

# FAMILY EMERGENCY AND EVACUATION PLAN *TEMPLATE*

Family Name

Street Address:

Telephone No.:

(h)  
(cell)

\* **List of Household Members** (Include photographs of each member):

Name	DOB	Blood Type	Allergies	Special Medical Needs	Cell Phone
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Pets	Name:	Type:	Color:	Registration #:
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## Important Telephone Numbers:

	Telephone
Kaysville Fire Department:	9-1-1
Davis County Sheriff's Office	9-1-1 (Non-emergency Number: 801 451-4150)
Kaysville Fire Department	9-1-1
Information Referral Line	2-1-1
Utah Poison Control Center	1-800-222-1222
Road Condition Report (Recording)	5-1-1
American Red Cross (No. Utah Chapter)	801 627-7000
Insurance Agent/Investments	<i>(Contact and telephone numbers)</i>
Minister ( <i>Name</i> )	..... <i>(cell)</i>
Bishop ( <i>Name</i> )	..... <i>(cell)</i>
Relief Society President ( <i>Name</i> )	..... <i>(cell)</i>
Area Coordinator: ( <i>Name</i> )	..... <i>(cell)</i>
Close Friends	

Local Family:

## Out of State Contact:

Name: (Primary)

Relationship:

Telephone Numbers:      Home:      Cell:

(Alternate Out of State Contact: Name/Relationship/Telephone Number  
(Report location, present situation, your family safety status, and estimated next call time.  
Text messages are more reliable than telephones. Telephones may not be operable in your area. )

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Revised June 29, 2022 @1430

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**Emergency Alert System (EAS).** In the event of an emergency, instructions will be provided by:

- KSL Radio 1160 AM/102.7 FM
- Local Law Enforcement, Area Coordinator, or CERT members
- NOAA 162.55 MHz (Weather Radio Station.)
- Code Red or Reverse 911

### Family Resources.

**Static Supplies:** List resources if remaining in your home. Examples: Portable toilets, emergency stoves, propane tanks, Sun Oven™, Food Storage (... *months*), Water Storage (... *weeks w/o filtration*), toilet paper (... *months*), paper products, home/family protection firearms, non-electric wheat grinder, etc.

**Emergency Kits Includes:** If evacuating: Example: Emergency stoves; prescription medications; eyeglasses, at least 72 hours of food, water, and hygiene supplies; comfortable walking shoes; warm clothes; work gloves; flashlight and batteries; Cash (*small bills and coins*); first aid supplies; candles and matches; fire starter, ground pads, tent, trailer, sleeping bags; plastic bags, duct tape; plastic sheets, water purification filter, tent, pet food, change of clothes, etc. Prioritize items according to the time available before evacuating. **Draft lists according to priority (immediate, 15, and 30-minute or more warnings).**

### Family Assembly Locations and Protective Action Plan.

**Hasty Evacuation Assembly Area:** If separated during an emergency (i.e., *House fire*), our close-by meeting place is (*location.....*). Exit existing exterior doors during a non-hasty evacuation. A hasty exit from a bedroom is through the window (i.e., *using the heavy knotted rope attached to the bed or collapsible ladder*). Assemble a “Go-bag” containing what’s needed for an overnight trip.

**Neighborhood Evacuation:** If we cannot return home or if **ordered** to evacuate (*Hazmat event or wildland fire*), our meeting place outside of our neighborhood is (*location outside of the affected area*)

Leave an **Emergency Message** for First Responders identifying evacuation and estimated location on a note firmly attached to the front door or inside the street-facing window.

**Evacuation Routes:** (*To be determined by incident commander or law enforcement officials.*)  
The alternate evacuation route if the primary exit is impassible is:.....

**Shelter-in-Place** (*if directed by local authorities*): Bring everyone inside and lock the exterior doors. Turn off A/C and furnace. Grab all “72 Hour” kits, medications, plastic sheeting/duct tape, emergency radio, cell phones, and iPads. Retreat into (i.e., *the master bedroom*). Cover windows, doors, and heater vents with plastic sheeting and tape. Place wet towels under *the (entrance) door*. Listen to, or watch, the EAS station (*KSL*) for instructions on when it’s safe to go outside. Open windows and doors to air out the house. Go outside.

**Contingency Plans for Children/Grandchildren:** (*Discuss the school’s Emergency Plan with the school administrator and their intention to evacuate and care for your children or grandchildren.*)

Elementary: (*Include a picture your child*)

Junior High School:

High School:

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### Utilities:

**Water** (*Fruit Heights City*): Telephone: (801 546-0861) Account Number: .....

**Location of House Water Shutoff:** Location: (*Locate and turn off the culinary water supply to the house. Rotate the water supply valve 90 degrees.*)

**Dominion Energy** Telephone Number: \_800 323-5517 Account Number: .....

**Location of gas shut-off:** (i.e., *Southeast corner [outside]of the house.*) A wrench is: (*attached to the meter with a zip-tie.*) (*Turn off supply only if you smell or hear gas.*)

**Rocky Mountain Power** Telephone: 888 221-7070\_\_\_\_\_Account Number: \_.....

**Electrical Breaker Panel:** Located (*in the Furnace Room*). (*Switch each main circuit to the "off" position before restoring the power.*) When power is restored, turn each circuit on one at a time. Solar panels .....?

**Generator Breaker Panel** is located ..... **Important!** *Do not connect the generator directly to the existing house circuit!*

**Important Documents:** (*Located .....*) Includes: *Will or Living Trust; Insurance Policies (Long-term Care, home, and auto); Passports; Stock or Bond Certificates; House Title; Social Security Cards; Marriage Certificate; List of prescribed medication and dosage; Copy of Drivers License; Birth Certificates, Deeds; Family Pictures; Inventory of household valuables; Family Emergency and Evacuation Plan, including Annex C. Store copies on an encrypted flash drive.*

### Special Instructions:

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Comfort your children! Practice your Emergency and Evacuation Plan with them. Assign responsibilities to each parent and older children. Don't frighten the younger children! Make the practice drill like a fun camping adventure or picnic. Include games, books, and toys in your evacuation supplies to keep your children occupied.

Check on the welfare of your Neighbors! Leave a note identifying your evacuation plan and assembly on your front door or inside a street-facing window. When departing, water plants, lock all doors, *set the alarm*, and ensure the garage door is down. Take emergency kits identified in the evacuation plan. Refer to the attached Contingency Annex of expected actions for each emergency condition. Post lists for each priority. Keep your vehicle gas tanks at least half full and well maintained. Fuel in the second vehicle may be used for a primary evacuation vehicle *or a generator*.

Refer to Enclosure 4 (*Area Temporal Preparedness Guide: Utah*) for a comprehensive guide to planning and preparedness. This guide supplements but does not replace this Emergency and Evacuation Plan. Disasters and emergencies often occur suddenly! You won't have time to read a 27-page preparedness guide. When a crisis occurs, the time for preparation has ended.

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### References (Attached):

1. Annex A. Contingency Planning
2. Annex B. Wildland Fire Awareness, Mitigation, and Evacuation
3. Annex C. Personal Information Registry
4. Area Temporal Preparedness Guide: Utah  
(Do an Internet Search for availability)

Plan updated: \_\_\_\_\_  
Pencil Entry

Plan Tested: \_\_\_\_\_  
Pencil Entry

## Annex A Contingency Planning Template

### 1. Assumptions

- a. **Condition Green:** At home, when all existing utilities are operational. A temporary power outage may cause minor inconveniences, but no home or family threat exists. Take standard precautions for criminal activities and minor emergencies.
- b. **Condition Yellow:** A severe wind or snowstorm with intermittent power outages, but evacuation is not expected. Driving conditions might be difficult.
- c. **Condition Orange:** Severe storms or fire with extended interruption of power. The home or local infrastructure damage may require evacuation or shelter with family or friends.
- d. **Condition Red:** Major threat to the local power grid, infrastructure, and civil unrest with the imposition of martial law. Our county's risk for local travel exists from gangs, marauders, or para-law enforcement groups.

### 2. Courses of Action

- a. **Green:** Normal precautions with minimal use of preparedness items. Generator on standby for temporary power outages. Store stabilized fuel following the local fire code. Keep all vehicle gas always tanks at least half full. Subscribe to the Code Red app (Reverse 9-1-1).
- b. **Yellow:** Assist neighbors, especially those with specific challenges or house damage. *Use generator and ... Solar power*, as required. Protect water pipes and seal off unused areas of the house. Use stored fuel and gasoline from one family car's tank if needed.
- c. **Orange:** Assess and repair damage to make the house habitable with precautions. Check the welfare of your neighbors. Increase security within the neighborhood. Limit traveling outside of Davis County. Closely monitor local conditions that may require increased vigilance. If temporary evacuation is needed, the first choice is family or friends that are less severely affected. For longer-term evacuation, take all emergency kits, cash, important documents, family memorabilia, personal security items, and enough food to last two weeks according to your evacuation plan.
- d. **Red:** Accomplish Condition Orange measures and be prepared to evacuate or defend in place with enhanced perimeter defenses. Follow the guidance of organized defense forces (military, law enforcement, or local militia). Be aware of your surroundings! Avoid crowds and demonstrations. Report suspicious activities to law enforcement agencies (if available).

### 3. Evacuation

- a. **Hasty:** Load as many provisions as cited above as possible into (*specify vehicle*). Include all emergency kits. Take *prescription drugs and supplements to last at least three days*. Don't forget hearing aids, eyeglasses, cell phones, fresh batteries, car/house keys, CPAP, important documents, and family keepsakes. Check on your neighbors! Don't wait until a mandatory evacuation is ordered in dangerous conditions such as a wildland fire. Evacuate immediately if your family and home are threatened! These items should be prepositioned or easily accessed due to time constraints. *Take your Go-bag*.
- b. **Deliberate:** Expand the supplies shown above to match the new criteria. Let your family (*out-of-state contact*) know your intentions. Follow the city or *professional responders'* guidance to identify safe refuge areas. Assess which family vehicle should be loaded with appropriate supplies. Include personal protection provisions. Winterize or secure the house as much as possible before departing. Include (*battery-operated radio, water purification systems, sanitary supplies tissue, and personal toiletries*). *Take warm clothes, sleeping bags, and at least three days of food and water (or a water purification system)*. *Add stored gasoline into the departing vehicle(s)*. *Bring important documents and flash drives containing personal inventories*. Make lists of items to take depending on available time.

## Annex B. Wildland Fire Awareness, Mitigation, and Evacuation Template

**a. Uncontrolled (Range) Fire Planning:** It's essential to plan for the worst-case scenario well before evacuating. Often the evacuation order comes early in the morning with short notice. Family members, emergency kits, vital documents, and family heirlooms/memorabilia must be quickly gathered. A fast-moving wildland fire could destroy your home and pose an instant danger to your family. Draft a plan that allows you to evacuate your home to safety without delay. Arrange evacuation plans with family or friends away from danger. Avoid overnight accommodations in a government-run shelter that pose insecure congregate living conditions.

Structure fires can occur by:

- Direct flames
- Radiant heat
- Flying hot embers (within one-half mile of the fire line).

Mitigation:

- \*Create a Defensible Fire Zone (fire-safe) zone that can slow the wildfire down and possibly direct it around your house.
- Check your homeowner insurance for adequate fire damage coverage
- Inventory all household possessions, videotapes, and documents for insurance purposes.
- Draft a Family Emergency and Evacuation Plan that identifies what you will take if you have only a short-notice evacuation warning.
- Be prepared to load essential documents and prioritize which family heirlooms to be taken.
- Identify a place in advance that you could go if forced to evacuate (other than a gov't shelter).
- Be ready to live independently without help for two weeks.
- Remember to take your cell phone, charger, keys, medicines, important documents, *etc.*

Here are a few simple things to start with:

- Keep roof, eaves, and rain gutters free of leaves and other debris.
- Prune tree branches a minimum of 6-10 feet from the ground.
- Trim tree branches that extend over the roof or near the chimney.
- Move firewood and flammable material at least 30 feet away from your home.
- Clear all combustible debris around your house (dry grass, leaves, and brush).
- Wood fences and decks can also be a concern.
- Screen chimney and roof vents with 1/8 to 1/4 wire mesh. Embers can go into the attic and start a fire there.

\*Your Fire Defensible Zone should be at least 30 feet from your home (50-100 feet if in a heavily treed area). Check <https://ffsl.utah.gov/wp-content/uploads/PrepareForWildfire2008.pdf> for more information on range fire mitigation.

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## Evacuation Check List:

### b. Pre-Event (Get Ready)

- Prepare Family Emergency and Evacuation Plan (Review, revise, and periodically practice)
- Make lists of items for each evacuation priority. (Immediate, 15-minutes, 30 minutes, or longer)  
Prioritize lists according to the estimated time before evacuating (show location of items)  
**Immediate** (things that you usually take for an overnight trip, plus important documents)  
**5-Minutes** (all of the above plus medications, credit cards, extra cash, etc.)  
**15-Minutes** All of the above plus a change of clothes, water, snacks, goggles, sturdy footwear, work gloves, flashlight/headlamp, N95 mask, spare batteries, water filter/purification system,  
**30-Minutes or more** (All of the above, plus irreplaceable family heirlooms, photos, etc.)
- Assign responsibilities to each family member to grab specified items.
- Know emergency plans for household members' work, school, or commuter routes.
- Preassembled Important Documents (Store copies of documents on an *encrypted* Flash Drive.)
- Preassemble all emergency kits in a location that can be quickly accessed.
- Identify other evacuation routes if the primary road is closed (too close to the fire or congested).
- Designate a place to reunite your family if separated (work, school, or other locations).
- Subscribe to CodeRed (Reverse 9-1-1) for current information and warnings  
<https://www.daviscountyutah.gov/emergency-management/emergency-alert-sign-up>
- Mitigate fire damage by establishing a defensive fire zone around the house.  
<https://ffsl.utah.gov/wp-content/uploads/FINAL-DRAFTMarch2608-LowRes.pdf>
- Review Insurance Policies for replacement costs of house, contents, *and* debris Removal
- For insurance purposes, inventory and videotape all personal items of value. Store files on an *encrypted* Flash Drive
- Ensure you can open the garage door when the power is off.
- Ensure that your out-of-state contact knows your plan and how to communicate with you. A text message is more reliable if the telephone service is interrupted.
- Identify where you will likely go (family, friends, hotel, and, as a last resort, a government shelter that might not provide adequate personal security and impose untenable restrictions).
- Always* keep cell phones and tablets charged.
- Always* keep the gas tank in your vehicle at least one half-full and well maintained.

### c. Pre-Warning (Get Set)

- Back vehicles into the garage or driveway facing the direction of escape.
- Place pets into carriers (frantic pets may be hard to catch). Pets are not allowed in Shelters.
- Load emergency kits and documents into your car, or cars, according to the announced warning time. Check around the house for things that you might have left behind.
- Plan to assist neighbors that are disabled or need a little assistance. Don't delay *your* departure.
- Stay informed on the fire and be prepared to evacuate if you feel threatened.
- Remove propane tanks and cans of gasoline to a safe distance from your house.
- Keep your out-of-state contact informed on your situation and plans. Text messages are more reliable than phones if telephone service is interrupted.

#### **d. Evacuation Order (Go!)**

- Leave your house promptly when told to evacuate immediately.
- Wear long-sleeve shirts, pants (wool or cotton), sturdy shoes/boots, goggles, N-95 mask, bandana, and outer garments to match weather conditions. Carry a flashlight.)
- Leave a secure note on your front door informing first responders where you've gone.
- Turn off lights, close all interior doors and shutters, set the house alarm, and ensure the garage door is down.
- Keep your car windows rolled up with the air conditioning on. Recirculate inside air.
- Continue to monitor the radio for evacuation instructions.
- Do not return to your home until authorized by local authorities.

#### **e. Comments from Major Western US Fires (Marshall, Paradise, and Bountiful Fires)**

Courtesy Bountiful Emergency Preparedness Committee Webinar.

<https://www.youtube.com/watch?v=le8rcy9vZUE>

“If you are unprepared, your pets will freak out too. Cats will be hard to catch. Place them in a pet carrier first.”

“Do not park on the roadway if you're delayed in the evacuation by traffic congestion, car problems, or visibility. Find a safe place away from the lanes of travel. Don't park on dry vegetation. Call for assistance.”

“Prepare in advance! It helps to prevent freezing, panic or forgetting something important. Discuss a wildland fire evacuation with your family. Plan, make lists, post them on each house level, and assign tasks for your older children. If you wait until it's obvious that you must evacuate, it might be too late! Expect all roads to be congested by evacuees and people that show up to see the fire.”

“Know more than one route out of your area. Traffic might be congested, or the route is on fire.”

“I was in a Costco Warehouse when we were told to evacuate. People were scrambling with full baskets of food. It took 45 minutes to get out of the parking lot with cars coming and going. Some shoppers couldn't find their car because of the smoke.”

“Don't bring extensive camping gear unless specified in your Emergency Plan. Tents, cooking equipment, and sleeping bags aren't necessary if staying with family, friends, or in a hotel.”

“**Bug-out-bags:**” (24-hour supplies or food, water, and snacks, walk home, multi-tool/knife, comfortable walking shoes, warm clothes, depending on the season, personal protection, encrypted flash drive, and contact information, list of passwords, cash in small bill and change.)

**Everyday Carry:** You usually take items with you or in your car emergency kit. Consider developing an office emergency kit that allows you to return home *without* transportation.