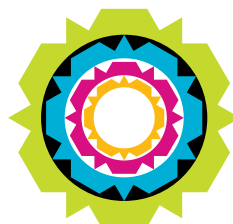


# FAMILY DISASTER PREPAREDNESS GUIDELINES

**DISASTER RISK MANAGEMENT  
IS EVERYBODY'S BUSINESS**



[www.capetown.gov.za/disaster](http://www.capetown.gov.za/disaster)



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Making progress possible. **Together.**

# DISASTER RISK MANAGEMENT IS EVERYBODY'S BUSINESS.



## BE PREPARED - TODAY.

Being prepared makes sense. The likelihood that you and your family will recover from an emergency/disaster tomorrow often depends on the planning and preparation done today.

The City of Cape Town is working hard to protect and prepare our city for emergencies/disasters. This includes educating and empowering all Capetonians to improve their personal preparedness.

While we acknowledge that each person's abilities and needs are unique, every individual can take steps to prepare for all kinds of emergencies/disasters. Preparedness must account for natural and human-induced disasters. These may include wildfires, windstorms/tornadoes, floods and radiation threats to name but a few.

By evaluating your own personal needs and drawing up an emergency plan that fits those needs, you and your loved ones can be better prepared.

The City of Cape Town's Disaster Risk Management Centre has made it possible for all residents to prepare for an emergency/disaster today by using the **Disaster Preparedness Plan.**

[www.capetown.gov.za/disaster](http://www.capetown.gov.za/disaster)

**PREPARE - TODAY**

# FAMILY EMERGENCY PLAN



Emergency planning begins at home. Ensure that your family has a plan in case of an emergency/disaster. It is best to sit down together, before an emergency happens, and decide how you will get in contact with one another, where you will go and what you will do in an emergency/disaster situation. It is important to keep a copy of this plan in your disaster supply kit or other safe place where you can easily access it in the event of a disaster. Being prepared makes sense.

## INDIVIDUALS ARE ASKED TO DO 3 IMPORTANT THINGS:

### 1. Draft a family emergency plan.

Your family may not be together when disaster strikes, so it is important to plan in advance: how you will contact one another; how you will get back together; and what you will do in different situations.



### 2. Prepare a disaster supply kit.

When preparing for a possible emergency/disaster situation, it is best to first think about the basics of survival: fresh water, clean food, keeping warm, etc.



### 3. Be aware and prepared

Knowing what to do during an emergency/disaster is an important part of being prepared and might make all the difference when seconds count.



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**IMPORTANT INFORMATION**

# FAMILY EMERGENCY PLAN



Out-of-town/area contact name: _____	Tel: _____
Address: _____	Email: _____
Neighbourhood/local meeting place: _____	Tel: _____
Regional meeting place: _____	Tel: _____
Evacuation location: _____	Tel: _____

**COMPLETE THE FOLLOWING INFORMATION FOR EACH FAMILY MEMBER AND KEEP IT UP TO DATE.**

Name: _____	Identity/passport/birth certificate no: _____
Date of birth: _____	Important medical information: _____
Name: _____	Identity/passport/birth certificate no: _____
Date of birth: _____	Important medical information: _____
Name: _____	Identity/passport/birth certificate no: _____
Date of birth: _____	Important medical information: _____
Name: _____	Identity/passport/birth certificate no: _____
Date of birth: _____	Important medical information: _____

**WRITE DOWN WHERE YOUR FAMILY SPENDS THE MOST TIME (WORK, SCHOOL, OTHER PLACES). ALL OF THESE PLACES SHOULD HAVE SITE-SPECIFIC EMERGENCY PLANS THAT YOUR FAMILY NEEDS TO KNOW ABOUT.**

WORK LOCATION ONE	SCHOOL LOCATION ONE
Address: _____	Address: _____
Tel: _____	Tel: _____
Evacuation location: _____	Evacuation location: _____
WORK LOCATION TWO	SCHOOL LOCATION TWO
Address: _____	Address: _____
Tel: _____	Tel: _____
Evacuation location: _____	Evacuation location: _____
OTHER PLACES YOU FREQUENT	OTHER PLACES YOU FREQUENT
Address: _____	Address: _____
Tel: _____	Tel: _____
Evacuation location: _____	Evacuation location: _____

IMPORTANT INFORMATION	NAME	TELEPHONE NUMBER	POLICY NUMBER
Doctor/medical aid:			
Homeowner's insurance			
Veterinarian/kennel			

[www.capetown.gov.za/disaster](http://www.capetown.gov.za/disaster)

# FAMILY EMERGENCY PLAN

Complete an emergency plan card for each family member, cut it out and keep in purse or wallet.



### FAMILY EMERGENCY PLAN

Emergency contact name: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Out-of-town contact name: \_\_\_\_\_  
Neighbourhood meeting place: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Other important information: \_\_\_\_\_



**DIAL 107 FOR EMERGENCIES**

### FAMILY EMERGENCY PLAN

Emergency contact name: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Out-of-town contact name: \_\_\_\_\_  
Neighbourhood meeting place: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Other important information: \_\_\_\_\_



**DIAL 107 FOR EMERGENCIES**



### FAMILY EMERGENCY PLAN

Emergency contact name: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Out-of-town contact name: \_\_\_\_\_  
Neighbourhood meeting place: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Other important information: \_\_\_\_\_



**DIAL 107 FOR EMERGENCIES**

### FAMILY EMERGENCY PLAN

Emergency contact name: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Out-of-town contact name: \_\_\_\_\_  
Neighbourhood meeting place: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Other important information: \_\_\_\_\_



**DIAL 107 FOR EMERGENCIES**

Complete an emergency plan card for each family member, cut it out and keep in purse or wallet.

**ADDITIONAL IMPORTANT PHONE NUMBERS  
AND INFORMATION:**

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**ADDITIONAL IMPORTANT PHONE NUMBERS  
AND INFORMATION:**

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AND INFORMATION:**

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# DISASTER SUPPLY KIT

## DISASTER RISK MANAGEMENT IS EVERYBODY'S BUSINESS



Through its Disaster Risk Management Centre, the City of Cape Town educates and empowers Capetonians to take simple steps to prepare for and respond to potential emergencies, including natural and human-induced disasters. Individuals are asked to do three important things: draft a family emergency plan, prepare a disaster supply kit and be aware and prepared.

All Capetonians should, where possible, have some basic supplies on hand in order to survive for at least three days should a disaster occur. Below is a list of some basic items that every disaster supply kit should include. It is important, however, that individuals review this list and consider the unique needs of their family in order to create a disaster supply kit that will meet those needs. All residents should consider an additional disaster supply kit for their workplace or other places they spend time at.

### RECOMMENDED ITEMS TO INCLUDE IN A BASIC DISASTER SUPPLY KIT:

- Water: Five litres of water per person per day for at least three days, for drinking and sanitation purposes**
- Food: at least a three-day supply of non-perishable food to suit your family's needs**
- Battery-powered FM/AM radio with extra batteries**
- Torch or battery-powered lantern, with extra batteries**
- First-aid kit (basic)**
- Whistle, to signal for help**
- Moist towelettes, garbage bags and ties, for personal sanitation**
- Can opener for food (if kit contains canned foods)**
- Maps (local area)**



# DISASTER SUPPLY KIT

## ADDITIONAL ITEMS TO CONSIDER ADDING TO THE KIT:



- Prescription medication and glasses
- Important family documentation such as identification, banking records, insurance information, etc (preferably enclosed in a waterproof cover)
- Infant formula

- Cash
- Blankets and/or sleeping bag for each person
- Change of clothing and sturdy shoes
- Household bleach (JIK) and medicine dropper when diluted (9 parts water to 1 part bleach) the solution can be used as a disinfectant or to treat water (16 drops of bleach to 4,5 litres of water)
- Matches and/or gas lighter
- Pen and paper
- Personal hygiene items and female supplies

[www.capetown.gov.za/disaster](http://www.capetown.gov.za/disaster)

**ADDING TO A DISASTER SUPPLY KIT**



# BE AWARE AND PREPARED



The reality of a disaster situation is that you are not likely to have easy access to everyday conveniences. Some of the things you can do to prepare for the unexpected, such as developing a family emergency plan and keeping a disaster supply kit, are the same for both natural and human-induced disasters.

Potential disasters, however, display important differences that may impact on the decisions you make and the actions you take. Be aware and prepared by learning about the potential disasters that could happen where you live/work and the appropriate way of responding to them. Knowing what to do during a disaster situation is an important part of being prepared and can make all the difference when seconds count.

## Deciding to stay or leave (evacuate):

Depending on your circumstances and the nature of the disaster, the first important decision is whether to stay or to leave (evacuate). It is important to understand and plan for both possibilities. Use common sense and available information to determine if there is immediate danger. During a disaster, local authorities may or may not immediately be able to provide information on what is happening and what you should do. It is advisable to monitor TV or radio news reports for information or official instructions as they become available. If you are specifically told to evacuate, do so immediately. If you need transportation assistance, it is best to make prior arrangements.

and where you will go. If possible, choose several destinations in different directions so that you have options during a disaster. Shut off water and electricity/gas before leaving your home. Enquire about evacuation plans at work, schools or other places you spend time. **Remember your disaster supply kit.**

## Consider your pets:

Whether you decide to stay put during a disaster or evacuate to a safe location, you will need to plan in advance for your pet(s). What's best for you is generally best for your pet(s). If you must evacuate, take your pet(s) with you, if possible. If, however, you are going to a public mass care facility or shelter, bear in mind that only guide dogs are allowed inside. Plan in advance for alternative sheltering arrangements for your pet(s); consider family or friends outside of your immediate area.

## Staying put (sheltering):

Whether at home or elsewhere, there may be situations when it's best to stay where you are and avoid any uncertainty outside. Think of what you can do to shelter safely where you are at the time. You might have to stay put and create a barrier between yourself and potentially contaminated air outside. If local authorities inform you that the air is badly contaminated it is best to seal the room. This means bringing family and pets inside, closing windows and doors, switching off fans and air conditioners and sealing off doorways with tape or other suitable material. **Remember your disaster supply kit.**

## General fire safety:

Plan for at least two ways out of every room, if possible. Check for hazards or items that could block your escape path and keep you from safely evacuating a building. Assist family and friends to secure and make their homes safe. Wearing medic alert tags/bracelets that identify your illness can be a crucial aid during a disaster.

## Evacuating:

There may be circumstances/conditions where you decide to leave or there may be situations when you are ordered to leave. It is important to plan how you will assemble your family and how you will get away

Contact the Disaster Risk Management Centre for additional assistance: 080 911 HeIP (4357)  
[www.capetown.gov.za/disaster](http://www.capetown.gov.za/disaster)

# BE AWARE AND PREPARED