



MODULE 1

PERSONAL

EMERGENCY

PREPAREDNESS

1G

Contact Lists & Important Documents



**PERSONAL EMERGENCY PREPAREDNESS
MODULE 1G: YOUR PERSONAL DISASTER PLAN**

Contact Lists & Important Documents

Materials Needed:

- 1 copy of the Out-of-town Contact List for each household
- 1 copy of the letter to send, out-of-town, with the packet.
- 1 copy of the 'Documents' page

- 1. Photos & Video** - If you have not already filled out the FEMA Financial 'First Aid' Kit, this would be a good time to do that. In addition to the FEMA Kit, you might want to take photos and videos of all valuables as documentation for insurance claims.
- 2. Family Photos** - If you have access to a photo scanner and computer, you may want to consider scanning family pictures into your computer, and then saving them on a flash drive, to be sent with to an out of town friend or relative for safe keeping. It is often such items as family pictures that can not be replaced, but with modern technology, it is much easier and more affordable to keep electronic copies of pictures.
- 3. Out-of-Area Contact** - You will want to contact a friend or relative that lives at least 100 miles away to be your Out-of-Area Contact. After a disaster, it is often easier to make out-of-town calls than local calls. Your family should decide who you will all call (the same person) in case of an emergency. After a disaster, all members of the household call this person, and let them know how they are, and where they are. That person can then pass messages to your family as they call in.

Out-of-Area Contacts



Local phones systems may be shut down in a disaster. However, you frequently can place a long-distance call.

Out-of-Area Contact: _____

Phone Number (with area code): _____

Cell Phone Number (with area code): _____

Also record this information on your Contact Cards (Module 1C)

TIP: You may be able to text message all your loved ones on your cell phone. Keep these messages short.

Did You Know?

*Phone lines were "hardened" years ago to withstand nuclear attack and are quite resistant to damage. It's difficult to make local calls not because of damage, but because of the number of people trying to call at the same time. Typically, however, you can make long distance calls.

*One reason the local phone system shuts down during earthquakes is because handsets get knocked from their bases. Help restore local phone service by making sure all your phones are hung up.

*You should keep a phone that does not require electricity. Cordless phones use electricity! If the power is out, they will not work.

*Pay phones are part of the emergency services network, and are a priority to be restored to service. Tape the coins needed to use a pay phone to your contact card.

Out-of-Area Contacts



Dear _____,

As you know, we live in a vulnerable world, where it is likely that we will, at some point, be affected by an emergency, disaster, public health event, or even a crime. Knowing that emergencies often happen when we least expect them, it seems like a good idea to get prepared. I have decided to become involved in my community's preparedness project, called 'Neighbors Helping Neighbors'. My neighborhood is holding meetings, exercises and drills designed to prepare us for any emergency or disaster we may face. One of our meetings reminded us that it is often very difficult to make local phone calls following a disaster. In fact it is far easier to make long distance calls, due to the high call volume on local lines. The Neighbors Helping Neighbors project suggested that we arrange for an 'Out-of-Area' contact, (someone that lives over 100 miles away) to be the person every member of our household calls to report their status, and also get information on the rest of the family members.

Would you consider being the 'Out-of-Area' contact for our family. Hopefully we will never have to use this plan, but it certainly makes us feel better to know we have a plan in place, should we need it.

I am listing all our phone numbers for you:

Thank you for considering being our family contact.

Thanks again, we do appreciate it.

Sincerely,

