

PLANNING FOR AN EMERGENCY



A FAMILY GUIDE TO DEVELOPING A HOME EMERGENCY PLAN





INTRODUCTION:

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We've all heard it said, "it won't happen to me" or "those things don't happen in this neighborhood," but the reality is that an emergency may occur anywhere and at anytime. The question you have to ask yourself is "would I know how to react in an emergency situation" or "have I taught my children how to react during an emergency situation."

The federal government places guidelines on school districts to ensure the safety of all students, staff and visitors. One specific area of these guidelines is the creation of a District crisis plan as well as individual school crisis plans. Plans are written by a group of individuals often referred to as a crisis team and include information specific to the school, school grounds and surrounding community. An effective plan is one that is practiced on a regular basis. This is best accomplished by the school conducting periodic drills like evacuation drills (fire drills) and lockdown drills. Schools will also periodically perform exercises including mock intruders to evaluate how students and staff will respond to certain situations. Students and staff are taught how to react during certain situations, and they are provided with the direction and tools to make informed and timely decisions.

The Washington Elementary School District would like to see the parents and students put into practice some of the same planning and drilling at home that students do while they are in school. With this Home Emergency Plan, you will be able to work with your family members to put together a plan that can help keep everyone safe if an emergency occurs. Please take the time to create your family plan using all of the resources provided, and don't forget to practice your plan once it is complete. Thank you and have fun.



**Washington Elementary School District
Department of Safety and Security**

**This guide is available in Spanish.*



EMERGENCY PLAN

This is the Household Emergency Plan for the _____ family.

Adults

Children

Pets

Address

Phone

_____ / _____

Relative Emergency Contact

Phone

Neighbor Emergency Contact

Phone



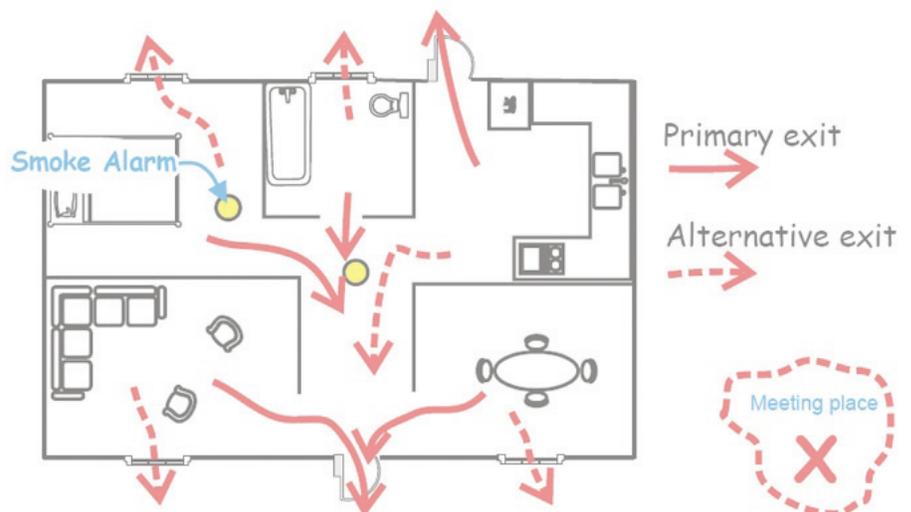
EVACUATION PLAN

Meeting Place

- As a family, decide on an outside meeting place (make it far enough away from the house so you get away from the danger).
- Know your neighbors. As a family, talk to your neighbors about being a safe house to go to in the event of an emergency. A phone call to get help can be made from the neighbors' house.

Evacuation Routes

- With your family use the grid on the next page to draw out your evacuation routes.
- Make sure you have a secondary evacuation route in case your main route is blocked.
- Make everyone in your house a copy of the evacuation plan, and hang copies of the plan by all doors in the house.
- If you have friends or relatives spending the night, make sure they are aware of the evacuation routes.
- If you live in an apartment complex, get as far away from the building as possible.
- If you are on the second floor or higher, do not get in an elevator. Keep a rope ladder by upstairs windows to be used to climb down during an evacuation.





EVACUATION

What does evacuation mean?

Removal of people from a dangerous or potentially dangerous place to somewhere safe.

When do you evacuate your house?

If there is a fire inside your house.

If you smell something that makes your eyes, nose or throat burn.



How do you evacuate your house?

- If there is a fire or smoke, stay close to the ground and follow the evacuation route that your family has picked.
- Make some noise to wake your family up. Don't go looking for them, they might already be outside at your meeting spot.
- Before you go through a closed door, feel it to see if it is hot. If it is, use your back-up evacuation route.
- If you see a pet, you can take it with you, but don't go looking for it. Leave a door open, animals have good instincts; they will get out on their own.



SAFETY TIPS

Below are some safety tips that you should always follow:

- Never leave the house without telling a family member where you are going and when you will return.
- Give your parents a list of your friends names, along with their addresses and telephone numbers.
- Do not open the door unless you know the person on the other side of it (if there is a knock at the door, ask who it is before opening it).
- If you are home alone, never tell someone on the phone that your parents are not home.
- Keep the list of emergency phone numbers by all of the phones in the house.
- Make sure your address is written down and placed by all of the phones in the house.
- Make sure you can see your house number from the street, or it is painted on the curb in front of your house.
- When walking outside, don't talk to strangers. If they approach you, run away and scream for help.
- Don't play with matches or lighters.
- When riding a bicycle or skateboard, always wear a helmet.



POOL SAFETY



- Never go into the water without an adult present. Parents: **ALWAYS** supervise children playing in or around water.
- Never dive headfirst into water. Enter the water feet first. We don't always know how deep the water is, or what is under the water.
- Always swim with a buddy.
- No horseplay in or around the pool **EVER**.

INTRUDERS

What is an intruder?

- Somebody who is present where he or she is not welcome.

What do you do if there is an intruder in your house?

- Don't scream or yell.
- If you can do so without being seen, grab a phone.
- Go to your hiding place.
- When you are safely in your hiding place, quietly call 911 and tell them there is an intruder in your house (if the intruder is close and you can't talk, just call the number and leave the phone on. The 911 operator will send the police to see if you are alright).
- Keep quiet and wait for help to arrive.



What is your hiding place?

- With your parents, find a good hiding spot in your house (make sure it is a spot that is not easy to find, and is safe for you to stay in for some time).
- Don't tell anyone but your parents where your hiding spot is, not even your friends.
- Stay in your hiding spot until your parents or the police tell you it is safe to come out.
- With your parents, create a "safe word" that only you and your parents know, when it is safe to come out they will say the "safe word."

EMERGENCY KIT



Put together an emergency kit in your house in case you can't go outside. This kit should include items such as:

- Flashlight
- Battery-operated AM/FM radio or TV
- Nonelectric clock
- Two sets of extra batteries for each appliance
- Can opener and kitchen utensils
- Matches or a lighter
- Drinking water (enough to provide each family member one gallon per day for a period of three days)
- Nonperishable foods (enough to provide each family member nourishment for a period of three days)
- Pet food (enough for each pet for a period of three days)
- Sanitation and hygiene items
- Large heavy-duty plastic bags for personal sanitation use
- Toilet paper
- First aid kit
- Sunscreen
- Three day supply of any prescription medication for family members
- Extra clothing (at least one change of clothes, two pairs of socks and an extra pair of shoes for each family member)
- Blankets or sleeping bags for each family member
- Photocopies of credit and identification cards and any important documents
- Copy of emergency contact list
- Fire extinguisher
- Duct tape (two rolls)
- Plastic sheeting (can be used to cover doors, windows and vents)
- Signal flare
- Small tool kit (pliers, adjustable wrench, screw drivers, hammer)
- Small shovel
- Paper, pens and/or pencils
- Games, cards, books or toys for children



Mark the box as you add the item to your emergency kit

Place the emergency kit in a safe place that all family members can find

SAFETY EQUIPMENT INVENTORY

On your evacuation map indicate the location of the following safety equipment items, using the stickers provided:



Fire extinguisher

Item is in house



Flashlight

Item is in house



First aid kit

Item is in house



Electrical shut offs

Item is in house



Cordless phone

Item is in house



Emergency Kit

Item is in house



Smoke Detector

Item is in house



EMERGENCY PHONE CONTACTS

Police

911



Fire Department

911

Ambulance

911



Poison Control

1-800-222-1222



Family Member

Name _____

Work _____

Cell _____

Family Member

Name _____

Work _____

Cell _____



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