Your Back-Up Plan

Print. 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 ( ) _____	_____
_____ Last	Work ( ) _____	Backup
	Other ( ) _____	_____

Physical Address: _____

Main Back-Up Person

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

Second Back-Up Person

Name	Phone Numbers	Email
	Cell ( ) _____	Primary
_____ First	Home ( ) _____	_____
_____ Last	Work ( ) _____	Backup
	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. 2nd Person to Call	Name _____
	Cell ( ) _____ Home ( ) _____
	____ Left Message ____ Reached
3. 3rd Person to Call	Name _____
	Cell ( ) _____ Home ( ) _____
	____ Left Message ____ Reached

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

✓ Transportation Phone Tasks	Details
1. 1st Person to Call	Name _____
Type of Help _____	Cell ( ) _____ Home ( ) _____
_____	____ Left Message ____ Reached
2. 2nd Person to Call	Name _____
Type of Help _____	Cell ( ) _____ Home ( ) _____
_____	____ Left Message ____ Reached
3. 3rd Person to Call	Name _____
Type of Help _____	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. 2nd 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
                                        (Day/Time)
they need includes _____. If you can help, call _____ at _____.
                                                                    (Your name/someone else)   (Phone #)

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

✓ Gather Needs of Family	Details
Voluntary Evacuation People may have a limited amount of time to reach the person/family, so prioritize what is most important first. This may include: ✓ Help gathering animals ✓ Help transporting small animals ✓ Help transporting large animals ✓ Picking up and watching children ✓ Help packing/transporting belongings ✓ Preparing property before leaving ✓ Housing for people ✓ Housing for small animals ✓ Housing for large animals ✓ Meals delivered ✓ Funds to pay for such things as a hotel and food once evacuated ✓ Meals ✓ Food for animals ✓ Clothing	1. Need _____ Being Met By: _____ _____ 2. Need _____ Being Met By: _____ _____ 3. Need _____ Being Met By: _____ _____ 4. Need _____ Being Met By: _____ _____

- ✓ Medication that was not grabbed
- ✓ Babysitting
- ✓ Medical attention
- ✓ Transportation
- ✓ Somewhere to store belongings
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____

5. Need _____

Being Met By: _____
_____

6. Need _____

Being Met By: _____
_____

7. Need _____

Being Met By: _____
_____

8. Need _____

Being Met By: _____
_____

✓ Evacuation Shelter Information	Details

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

✓	Updates to Give During Calls	Details

Mandatory Evacuation:

____ Evacuation Route Update/Roads Closed _____
____ Family Member Location(s) and Status _____
____ People Evacuation Shelter Information _____
____ Animal Evacuation Shelter Information _____
____ _____ _____
____ _____ _____
____ _____ _____

Voluntary Evacuation:

____ Evacuation Order Status _____
____ Disaster Update _____
____ Evacuation Route Update/Roads Closed _____
____ Family Member Location(s) and Status _____
____ Help On Their Way to Home _____
____ People Evacuation Shelter Information _____
____ Animal Evacuation Shelter Information _____
____ _____ _____
____ _____ _____
____ _____ _____

✓	Go-Fund Me for Person/Family	Details

Discuss with Person/Family if there is a need to launch a Go-Fund Me Account. This would be used to raise funds to cover evacuation expenses once their home is vacated. Even if the family has insurance, it can take days or even weeks to start receiving funds for evacuation expenses.

Name of Go Fund Me Account _____
_____
Funds to Be Sent To:
1. Name(s) _____
2. Bank Information: _____
    Routing Number: _____
    Account Number: _____
    NOTE: Have Person text this information after it is decided to launch an account. Do not enter this information prior to a disaster. After it has been entered and added to the Go Fund Me Account, take a black marker and cross out the information so it cannot be read.

✓	Other Key Information Not Listed	Details

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____