

Family Emergency Plan Guide BOOKLET



ENGLISH VERSION



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From our Director

Climate Change is a major factor as to why resources such as this booklet is important. The 2017 Hurricanes Irma and Maria were destructive due to the impact of Climate Change. The United Nations defines Climate Change as the long-term changes in temperature and weather patterns. These changes cause disasters and hazards such as hurricanes and flooding to be more destructive.

Warmer temperatures caused by climate change causes evaporation to intensify. Storms are dependent on the heat from oceans in order to become hurricanes, which leads to more rain and stronger wind gusts. Even when these storms don't form into hurricanes they still call extensive damages from flooding, which makes plan for emergencies more important because by creating a family emergency we can make the community more resilient.

The British Virgin Islands Red Cross seeks to encourage you the members of the public, to better prepare for natural or man-made hazards and/or disasters. This Family Emergency Plan Booklet has been designed to help guide you and your family members in making preparedness plans for your household in response to all hazards.

- 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.
- Learn about the Climate Crisis and how it impacts disasters.

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>.

This project is supported by the Resilience, Sustainable Energy and Marine Biodiversity Programme (RESEMBID), funded by the European Union, and implemented by Expertise France. RESEMBID is a 47-project programme supporting sustainable human development efforts in 12 Caribbean Overseas Countries and Territories (OCTs) - Aruba, Anguilla, Bonaire, British Virgin Islands, the Cayman Islands, Curaçao, Montserrat, Saba, Sint Eustatius, Saint Barthélemy, Sint Maarten and Turks and Caicos.

Director, BVI Red Cross

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

D. If the school has an emergency plan, where is their designated assembly point in the event of an emergency?

If yes.

Name

Address

3. What is a hazard?

A. Hazard is an agent which has the potential to cause harm to a vulnerable target. Hazards can be both natural or human induced. Some examples of hazardous events include:

- Hurricanes
- Droughts
- Chemical Spills
- Floods
- Pandemics
- Major Traffic Accidents
- Mud Slides
- War/Civic Conflicts
- Epidemics
- Uncontrolled Fires and/or Explosions

4. What is an emergency?

An emergency is a situation that poses an immediate danger to life, property, or environment.

5. What is a disaster?

A disaster occurs when an emergency exceeds the ability for the local first responders to adequately control the situation in a critically affected area:

What are the community Emergency Warning signals?

- _____
- _____
- _____

Getting acquainted with your home and community surroundings, which can be identified through Enhanced Vulnerability Capacity Assessments (EVCA).

Major hazards identified

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Major vulnerabilities

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Vulnerabilities at Home

1 Priority | Actions to be taken

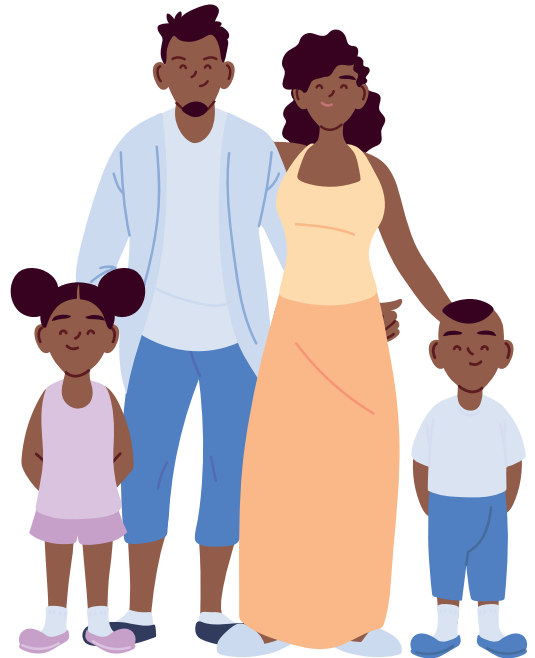
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

2 Priority | Actions to be taken

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

3 Priority | Actions to be taken

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____



Inventory List of major valuables on the property for insurances claims

	Item	No. of years owned	Exact/Estimated Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			



A Family Emergency Plan

Method

1. Gather your family together for a meeting.

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

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

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

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

IF WE EVACUATE

You will need to assess your home/property to identify vulnerabilities that could result in the occupants being harmed and determine if evacuating would be the best option. Here are some example questions to ask yourself:

Is your property situated in a flood prone location?

Is your house/property near to the seaside where the potential for storm surge/tidal waves can affect it?

If the local Disaster Management Office declares your location as an evacuation zone, be prepared to evacuate immediately.

Think about other hazards that may require you to evacuate your home/property.

4. If yes -where will we go?

- | | | |
|---------------------------------|---------|--------|
| a. Other family members' house? | YES [] | NO [] |
| b. Neighbor's house? | YES [] | NO [] |
| c. Community Shelters? | YES [] | NO [] |
| d. Other | YES [] | NO [] |

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

6. How will you leave?

- | | | |
|--------------------|----------------------------------|---------------------------------|
| a. Private Vehicle | YES [<input type="checkbox"/>] | NO [<input type="checkbox"/>] |
| b. Bus | YES [<input type="checkbox"/>] | NO [<input type="checkbox"/>] |
| c. Boat | YES [<input type="checkbox"/>] | NO [<input type="checkbox"/>] |
| d. Walking | YES [<input type="checkbox"/>] | NO [<input type="checkbox"/>] |

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

Person(s) Responsible:

Who will you inform when leaving/evacuating?

Person(s) Names:

Address:

Telephone #:

Total number in the family who will evacuate:

Name	Gender	Age
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>



BEFORE EVACUATING

- Make sure the house/property is properly secured, e.g. lock doors, board up windows.

Person(s) Responsible:

- If evacuating for a hurricane, 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.

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:

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 no 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 neighbors 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 NEIGHBOUR'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. _____

b. _____

c. _____

e. _____

f. _____

g. _____

CHECKLIST

These are the basics you should stock in your disaster supplies kit:

- | | |
|---|--|
| <input type="checkbox"/> Water | <input type="checkbox"/> Tools and Emergency Supplies |
| <input type="checkbox"/> Cash | <input type="checkbox"/> Personal Protective Equipment |
| <input type="checkbox"/> Food/Medication | <input type="checkbox"/> Hygiene Supplies |
| <input type="checkbox"/> Clothing and Bedding | <input type="checkbox"/> Special Items (toys for children) |

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
- ☐ Gloves, Masks, Hand Sanitizers



CLOTHING AND BEDDING

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

- ☐ Sturdy shoes e.g. rubber boots, sneakers
- ☐ 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.
(Consider residing at a shelter to the nearest hospital for high risk individuals.)

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) I for another family member



ENTERTAINMENT

- ☐ Quiet Games
- ☐ Favorite 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.



WHAT TO DO NEXT?

- If possible, tune in to the local radio stations/search on the online media sites for further updates on the situation.
- Remain in a safe location 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 secondary hazards as a result of the emergency such as, broken and/or wet electrical wires, broken glass, screws and nails etc..
- 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, Ministry of Health and Social Development and Insurance agencies will be coming around for assessment reports.

Follow-Up Instructions

- Revisit and update your Family Emergency plan preferably in January.
- Continue to meet with your family on a monthly basis especially during the hurricane season.

If you move to another community, you may also need to change your plan.

CONTACT NUMBERS



WITHIN THE COMMUNITY

District Representative Office

Community Emergency Response Team (CERT)

Nearest Police Station

Community Clinic

OUTSIDE OF THE COMMUNITY

Department of Disaster Management

The Royal Virgin Islands Police Force

Dr. D. Orlando Smith Hospital

Virgin Islands Fire & Rescue Services

British Virgin Islands Red Cross

(284) 494 - 6349




This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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