

# Family Care Planning

## What is Family Care Planning?

A means by which an Emergency Manager or Responder prepares plans in advance for the care of his/her family members when the manager or responder needs to be at work during a major disaster.

## Who should have a Family Care Plan?

Generally, all Emergency Managers, Telecommunicators/Dispatchers, Law Enforcement Officers, Firefighters, Emergency Medical Technicians, Public Works personnel, Hospital staff and any other personnel with a family who will need to be on the job long term during a major disaster.

## Why is a Family Care Plan Important?

A Family Care Plan is an essential part of emergency preparedness and response. Emergency personnel must be available for duty when and where the needs of the Community are required – without interference of family responsibilities. Disasters frequently are sudden, leaving emergency personnel little time to make on-the-spot arrangements for family member care. A Family Care Plan prepares emergency personnel and the family in advance and reassures emergency personnel that everything is taken care of at home, minimizing family-related stress and enabling emergency personnel to concentrate more fully on their disaster mission.

## What Must be Included in a Family Care Plan?

A *Family Care Plan* is a fillable form on which emergency personnel explain and document the specific measures they have taken to ensure that their family are cared for during their absence from home.

A *Power of Attorney* is the legal means by which emergency personnel give another person the legal authorization to care for their dependent children and to make important decisions regarding the children on their behalf.

## Who Keeps the Family Care Plan?

The emergency personnel's agency maintains the original Family Care Plan with their agency personnel files. Emergency personnel should have complete copies of the Plan at home with their family. Be sure to locate all important family documents in a waterproof and fire-proof container.

## Family Care Plan

A Family Care Plan (FCP) is a method by which emergency personnel ensure their family members are taken care of when the member is on duty during a disaster. Planning and preparations ensure the family is okay when left behind and must be accomplished well before disaster strikes. This plan shall be kept in their personnel file at work.

Name of Member	
Name of Spouse	
Contact Phone No. 1	
Contact Phone No. 2	
Physical Home Address	

Do you have children?	Yes	No
Is your Spouse also an Emergency Manager or Responder?	Yes	No
If so, who will care for your children during a disaster?		
Contact Information for childcare person		

Do you have enough drinking water at home? One gallon/person/day	Yes	No
Do you have enough food that can be prepared without electricity?	Yes	No
Do you have enough heating or cooling in your home as needed?	Yes	No
Is your home secure enough and can your family protect themselves? Physical Security, Saferoom, Firearms and training. Neighborhood Watch or Patrol	Yes	No
Can your family get along without you during the duration of the disaster?	Yes	No
Can your family communicate with the Office if telephones are out? FRS/GMRS Radio, CB Radio, Amateur Radio, Satellite Phone	Yes	No
Have your family members completed Emergency Preparedness training?	Yes	No
Have your family members completed First Aid training?	Yes	No
Is your home in the hazard/danger area?	Yes	No
Does your family have an evacuation plan & an alternate living arrangement?	Yes	No
• Where? Contact Info?		
Do you have a generator and several days of fuel on hand?	Yes	No

If you answered "No" to any of the above questions, work with your supervisor to find ways to better prepare your family for a disaster, when you are not able to be at home.