



## Your Back-Up Plan

Read entire document prior to a disaster. Fill in the required information.

Your Back-Up Plan kicks in during a disaster. For a smaller disaster or a when it is a voluntary evacuation you may not need the extra help. The plan includes your Main Back-Up Person. You should also have a second person designated just in case. They should not live close enough to you to be affected by the same disaster. They can be in a different county, part of the state or even in another state.

### **Role of Back-Up Person:**

- ♥ To free you up from tasks that can be done by them, allowing you to focus on what only you can do.
- ♥ Being the communication and information hub for you during a disaster. They are the coordinator for your support system.
- ♥ Preventing you from having to talk to a lot of people and share the same information over and over again. This can waste precious time, especially during a mandatory evacuation.
- ♥ Locating members of the household who are not at home when the evacuation order was issued. This would include those who are at work, at school, traveling or away from home doing something else.
- ♥ Calling the important people, you select ahead of time, who need to be notified immediately that you are under an evacuation order. These will include pre-determined people who can help with transportation of people, animals and/or belongings.
- ♥ Monitor the disaster for any significant changes that would impact your being able to safely evacuate, especially road closures.
- ♥ Post updates on the Social Media pages for all members of the household who have them so family and friends can learn what is going on and how they might be able to help.
- ♥ Coordinating offers of help from people you know and matching them with what you need.
- ♥ Gathering information on where evacuation shelters for people and/or animals are being set up.
- ♥ Making hotel or RV park reservations if you have predetermined this is where you will be going after you leave your home.

Save on your cell phone the phone numbers for your two back-up people. Set a special ring tone for each person so you immediately know it is them calling during a disaster. Other members of your household should do the same thing.

Fill in the information prior to a disaster. Set a reminder on your phone quarterly to verify if it is still correct.

**Evacuee’s Emergency Contact Information**

Name		Phone Numbers		Email
_____	Cell ( ) _____	_____	Primary	_____
First	Home ( ) _____	_____		_____
_____	Work ( ) _____	_____	Backup	_____
Last	Other ( ) _____	_____		_____

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

**Main Back-Up Person**

Name		Phone Numbers		Email
_____	Cell ( ) _____	_____	Primary	_____
First	Home ( ) _____	_____		_____
_____	Work ( ) _____	_____	Backup	_____
Last	Other ( ) _____	_____		_____

**Second Back-Up Person**

Name		Phone Numbers		Email
_____	Cell ( ) _____	_____	Primary	_____
First	Home ( ) _____	_____		_____
_____	Work ( ) _____	_____	Backup	_____
Last	Other ( ) _____	_____		_____

**What Your Back-Up Person Needs to Know**

Make calls short. First call should include whether under a voluntary or mandatory evacuation, who is at home and whether everyone is okay. You can give more information later.

✓	Family Phone Notification Tasks	Details
1.	1st Person to Call	Name _____ Cell ( ) _____ Home ( ) _____ ____ Left Message ____ Reached

Family Phone Notification Tasks		Details
2. 2 <sup>nd</sup> Person to Call	Name _____ Cell ( ) _____ Home ( ) _____ ___ Left Message ___ Reached	
3. 3 <sup>rd</sup> Person to Call	Name _____ Cell ( ) _____ Home ( ) _____ ___ Left Message ___ Reached	

Other Phone Notifications Tasks		Details
1. School Student's Name(s) _____ _____	School's Name _____ Work ( ) _____ ___ Left Message ___ Reached Location of Students _____ _____	
2. School Student's Name(s) _____ _____	School's Name _____ Work ( ) _____ ___ Left Message ___ Reached Location of Students _____ _____	
3. Place of Employment <b>(If Mandatory Evacuation skip this call.)</b>	Business Name _____ Who to Talk To _____ Work ( ) _____ ___ Left Message ___ Reached	
4. Place of Employment <b>(If Mandatory Evacuation skip this call.)</b>	Business Name _____ Who to Talk To _____ Work ( ) _____ ___ Left Message ___ Reached	

Transportation Phone Tasks		Details
1. 1 <sup>st</sup> Person to Call Type of Help _____ _____	Name _____ Cell ( ) _____ Home ( ) _____ ___ Left Message ___ Reached	
2. 2 <sup>nd</sup> Person to Call Type of Help _____ _____	Name _____ Cell ( ) _____ Home ( ) _____ ___ Left Message ___ Reached	
3. 3 <sup>rd</sup> Person to Call Type of Help _____ _____	Name _____ Cell ( ) _____ Home ( ) _____ ___ Left Message ___ Reached	

Monitoring the Disaster Tasks		Details
1. Turn on TV if in area where updates on the disaster are being provided.		
2. Turn on Emergency Scanner App and listen for information about disaster.	App URL _____	
3. On your computer, if you have one, log into a website providing updates.	Website URL _____	

### Information to Listen For

1. Change in evacuation status. Immediately notify the person if this affects them.
2. Road closures. Immediately notify the person if this affects them.
3. Location of people and animal evacuation shelters. Save this information for after the person/family leaves home.

✓	Social Media Posts Tasks	Details
1.	1st Person's Name You will be posting on this person's Social Media page, providing updates for the person/family.	Social Media Type _____ Password _____ Posted _____ Date/Time _____
2.	2 <sup>nd</sup> Person's Name You will be posting on this person's Social Media page, providing updates for the person/family.	Social Media Type _____ Password _____ Posted _____ Date/Time _____

### Suggested Social Media Post

\_\_\_\_\_ is under a (Voluntary or Mandatory) Evacuation Order, effective \_\_\_\_\_ at \_\_\_\_\_.  
(Individual or Family) (Choose One) (Date) (Time - am/pm)

Everyone in the household is accounted for and safe. They are in the process of getting ready to evacuate.  
(If this is not true, change to what is.)

They anticipate leaving home by \_\_\_\_\_. They (do not or do) need help at this time. What they need includes \_\_\_\_\_. If you can help, call \_\_\_\_\_ at \_\_\_\_\_.  
(Day/Time) (Your name/someone else) (Phone #)

**DO NOT** call \_\_\_\_\_. They need to stay focused on getting ready to evacuate. Updates will be provided when information changes.  
(Name of person or family)

✓	Gather Needs of Family	Details
	<b>Voluntary Evacuation</b> People may have a limited amount of time to reach the person/family, so prioritize what is most important first.	1. Need _____ Being Met By: _____
	This may include:	2. Need _____ Being Met By: _____
	<ul style="list-style-type: none"> <li>✓ Help gathering animals</li> <li>✓ Help transporting small animals</li> <li>✓ Help transporting large animals</li> <li>✓ Picking up and watching children</li> <li>✓ Help packing/transporting belongings</li> <li>✓ Preparing property before leaving</li> <li>✓ Housing for people</li> <li>✓ Housing for small animals</li> <li>✓ Housing for large animals</li> <li>✓ Meals delivered</li> <li>✓ Funds to pay for such things as a hotel and food once evacuated</li> <li>✓ Meals</li> <li>✓ Food for animals</li> <li>✓ Clothing</li> </ul>	3. Need _____ Being Met By: _____
		4. Need _____ Being Met By: _____

- ✓ Medication that was not grabbed
- ✓ Babysitting
- ✓ Medical attention
- ✓ Transportation
- ✓ Somewhere to store belongings
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
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- ✓ \_\_\_\_\_
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5. Need \_\_\_\_\_  
 Being Met By: \_\_\_\_\_  
 \_\_\_\_\_
6. Need \_\_\_\_\_  
 Being Met By: \_\_\_\_\_  
 \_\_\_\_\_
7. Need \_\_\_\_\_  
 Being Met By: \_\_\_\_\_  
 \_\_\_\_\_
8. Need \_\_\_\_\_  
 Being Met By: \_\_\_\_\_  
 \_\_\_\_\_

✓ <b>Evacuation Shelter Information</b>	<b>Details</b>
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**People Evacuation Shelters**  
 Save this information and give it to the family when they are ready to leave their home.

Name \_\_\_\_\_  
 Address \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_

**Animal Evacuation Shelters**  
 Save this information and give it to the family when they are ready to leave their home.

- \_\_\_\_ Crate and/or enclosures available
- \_\_\_\_ Must have own way to confine animal
- \_\_\_\_ Care for animal provided
- \_\_\_\_ Must care for own animal
- \_\_\_\_ Food available but limited
- \_\_\_\_ Must have own food

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_ Small Animals Only \_\_\_\_ Large Animals Only \_\_\_\_ Both

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_ Small Animals Only \_\_\_\_ Large Animals Only \_\_\_\_ Both

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_ Small Animals Only \_\_\_\_ Large Animals Only \_\_\_\_ Both

**People and Animal Evacuation Shelters**  
 Save this information and give it to the family when they are ready to leave their home.

- \_\_\_\_ Crate and/or enclosures available
- \_\_\_\_ Must have own way to confine animal
- \_\_\_\_ Care for animal provided
- \_\_\_\_ Must care for own animal
- \_\_\_\_ Food available but limited
- \_\_\_\_ Must have own food

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_ Small Animals Only \_\_\_\_ Large Animals Only \_\_\_\_ Both

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_ Small Animals Only \_\_\_\_ Large Animals Only \_\_\_\_ Both

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_ Small Animals Only \_\_\_\_ Large Animals Only \_\_\_\_ Both

