

_____ Family Emergency Binder

Courtesy of:



When disaster strikes, your immediate concern will be your safety and the safety of those you care about. Although you don't know when disaster will strike, you do know that you can take steps today to be better prepared. Taking the time to prepare an emergency plan, create preparedness kits, and organize important personal information will give you peace of mind and help you avoid additional stress following a disaster,

This **black emergency binder** is intended to be a starting point in disaster preparedness. Use the materials included* as tools to get started and customize it to meet your own household needs.

Review and update the **black emergency binder** at least once a year, to make sure the information is current. Store the **black emergency binder** in a safe place such as a fireproof and waterproof box or safe. Make sure everyone in the household knows about it so it can be quickly retrieved in case of an emergency. Use the **red emergency binder** as a reminder that disasters don't plan ahead, but you can.



(We recommend that you purchase dividers and create the following sections:)

Table of Contents:

1. Emergency Communication Plan
2. Important Phone Numbers
2. Household Information
2. Financial & Legal Information
3. Medical Information
4. Inventory of Valuable Items
5. Preparedness Kit Inventory



Emergency Communication Plan



BASIC INFORMATION:

Out of Town Contact/Phone #:

Neighbor's Phone #:

Neighborhood Meeting Place:

Evacuation Location:

WORK INFORMATION:

Company 1:

Address 1:

Phone # 1:

Company 2:

Address 2:

Phone #2:

Emergency Communication Plan



SCHOOL INFORMATION:

School 1:

Address 1:

Phone #1 :

Evacuation Location 1:

Child/Grade/Teacher 1:

School 2:

Address 2:

Phone # 2:

Evacuation Location 2:

Child/Grade/Teacher 2:

Household Contact Information



PERSON 1

Name:

Phone # / Email Address:

Notes:

PERSON 2

Name:

Phone # / Email Address:

Notes:

PERSON 3

Name:

Phone # / Email Address:

Notes:

Household Contact Information



PERSON 4

Name:

Phone # / Email Address:

Notes:

PERSON 5

Name:

Phone # / Email Address:

Notes:

PERSON 6

Name:

Phone # / Email Address:

Notes:

Important Phone Numbers



In case of an emergency call 9-1-1

Note: visible flames/fire is considered an emergency.

Anaheim Building Division: (714) 765-5153

Anaheim Code Enforcement: (714) 765-5158

Anaheim Fire & Rescue (non-emergency): (714) 765-4000

Anaheim Planning Department: (714) 765-5139

Anaheim Police Department (non-emergency): (714) 765-1900

Anaheim Public Utilities: (714) 765-3300

Anaheim Public Works: (714) 765-5176

Animal Control: (714) 935-6848

Orange County Clerk Recorder: (714) 834-2500

Republic Services (waste management): (800) 700-8610

SoCal Gas: (909) 307-7070

Household Information



Think about documents you would need to identify yourself and your household members, including children and pets, your relationships, or status. Consider making copies of the following to keep in here or store electronic copies in a password protected flash or external drive:

Vital records (birth certificate, marriage certificate, divorce certificate, adoption, child custody papers)

Passport, driver's license, social security cards, green card, military service identification, other

Pet ownership papers, identification tags/numbers

Other: _____

Financial and Legal Documentation



If your home or income is impacted by a disaster, you will need documentation to request assistance from insurance providers and from government disaster assistance programs. Consider making copies of the following to keep in here or store electronic copies in a password protected flash or external drive:

- Housing:** lease or rental agreements, mortgage, home equity line of credit, deed
- Vehicle:** loan documents, VIN, registration, title
- Other Financial Obligations:** utility bills, credit cards, student loans, alimony, child support, elder care, automatic payments such as gym memberships, etc.
- Financial Accounts:** checking, savings, debit cards, retirement, investment
- Insurance Policies:** homeowners, renters, auto, life, flood, appraisals, photos, and lists of valuable items
- Sources of Income:** pay stub, government benefits, alimony, child support
- Tax Statements:** Federal/State income tax returns, property tax, vehicle tax
- Estate Planning:** will, trust, power of attorney

Medical Information



Consider making copies of the following to keep in here or store electronic copies in a password protected flash or external drive:

Doctor Name 1:

Phone Number 1:

Doctor Name 2:

Phone Number 2:

Pediatrician Name:

Phone Number:

Health/dental insurance cards, Medicare, Medicaid, VA health benefits #s:

List of medications, immunizations, allergies, prescriptions, medical equipment and devices, pharmacy information:

Inventory of Valuable Items



Make a list of valuable items in your home and take photos of the items:

1. _____ Value \$: _____

2. _____ Value \$: _____

3. _____ Value \$: _____

4. _____ Value \$: _____

5. _____ Value \$: _____

6. _____ Value \$: _____

7. _____ Value \$: _____

8. _____ Value \$: _____

9. _____ Value \$: _____

10. _____ Value \$: _____

11. _____ Value \$: _____

12. _____ Value \$: _____

Preparedness Kit Inventory



Here is a list of basics to start creating emergency preparedness kits:

HOME:

- 1 gallon of water per person/day for at least 3 days for drinking and sanitation
- At least a 3 day supply of non-perishable food, can opener if needed
- Battery-powered or hand crank radio and extra batteries
- Flashlight and extra batteries
- First Aid Kit
- Whistle to signal for help
- Dust mask, garbage bags, plastic sheeting, duct tape
- Baby wipes, garbage bags and plastic ties for personal sanitation
- Wrench to turn off utilities
- Maps of Orange, Los Angeles, and San Diego counties
- Cell phone charger and back-up battery pack

- CAR:** blanket, water, snacks, comfortable shoes, flashlight, first aid kit, wet wipes, toilet paper

- WORK:** comfortable shoes, extra food and water, flashlight, medications

- CHILDREN:** formula, special food, diapers, medications, activities

- PETS:** pet food, extra water, leashes/collars, medications

Additional Resources



Anaheim Fire & Rescue:

www.anaheim.net/fire

Facebook, Twitter, Instagram: [Anaheim Fire & Rescue](#)

Know Your Way: www.anaheim.net/5204/Know-Your-Way

Anaheim Alert: www.anaheim.net

Alert OC: www.alertoc.com

Ready OC:

www.readyoc.org

Facebook, Twitter, Instagram: [Ready OC](#)

Federal Government:

www.ready.gov

www.fema.gov

Facebook, Twitter, Instagram:

[FEMA Federal Emergency Management Agency](#)

*Information provided in the handouts was compiled from the sources listed above.