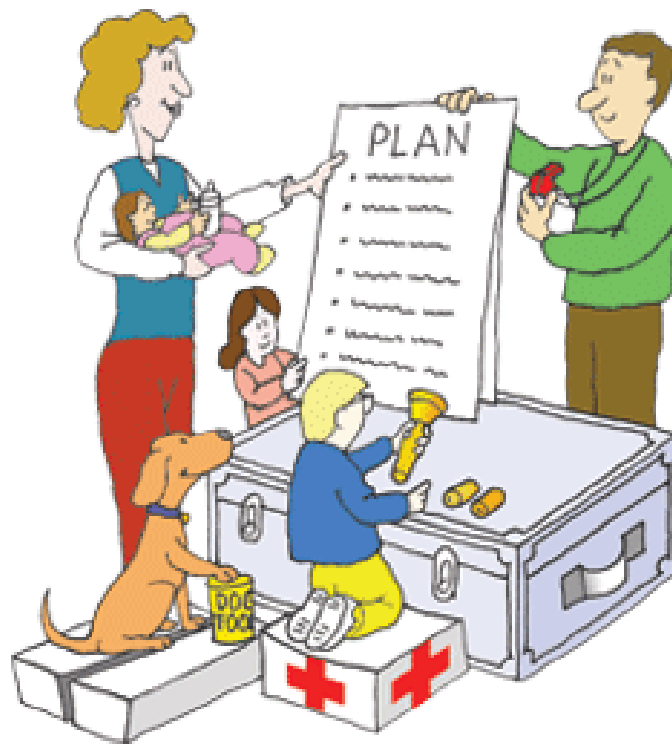


Family Emergency Plan Guide Booklet



 **BritishVirginIslandsRedCross**

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Dear Friends,

The British Virgin Islands Red Cross seeks to encourage you the members of the territory, to be better prepared for any natural or man-made crisis and/or disasters. As the events of Irma and Maria remain grounded in our recent history, this Family Emergency Plan Booklet has been designed to help guide you and your family members in making preparedness plans for your household.

- ❖ Use this activity booklet with your family or household members to discuss how to prepare and respond to the types of emergencies that are most likely to happen where you live, learn, work and play.*

- ❖ Identify responsibilities for each member of your household and how you will work together as a team.*

- ❖ Practice as many elements of your plan as possible.*

Once you have followed the guidance in this booklet, your Home Preparedness Plan will support the greater community response by the BVI Red Cross, which also supports the national response of the Department of Disaster Management (DDM) and other key response agencies.

The British Virgin Islands Red Cross in partnership with all Government, Private Sector and Community Based Organizations stakeholders seeks to organize and coordinate resources of the communities across BVI so to allow for an effective response in time of crisis.

You too can learn more about being prepared and becoming part of the British Virgin Islands Red Cross by visiting our official website at <http://www.redcross.vg>.



A Family Emergency Plan

A) Family 's Name (Surname) : _____

Father's Name : _____

Mother's Name : _____

Children's Name :

a) _____

e) _____

b) _____

f) _____

c) _____

g) _____

d) _____

h) _____

B) Names of other Relatives in the home:

a) _____

e) _____

b) _____

f) _____

c) _____

g) _____

d) _____

h) _____

C) Total number of persons in the family: _____

No. of: a) Adults Male: _____ Female: _____ (18yrs. Over)

b) Youth Male: _____ Female: _____ (13-17yrs.)

c) Children Male: _____ Female: _____ (4-12 yrs.)

d) Babies Male: _____ Female: _____ (1day -3 yrs.)

D) Family members with special needs.

No. of elderly (over 65 yrs.) : _____

No. of persons with disability : _____

No. sick persons : _____

Pregnant women : _____

Other : _____

E) How Many families live in this house? _____

If more than one, then each family must make a family plan.

F) Important Telephone Numbers:

Schools

Babysitter/Nursing Aid

Work

Village/Community

Emergency (Police, Ambulance, Fire, DDM)

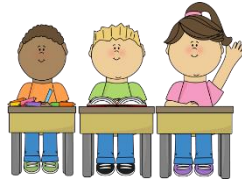
KEEP EMERGENCY PHONE NUMBERS READILY AVAILABLE TO ALL FAMILY MEMBERS.

G) Date of Preparing Plan:

2. WHERE WILL WE BE WHEN DISASTER STRIKES? WE COULD BE ANY WHERE.



At Work



At School



Travelling

A) Where will we meet?

In front of our house?

YES

NO

B) Another place in the community?

If yes.

Name : _____

Address : _____

C) A place outside the community?

YES

NO

If yes.

Name : _____

Address : _____



3. What is a disaster?

A Disaster is an event which results in major loss of lives, livestock and serious injuries. It causes major disruption in daily living. Some examples of events which cause disasters:

**Hurricane
Floods**

**Drought
Epidemic**

**Chemical Spill
Major Traffic Accident**

**Mud Slides
Storm Surge of Tidal Wave**

War/Civic Conflicts

Bomb Explosions

4. What are the community **Emergency Warning** signals?

- a) _____
- b) _____
- c) _____

Getting acquainted with our home surroundings

Major threats identified	Major vulnerabilities

Vulnerabilities at Home

1 Priority	2 Priority	3 Priority
Actions to be taken	Actions to be taken	Actions to be taken

Making a Family Emergency Plan

Method

1. Get your family together



2. Discuss types of disasters; name the ones which your community is more likely to experience.

- a. _____
- b. _____
- c. _____
- d. _____

3. In the event of each what will we do?

4. Will we evacuate? YES [] NO []

IF WE EVACUATE

Before Hurricane season, we need to know the elevation of our property in relation to sea level, nearby ghuts, and bays, and other natural or manmade waterways. If we are in an evacuation zone near the water or low-lying areas we will need to be prepared to leave.

5. If yes -where will we go?
- a. Other family members' house? Yes [] No []
 - b. Neighbours house? Yes [] No []
 - c. Community Shelters? Yes [] No []
 - d. Other Yes [] No []

6. Name and Address of where we have decided to go:

7. How will you leave?
- a. Private Vehicle Yes [] No []
 - b. Bus Yes [] No []
 - c. Boat Yes [] No []
 - d. Walking Yes [] No []

If by private car or boat – name person responsible for getting car/boat filled with needed fuel.

Who will you inform when leaving/evacuating?

Person(s) Names : _____

Address : _____

Telephone # : _____

Total number in the family who will evacuate: _____

	Name	Gender	Age
1.			
2.			
3.			
4.			
5.			
6.			

7.

BEFORE EVACUATING

- Make sure the house is securely locked and boarded up.
Person(s) Responsible: _____
- Store valuables and furniture as high as possible; tie to rafters or place in plastic bags in the safest or strongest area of the house.
Person(s) Responsible: _____
- If leaving a vehicle, secure as best as possible against strong wall.
Person(s) Responsible: _____
- Leave the yard as clean and clear as possible of things that may become flying objects. Objects that are too big must be securely anchored and wrapped with a waterproof covering.
Person(s) Responsible: _____
- Take down satellite dish.
Person(s) Responsible: _____
- Put fridge and freezer on highest setting.
Person(s) Responsible: _____

* Install Hurricane shutters/Plywood or other protective material over windows and doors.





What will we do with animals and pets?

Where will we take them? : _____

When will we take them? : _____

How will we take them? : _____

Names of Family Members responsible : _____

If left on their own do not tie them up; they need to be free to survive. Leave food and water for them.

Person(s) Responsible: _____

If leaving pets with friends or neighbours along with their food, leave a leash with a name tag to keep control of them.

MAKE SURE ALL PETS/ANIMALS HAVE BEEN VACCINATED BEFORE THE HURRICANE SEASON.

IF EVACUATING TO A PUBLIC SHELTER OR NEIGHBOR'S HOUSE

What will it take?

Remember that SPACE will be very limited so take only what you need. Take supplies enough for three (3) days for each person.

Names of person(s) to ensure that all items on the lists are collected:

a) _____ e) _____

b) _____ f) _____

c) _____

g) _____

CHECKLIST

There are six basics you should stock in your disaster supplies kit:

1. Water
2. Food
3. Clothing and Bedding
4. Tools and Emergency Supplies
5. Hygiene Supplies
6. Special Items

WATER

A normally active person needs to drink at least one quart of water each day. Hot environments and intense physical activity can double that amount. Children, Nursing mothers and ill people will need more.

- Store one gallon of water per person per day preferably in plastic containers with covers.
- Keep at least a three-day supply of water for each person in your household.

FOOD

Store at least a three-day supply of non-perishable food. Select food that requires no refrigeration, preparation or cooking and little or no water. Select food that is compact and lightweight.

- Include a selection of food in your Disaster Supplies Kits:
 - Ready to eat canned meats, fruits and vegetables
 - Canned juices, Milk, Soup
 - Tortillas, Cake, Bread, Biscuits etc.
 - High energy food – peanut butter, jelly, cereal, vitamins
 - Comfort/Stress foods – Cookies, hard candy, sweetened cereals, lollipops, coffee, tea bags, baby food.

KITCHEN SUPPLIES

- Plastic Bags: various sizes, sealable bags

- Plastic plates and cups
- Plastic Knives, forks and spoons

TOOLS AND SUPPLIES

- Battery Operated Radio and Extra Batteries
- Flashlight with extra batteries
- Kerosene lamps and Small Supply of Kerosene
- Matches in water proof containers or lighter
- Can opener, utility knife
- Paper, Pencil
- Needles, thread, scissors
- Wrench, Pillars, Hammer, Nails, Saw
- Screwdrivers – 1 Flathead, 1 Philips Head
- Strong rope – ideally nylon for flood rescue
- Plastic Sheeting
- Whistle
- Duct Tape

Please note: (Ensure these will be available where you are taking shelter.)

HYGIENE SUPPLIES

- Toilet Paper
- Sanitary Napkins
- Personal Hygiene Items
- Plastic Bags and Ties
- Plastic Storage Containers
- Disinfectant/ Soap/Detergent
- Household Bleach

CLOTHING AND BEDDING

Include at least one complete change of clothes and footwear per person.

- Sturdy shoes or rubber boots
- Hats, Raincoats
- Blankets, Sleeping Bags, Cots Sponge (Foam) and Mosquito nets (if you have).

- Small Pillows or Cushions.

SPECIAL ITEMS

Remember family members with special needs, such as infants, elderly or disabled persons.

For Babies:

Bottled water
Formula or Powder Milk
Diapers
Bottles
Medication
Extra Clothing
Baby wipes and skin oil

For Adults/Elderly

Extra eye glasses/ Contact Lens
Hearing aids and batteries
Dentures
Prescription Medication – etc.
(Diabetes, Blood Pressure, heart and Asthma)
Wheel Chair, Walkers and other walking aid

Pregnant Women:

A small kit for mother and child in case of an emergency delivery.

IMPORTANT DOCUMENTS/ITEMS

- Waterproof storage container for documents
- Photo I.D. with address
- Family Records – Birth, Death and marriage Certificates
- Medical Records, and list of prescription medicines
- Insurance Policies, Bank, Credit Union Account Information
- Passport and Immigration papers
- Land, House, and Vehicle Title Papers
- Medical History and Vaccination Records
- Will, Credit Card, Money (Cash)

- Keys (2 sets) 1 for another family member

ENTERTAINMENT

- Quiet Games
- Favourite Toy
- Books and magazines

If remaining in your home:

- Ensure that house is properly secured.
- Appoint one person in charge during the emergency.
- If others are sheltering in the family home, have a list of their names and explain the rules of the house and give them responsibilities.

E.g. of House Rules:

- a) No Firearms or weapons.
- b) No drinking of alcohol or taking harmful drugs.
- c) Assist in cooking and other household duties.
- d) Bathrooms must be kept clean.
- e) Candles or open flames must not be used.
- f) If leaving the house – say where you are going.
- g) During the hurricane, never open windows or doors
- h) Share the responsibility of caring for and amusing the children.

Everyone should be encouraged to cooperate and share with each other, especially during the emergency.



Review all these rules with everyone in the house.

AFTER

- If possible, keep tuned to the Radio
- Remain indoors until the **ALL CLEAR** is officially declared.
- When first going outside – preferably wear rubber boots or other sturdy shoes.
- Stay out of disaster areas – this is not a time for sight-seeing! Curfew may be declared-the Police will be in charge.
- Beware of broken and wet electrical wires.
- Avoid walking in flooded areas if possible.
- Children must not be allowed to play in flooded areas- the current can be strong.
- Electricity and water authorities will be checking live wires, so avoid contacting them because your supply has been interrupted.
- Check your home and property for damages – write them down as your District Committees and/or Department of Disaster Management personnel and Ministry of Health and Social Development will be coming around for assessment reports.



Follow-Up Instructions

- Revisit and update your family Emergency Plan every year before the hurricane season begins, preferably in January and in May.
- Continue to meet with you family on a monthly basis during the hurricane season.
- If you change to another community, you may also have to change your plan.

CONTACT NUMBERS
Within the Community

District Representative Office : _____

Community Emergency Response Team : _____
(CERT)

Nearest Police Station : _____

Community Nurse : _____

OUTSIDE OF THE COMMUNITY

Department of Disaster Management : _____

The Royal Virgin Islands Police Force : _____

Peebles Hospital : _____

Virgin Islands Fire & Rescue Services : _____

British Virgin Islands Red Cross : **(284) 494-6349**
