Basic Emergency Kit
Your emergency kit should contain enough supplies for each person in your household for three to five days. In addition, assemble a portable kit to take with you when you evacuate, as well as emergency kits for your vehicle and workplace. The following basic supplies are recommended:

- Water—at least one gallon per person per day for at least three days
- Food—nonperishable food for at least three days (include canned goods with low salt and high liquid content)
- Special needs—baby formula/food and supplies and medical equipment
- Pet Food—nonperishable food for at least three days
- Manual can opener
- First aid kit
- Prescription medications
- Dust masks
- Personal sanitation supplies such as moist towelettes, garbage bags, and plastic ties
- Flashlight
- Battery-powered or hand-crank radio
- All hazards NOAA (National Oceanic & Atmospheric Administration) weather radio
- Extra batteries
- Money (at a minimum, $100 in local currency, small denomination bills)
- Wrench or pliers to turn off utilities
- Local maps
- Your family emergency plan
- Your command muster information
- Any important documents—stored in waterproof container

Provisions for Utilities
In various emergency situations, whether you shelter-in-place or evacuate, you may be advised to cut off ventilation systems or utilities. Write the locations of, and instructions for, these controls and any tools necessary to change them. (Like fire and evacuation plans, this is a good thing to review and practice with the whole family.)

Important contacts and insurance policy numbers

<table>
<thead>
<tr>
<th>Doctor(s):</th>
<th>Phone:</th>
<th>Policy#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dentist:</td>
<td>Phone:</td>
<td>Policy#:</td>
</tr>
<tr>
<td>Pharmacy:</td>
<td>Phone:</td>
<td>Policy#:</td>
</tr>
<tr>
<td>Veterinarian/Kennel:</td>
<td>Phone:</td>
<td>Policy#:</td>
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<tr>
<td>Medical Insurance:</td>
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<td>Dental Insurance:</td>
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<td>Policy#:</td>
</tr>
<tr>
<td>Life Insurance:</td>
<td>Phone:</td>
<td>Policy#:</td>
</tr>
</tbody>
</table>

Important Records
Use these checklists to help collect important papers to keep with your emergency supplies kit for ready access in case of evacuation. If not regularly used, place important records in a waterproof/fireproof container to be taken with you in case of an emergency.

**Personal**
- Military ID cards
- Driver’s licenses
- Birth certificates/adoptions records
- Social Security cards
- Passports
- Citizenship papers
- Marriage licenses, divorce records
- Vehicle registration/ownership records
- Medical records
- Immunization records
- Power(s) of attorney (personal/property)
- Wills
- Household goods inventory from last three PCS moves

**Financial**
- Bank/credit union statements
- Credit/debit card statements
- Income records (including government benefits, child support, and alimony)
- Mortgage statement or lease
- Bills (electricity, gas, water)
- Health insurance cards and records
- Other insurance records (auto/property/life)
- Tax returns, property tax statements
- Investment/retirement account records

**Other important information**

**I AM. ARE YOU?**

**EMERGENCIES HAPPEN**
Be Ready for: Natural Disasters, Biological and Man Made Disasters, Acts of Terrorists

**THE NAVY’S EMERGENCY PREPAREDNESS PROGRAM**
WWW.READY.NAVY.MIL
Family Emergency Plan

Your family may not be together when disaster strikes, so plan what you will do in different situations and plan how you will contact one another. Preparedness empowers you. It saves lives, property, and time.

Evacuation Plan

Neighborhood Meeting Place: 
Phone: 
Out of Neighborhood Meeting Place: 
Phone: 

Communication Plan

Fill in the information below. Add other important information to suit your family’s circumstances.

Keep this plan with your emergency supplies kit, along with your command’s standard and emergency muster procedures.

File a copy of emergency contact information with the command ombudsman and the command to be opened only in case of emergency.

Make sure every family member has the most important contact information on a current Emergency Contact Card.

Where the family spends time

Home:
Address: 
Phone: 
Evacuation Location: 

Other person’s Work:
Address: 
Phone: 
Evacuation Location: 

School:
Address: 
Phone: 
Evacuation Location: 


Contact Information

Out-of-Town Contact: 
Phone: 
E-Mail: 
Alternate Phone Number: 
Quarterdeck Phone: 
Admin Office: 
Command Duty Officer (CDO): 
Ombudsman: 

Family members

Name: 
Birth Date: 
Social Security #: 
Drivers License #: 
Passport #: 
Prescriptions/Medical Information: 

Name: 
Birth Date: 
Social Security #: 
Drivers License #: 
Passport #: 
Prescriptions/Medical Information: 

Name: 
Birth Date: 
Social Security #: 
Drivers License #: 
Passport #: 
Prescriptions/Medical Information: 

Name: 
Birth Date: 
Social Security #: 
Drivers License #: 
Passport #: 
Prescriptions/Medical Information: 

Family Emergency Plan

Emergency Contact Name: 
Telephone: 

Out-Of-Town Contact Name: 
Telephone: 

Neighborhood Meeting Place: 
Telephone: 

Emergency Contact Name: 
Telephone: 

Out-Of-Town Contact Name: 
Telephone: 

Neighborhood Meeting Place: 
Telephone: 

Family Emergency Plan

Emergency Contact Name: 
Telephone: 

Out-Of-Town Contact Name: 
Telephone: 

Neighborhood Meeting Place: 
Telephone: 

Emergency Contact Name: 
Telephone: 

Out-Of-Town Contact Name: 
Telephone: 

Neighborhood Meeting Place: 
Telephone: 

To muster,

Follow your command’s established procedures to report your status. If command or alternate command cannot be reached,

Log in to the Navy Family Accountability and Assessment System (NFAS): https://nafamily.navy.mil/

Family members will need their sponsor’s date of birth and social security number to log in.

If a computer is not accessible, call the Navy Personnel Command Emergency Coordinating Center (NPC ECC): 1-877-414-5358 or 1-866-297-1971 (TDD).

All active duty Navy personnel, Navy Civilians, Navy Civilian employees, both Civil Service and nonappropriated fund employees (NF/NM), and their families (as listed in the DEERS database) have a responsibility to properly account for their status following an incident.

FEMA:
www.fema.gov

Recover

If you or your family has been affected by a declared emergency and you need assistance, log in to NFAS at https://nafamily.navy.mil and report your needs.

Follow these steps to ensure you receive proper recovery assistance from the Navy:

1. Account, Update, and Verify: After muster, verify that your contact information in NFAS is correct and current.

2. Fill out a Needs Assessment Survey*: Indicate what type of assistance you are seeking (e.g., housing, finance, legal).

3. Manage Recovery Process: A Fleet and Family Support Center representative will contact you to help determine the appropriate response or assistance needed for your recovery efforts.

* Information provided in the survey will be used only by Navy professionals and subject matter experts to aid with recovery efforts. Details contained in the survey are confidential and will NOT be shared with anyone without permission.