



**VETERINARY MEDICINE
& BIOMEDICAL SCIENCES**
TEXAS A&M UNIVERSITY



Personal Emergency Preparedness Plan

Instructions

I. PURPOSE

Define the general purposes of your personal emergency preparedness plan.

II. SITUATION AND ASSUMPTIONS

Instructions: This segment of your Personal Emergency Preparedness Plan will provide focus.

- A. You should start by identifying an out-of-town contact name and telephone number that all of your family members can call to get information on the status of your family. Second, locations where family members will meet if an emergency situation directly involves your home. This can be as simple as saying you will meet at your neighbor's house. Next you will want to identify a regional meeting place in case the emergency situation is more widespread. This should be a location that is familiar to all members whom are of an age that will allow them to get to the location without assistance. You will also need to identify an evacuation location in case your area is evacuated. Telephone numbers for each of your neighborhood, regional, and evacuation locations should be provided. This can be more problematic as the nature of the disaster may drive the choice of evacuation locations. For major emergencies such as hurricanes, evacuation hubs have been identified for your area. This information should be available from your local emergency management coordinator.
- B. Next, you should define who the plan is designed to protect, how to get in touch with them, and any pertinent medical information. This is particularly important if a household member will require assistance to evacuate. For example infants and the elderly may need to be specifically addressed. You should also designate which family member(s) should be contacted in the event of your injury or death.
- C. This section is reserved for information on where family members spend most of their time when they are away from home.
- D. Next, complete the important information. This will include medical providers and insurance representatives with contact information and policy numbers.
- E. Section E is the location where you enter information on your companion animals.
- F. Enter pertinent information on any livestock you may wish to have addressed during an emergency situation.
- G. Section G: Your plan should have enough detail to be put into action in your absence. Identify trusted family members or friends who may act on your behalf. If you have a large family, multiple companion animals, and livestock, you will likely need to identify multiple people to protect your family, animals and belongings.
- H. The hazards identified in this section should result from a thorough evaluation of the risks in your county. They should range from the small hazards (example\\ transportation accident) to large hazards such as hurricanes, tornadoes, and floods.
- I. Assumptions: List the pieces of information you assumed to be true s you are writing this plan. We recommend that you assume that the disaster situation will allow time for your plan to be put into action. We also recommend that you work on the assumption that your plan will have to be performed by someone else. That person could be a spouse, parent, sibling, friend, or colleague.

III. CONCEPT OF OPERATIONS

Instructions: This part of your plan is dedicated to detailing how the tasks identified in your plan will be carried out. This needs to be of sufficient detail so that it can be carried out in your absence in an efficient manner.

- A. The action points which trigger initiation of your plan should be detailed in this section. As there are different levels identified in the meeting area portion of your plan, there will necessarily be different trigger points that set the plan into action. For example, a house fire in your home would trigger a plan starting with the meeting of family members in a neighborhood location. An evacuation ordered in response to an impending hurricane or wildfire would trigger a plan beginning with assembling family members would travel to the evacuation location. If part of your plan includes evacuating with livestock, factor into your planning the fact that you will need to evacuate earlier than the general population.
- B. Communication methods should be detailed in section B. This should include any communication method available to your family. A calling tree should also be developed to allow quick and efficient notification of all family members and other people required for the execution of your plan.
- C. In section C you will provide the transportation plan for your family. This should be specific down to the vehicle(s) that will be used. The identified vehicles need to be kept in good working condition. Remember that if activation of the plan is associated with a large scale disaster, this vehicle(s) may spend extended periods in stop-and-go traffic. The vehicle(s) should be loaded with a complete safety kit and enough provisions for the human and animal occupants. Make sure that you plan for enough vehicles to meet the needs of your family and animals which will be evacuating with you. This section will also include potential evacuation routes with maps.
- D. Section D will outline how you plan to protect and insure the survival of important documents. Ideally, this will include having copies of all of your important documents in a safe and secure off-site location such as a safety deposit box or fire- and waterproof safe. It is also a good idea to have copies of all of your important documents in an easily transportable container so they can be taken with during an evacuation. Examples of important documents include but are not limited to birth certificates, deeds, loan documents, insurance policies, medical records for you and your pets, social security information, banking information and photographs.
- E. In Section E you should specify how you will insure that your family will have financial resources they can use for a 3-5 day emergency period. This can be in the form of cash, credit or debit cards, or a combination of the two. You should specify the location these financial resources are kept. In addition, you should consider how you will handle other financial transactions that need to occur in your absence. For example, you may have bills that must be paid in your absence. In some cases your spouse or significant other may be able to do this for you if your checking accounts are set-up with dual signing authorization. If this is not in place then you may need to consider providing someone you trust with a power-of-attorney to attend to your financial transactions in your absence.
- F. In the medical requirements section define what medications and therapeutics will be required for you and your animals. This is particularly important if you or a loved one have a chronic medical condition requiring daily medications. A minimum of one week's worth of medication should be on hand and packed so that it may be easily obtained during evacuation. If any of the medications requires special storage conditions such as refrigeration, you will need to plan for this.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

In this section you will define who is responsible for carrying out the different aspects of your plan in your absence. You should identify the household member who will be considered in charge. If you will be depending on someone outside of your household to carry out different parts of your plan then you should define the limits of their responsibility and all pertinent contact information.

V. ADMINISTRATION AND LOGISTICS

- A. Section A will be used to provide instructions for tracking and documenting family expenses. You should provide the level of detail and types of documentation that will be required.
- B. Section B will document who you and your animals will be supported from a nutritional perspective. You should plan to provide food and water for a 3-5 day period. You should develop a similar plan for your animals.
- C. This section should include details on how you plan to house your family. Part of your plan should include sheltering-in-place for those instances where you do not need to or do not have the time to evacuate. This should include your plans for taking care of any electrical, refrigeration, or sanitation requirements you have.
- D. In section D, you will detail how you plan to meet the continuing medical needs for your family and animals. Again, this is particularly important if household members or animals have a chronic health condition requiring continuing treatment or special provisions.

This final section is for you to address any additional needs not addressed by previous sections.

VI. PLAN MAINTENANCE

In this final section you will detail how the plan will be kept in a current state of readiness. This will primarily revolve around providing your plan for plan update and review.