

## FAMILY CARE PLAN

When one member of a family is deployed to the site of an emergency or disaster, that deployment impacts the entire family. Discussing family information before the deployment will help assure the deployed member that the family's needs will be met in his/her absence. Use the following checklist to create and update a written document to be left with your family.

|  |  |
|--|--|
| Check the box when action is completed <input checked="" type="checkbox"/> |  |
| Date updated _____   |  |
| <b>HEALTH AND MEDICAL</b>  |  |
| <input type="checkbox"/>   | Where are family medical records stored? _____<br>Who should be contacted in an emergency? _____<br>Home number _____<br>Work number _____<br>Mobile phone number _____<br>Where are medical insurance policy records stored? _____<br>What is the deployed member's blood type? _____<br>Does the deployed member have any allergies? _____   |
| <b>FAMILY FINANCES</b>   |  |
| <input type="checkbox"/>   | What money will be available to the family during the deployed member's absence?<br>_____ (If possible, some of this should be in cash for emergencies.)<br>How is this money accessed and who is authorized? _____<br>Is the deployed member's paycheck directly deposited into a bank account? _____<br>If so, how can this money be accessed by the family? _____<br>(This may require paperwork and signatures in advance. Check with your bank.)<br>Is there a safe deposit box? _____ If yes, where is the key? _____<br>If the family has credit cards, what are the phone numbers to report them lost or stolen? (1 number for each card.) _____<br>_____<br>What other resources may be available in an emergency and how are they accessed?<br>_____ |
| <input type="checkbox"/>   | What payments will be deducted automatically and what account are they deducted from?<br>What payments must be made, when, to whom, and in what amount?<br><br>Mortgage/rent _____<br>Electricity/gas _____<br>Cable _____<br>Telephone (land line) _____<br>Mobile phone _____<br>Water/sewer/garbage _____<br>Insurance _____<br>Loans (car/student/other) _____<br>Childcare _____<br>Credit cards _____<br>Other _____   |

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|--------------------------|---|
|                          | <b>HOME</b>   |
| <input type="checkbox"/> | <p>Where are the following located? (Demonstrate to spouse or other family member how to use them.)</p> <p style="padding-left: 20px;">Electrical control box (fuse box) _____</p> <p style="padding-left: 20px;">Water control valve (for turning off water) _____</p> <p style="padding-left: 20px;">Gas control valve _____</p> <p>Where are copies of service contracts kept? _____</p> <p>Where are spare house keys kept in the house and does anyone else have keys in the event family gets locked out? _____</p>   |
|                          | <b>TRANSPORTATION/CAR</b>   |
| <input type="checkbox"/> | <p>What is the name/number for the car insurance agent? _____</p> <p>Where are the vehicle titles stored? _____</p> <p>Where are duplicate keys? _____</p> <p>Who can be called for transportation in an emergency? _____</p> <p>Does family have towing or emergency road service? _____</p> <p>_____</p>  |
|                          | <b>ADMINISTRATIVE FAMILY INFORMATION</b><br>NOTE: There are many factors involved when preparing legal documents such as wills, Power of Attorney, etc. If you don't already have these documents prepared, or if they need updating, please contact an attorney.   |
| <input type="checkbox"/> | <p>Does the spouse have Power of Attorney and is it full or limited? _____</p> <p>Is there a copy of each family member's birth certificate and where are they stored? _____</p> <p>_____</p> <p>What is the deployed member's Social Security number? _____</p> <p>Is there a will and where is it? _____</p> <p>_____</p> <p>The following documents should be available to your family during your deployment:</p> <p style="padding-left: 20px;">Marriage certificate/ divorce decree _____</p> <p style="padding-left: 20px;">Insurance documents (home, auto, health) _____</p> <p style="padding-left: 20px;">Power of attorney documents _____</p> <p style="padding-left: 20px;">Bank books/account information _____</p> <p style="padding-left: 20px;">Copy of mortgage or lease _____</p> <p style="padding-left: 20px;">Living will _____</p> <p style="padding-left: 20px;">Other (immigration/adoption/investments, etc.) _____</p> <p>Each adult family member should answer the following questions: (NOTE- This is for family knowledge only and is not intended to take the place of legal documents.)</p> <p>Are you a designated organ donor? _____</p> <p>What are your wishes regarding life support machines? _____</p> |

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## PET INFORMATION

Has each pet had the recommended shots? \_\_\_\_\_  
Where are important pet records kept? \_\_\_\_\_  
In case of an emergency, who will care for the pets? \_\_\_\_\_  
List name and phone numbers for the following:  
Veterinarian \_\_\_\_\_  
Kennel \_\_\_\_\_  
Dog walker/sitter \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

Does each family member know how and when to dial 911? \_\_\_\_\_  
List the name/phone number for each of the following:  
Fire department (non-emergency) \_\_\_\_\_  
Police department (non-emergency) \_\_\_\_\_  
Family doctor/pediatrician \_\_\_\_\_  
Hospital \_\_\_\_\_  
Pharmacy \_\_\_\_\_  
Clergy/church \_\_\_\_\_  
Children's school (include name of teacher) \_\_\_\_\_  
Children's daycare \_\_\_\_\_  
Children's after school activity leader/coach \_\_\_\_\_  
Non-custodial/ custodial parent \_\_\_\_\_  
Family members living outside the home (adults/ step, etc.) \_\_\_\_\_  
Deployed member's local work number (and name of supervisor) \_\_\_\_\_  
How can the family contact the deployed member in an emergency?  
Personal cell phone number \_\_\_\_\_  
Work cell phone number \_\_\_\_\_  
Contact number at assigned area \_\_\_\_\_

List the name, office number and emergency number for each of the following:  
Electric company \_\_\_\_\_  
Gas company \_\_\_\_\_  
Cable company \_\_\_\_\_  
Water company \_\_\_\_\_  
Home insurance agent \_\_\_\_\_  
Car insurance agent \_\_\_\_\_  
Family attorney \_\_\_\_\_

Other important information (bedtimes, infant feeding schedule, important events during the deployment like games, recitals, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_