

Emergency Planning Workbook

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Emergency Planning Worksheet

What are the most common types of natural disasters in your area: Download specific information from the websites listed at the end of this document and attach it to your plan.

Other types of emergencies you may encounter:

House Fire

Barn Fire

Household flooding from broken pipes

Where are the shutoffs located for utilities?

Main Electrical Circuit : _____

Main Water Valve: _____

Gas Valve: _____

****Do not shut off gas unless you suspect a leak exists.*

Location of wrench to shut off gas: _____

Location of the Manual Garage Door Override: _____

Location of other utilities: _____

On a separate piece of paper, draw a floor plan of your house and barn. Show the locations of exit doors and windows, utility shutoffs, fire extinguishers, emergency supplies and first aid kit.

Your emergency supply kit and first aid kit are located:

Fire Extinguishers are located:

Complete the Family Communications Plan

Do you, a friend or family member need special assistance during an emergency?

Check with your city or county office of emergency services to register for additional assistance. Remember to assist others with special needs, if it is safe to do so.

Reunion Locations: Establish two places where you and your family can meet following an emergency. One immediately outside of your home, e.g. a neighbor's mailbox, for use during a home emergency and a site away from your home in case you must evacuate the area.

Home Location: _____

Away from Home Location: _____

Evacuation Sites: If you must evacuate with your animals, where would you go. Places may include rodeo grounds, fair grounds, animal shelters, friends or family with land outside the immediate area.

1. Closest to home: _____

2. Outside your immediate area: _____

3. Another Option: _____

Out of Area Contact: Name and telephone number of person outside your local area for family members to call to report their location and condition.

Name: _____

Location: _____ Phone: _____

Buddy System: If you are away from your home during an emergency, designate a neighbor to check on your family, animals and property.

Name: _____ Phone: _____

School Disaster Policy: Know what your school's policies are in the event of an emergency. Do they have adequate supplies if children are unable to leave. Designate an authorized adult to pick up your children if you are unavailable.

Business Disaster Policy: Know your business's emergency plan and location of supplies. You may be unable to leave the facility and should have adequate supplies for 3 days. Co-workers without transportation may need assistance. Help others whenever possible.

Training: Learn First Aid and CPR for you and your animals, refresher classes should be taken every 2 years.

Person(s) Trained:

Name: _____ Date Training Expires: _____

Name: _____ Date Training Expires: _____

Name: _____ Date Training Expires: _____

Name: _____ Date Training Expires: _____

If a Disaster is Predicted

If you have time and it is safe, take the following actions:

1. Determine if horses should be left in the pasture or in the barn. If the pasture has good fencing and limited trees, the pasture may be safer. Safe barns may provide safety from flying debris, but may trap livestock if the barn collapses.
2. If you are unable to evacuate livestock during a wildfire, you may need to set them free and close the gates so they do not return and become trapped. Tag each animal.
3. If flooding is a possibility, can the animals move to higher ground?
4. Do not leave animals in a pasture with electrical lines.
5. Do not keep horses in barbed wire fencing or electrical fencing during a storm.
6. Turn off the power source to the barn.
7. Fill all water troughs and additional containers with enough water for 3-7 days. Horses and other livestock will need 12-20 gallons of water per animal/day. Do not rely on automatic waters. Water for 3-7 days
8. Cover or move feed and hay to a secure and dry place. A 3-7 day supply is recommended.
9. Secure all moving objects.
10. Remove all items from hallways.
11. Jumps and lawn furniture should be put inside or secured.
12. Move large vehicles such as tractors and trailers in a garage or an open field where trees cannot fall on them.
13. Gather all emergency supplies and first aid kits. If you are sheltering in place, keep them in your safe room.
14. Determine if it is safe to shelter in place or if you will be evacuating. Remember it may be impossible to evacuate if you wait.
15. Review information on the type of disaster. Listen to the radio for specific instructions.

Notes:

Evacuating

- 1. Prominently post a message indicating where you can be found, note the date and time you left. Spray paint or permanent marker on the front door or other visible location works best.
- 2. Turn off the main electrical breaker and the main water source.
- 3. Do not turn off the gas unless instructed to do so or you smell gas.
- 4. Take your animals with you and go to the predetermined location.
- 5. Take at least 3 days worth of food and water for your family and animals.
- 6. Take your Emergency Prepared Kit and First Aid supplies.
- 7. If time and space allows, gather family photos or other sentimental items.

Notes:

Water Purification

1. Boil for 1 full minute, keeping in mind some water will evaporate, let water completely cool before using or
2. Add 8 drops (1/4 teaspoon) of household bleach per gallon of clear water. Use 16 drops (1/2 teaspoon) per gallon of cloudy water, mix well and let stand for 30 minutes or
3. Use water purification tablets, follow the manufacturer's instructions.

Additional Important Telephone Numbers:

911 or your local emergency response number _____ for life threatening emergencies.

Non-Emergency Calls

Fire: _____

Police: _____

Animal Control: _____

Animal Emergency Team: _____

Gas Company: _____

Electric Company: _____

Water Company: _____

Other: _____

Other: _____

Other: _____

Important Documents:

Keep these documents in a waterproof, portable container:

- Will, insurance policies, contracts, deeds, stocks and bonds
- Passports, social security cards, immunization records
- Bank account numbers
- Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)
 - Animal registration papers, proof of ownership, microchip information, etc.
 - Animal medical history, vaccination records and Coggins test results
 - Pictures of family members and animals

[For more information about specific types of emergencies you may encounter, go to the websites listed below.](#)

All Types of Disasters

<http://www.fema.gov/hazard/types.shtm>

- [Chemical Emergencies](#)
- [Dam Failure](#)
- [Earthquake](#)
- [Fire or Wildfire](#)
- [Flood](#)
- [Hazardous Material](#)
- [Heat](#)
- [Hurricane](#)
- [Landslide](#)
- [Nuclear Power Plant Emergency](#)
- [Terrorism](#)
- [Thunderstorm](#)
- [Tornado](#)
- [Tsunami](#)
- [Volcano](#)
- [Wildfire](#)
- [Winter Storm](#)

Earthquakes

<http://pubs.usgs.gov/gip/2005/15/>

Hurricanes

<http://www.weather.gov/os/hurricane/index.shtml>

Tornadoes

<http://www.noaa.gov/tornadoes.html>

Tsunami

<http://www.noaa.gov/tsunamis.html>

Wildfires

<http://www.fema.gov/hazard/wildfire/index.shtm>

House Fires & Fire Safety

<http://www.firesafety.gov>



Make sure your family has a plan in case of an emergency. Fill out these cards and give one to each member of your family to make sure they know who to call and where to meet in case of an emergency.

ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION:

Family Emergency Plan

EMERGENCY CONTACT NAME: _____
TELEPHONE: _____

OUT-OF-TOWN CONTACT NAME: _____
TELEPHONE: _____

NEIGHBORHOOD MEETING PLACE: _____
TELEPHONE: _____

OTHER INFORMATION: _____ IMPORTANT _____

Ready

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Family Emergency Plan

EMERGENCY CONTACT NAME: _____
TELEPHONE: _____

OUT-OF-TOWN CONTACT NAME: _____
TELEPHONE: _____

NEIGHBORHOOD MEETING PLACE: _____
TELEPHONE: _____

OTHER INFORMATION: _____ IMPORTANT _____

Ready

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OTHER INFORMATION: _____ IMPORTANT _____

Ready

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TELEPHONE: _____

NEIGHBORHOOD MEETING PLACE: _____
TELEPHONE: _____

OTHER INFORMATION: _____ IMPORTANT _____

Ready

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Equine Medical Emergency Contacts

This information should be kept near your horse in case of an emergency.

Owner: _____

Address: _____

City, State, Zip: _____

Contact Numbers: _____

Attach Photos of Horses

Here with Names

If the owner is not available contact:

Name: _____

Phone: _____

Veterinarian:

Name: _____

Phone: _____

Pager: _____

Back up Veterinarian: _____

Phone: _____ Pager: _____

| <u>Horses Names</u> | <u>Color</u> | <u>Sex</u> | <u>Age</u> |
|---------------------|--------------|------------|------------|
|---------------------|--------------|------------|------------|

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Special Medical Needs or Instructions:

Horse Name: _____

Horse Name: _____

Horse Name: _____

First Aid Kit

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| √ | RECOMMENDED MINIMUM SUPPLIES | NOTES |
|---|------------------------------------------------|-------|
| | Adhesive bandages in multiple sizes (bandaids) | |
| | Adhesive tape | |
| | Gauze roller bandages or compress | |
| | Sterile gauze pads 2 inch and 4 inch | |
| | Sterile surgical pads for pressure dressings | |
| | Triangular bandages | |
| | Tweezers and scissors | |
| | Eye dressing packet | |
| | Sterile eye wash | |
| | Antiseptic towelettes | |
| | Nonadherent bandage pads | |
| | Thermometer | |
| | Antibacterial Soap | |
| | Elastic bandages (Ace® wraps) | |
| | Gloves | |
| | Cotton-tipped swabs | |
| | Commercial Ice Packs | |
| | CPR Shield or Mask | |
| | Emergency Blanket | |
| | Flashlight | |
| | Additional Supplies for Horse Owners | |
| | Stethoscope | |
| | Duct Tape | |
| | Roll cotton | |
| | Brown gauze | |
| | Vet wrap® | |
| | Leg wraps | |
| | PVC splints | |

Emergency Preparedness Checklist

| DONE Plans | | NOTES |
|--------------------------|-----------------------------------------------------------------------|-------|
| | Animal Medical Emergency Plan | |
| | Evacuation Plan | |
| | Disaster Preparedness Plan/Emergency Planning Worksheet | |
| | | |
| DONE Human Emergency Kit | | NOTES |
| | Water - 1 gallon per person per day (1 week supply) | |
| | Water purification kit & household bleach | |
| | First Aid Kit | |
| | First Aid Book | |
| | Food for 1 week | |
| | Can Opener (non-electric) | |
| | Blankets, Sleeping Bags, Towels | |
| | Portable Radio, flashlight and spare batteries | |
| | Essential Prescription and Over-the Counter Medications & Eye Glasses | |
| | Fire Extinguisher - ABC type | |
| | Cash and Change | |
| | Baby Supplies: diapers, formula, bottles, diaper wipes, etc. | |
| | Large plastic trash bags, tarps & rain gear | |
| | Large trash can | |
| | Toiletries - soap, shampoo, toothpaste & tooth brushes | |
| | Feminine hygiene products | |
| | Toilet Paper & Paper towels | |
| | Heavy Gloves | |
| | Candles & matches | |
| | Change of clothing, sturdy boots | |
| | Knife or razor blades | |
| | Tent | |
| | Paper, permanent markers, pens, stamps | |
| | Cooking & Eating Utensils, Heavy duty aluminum foil | |
| | Axe, Shovel, broom | |
| | Adjustable wrench | |
| | Tool kit with screwdrivers, pliers, hammer | |
| | Rope | |
| | Duct Tape | |
| | Plastic tape, stable gun & plastic sheeting | |
| | City & Regional Map | |
| | Bicycles | |
| | Important family documents | |
| | Emergency Contact List | |
| | Safety Glasses | |
| | Masks | |
| | For children: coloring books, crayons, games | |
| | Garden hose | |
| | 5 gallon bucket with lid to be used as a latrine | |

Emergency Preparedness Checklist

| DONE | Large Animal Kit (in addition to items listed previously) | NOTES |
|------|--------------------------------------------------------------------------------------|-------|
| | Water - 12-20 gallons per animal per day (1 week supply) | |
| | Hay & other feed for 1 week, store in large plastic trash cans | |
| | Vaccination records, health certificate and Coggins test results | |
| | Medical History | |
| | Proof of ownership (copies of breed registration, photos, microchip numbers, etc.) | |
| | First Aid Kit | |
| | Water bucket(s) | |
| | Rake | |
| | Wheel barrow | |
| | Halters(leather if possible), luggage tags or other identifiers, lead ropes | |
| | Blankets | |
| | Wire cutters | |
| | Flourescent Spray Paint, Livestock Marking Crayon | |
| | Bandanas for blind folds | |
| | Fly Spray | |
| | Hoof pick, other hoof care tools if available | |
| | Twitch or nose leads | |
| | Prescription medications | |
| | | |
| DONE | Small Animal Kit (in addition to items listed previously) | |
| | 2 week supply of water and food | |
| | Medications | |
| | Cages, carriers, leashes, harnesses, muzzles for each animal | |
| | Tags or other identification on each animal | |
| | Veterinary medical records including vaccination history | |
| | Proof of ownership, registration, microchips, photos, etc. | |
| | Food and water bowls | |
| | Familiar items such as toys, treats, bedding | |
| | Newspaper for bedding and litter | |
| | Litter pan, scoop and litter | |
| | Birds,amphibians, reptiles and other animals: bring items essential to their health. | |