



Umpqua Prepared

Individual/Family Emergency Plan

Getting Started

1. **Review the Template** - Look over the plan example and list the information you'll need to gather.
2. **Gather Information** - Allow 1–2 weeks to collect all necessary information and documents.
3. **Fill Out the Plan** - Set aside 2 hours to complete it. Print, review for accuracy, and have another individual/family member double-check.
4. **Save & Store Safely**
 - **Digital:** Use a password-protected USB/external drive, secure cloud storage, or email folder (email to yourself).
 - **Printed:** Make copies for each adult plus one spare. Store in zip lock bags in go kits and shelter kits.
5. **Protect Sensitive Information** - Follow [Federal Trade Commission](#) tips on identity theft.
6. **Share the Plan** - Review with household members so everyone knows it. Consider sharing with a trusted contact outside your community.
7. **Keep It Updated** - Schedule annual reviews and updates on your personal calendar.

Sharing and Maintaining this Plan

Annually check/review your plan/kits, communicate any changes and refresh household members on the plan then document below. Car kits, check before winter/summer seasons.

Check federal, state and local preparedness resources for updates:

- Federal: [Ready.gov](#), [Are You Ready Guide](#), [Financial First Aid Kit](#)
- State: [Wildfire Response and Recovery](#)
- Local: Douglas [County Emergency Management](#)
- Douglas Public Health Network: [Umpqua Prepared](#)

	Date	Date	Date	Date	Date
Plan Review/Update					
Financial Info Kit					
Shelter in Place Kit					
First Aid Kit					
Go Kit(s)					
Car Kit(s)					
Pet Kit(s)					

Plan Sections	# of Household Members	
A. Household Information		# of Adults
B. Household Member Information		
C. Household Pet/Animal Information		# of Children
D. Household Emergency Kit(s) Plan		
E. Household Sheltering Plan		# Requiring Mobility Assistance to Evacuate
F. Household Evacuation Plan		
G. Household Recovery Plan		
H. Additional Information		# of Pets/Animals to Evacuate

Responsibilities in the Event of an Emergency/Disaster

Task	Description	Assigned To
Stay Informed	Stay updated by monitoring NOAA Weather Radio, local media, text/email alerts from Douglas Alerts (events page) and public safety websites.	
Check and Ready Kits	Locate and check your emergency kits to ensure everything is in order: shelter in place, go kit, car kits, pet kits, individual kits.	
Evacuation(s)	Review Oregon Be Ready, Be Set, Go Now guidelines so you are ready to evacuate, if needed.	
Shelter In Place	Follow public safety instructions for hazards (storms, earthquakes, hazardous chemicals). See Ready.gov .	
Check on Others	If safe, ensure neighbors, friends, or family know the situation and have help if needed.	
Recovery	Understand your role and access to resources directly following an emergency or disaster. Recovery @ Ready.gov	

Additional Household Instructions

A. Household Information

Household Information

Street Address			
Mailing Address			
Home Phone		Email	
Emergency Meeting Locations	In Neighborhood:		
	Out-of-Neighborhood:		
	Out-of-Town Meeting Place:		

Emergency Communications

Device	Your Information	Web Link for More Info
Local Alerting System	Signed Up <input type="checkbox"/> No <input type="checkbox"/> Yes	Douglas Alerts – Oregon OR Alerts
NOAA Weather Radio	Location:	NOAA Stations - Oregon
AM/FM Radio	Location:	Frequency:
FEMA Mobile App	Signed Up <input type="checkbox"/> No <input type="checkbox"/> Yes	FEMA (shelters/weather, preparedness)
American Red Cross App	App Installed <input type="checkbox"/> No <input type="checkbox"/> Yes	Emergency First Aid, Shelter
Amateur Radio Operator	<input type="checkbox"/> No <input type="checkbox"/> Yes – Call Sign	Douglas Co Auxiliary Communications

Emergency Points of Contact

Points of Contact Type	Name/Relationship	Phone/Email
Out of Area		
In Area		

Public Safety Services/Social Services

Provider	Customer Service/Non-Emergency #	Web Link for More Info
911 Emergency Dispatch		
Law Enforcement		
Fire Service		
Ambulance/EMS		
Poison Control	1-800-222-1222	Poison Control
Suicide and Crisis Lifeline	Call or text 988, Chat at 988lifeline.org	988 Lifeline
Health/Social Services	211, or text zip code to `898211`	Oregon 211

Utility Service Providers

Provider	Acct #/Account Holder Name	Customer Service #	Website Link
Garbage			
Internet			
Fuel - Natural Gas			
Fuel - Propane			
Phone – Cellular			
Phone – Home			
Power			
Television			
Water			
Waste Water			

Utility Shut-Off Locations at Home

Utility/Service	Location at Home or on Property
Power – Main Panel	
Natural Gas	
Propane	
Water	
Other	

Additional Information About Your Utilities/Services

B. Household Member(s) Information

*Access, Functional, and Special Needs – Attach a separate information page for each household member with specific medical, functional, or evacuation needs. Helpful resources: [Emergency Info Form for Children with Special Healthcare Needs](#) and [Disaster Safety for People with Disabilities](#).

Household Member Information

#	Name	Age	Relationship	AFN*	Allergies	Mobile #/Email
1						
2						
3						
4						
5						
6						

Health and Medical Services/Providers

Type/Name	Name, Bus/Provider	Household Member Names or All	Phone #/Website
Hospital, Preferred			
Primary Care			
Pediatric			
Specialist			
Dentist			
Pharmacy 1*			
Pharmacy 2*			
Medical Equip. Vendor*			
Home Oxygen Vendor*			
In Home Care Providers*			

Health and Medical Insurance

Provider Name	Group #	ID #	Household Member Names	Phone #/Website

C. Household Pet/Animal Information

*Pets – Attach an info page for each pet with medication, feeding, or evacuation needs; resources to support with pet [planning](#).

Pet/Animal Information

#	Name	Age	Type	Allergies*	Medications*	Chip # / License #
1						
2						
3						
4						
5						
6						

Medical/Boarding/Care Providers

Type	Agency Name	Pet Names	Phone #/Website
Veterinary 1			
Veterinary 2			
Boarding Kennel			
Daycare			
In Home Care Providers			

Livestock Animals

Create a separate plan covering medical needs, feed, and evacuation arrangements, including available resources; resources to support [livestock planning](#).

Additional Information About Your Pets/Animals

D. Household Emergency Kit(s) Plan

Document the number, type and locations of where your kit information is stored.

General Kits

Kit Type	Location	Inventory List – Y/N	Additional Information/Notes
First Aid Kit			
Financial			
Shelter In Place			
Shelter In Place - Chemical			
Car Kit #1			
Car Kit #2			

Individual Go Kits for Evacuation (add the word pet to any pet kits listed)

Name	Location	Inventory List– Y/N	Additional Information/Notes

Additional Information About Your Pets/Animals

E. Household Sheltering Plan

1. Sheltering in Place at Home for Two Weeks

List what you need to stay safe at home for 2 weeks if utilities, roads, or shelter access are disrupted; sheltering resources to support your planning - [Ready.Gov sheltering info](#).

Food/Water/Medicine(s)	Sheltering/Communications	Power/Heat/Cooling
<input type="checkbox"/> Food, non-perishable <input type="checkbox"/> Water stockpiled <input type="checkbox"/> Water sanitizing product <input type="checkbox"/> Water filtering resource <input type="checkbox"/> Critical medicines <input type="checkbox"/> Waste bags <input type="checkbox"/> Shovels	<input type="checkbox"/> Tarps – repairs, sheltering, shade <input type="checkbox"/> Plastic/duct tape – repair windows <input type="checkbox"/> Rope/line/cord, for use with tarps <input type="checkbox"/> Camping tent <input type="checkbox"/> Cot/sleeping pad <input type="checkbox"/> AM/FM battery radio <input type="checkbox"/> NOAA Weather Radio	<input type="checkbox"/> Camp stove, barbeque, fire pit <input type="checkbox"/> Small generator <input type="checkbox"/> Fuel for generator <input type="checkbox"/> Propane <input type="checkbox"/> Extra batteries <input type="checkbox"/> Fans for cooling <input type="checkbox"/> Umbrellas for shade

2. Sheltering in Place at Home Due to Nearby Chemical Release

During certain emergencies local authorities may direct the public to “shelter in place”; an accessible, safe room where you can seal windows, vents and doors and listen to emergency broadcasts for updates. Identify the resources available to create shelter room inside your home. Resources to support your planning efforts, [Ready.Gov sheltering info for chemical release](#).

Location-Room/Utility Shut Off's	Room/Vent Sealing Resources
<input type="checkbox"/> Room Location Identified <input type="checkbox"/> Heating/Cooling Shut-Off Locations for Identified Room(s)	<input type="checkbox"/> Tape (duct, masking) <input type="checkbox"/> Plastic sheeting <input type="checkbox"/> Wet Towels

3. Sheltering Away from Home Options

A. Identified Friends and Family to Stay With – Nearby or in Neighboring Area

Name	Address	Phone #	Additional Info

B. Identified Campgrounds/Motels

Name	Address	Phone #	Website Link

C. Identified Community Shelters or Information on How to Find

- [American Red Cross – Shelter Finder](#)
- [Oregon 211 Info](#)
- [FEMA Mobile App](#)
- [Oregon City/County/Tribal Emergency Management Websites](#)

F. Household Evacuation Plan

See Section A of this plan for designated escape/evacuation meeting locations.

- **Household Escape Plan:** Use the [NFPA Home Fire Escape Planning Guide](#) to build your home escape plan and then attach it at the end of this emergency plan. [Escape Grid](#), [Escape Planning Tool](#), [Plan Home Fire Escape](#).
- **Household Evacuation Plan:** Use the Oregon Wildfire Response & Recovery Evacuations for guidance on evacuation planning, print the [Evacuation Checklist](#) and attach it at the end of this emergency plan.
- **Additional Evacuation Planning Information for Your Household:**

G. Household Recovery Plan – Repair/Replace/Rebuild

Recovery after a disaster can take time, and financial assistance may not always be available. By preparing your own resources in advance, you’ll be better equipped to manage challenges. Record the resources you’ve gathered here or include them as a separate recovery plan to this document.

Contact Info Available	Documentation/Resources	Expenses Tracking Logs
<input type="checkbox"/> Insurance Company <input type="checkbox"/> Insurance Agency <input type="checkbox"/> Contractors, Vendors <input type="checkbox"/> Clean-up Companies <input type="checkbox"/> FEMA Claims Info <input type="checkbox"/> FEMA Flood Insurance	<input type="checkbox"/> Post Disaster Claims Guide <input type="checkbox"/> Damage Log <input type="checkbox"/> Emergency Repair Log <input type="checkbox"/> Claims Log w/Insurance Co. <input type="checkbox"/> Contractor/Vendor Log <input type="checkbox"/> Camera w/backed-up capabilities	<input type="checkbox"/> Temporary Housing <input type="checkbox"/> Emergency Repairs <input type="checkbox"/> Replacement of Household Items

Your recovery—both physical and emotional—is just as important as immediate safety. Preparing resources ahead of time can help you heal and rebuild more smoothly.

- American Red Cross – [Emotional Recovery After Disaster](#) – for the whole family
- CDC – [Coping with a Disaster or Traumatic Event Factsheet](#)

H. Additional Information

Additional information included as part of this emergency plan

- Household Members – Individual Information Pages
- Financial First Aid Packet
- Pets/Animals – Individual Information Pages
- Livestock – Evacuation Plan and/or Individual Information Pages
- Kit Inventories
- Home Escape Route Maps
- Home Evacuation Route Maps
- Other

Additional Information to Support your Planning, Response and Recovery Efforts: