



<https://www.missingkids.org>

1-800-THE-LOST® | 1-800-843-5678

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## DEAR PARENTS:

Congratulations! You have just received the first edition of the Family Emergency Rapid Response Cards (RRCs).

We have produced these RRCs as a tool to assist families preparing for a disaster, during a disaster and following a disaster. These RRCs are meant to be used as a quick reference resource and guide. Its simple format and easy-to-use cards are weather resistant and small. The content in these RRCs contains personal and general information regarding

disaster preparedness and reunification plans. These plans should be updated as needed.

Disasters are occurring more frequently. This simplified tool is a layer of protection for individuals who may need tangible information during a specific incident. Tips can be utilized by all family members and help give you, as parents, peace of mind.

Completion of the Family Emergency RRCs is one step in gaining some level of control and a practical step in preparing your family for any type of emergency situation.

## EMERGENCY INFORMATION

Police and Dispatch **911**

Medical Emergency **911**

Poison Control Center **1-800-222-1222**

National Center for Missing & Exploited Children® **1-800-843-5678**

Emergency Phone #1: \_\_\_\_\_

Emergency Phone #2: \_\_\_\_\_

## My Family's Name, Address and Phone Numbers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SCHOOL INFORMATION

Child Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School Address: \_\_\_\_\_

Teacher/Homeroom Teacher: \_\_\_\_\_

Classroom: \_\_\_\_\_

## Class Schedule:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FAMILY MEMBER INFORMATION

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Glasses: Yes / No      Hearing Aids: Yes / No

Medical: \_\_\_\_\_

INSERT PHOTO OF FAMILY MEMBER HERE

**FAMILY MEMBER INFORMATION**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Glasses: Yes / No      Hearing Aids: Yes / No

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INSERT PHOTO OF FAMILY MEMBER HERE

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**FAMILY MEMBER INFORMATION**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Glasses: Yes / No      Hearing Aids: Yes / No

Medical: \_\_\_\_\_

INSERT PHOTO OF FAMILY MEMBER HERE

**FAMILY MEMBER WITH SPECIAL NEEDS**

Name: \_\_\_\_\_

Special need/diagnosis: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accommodations needed: \_\_\_\_\_

**FAMILY MEMBER WITH SPECIAL NEEDS**

Name: \_\_\_\_\_

Special need/diagnosis: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accommodations needed: \_\_\_\_\_

**EVACUATION DESTINATION AND ROUTES**

Community Evacuation Route: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PLAN FOR UTILITIES AND PETS

Who will turn off the utilities? \_\_\_\_\_

Water: \_\_\_\_\_

Gas: \_\_\_\_\_

Electric: \_\_\_\_\_

Plan for Pets: \_\_\_\_\_

### MEDICAL EMERGENCY TIPS

Both the American Red Cross and American College of Emergency Physicians recommend the "AID" rule of thumb:

#### ASK FOR HELP • INTERVENE • DO NO FURTHER HARM

- Make sure the scene is safe. Survey the scene, secure the scene and move victims only if they are in an unsafe place such as near oncoming traffic or fires. Only move victims if it is absolutely necessary.
- Call 911.
- If possible, assign someone to direct emergency responders to your location.
- Check the person's airway, breathing and circulation. Start chest compressions immediately if the victim is not breathing. Don't stop until either the patient begins breathing or emergency personnel arrive.



Source: American Red Cross

### EVACUATION

#### WHEN TO LEAVE

- Upon hearing or seeing an alarm
- When an evacuation is ordered by local authorities
- If you smell or see smoke or fire
- If you smell a gas leak or fuel
- Any other potential emergency that can pose a danger

#### EMERGENCIES MAY INCLUDE:

### EVACUATION

#### FIRE

- Activate nearest fire alarm
- Evacuate immediately and stay clear of the area
- Call 911

- If trapped, make noise to alert rescuers (tap on walls or pipes, or yell)
- Call 911

#### EXPLOSION

- Evacuate and find a safe area
- Be aware of the potential for falling debris

#### HAZARDOUS MATERIAL

- If indoors, evacuate immediately; if outdoors, go inside and shelter in place
- Call 911

#### HOW TO LEAVE

### EVACUATION

- Take Emergency Supply Kit\*
- Leave using the nearest exit
- Do NOT reenter building
- Stay clear of dangerous areas
- Follow local evacuation instructions

\*See Emergency Supply Kit section when evacuating

#### WHEN TO STAY

### SHELTER IN PLACE

- During an external threat (police action in your area, weather or environmental)
- When instructed to shelter in place by local authorities

#### EMERGENCIES MAY INCLUDE:

### SHELTER IN PLACE

#### TORNADO

- Seek shelter immediately
- Go to an interior room away from windows and glass
- Cover head
- Call 911

- If possible, send someone to meet emergency responders to direct to your location

#### ACTIVE SHOOTER

- Shelter in place or evacuate if it is safe to do so

#### MEDICAL EMERGENCY

- Do NOT move the person unless they are in danger
- Call 911

- Turn off lights and silence phones
- Block entry and lock door
- Hide and call 911

#### HOW TO STAY

### SHELTER IN PLACE

- Find a safe place to shelter; if outdoors, find a safe place and shelter there
- Stay calm and informed
- Remain sheltered until otherwise instructed

#### WHEN IS IT SAFE TO REUNITE WITH YOUR FAMILY?

- You are safe and uninjured
- Once you are no longer in danger
- After you have been given the all-clear by the proper authority

### HOW TO REUNITE WITH YOUR FAMILY FOLLOWING A DISASTER:

- Utilize your Family Emergency Playbook that has important information, such as phone numbers, emergency contacts and designated meeting places.
- Become familiar with your child's school/child care facility's emergency plans.
- During the process of reunifying with your loved ones, stay informed of emergency warnings and updates.
- Use social media platforms to find out if loved ones are safe. These communication channels allow you to share information quickly and efficiently to find out if loved ones are safe and okay.

### NATIONAL DISASTER REUNIFICATION RESOURCES

To search for a missing child, contact the National Center for Missing & Exploited Children at **1-800-THE-LOST (1-800-843-5678)**.

To report a found child who has been separated from his/her parents, utilize the National Center for Missing & Exploited Children's Unaccompanied Minors Registry at <https://umr.missingkids.org>.

To search for a family member or loved one, utilize the American Red Cross Safe and Well system at <https://safeandwell.communityos.org>.



WHICH FEMA REGION DO YOU LIVE IN?

Discuss the differences in preparing for the specific disaster risks in your area. What preparations remain the same?

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### BASIC EMERGENCY SUPPLY KIT

The information below is the FEMA-recommended disaster supply kit. The list should be considered the minimum supplies needed in the event of an emergency.

- First-aid kit
- Battery-powered or hand crank radio
- Battery-powered or hand crank flashlight
- Whistle to signal for help
- Cell phone with charger
- Local maps
- Dust mask, plastic sheeting and duct tape to shelter in place
- Garbage bags, moist toilettes and plastic ties for personal sanitation
- Food, at least a three-day supply of non-perishable food and manual can-opener





### BASIC EMERGENCY SUPPLY KIT

#### OTHER ITEMS TO CONSIDER FOR ALL FAMILY MEMBERS:

- Baby supplies (bottles, formula, baby food, diapers)
- Kid's comfort items, such as a favorite blanket, stuffed animal, etc.
- Games, books and activities for children
- Towels/wet wipes
- Medication, including hearing aids (with extra batteries), glasses, etc.
- Extra clothing
- Extra set of car keys and house keys
- Pet supplies (collar, leash, ID, food, carrier, bowl)

Source American Red Cross

### ADDITIONAL EMERGENCY PREPARATIONS

-  Fill your car with gas
-  Fill plastic bags with water and place them in the freezer
-  Get extra cash out of the bank
-  Fill prescriptions

### NOTES

### EVACUATION DESTINATIONS AND ROUTES

If a disaster occurs, shelter in place.

If sheltering in place is too dangerous, proceed to where local authorities direct you.

If separated from your loved ones, remember to meet at the agreed upon location listed in your family reunification plan.

### **EVACUATION DESTINATIONS AND ROUTES**

If you continue to shelter in place, access your emergency kit contents and try phoning family.

If phone lines are inundated, try texting. Keep texts short and concise.

If texts will not go through, call out-of-state contacts.

#### **LOCAL EMERGENCY CONTACT**

Name(s): \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Additional Phone: \_\_\_\_\_

INSERT PHOTO OF LOCAL  
EMERGENCY CONTACT

#### **LOCAL EMERGENCY CONTACT**

Name(s): \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Additional Phone: \_\_\_\_\_

INSERT PHOTO OF LOCAL  
EMERGENCY CONTACT

#### **LOCAL EMERGENCY CONTACT**

Name(s): \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Additional Phone: \_\_\_\_\_

INSERT PHOTO OF LOCAL  
EMERGENCY CONTACT

#### **OUT-OF-STATE EMERGENCY CONTACT**

Name(s): \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Additional Phone: \_\_\_\_\_

INSERT PHOTO OF OUT-OF-STATE  
EMERGENCY CONTACT



**PRIMARY MEETING PLACE**

Location: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Cross streets: \_\_\_\_\_

INSERT MAP AND/OR PHOTO OF  
PRIMARY MEETING PLACE

**SECONDARY MEETING PLACE**

Location: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Cross streets: \_\_\_\_\_

INSERT MAP AND/OR PHOTO OF  
SECONDARY MEETING PLACE

**OUT-OF-AREA MEETING PLACE**

Location: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Cross streets: \_\_\_\_\_

INSERT MAP AND/OR PHOTO OF  
OUT-OF-AREA MEETING PLACE

**NATIONAL EMERGENCY CHILD LOCATOR CENTER**

In October 2006, Congress and President George W. Bush solidified this disaster support resource and created the National Emergency Child Locator Center. When a national disaster is declared by the President, the National Center for Missing & Exploited Children® can activate this call center to assist in the location of children and the reunification of families resulting from the disaster or subsequent evacuations.

**TEAM ADAM**

Team Adam, a program of the National Center for Missing & Exploited Children, provides rapid, on-site assistance to law enforcement agencies and families in cases of critically missing children. Team Adam consultants are retired law enforcement professionals with years of investigative experience at the federal, state and local levels.

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**THE UNACCOMPANIED MINORS REGISTRY**

The Unaccompanied Minors Registry is a tool for reporting children displaced during a disaster such as a hurricane, tornado or terrorist attack. Through the unaccompanied minors registry, the National Center for Missing & Exploited Children is able to assist emergency management personnel on the ground in their efforts to reunite families.

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