

PREPARE IN A YEAR PLAYBOOK



PERSONAL PREPAREDNESS

Estimated Completion Time

This presentation can be customized to fit your needs and time allowance. Ideally 30 minutes.

- 20 minutes of presentation and 10 minutes of questions
- 15 minutes of presentation and 15 minutes of questions

OBJECTIVES

At the conclusion of this presentation the audience will be able to:

- **COLLECT.** Create a paper copy of the contact information for your family and other important people/offices, such as medical facilities, doctors, schools, or service providers.
- **SHARE.** Make sure everyone carries a copy in his or her backpack, purse, or wallet.
- **PRACTICE.** Have regular household meetings to review and practice your plan.

The topics that will be discussed in this unit are:

- Prepare to be separated from loved ones
- Out-of-area contact
- Web resources
- Local resources

Setting the Stage



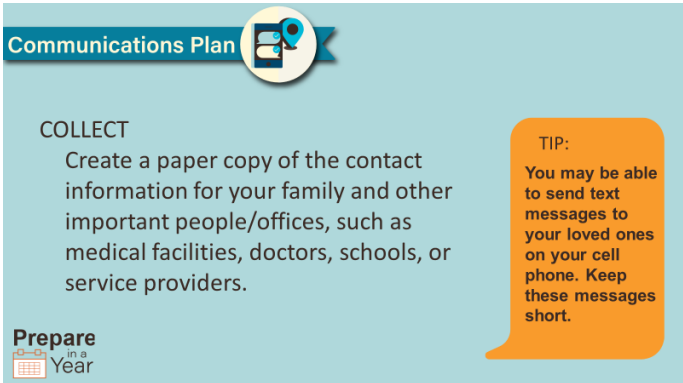
Open by discussing why is it important to have a communications plan?

Communication networks, such as mobile phones and computers, could be unreliable during disasters, and electricity could be disrupted. Planning in advance will help ensure that all the members of your household—including children and people with disabilities and others with access and functional needs, as well as outside caregivers—know how to reach each other and where to meet up in an emergency.

PREPARE IN A YEAR PLAYBOOK



PERSONAL PREPAREDNESS

<p style="text-align: center;">Prepare in a Year</p> 	<p style="text-align: center;">Slide 1</p> <p>Insert your Agency logo on the first slide</p>
 <ul style="list-style-type: none"> • What does it mean to have a communication plan? <ul style="list-style-type: none"> • Contact list of out-of-state contact phone number. • Know how to contact your friends/family if you don't have access to your cell phone. 	<p style="text-align: center;">Slide 2</p> <p>Ask your audience what they think it means to have a communication plan.</p> <p>Prompt them if needed by asking if they have their important phone numbers memorized</p> <p>Do they have their out-of-area contact number memorized?</p>
 <p>COLLECT Create a paper copy of the contact information for your family and other important people/offices, such as medical facilities, doctors, schools, or service providers.</p> <p>TIP: You may be able to send text messages to your loved ones on your cell phone. Keep these messages short.</p>	<p style="text-align: center;">Slide 3</p> <p>HOUSEHOLD INFORMATION Write down phone numbers and email addresses for everyone in your household.</p> <p>Having this important information written down will help you reconnect with others in case you don't have your mobile device or computer with you or if the battery</p>

PREPARE IN A YEAR PLAYBOOK



PERSONAL PREPAREDNESS

	<p>runs down. If you have a household member(s) who is Deaf or hard of hearing, or who has a speech disability and uses traditional or video relay service (VRS), include information on how to connect through relay services on a landline phone, mobile device, or computer.</p> <p>OUT-OF-TOWN CONTACT</p> <p>It is also important to identify someone outside of your community or State who can act as a central point of contact to help your household reconnect. In a disaster, it may be easier to make a long-distance phone call than to call across town because local phone lines can be jammed.</p>
 <p>Communications Plan</p> <p>SHARE.</p> <p>Make sure everyone carries a copy in his or her backpack, purse, or wallet. You should also post a copy in a central location in your home, such as your refrigerator or family bulletin board.</p> <p>Prepare in a Year</p>	<p>Slide 4</p> <p>Make copies of your Communication Plan for each member of the household to carry in his or her wallet, backpack, or purse. Post a copy in a central place at home. Regularly check to make sure your household members are carrying their plan with them.</p> <p>Enter household and emergency contact information into all household members' mobile phones or devices.</p> <p>Store at least one emergency contact under the name "In Case</p>

PREPARE IN A YEAR PLAYBOOK



PERSONAL PREPAREDNESS

of Emergency” or “ICE” for all mobile phones and devices. This will help someone identify your emergency contact if needed. Inform your emergency contact of any medical issues or other requirements you may have.

Create a group list on all mobile phones and devices of the people you would need to communicate with if there was an emergency or disaster.

Make sure all household members and your out-of-town contact know how to text if they have a mobile phone or device, or know alternative ways to communicate if they are unable to text.

Communications Plan

PRACTICE
Have regular household meetings to review and practice your plan.

Slide 5

Once you have completed your Communication Plan, made copies for all the members of your household, and discussed it, it’s time to practice!

Here are some ideas for practicing your plan:

Practice texting and calling. Have each person practice sending a text message or calling your out-of-town contact and sending a group text to your mobile phone group list.

Discuss what information you should send by text. You will want to let others know you are safe

PREPARE IN A YEAR PLAYBOOK



PERSONAL PREPAREDNESS

	<p>and where you are. Short messages like “I’m OK. At library” are good.</p> <p>Discuss these important tips:</p> <p>Text is best when using a mobile phone, but if you make a phone call, keep it brief and convey only vital information to emergency personnel and/or family or household members.</p> <p>This will minimize network congestion, free up space on the network for emergency communications, and conserve battery power. Wait 10 seconds before redialing a number.</p> <p>If you redial too quickly, the data from the handset to the cell sites do not have enough time to clear before you’ve re-sent the same data. This contributes to a clogged network.</p> <p>Conserve your mobile phone battery by reducing the brightness of your screen, placing your phone in airplane mode, and closing apps you do not need.</p> <p>Limit watching videos and playing video games to help reduce network congestion.</p> <p>Keep charged batteries, a car phone charger, and a solar charger available for backup power for your mobile phone,</p>
--	--

PREPARE IN A YEAR PLAYBOOK



PERSONAL PREPAREDNESS

	<p>teletypewriters (TTYs), amplified phones, and caption phones.</p> <p>If you charge your phone in your car, be sure the car is in a well-ventilated area (e.g., not in a closed garage) to avoid life-threatening carbon monoxide poisoning.</p> <p>Maintain a household landline and analog phone (with battery backup if it has a cordless receiver) that can be used when mobile phone service is unavailable.</p> <p>Those who are Deaf or hard of hearing, or who have speech disabilities and use devices and services that depend on digital technology (e.g., VRS, Internet Protocol [IP] Relay, or captioning) should have an analog phone (e.g., TTY, amplified phone, or caption phone) with battery backup in case Internet or mobile service is down.</p>
--	--

PREPARE IN A YEAR PLAYBOOK



PERSONAL PREPAREDNESS

The slide content is on a light blue background. At the top left, there is a dark blue banner with the text "Communications Plan" in white. To the right of the banner is a circular icon containing a white document with a blue location pin. Below the banner, the text "Use the Web" is followed by two bullet points: "• The American Red Cross has a website that lets you search for loved ones and register yourself as 'safe and well.' [https://safeandwell.communityos.org/](\"https://safeandwell.communityos.org/\")" and "• Facebook has a 'safety check' that can be implemented after a disaster. [https://www.facebook.com/about/safetycheck/](\"https://www.facebook.com/about/safetycheck/\")". Below this is the text "Local Resources". At the bottom left is the "Prepare in a Year" logo.

Slide 6

Talk about your local resources as well as resources that are available on the internet.