



Make a Plan

“By failing to prepare you are preparing to fail” -- Benjamin Franklin



Benjamin Franklin was a writer, a philosopher, a scientist, a politician, a patriot, a Founding Father, an inventor, and publisher. His writings such as *Poor Richards' Almanac* have provided wisdom for 17 years to the colonies. It is in that wisdom that he shows us his understanding of the importance of preparedness. If we don't take the necessary steps **now** to prepare through planning, we risk failure. In the case of disaster preparedness, failure could prove fatal.

“One thing you never get back in a disaster, is time”-- PEMA Director Richard D. Flinn Jr.

Family Plan

Your family may not be together when disaster strikes, so it is important to know how you will contact one another, how you will get back together and what you will do in case of an emergency. Below are guidelines to help you make an emergency plan for your family. Remember, your emergency plan is a living document that should be reviewed and updated regularly.

- Meet with your family and discuss why you need to prepare for an emergency. Discuss the types of disasters that are most likely to happen and what to do in each situation. Plan to share responsibilities and work together as a team.
- Keep it simple. A disaster is an extremely stressful situation that can create confusion. The best emergency plans are simple enough so that everyone can remember the important details.
- Plan where your family will meet. Meeting places should include locations both near your home (in case of a sudden emergency such as a fire) and outside of your immediate neighborhood (in case you can't return home or need to evacuate). Notify caregivers and babysitters about your plan.
- Plan how your family will communicate. Consider asking a relative or friend who lives outside of your area to be your family contact hub. In a disaster, local telephone service may be disrupted, but long-distance lines are more likely to be open. For this reason, an out-of-town contact may be better able to communicate among separated family members. Everyone should know the contact's name, address and telephone number. (If long-distance lines are not open, try a pay telephone. This is the telephone company's emergency telephone network and will be the first system to be restored if there is an emergency.)
- Post emergency contact numbers near all telephones. Pre-program emergency numbers into phones that have auto-dial. Teach children how and when to dial 9-1-1 to get emergency assistance.
- In the event authorities ask you to evacuate, have a plan for you and your family and identify ahead of time where your family will meet, both within and outside of your immediate neighborhood.
- Determine what should be in your [emergency supply kit](#).
- Practice and maintain your plan. Practicing your plan will help you instinctively make the appropriate response during an actual emergency. Review your plan periodically and make changes as needed.



The form is titled "ReadyPA Family Emergency Plan" and includes sections for:

- Out of State Contact Name
- Neighborhood Meeting Place
- Regional Meeting Place
- Emergency Location
- Emergency Information for each family member and keep it up to date
- Emergency Medical Information
- Medical Information
- Neighborhood Meeting Place
- Regional Meeting Place
- Emergency Location
- Emergency Information for each family member and keep it up to date
- Emergency Medical Information
- Medical Information
- Neighborhood Meeting Place
- Regional Meeting Place
- Emergency Location
- Emergency Information for each family member and keep it up to date
- Emergency Medical Information
- Medical Information

At the bottom, there is a table for "Emergency Contact Information" with columns for Name, Telephone Number, and Mailing Address.

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Pet Plan

If you have pets, it's important to include them in your emergency planning. As you begin to think about disaster preparedness for your pets, keep in mind that what's best for you is usually what's best for your pets. If you evacuate your home, **DO NOT** leave your pets behind. However, because many public shelters will not allow any pets inside, except for service animals, you should plan ahead for different shelter options that will work for both you and your pets. Below are some guidelines to help you prepare to meet the needs of your pets during an emergency.



- Make sure your pet(s) wear collars and tags with up-to-date contact information and other identification.
- Microchip your pet(s) – this is one of the best ways to ensure that you and your pet are reunited if you are separated.
- Purchase a pet carrier for each of your pets; make sure it is readily accessible. (Write your pet's name, your name and contact information on each carrier).
- If you do not have a car, make arrangements with neighbors, family and friends. You can also contact your local government to learn about transportation options during a disaster.
- Plan for where you and your pet are going to stay in the event of an evacuation.
 - ◇ Contact local veterinary clinics, boarding facilities, and local animal shelters. Visit the [Humane Society website](#) to find a shelter in your area.
 - ◇ Ask friends and relatives outside your immediate area if they would be willing to house your pet.
 - ◇ Identify pet-friendly hotels, particularly along existing evacuation routes. ([Pet Friendly Hotels](#))
- If you must leave animals behind, place a sign high on your house (like a window or door) that will be easy for rescuers to see. Make sure the sign includes the type and number of animals which remain. ([Pet Safety Pack](#)) Leave plenty of food and water with feeding instructions for rescuers.
- Include the following in your emergency supply kit for your pets and service animals
 - ◇ Medications and medical records and a Pet First Aid kit.
 - ◇ Sturdy leashes and/or harnesses,
 - ◇ Current photos of your pets in case they get lost.
 - ◇ Food, drinkable water, bowls, cat litter/pan, and manual can opener.
 - ◇ Information on feeding schedules, medical conditions, behavior problems, and the name and number of your veterinarian in case you have to foster or board your pets.
 - ◇ Pet bed or toys if easily transportable.
- Practice and get your pet accustomed their carrier and/or leash.
- In case you're away during a disaster or evacuation order, **make arrangements well in advance for someone you trust to take your pets** and meet you at a specified location. Be sure the person is comfortable with your pets and your pets are familiar with them. Give your emergency caretaker a key to your home and show them where your pets are likely to be (especially if they hide when they're nervous) and where your emergency supply kit is kept.



My human has a plan; does yours?

Yikes! I don't think he does!



**Be a
good
human**

Communication Plan

Communication networks, such as landlines, mobile phones and computers, could be unreliable during disasters, and electricity may be disrupted. Planning in advance will help ensure that all the members of your household as well as those you include in your family plan, know how to reach each other and where to meet up in an emergency. The following will help you communicate in the event of a disaster.

- Create a paper copy of the contact information for your family and other important people/offices, such as medical facilities, doctors, schools, or service providers.
- Identify someone outside of your community or state who can act as a central point of contact to help your household reconnect. In a disaster, it may be easier to make a long-distance phone call than to call across town because local phone lines can be jammed.
- Make sure everyone carries a copy of the communication plan in his or her backpack, purse, or wallet. Wallet-sized cards can be found on the second page of the [Ready PA Family Emergency Plan](#). You should also post a copy in a central location in your home, such as your refrigerator or family bulletin board.
- Have regular household meetings to review and practice your plan.



It is important to remember; if you are using a mobile phone, a text message may get through when a phone call will not. This is because a text message requires far less bandwidth than a phone call. Text messages may also save and then send automatically as soon as capacity becomes available.

Financial Plan

Being ready for a disaster is more than storing water and supplies as well as having cash on hand. You also need to be financially ready. Starting early and having adequate insurance, a plan to pay your bills and access to your important records and accounts will help you get back on your feet faster and avoid problems with your credit when you need it most.

The [Emergency Financial First Aid Kit](#) (EFFAK), a joint publication from Operation Hope and the FEMA Citizen Corps, can help you prepare now. Use this valuable tool to identify your important documents, medical records, and household contracts. When completing the kit, be sure to include pictures or a video of your home and your belongings and keep all of your documents in a safe space.

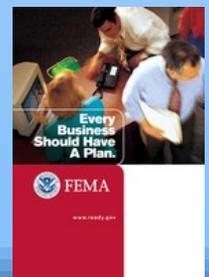


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Business Plan

When business is disrupted, it can cost money. Lost revenues plus extra expenses means reduced profits. Insurance does not cover all costs and cannot replace customers that defect to the competition. A business continuity plan to continue operations is essential. Development of a business continuity plan includes four steps:

- Conduct a [business impact analysis](#) to identify time-sensitive or critical business functions and processes and the resources that support them.
- Identify, document, and implement to recover critical business functions and processes.
- Organize a business continuity team and compile a [business continuity plan](#) to manage a business disruption.
- Conduct [training](#) for the business continuity team and [testing and exercises](#) to evaluate recovery strategies and the plan.



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Additional Resources

Pennsylvania Emergency Management Agency: <http://www.pema.pa.gov>

ReadyPA: www.readypa.org

Federal Emergency Management Agency: www.ready.gov

American Red Cross: <http://www.redcross.org/prepare>

The Humane Society: <http://www.humanesociety.org/>

ASPCA: <https://www.aspc.org/>

