



## **NSTP-CWTS Output Number 2**

### **I. FAMILY PREPAREDNESS EMERGENCY PLAN**

#### **II. Description**

Plans are needed, not only for responding to the impacts of disaster, but also to maintain continuity while managing the crisis, and to guide recovery and reconstruction effectively. Dealing with disaster is a social process, but it is imperative to start at the fundamental unit of the community: the family. Although, at its most basic level, emergency planning is little more than codified common sense, the increasing complexity of modern disasters has required substantial knowledge of the field. This is especially true considering the increasing role in emergency response of information and communications technology.

Emergency planning can be defined as the process of preparing systematically for future contingencies, including major incidents and disasters. The plan is usually a document, shared between participants and stakeholders that specifies tasks and responsibilities adopted in the multiagency response to the emergency. It is a blueprint for managing events and, as such, should be responsive to management needs. It should specify the lineaments of action, collaboration, command, and communication during a civil contingency such as a disaster or major event; in other words, it is the framework for emergency response. The maintenance of public safety, limitation of damage, protection of the vulnerable, and efficient use of life-saving resources are some of the goals of the plan. Although the end product is a document, emergency planning is more a process than an outcome, especially as the plan itself will need to be updated over time as circumstances change.

For the NSTP-CWTS Output Number 2, NSTP-CWTS students will create their own Family Preparedness Emergency Plan based on the lessons they have learned from the different trainings and webinars pertaining to Disaster Preparedness. A Standard format will be provided.

#### **III. Guidelines**

1. NSTP-CWTS Output Number 2 will be an Individual Activity.
2. Each student will prepare their own Family Preparedness Emergency Plan (FPEP) for a particular disaster that poses the highest risk based on experience and/or other credible information.
3. The FPEP will be prepared using the provided standard format.
4. There should be an explanation and justification for the chosen Disaster for which the FPEP was made.

5. Specific information and detailed plans of action are highly suggested and expected to ensure that the plan is realistic and fits the family's situation.
6. Consider the following Steps in Developing your FPEP.
  - a. Plan for the emergencies that are most likely to happen where you live.
    - i. Be familiar with natural disaster risks in your community.
    - ii. Consider how you will respond to emergencies that can happen anywhere, such as home fires and floods.
    - iii. Consider how you will respond to emergencies that are unique to your region, such as volcanoes, tsunamis, or floods.
    - iv. Think about emergencies that may require your family to shelter or evacuate.
  - b. Plan what to do in case you are separated during an emergency. Specifically, list all possible meet-up places and evacuation areas available in your community.
  - c. Plan how you will communicate in case you get separated. You can make Emergency Contact Cards for the whole family in case you are separated during an emergency.
  - d. Plan for everyone in your home for some members of your household may need special accommodation during an emergency, which means planning is even more crucial.  
(Older Adults, People with Disabilities, Children, Pets)
7. All family members should sign the FPEP.
8. Observe honesty and display integrity in doing class projects, PLAGIARISM is strictly prohibited.
9. Deadline of Submission is on **December 15, 2023.**

\_\_\_\_\_ **Family Preparedness Emergency Plan (FPEP)**  
(Family Surname)

I. Address:

\_\_\_\_\_

II. Family Members (include in the remarks whether Adult, Minor, Child, Senior Citizen, PWD, and others, include pets)

	NAME	Contact Number	Remarks
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
(add more rows as necessary)			

III. Disasters Most Likely To Occur in our Household: \_\_\_\_\_

Justify:

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

IV. Cite at least two (2) Escape Routes from your House (be as specific as possible):

1. \_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_

V. If separated during an emergency, cite two (2) meeting places outside your residence. Consider the safety, proximity, and familiarity of the place to all the members of the

family. You may cite designated evacuation places by your local community officials but include a more specific location within the vicinity.

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_

VI. In the event that the household members are separated and due to some reasons unable to meet in the designated meeting places and unable to communicate with each other, determine an emergency contact person or agency which is NOT a member of your household.

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

Address/Location: \_\_\_\_\_

Contact Number: \_\_\_\_\_

VII. Include Plans in Case of Evacuation of Household Members with Special Needs (Senior Citizens, Children, Persons with Disabilities, Persons with Special Needs, Pregnant Women, and others, including Pets)

Name	Plan
_____	_____
_____	_____
_____	_____

(add more rows as necessary)

VIII. Specific Task for Family Members:

Nature of Task	Name of Person Responsible (you may write more than one name)
1. Preparation and Storage of Disaster Preparedness Kit (Go Bag) – Stock the disaster kit and take it during evacuation, if necessary, ensure that Go Bag contents are complete and updated.	

2. Household Members Medical Information – familiarity with the medical information including medications and other requirements of ALL members of the household	
3. Be Informed and Updated – maintain access to disaster-related information via Early Warning Systems, SMS Messages, Radio, or Television information during times of disaster and calamities.	
4. Financial Information and other important documents – store and obtain copies of financial and bank statements and cash in the event ATMs and credit cards do not work. Safekeeping of important documents like Land Titles, Car, and other Assets Certificates and Documents, making sure they are placed in a water-proof casing.	
5. Sharing the information and Maintaining the Plan – Share the completed plan to others who may need to know. Set up a meeting with household members at least every six (6) months or as the need arises to update and change the plan.	

IX. Emergency Preparedness Kit (Go Bag) Checklist:

Make sure that the Family Emergency Preparedness Kit (Go Bag) is stored properly and always ready to be brought in case of emergency and evacuation if necessary.

Item Description	Check if Present
Water – 1 Gal of water per person per day for at least 3 days	
Food – chocolate, power bars, noodles, ready to eat and easy to open canned goods, biscuits	
First Aid Kit – absorbent compress dressings, adhesive bandages, adhesive cloth tape, antiseptic, cold/hot compress, latex gloves, bandages, and pads.	
Medicines – Prescription medicines, maintenance medicines and other OTC Medicines	
Bleach in case of water purification – 5 drops per 1 L of water	
Blanket and Extra Clothes	
Hygiene Kit – Toothbrush, toothpaste, soap, insect repellent, baby wipes, alcohol, sanitary napkins	
Poncho or Raincoat	
Special Needs for babies, pregnant women, and elderly	

Flashlight or rechargeable lamp	
Batteries, charger, power bank	
Transistor Radio	
Swiss Knife or multi-purpose tool	
Black Bag and Re-sealable plastic bag	
Duc Tape, Rubber Bands, Sewing Kit	
Matchsticks, lighter, candles	
Mirror	
Paracord (at least five meters long)	
Marker and pen	
Extra Cash	

X. Pledge and Conformance to the \_\_\_\_\_ Family Preparedness Emergency Plan

We hereby conformance to the development of our Family Preparedness Emergency Plan (FPEP)  
and pledge to follow the plan in case of disaster and emergencies.

Name and Signature of All Adult Members of the Household

NAME

Signature

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

(Add more rows as necessary)

XI. Attach two (2) photos:

1. Family Preparedness Emergency Kit (Go Bag)
2. Household Members with the Signed Family Preparedness Emergency Plan (FPEP)