

ARE YOU READY ?



www.michigan.gov/prepare
www.ready.gov
www.listo.gov

Michigan State Police
Emergency Management and Homeland Security Division
National Preparedness Month
September 2007





JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
EAST LANSING



COL. PETER C. MUNOZ
DIRECTOR

August 24, 2007

Dear Emergency Preparedness Stakeholder:

In recognition of the fourth annual "National Preparedness Month" (September 2007), I invite all of our emergency preparedness stakeholders to join in the 2007 campaign.

"National Preparedness Month" is a nationwide effort organized by the U.S. Department of Homeland Security that encourages Americans to take simple steps to prepare for emergencies in their homes, businesses and schools.

Federal, state, and local government and the private sector are working hard to prepare and protect the nation, but we all have a role to play. Taking simple preparedness steps in advance can minimize the impact of an emergency or disaster and make a big difference in ensuring the safety and well-being of individuals, families, businesses and communities.

The Michigan State Police Emergency Management and Homeland Security Division has signed on as a National Preparedness Month 2007 Coalition Member and strives to ensure that all citizens have the necessary education and resources to protect their families, homes, businesses and communities. Attached you will find a "Family and Community Emergency Safety" tool kit with a wealth of information to assist you.

I encourage you to work with your local government officials and local businesses, first responders, community organizations, and school districts to help mark this month by holding preparedness-awareness events in your local community.

Sincerely,

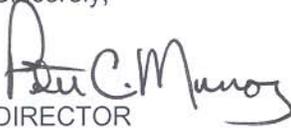

DIRECTOR



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INTRODUCTION



STATE OF MICHIGAN



Executive
Office

Jennifer M. Granholm
Governor

CERTIFICATE OF PROCLAMATION

On behalf of the citizens of Michigan, I, Governor Jennifer M. Granholm,
do hereby proclaim September 2007, as

National Preparedness Month

Whereas, September 2007, has been proclaimed National Preparedness Month; and,

Whereas, The State of Michigan stresses to all citizens the importance of emergency preparedness and urges families and businesses to be ready before emergencies happen; and,

Whereas, During the month of September the State of Michigan will focus on different areas of emergency preparedness including:

- September 1-8 – Back-to-School
- September 9-15 – Business preparedness
- September 16-22 – Multicultural preparedness
- September 23-30 – Home and family preparedness, including pets, older Americans and individuals with disabilities and special needs; and,

Whereas, Preparedness Month provides a welcome opportunity for the State of Michigan to work hand in hand with schools, businesses and local jurisdictions to make preparedness a priority for every citizen, family, business and community in Michigan; and now therefore be it,

Resolved, That I, Jennifer M. Granholm, Governor of the State of Michigan, do hereby proclaim September 2007, as Preparedness Month in Michigan.




Jennifer M. Granholm
Governor



Preparedness Event Ideas

New for 2007, the U.S. Department of Homeland Security has identified four focus areas. Following are sample activities you can use throughout September or during the themed weeks.

Week One – September 1-8: Back-to-School and Ready Kids

- **Preparedness Program at Back-to-School Nights.** Organize preparedness programs to be conducted in your local schools during “back-to-school nights” by working with your local emergency management coordinator or Citizen Corps Council. Invite families to attend and distribute *Ready, Ready Kids* and, information included in this packet. Consider having a local first responder teach parents how to make an emergency supply kit and family emergency plan. The National PTA has worked with the U.S. Department of Homeland Security to help spread the *Ready* message to its members nationwide and local or state PTAs in your area might be able to assist you in your efforts.
- **Preparedness Program at Libraries or Other Community Facilities.** Another option is to organize preparedness programs at public libraries or other community facilities by working with your local emergency management coordinator or Citizen Corps Council. As with the “back-to-school nights,” you can distribute materials and provide interactive lessons that teach residents how to prepare for emergencies that could affect their neighborhoods. The American Library Association has worked with the U.S. Department of Homeland Security on the *Ready Campaign* and your local library may be interested in serving as a key community resource to spread this important message.

Week Two – September 9-15: Business Preparedness and Ready Business

- **Business Preparedness Review.** Organize an emergency preparedness procedures review with employees to go over your company’s emergency plans. For more information about business preparedness, go to www.ready.gov and click on “*Ready Business*.”
- **Update Employee Contacts Lists and Practice Emergency Drills with Employees.**
- **Offer First Aid/CPR Training to Employees.**
- **Work with Local Business or Commerce Organization.** You can work together to host workshops for business leaders about the importance of business preparedness. The U.S. Chamber of Commerce and the Better Business Bureau have worked with the U.S. Department of Homeland Security on the *Ready Campaign* and their local organizations may be interested in serving as a resource for you.

Week Three – September 16-22: Multicultural Preparedness

- **Include Preparedness at Hispanic Heritage Month Events.** Offer to organize a preparedness event (in English or Spanish) in conjunction with a local Hispanic organization’s Hispanic Heritage Month (September 15 – October 15, 2007) event. Work with the organization’s leaders to plan the outreach.
- **Set up an Information Booth.** Set up an information booth/table with preparedness literature at local multicultural events. *Ready/Listo* literature is available in Spanish and can be downloaded at www.ready.gov or www.listo.gov, or you can order printed copies by calling 1-800-480-2520.

- **Team up with Civic and Professional Groups.** Work with your local civic and professional groups that represent the cultures present in your community to distribute emergency preparedness materials during their September monthly meetings or special events.

Week Four – September 23-30: Home and Family Preparedness

- **Public Event at Community Center.** Invite local government officials or first responders to give a brief emergency preparedness presentation at family activity center, library or other family gathering place. You could demonstrate how to put an emergency kit together and the necessary supplies needed for individuals and their families using the *Ready* Emergency Supply Checklist. You could also walk through how to develop a Family Emergency Plan by using Homeland Security's Family Emergency Plan Template available at www.ready.gov.
- **Preparedness Activities at Community Event.** Include emergency preparedness in existing community events by conducting demonstrations or handing out materials. Consider local events already scheduled in your community during September such as state or county fairs, festivals or sporting events. Minor League Baseball has worked with the U.S. Department of Homeland Security to help spread the *Ready* message to baseball fans nationwide and your local baseball team might be able to assist you in your efforts.
- **Preparedness Program for Older and Disabled Americans.** Host an event for older adults, people with disabilities or special needs, and caregivers, reminding them of the special considerations they should make when preparing their emergency supply kit or family emergency plan. You can distribute the *Ready* brochures for older and disabled Americans. The event could be held at a hospital, community center or nursing home. AARP has worked with the U.S. Department of Homeland Security's *Ready* Campaign and their local organizations may be interested in taking part in your event.
- **Preparedness Program for Pet Owners.** Host a preparedness event in conjunction with local pet events or pet walks and distribute the *Ready* brochures for pet owners. This event could bring together animal lovers in the community and help them to develop emergency plans that take into consideration the special needs of their animals. The Humane Society of the United States, American Kennel Club, ASPCA and the American Veterinary Medical Association have worked with the U.S. Department of Homeland Security on the *Ready* Campaign and their local organizations or members may be interested in helping out.

Other Ideas to Use Throughout National Preparedness Month

- **“How-To” Seminar or Preparedness Day.** Host an “Emergency Preparedness Event” teaching people how to create a family emergency plan and make an emergency supply kit. This event could take place at your office, local park or local community center.
- **Community Emergency Response Team (CERT) Training.** Contact your local Citizen Corps Council for more information on how to conduct a CERT training for interested employees, constituents or members. To find your local Citizen Corps Council, go to www.citizencorps.gov and look for the link “Click here to find the Citizen Corps Council nearest you.”



Websites of Interest

National

Ready America, Ready Business, Ready Kids - www.ready.gov

FEMA – www.fema.gov

FEMA Are You Ready? – www.fema.gov/areyouready/

FEMA for Kids Guide to National Security Emergencies – www.fema.gov/kids/nse/

American Red Cross – www.redcross.org

Michigan

Michigan State Police – www.michigan.gov/msp

Emergency Management & Homeland Security Division – www.michigan.gov/emhspd

Michigan Prepares – www.michigan.gov/prepare

IT Security from Department of Information Technology - www.michigan.gov/cybersecurity

Michigan Committee for Severe Weather Awareness – www.mcswa.org

“It is vital that Americans take steps to prepare for emergencies at home, work or school. Personal preparedness is paramount to effectively reacting to the effects of a disaster. By preparing yourself, your family, and your businesses, you allow first responders to prioritize efforts and aid.”

Homeland Security Secretary Michael Chertoff

BACK-TO-SCHOOL





Practical Information on Crisis Planning

PREPARING YOUR SCHOOL FOR A CRISIS

Taking action now can save lives, prevent injury, and minimize property damage in the moments of a crisis. If you do not have a crisis plan in place, it is time to develop one. If you have one, review, practice, and update your plan. This information is designed to assist schools and communities in either situation. Although every school's needs and circumstances are different, these checklists provide general guidance that can be adapted as appropriate to each district's or school's circumstances.

If you would like additional, more detailed information on how to prepare your school or district for a crisis, you can order a free copy of *Practical Information on Crisis Planning: A Guide for Schools and Communities*, from which these checklists have been taken, from the Department's [EDPubs Website](#) and by referencing Item ID=ED001382P&EdSearchPage. Additional emergency planning resources can be found on the U.S. Department of Education Office of Safe and Drug-Free Schools' emergency preparedness Website: www.ed.gov/emergencyplan. This website contains many other crisis planning resources as well.

Additional Websites

www.ed.gov/emergencyplan
www.ready.gov/
www.fema.gov/kids/
www.redcross.org/services/disaster
www.nasponline.org

MITIGATION AND PREVENTION

The goal of mitigation is to decrease the need for response as opposed to simply increasing response capability.

- Connect with community emergency responders to identify local hazards.
- Review the last safety audit to examine school buildings and grounds.
- Determine who is responsible for overseeing violence prevention strategies in your school.
- Encourage staff to provide input and feedback during the crisis planning process.
- Review incident data.
- Determine major problems in your school with regard to student crime and violence.
- Assess how the school addresses these problems.
- Conduct an assessment to determine how these problems—as well as others—may impact your vulnerability to certain crises.

PREPAREDNESS

Good planning will facilitate a rapid, coordinated, effective response when a crisis occurs.

- Determine what crisis plans exist in the district, school, and community.
- Identify all stakeholders involved in crisis planning.
- Develop procedures for communicating with staff, students, families, and the media.
- Establish procedures to account for students during a crisis.
- Gather information about the school facility, such as maps and the location of utility shutoffs.
- Identify the necessary equipment that needs to be assembled to assist staff in a crisis.

RESPONSE

A crisis is the time to follow the crisis plan and make use of your preparations.

- Determine if a crisis is occurring.
- Identify the type of crisis that is occurring and determine the appropriate response.
- Activate the incident management system.
- Ascertain whether an evacuation, reverse evacuation, lockdown, or shelter-in-place needs to be implemented.
- Maintain communication among all relevant staff at officially designated locations.
- Establish what information needs to be communicated to staff, students, families, and the community.
- Monitor how emergency first aid is being administered to the injured.
- Decide if more equipment and supplies are needed.

RECOVERY

During recovery, return to learning and restore the infrastructure as quickly as possible.

- Strive to return to learning as quickly as possible.
- Restore the physical plant, as well as the school community.
- Monitor how staff are assessing students for the emotional impact of the crisis.
- Identify what follow up interventions are available to students, staff, and first responders.
- Conduct debriefings with staff and first responders.
- Assess curricular activities that address the crisis.
- Allocate appropriate time for recovery.
- Plan how anniversaries of events will be commemorated.
- Capture "lessons learned" and incorporate them into revisions and trainings.



School Preparedness – Is Your School Ready?

VALUABLE LESSONS

It doesn't take long for a normal school day to turn into a situation that requires immediate emergency action. Weather, hazardous chemicals, and school place violence present potential risks. Is your school ready to take action when those events do occur?

Ask these questions:

1. Are there procedures in place that will allow the school to confidently and effectively manage an emergency?
2. Is there a well-trained team at the school that can quickly implement your procedures?

Steps to take:

1. What are the potential hazards?
 - Identify your school's vulnerable areas.
 - Determine the impact on your school system.
 - Develop solutions and actions.
2. Do you have an Emergency Plan and Implementation Procedures?
 - Develop an effective emergency response plan and implementation procedures.
 - Develop strategies to help prepare your school for an all hazards approach.
 - Establish a school-based Emergency Response Team.
3. Is your school prepared to deal with the media?
 - Practice communicating effectively and confidently.
 - Develop key messages for the media and the public.
 - Manage news conferences, the media center, the news release, and the telephone team.
4. What is necessary for recovery?
 - Identify strategies and partners to help return to "normal."



Preparedness Tips for Schools

- Listen to radio/TV for updated information and instructions.
- Be alert to suspicious activity and immediately report it to the proper authorities.
- Follow directions given by authorities.
- 100% identification check (i.e., driver's license retained at front office) and provide an escort for anyone entering school other than students, staff and faculty.
- Review emergency plans and ensure plans are updated and needed equipment and emergency supplies are stocked and readily available.
- Prepare to handle inquiries from anxious parents and media.
- Discuss children's fears concerning possible terrorist attacks.
- Obtain copies of "Terrorism: Preparing for the Unexpected" brochure from your local Red Cross chapter and send it home with students in grades K-12.
- Conduct safety training/emergency drills following the school's written emergency plan for all grades.
- Use "Red Cross Emergency Management Guide for Business and Industry" to develop written emergency plans to address all hazards including plans to maintain the safety of students, staff, and faculty, as well as an emergency communication plan to notify parents in times of emergency. Disseminate relevant information to families of children, staff and faculty.
- Initiate offering "Masters of Disaster" curriculum for grades K-8 regarding emergency preparedness for natural disasters.
- Ensure mental health counselors are available for students, staff and faculty.





Campus Public Safety: Weapons of Mass Destruction Terrorism Protective Measures

There are approximately 4,000 Title IV institutions of post-secondary education in the United States serving 15 million students, and several million faculty, staff and visitors. According to the Bureau of Justice Statistics, there are roughly 30,000 campus police and security officers protecting these institutions and individuals.

Within available resources, and consistent with each college or university's policies, procedures and governing philosophy, consideration may be given to the affirmative steps listed below to prevent, deter or effectively respond to a weapons of mass destruction terrorist attack. These steps may be calibrated to local, state or national alert levels.

Prevention

- Establish a working relationship with the Supervisory Agent in Charge of your nearest FBI field office, the regional Joint Terrorism Task Force (JTTF), as well as state and local officials to help ensure your timely receipt of threat information.
- Consider assigning officers as liaisons with international student groups on your campus. In addition to potentially eliciting lifesaving information, the officer(s) may serve to build trust and allay fears among international students.

Deterrence

- Establish a management team responsible for directing the implementation of your campus emergency operations plan.
- Immediately review your emergency operations plan, terrorism incident annex and mutual aid agreements with your management team, command staff and jurisdictional partners. Ascertain the need for immediate staff training.
- The review of your emergency operations plan with jurisdictional partners should include a discussion of potential assets the campus can provide on its own behalf and that of the community in the event of an incident occurring outside the campus. Consider assigning a campus public safety liaison to the local Emergency Operations Center (EOC).
- Review leave policies and standard operating procedures for reassignment of plainclothes officers to uniform to enhance visibility and coverage of vulnerable areas.
- Update your most recent risk assessment inventory.
- Increase physical checks of critical facilities during periods of increased alert.
- Establish a single point of access for each critical facility and institute 100% identification checks.
- Limit public access to critical facilities and consider escort procedures for authorized persons.
- Increase administrative inspections of persons and their possessions entering critical facilities.
- Increase administrative inspections of vehicles and their contents.
- Assess adequacy of video monitoring.
- Assess adequacy of physical barriers outside sensitive buildings and proximity of parking.

- Ensure adequacy of your emergency alert and communication system for students, faculty, staff and visitors.
- Review your parent communication and reunification plan, and then educate all stakeholders.

Special Notes

The suggestions set forth above are offered only to guide and inform your public safety planning efforts. They are not intended to be exhaustive, or to supercede federal, state, local or campus statutes, regulations or policies.

More detailed guidelines have been provided to your campus public safety executive.

The Office for Domestic Preparedness, U.S. Department of Homeland Security, gratefully acknowledges input from the following sources:

- International Association of Campus Law Enforcement Administrators (IACLEA)
- The IACLEA Mid-Atlantic Regional Conference
- The College and University Policing Section, International Association of Chiefs of Police (IACP)
- The Wisconsin Association of Campus Police Chiefs
- University of Illinois Urbana - Champaign Division of Public Safety
- Valdosta State University Department of Public Safety
- The George Washington University Police Department
- McDaniel College Department of Campus Safety
- University of Maine Department of Public Safety
- University of Vermont Police Services
- The iXP Corporation, Campus Public Safety and Security
- The Federal Bureau of Investigation, Office of Law Enforcement Coordination
- The U.S. Department of Education



Lessons Learned from the Virginia Tech Tragedy

Following the tragic shooting deaths at Virginia Tech on April 16, 2007, President Bush directed Health and Human Services Secretary Michael Leavitt, Secretary of Education Margaret Spellings, and Attorney General Alberto Gonzalez to meet with educators, mental health experts, law enforcement officials and representatives of state and local governments to discuss the broader issues raised by this tragedy.

On June 13, the three cabinet members issued a 26-page report containing key findings that speak to issues such as information sharing, communication, and emergency planning. It also makes recommendations to local, state and federal authorities.

There was universal recognition that the problems are complex and deep-seated, and the challenge of balancing personal privacy with individual liberty is daunting. Better information-sharing within schools and institutions of higher learning, as well as greater collaboration with law enforcement and mental health officials, were among the recommendations.

The entire report is available for viewing and downloading at www.hhs.gov/vtreport.html. Following are the report's key findings.

Key Findings

- **Critical Information Sharing Faces Substantial Obstacles**
Education officials, healthcare providers, law enforcement personnel, and others are not fully informed about when they can share critical information on persons who are likely to be a danger to self or others, and the resulting confusion may chill legitimate information sharing.
- **Accurate and Complete Information on Individuals Prohibited from Possessing Firearms is Essential to Keep Guns Out of the Wrong Hands**
State laws and practices do not uniformly ensure that information on persons restricted from possessing firearms is appropriately captured and available to the National Instant Criminal Background Check System (NICS).
- **Improved Awareness and Communication are Key to Prevention**
It is important that parents, students, and teachers learn to recognize warning signs and encourage those who need help to seek it, so that people receive the care they need and our communities are safe.
- **It is Critical to Get People with Mental Illness the Services They Need**
Meeting the challenge of adequate and appropriate community integration of people with mental illness requires effective coordination of community service providers who are sensitive to the interests of safety, privacy, and provision of care.
- **Where We Know What to Do, We Have to be Better at Doing It**
For the many states and communities that have already adopted programs, including emergency preparedness and violence prevention plans, to address school and community violence, the challenge is fully implementing these programs through practice and effective communication.



FAMILY SUPPLY LIST

Emergency Supplies

Water, food, and clean air are important things to have if an emergency happens. Each family or individual's kit should be customized to meet specific needs, such as medications and infant formula. It should also be customized to include important family documents.



Recommended Supplies to Include in a Basic Kit:

- Water, one gallon of water per person per day, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered radio and a NOAA Weather Radio with tone alert, and extra batteries for both
- Flashlight and extra batteries
- First Aid kit
- Whistle to signal for help
- Infant formula and diapers, if you have an infant
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Dust mask or cotton t-shirt, to help filter the air
- Plastic sheeting and duct tape to shelter-in-place
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)

Clothing and Bedding:

If you live in a cold weather climate, you must think about warmth. It is possible that the power will be out and you will not have heat. Rethink your clothing and bedding supplies to account for growing children and other family changes. One complete change of warm clothing and shoes per person, including:

- A jacket or coat
- Long pants
- A long sleeve shirt
- Sturdy shoes
- A hat and gloves
- A sleeping bag or warm blanket for each person



FAMILY SUPPLY LIST (CONTINUED)

Below are some other items for your family to consider adding to its supply kit. Some of these items, especially those marked with a * can be dangerous, so please have an adult collect these supplies.

- Emergency reference material such as a first aid book or a print out of the information on www.ready.gov
- Rain gear
- Mess kits, paper cups, plates and plastic utensils
- Cash or traveler's checks, change
- Paper towels
- Fire Extinguisher
- Tent
- Compass
- Matches in a waterproof container *
- Signal flare*
- Paper, pencil
- Personal hygiene items including feminine supplies
- Disinfectant *
- Household chlorine bleach * - You can use bleach as a disinfectant (diluted nine parts water to one part bleach), or in an emergency you can also use it to treat water. Use 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Medicine dropper
- Important Family Documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container.



JUST IN CASE FAMILY PLAN



Your family may not be together in an emergency, so plan how you will contact one another and review what you will do in different situations.

Out-of-State Contact Name: _____

Telephone Number: _____

Email: _____



Fill out the following information for each family member and keep it up to date.

Name: _____

Date of Birth: _____

Important Medical Information: _____

Name: _____

Date of Birth: _____

Important Medical Information: _____

Name: _____

Date of Birth: _____

Important Medical Information: _____

Name: _____

Date of Birth: _____

Important Medical Information: _____



Where to go in an emergency. Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans.

Home

Address: _____

Phone Number: _____

Evacuation Location: _____

Work

Address: _____

Phone Number: _____

Evacuation Location: _____

School

Address: _____

Phone Number: _____

Evacuation Location: _____

Work

Address: _____

Phone Number: _____

Evacuation Location: _____

School

Address: _____

Phone Number: _____

Evacuation Location: _____

Places you frequent

Address: _____

Phone Number: _____

Evacuation Location: _____



Important Information	Name	Telephone #
Doctor(s):		
Veterinarian/Kennel:		
Other:		





READY KIDS

U.S. DEPARTMENT OF HOMELAND SECURITY

JUST IN CASE FAMILY PLAN

Every family member should carry a copy of this important information:

Blank lined area for notes.

Other Important Phone Numbers & Information:



Family Communications Plan

Contact Name:

Telephone:

Out-of-State Contact Name:

Telephone:

Neighborhood Meeting Place:

Meeting Place Telephone:

Dial 9-1-1 for Emergencies!

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Other Important Phone Numbers & Information:



Family Communications Plan

Contact Name:

Telephone:

Out-of-State Contact Name:

Telephone:

Neighborhood Meeting Place:

Meeting Place Telephone:

Dial 9-1-1 for Emergencies!

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Family Communications Plan

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Neighborhood Meeting Place:

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Dial 9-1-1 for Emergencies!

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Family Communications Plan

Contact Name:

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Dial 9-1-1 for Emergencies!