the event of a disaster, it's essential to have a record of your personal property and its estimated value for insurance claims and recovery purposes. Create a detailed list of your household's personal property, including furniture, electronics, appliances, jewelry, clothing, and any other items of value. **HELPFUL TIP:** Consider doing a video recording of each room in the home to electronically have all property shown in a non-damaged condition.

ITEM DESCRIPTION	ITEM VALUE	ADDITIONAL NOTES

## INVENTORY OF PERSONAL PROPERTY (2 of 3)

In the event of a disaster, it's essential to have a record of your personal property and its estimated value for insurance claims and recovery purposes. Create a detailed list of your household's personal property, including furniture, electronics, appliances, jewelry, clothing, and any other items of value.

ITEM DESCRIPTION	ITEM VALUE	ADDITIONAL NOTES

### INVENTORY OF PERSONAL PROPERTY (3 of 3)

In the event of a disaster, it's essential to have a record of your personal property and its estimated value for insurance claims and recovery purposes. Create a detailed list of your household's personal property, including furniture, electronics, appliances, jewelry, clothing, and any other items of value.

ITEM DESCRIPTION	ITEM VALUE	ADDITIONAL NOTES



## COMMUNITY SUPPORT

Every household has different needs, and it's okay to plan for extra support during a disaster. Use this section to identify critical gaps like food, housing, transportation, or medical care. Then, list trusted providers in your area who can help—such as United Way 211, local food banks, Red Cross, community health clinics, or your city or county emergency management office.

Thinking through this now can reduce stress later and help you act quickly when it matters most. Planning for support is a sign of strength.

<b>UNMET NEED/RESOURCE TYPE (e.g., food, housing, transportation)</b>	<b>PROVIDER NAME</b>	<b>ADDITIONAL NOTES</b>

## ROUTINE PLAN MAINTENANCE

Now that your household is “ready” to respond in the event of a disaster, be sure the information contained in this template is up to date. Below are a few best practices to ensure confidence and promote resilience in the face of disasters:

- Regular Review:** Schedule periodic reviews of your plan, at least once a year, to ensure it remains up to date. Any changes in your household, such as births, deaths, or new members, should prompt an immediate update to the plan. Whenever there are changes to phone numbers, email addresses, or emergency contacts, immediately update this information in the plan.
- Emergency Alerts:** Many communities rely on public warning systems, news and media outlets, and SMS messaging to convey important information and instructions “before, during and after” disasters. Be sure all members of the household have access to the emergency warning systems relevant to your community.
- Online Accounts and Information:** For any information that is securely managed online, be sure passwords are changed regularly, and login information is up to date and accessible for those who may need to access it in an emergency.
- Review Critical Documents:** Regularly check the status of your critical documents and update the plan if you acquire new ones or if any documents expire.
- Monitor Insurance Coverage:** Review your insurance policies annually to ensure policies have not expired or lapsed, and coverage remains adequate for your household’s situation (e.g., must maintain flood insurance for homeowners or rental insurance for renters).
- Check Community Resources:** Keep an eye on changes in local, non-governmental, and federal resources available in your area, and make updates as needed if new resources become available to address any unmet needs or resource gaps found in the plan.
- Re-engage All Household Members:** Involve all members of your household in the update process, ensuring their input and awareness of any changes.

*To Learn more about our preparedness and resilience solutions, please visit [www.emdisastersolutions.com](http://www.emdisastersolutions.com).*