

# Family Disaster Plan

from knowledge to action

Step 1  
Step 2  
Step 3

meow~

Know and reduce  
your dangers

Prepare and  
plan

Learn  
response and  
coping skills



## Fill in your emergency contacts:

**Family member (Name, Tel, E-mail):**

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**School:**

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**Clinic/Doctor:**

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# Emergency Telephone Numbers



In case of an emergency, please call these numbers as soon as possible to seek help from professionals:

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110	Police	12117	Timer Platform
119	Fire	12119	National Forest Fire Alarm
120	Ambulance	12121 /96121	Weather Forecast
122	Traffic Police	12122	National Highway Rescue
114 / 12580	Telephone Directory / Telephone Navigation Platform		

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**In case of disasters you may not be able to reach these services, please keep telephone lines open for emergency calls.**

# Family Disaster Plan (FDP)



Do you know that ...

Every family can become a key participant in the disaster reduction and relief, rather than being a victim!

## Three steps for FDP:



**Step 1:**  
Know and reduce  
your dangers



**Step 2:**  
Prepare and  
plan



**Step 3:**  
Learn response  
and coping skills



This brochure aims to help family members to reduce the dangers and get well prepared before any disaster, be protected in the event of a disaster, recover quickly from impacts, and participate proactively in post-disaster community rebuilding.

# Before starting, you need to know:

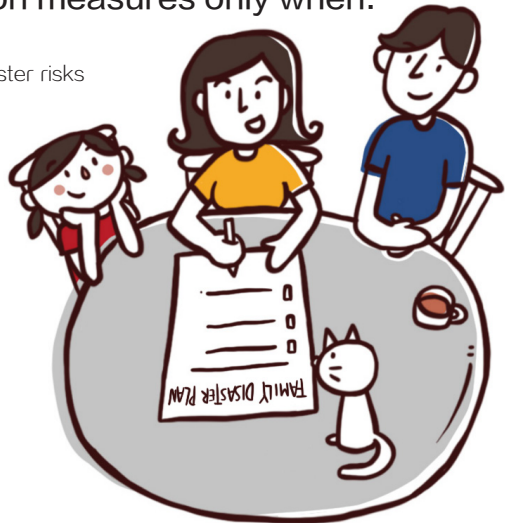
## Why we need a FDP?



Without enough planning and preparation in advance, you may not be able to respond to the disaster calmly and properly, causing loss of your family's property or even lives. However, if certain measures can be taken before any disaster happens, the negative impacts for your family will be mitigated, and even eliminated.

## Previous research has shown that people will take proactive disaster reduction measures only when:

- They know what measures can be taken to reduce disaster risks
- They are convinced that the measures will be effective;
- They believe that they are capable to take such measures



## How do we make a FDP suitable for our family?

- ✓ Every family member participates and has a joint discussion;
- ✓ We search for and identify the risks, make our FDP and practice it;
- ✓ We update our FDP every six months

**So what are you waiting for?  
Now, take action together with your family!**



# Step 1

Know and reduce your dangers



## Step 1

### Know and reduce your dangers

Do you know the dangers around you? Do you know how to avoid such dangers? Come to make an FDP for your family!



### Please make sure that EVERY family member participates in it!

Below shows some possible hazards. THINK: Are there similar hazards around you?



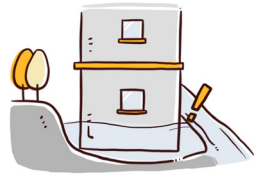
**a** The person is smoking while lying in the bed or on the sofa



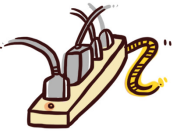
**b** A child is playing with the match & candle



**c** The gas stove is turned on, with a piece of flammable material nearby



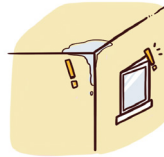
**d** If living on the first floor in a low-lying area or near the river, your house may easily get inundated by the flood



**e** Electrical outlets are overloaded



**f** Flammable and explosive objects such as gas can and firecrackers are stored.



**g** In a typhoon-prone area, the window is not durable, rain leaks from the roof.



**h** Accident-prone blackspot, where there are a lot of vehicles



**i** In an earthquake-prone area, the bookshelf or the armoire is not fastened to the wall. There are also some heavy things (e.g. vase) on a high shelf. The ceiling lamp is not fastened onto the ceiling.



**j** Warehouse for firecrackers; unauthorized construction or temporary buildings are nearby.



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## Family Disaster Plan

### A. SEARCH : what are the hazards around you?

Please find the hazards around you with your family and fill in the blanks below (refer to the examples on the left).

Which furniture or equipment in your home can fall or slide during earthquake?

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Which things or family member's behaviors can cause a fire at home?

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Are there any hazardous materials in your home and are they easy to spill or release?

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Are there any other hazards in your home?

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Are there any other hazards in your neighborhood or community?

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# Step 1

Know and reduce your dangers

**B.** A lot of dangers can be avoided or reduced. The following are measures to reduce dangers. Please check: have you and your family already taken the measures?

(Please tick the item if you have done it)



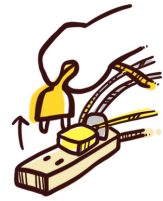
**Comply with building criteria**

Your building has been designed and built according to seismic, wind or flood codes;



**Regularly maintain the building**

You maintain your building and protect it from damp, and repair damage in time;



**Clear away fire hazards**

You have cleared away fire hazards from around your home to prevent any fire;



**Fire suppression tools prepared**

You have prepared fire suppression tool(s) (e.g. fire extinguisher, buckets, sand) in your home and maintain them.



**Secure important items**

You have secured family heirlooms, items of cultural value and other important items.



**Limit the hazardous materials**

You have limited, isolated, and secured any hazardous materials to prevent spill or release.

**If you have not taken the measures, please take action now!**



## Family Disaster Plan

**C.** Here are examples of some common hazards and suggested measures to reduce risks:



### Do you know ...

Different measures can be taken to respond to different hazards.



### For earthquake

To mitigate the dangers of earthquake, you and your family need to fasten tall and heavy furniture, appliances, large electronics, lighting fixtures, etc., to stabilize your furniture to wall or ceiling. You can secure televisions, computers and other electronic items, and hung pictures securely on closed hooks. (Otherwise) they may drop, break or fall down during earthquake shaking, which may cause not only injuries or deaths, but also property loss (e.g. need to be repaired or replaced, etc.).



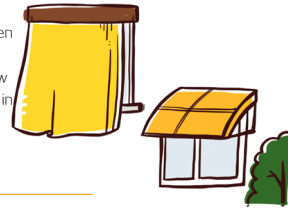
### Flood/rainstorms

To protect your physical safety in a flood or rainstorm, your family or community need to keep flotation device or life-jacket on the highest floor in the building;

To prevent debris in the flood or rainstorm from damaging your building, your family or community may need to create channels and prepare sandbags;

### Storms and typhoons

To mitigate the risks of storms and typhoons, particularly to prevent broken glass from causing injuries, you and your family need to install thick window curtains and shutters, or window films in case of glazed window



**?** **ACTIVITY:** Walk around and have a look, are there sandbags in your community? If not, are there any other items that can play a similar role, such as barrier plates?

**THINK:** in your area, are there any other common hazards? How to reduce dangers of such disasters?

Common hazards: \_\_\_\_\_

Measures to reduce dangers: \_\_\_\_\_



# Step 1

Know and reduce your dangers

## GAME: Reduce the hazards around you

FIND: What are the hazards in the illustration below? Please circle them.  
THINK: How can we clear away these hazards?

Earthquake:



Fire:

Want to know the correct answers?  
Please go to page 19-20



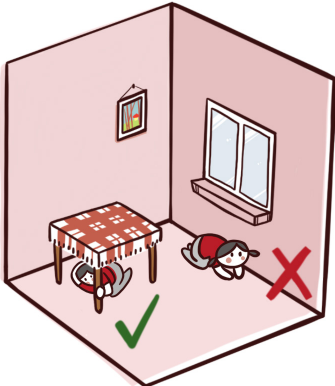


## Step 2

### Prepare and plan

#### A. Do you know all the information listed below?

(if yes, please tick in the box below)



- The safest places in each room

E.g. in case of an earthquake, please stay away from the windows, heavy stuff that may fall down and objects that may cause a fire, such as a heater.



- Exits and alternative exits from your home and building



- Your own full name and family address

**Please make sure that the youngest family member knows his/her own full name and family address!**



## Step 2 Prepare and plan

### B. Prepare emergency supplies



#### Prepare emergency escape supplies such as shoes and flashlights:

You and your family keep shoes and flashlights with fresh batteries by your beds to prepare for escape in any emergency.

#### Prepare your evacuation go-bag

To ensure your safe and swift evacuation in case of a disaster, please prepare in advance your evacuation go-bag!

It is recommended to prepare one evacuation go-bag for your home and one for your car, each with the following survival supplies:



Water

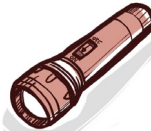
(5L of water per person per day, for 3-7 days);



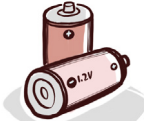
Prescription medications;



High energy food;



Flashlight;



Battery;



First aid kit;



Cash;



Change of clothing;



Special provisions needed by family members

(Including the elderly, disabled, small children, and animals);



Copies of important documents

#### Check regularly your supplies in your go-bag



TIP: It is recommended to regularly make copies of important documents, key addresses and phone numbers, inform the emergency contact person of how to access these things, and keep one set of the copies in your evacuation go-bag.



Furthermore, you and your family can also reduce resource consumption and keep reusing and recycling to make contributions to environmental protection and climate deterioration prevention!

**THINK: Have you reasonably made use of various resources to reduce your dangers?**

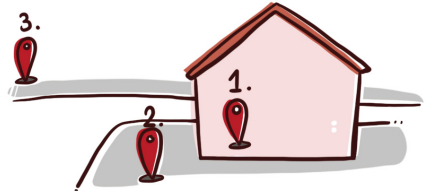
## Family Disaster Plan

### C. Discuss with your family: in case of a disaster, where would you reunite?

Inside the house: \_\_\_\_\_

Outside the house: \_\_\_\_\_

Outside the neighborhood: \_\_\_\_\_



**Please make sure that every family member knows the places of reunification!**

Four steps for a family drill

Please conduct a drill with your family:



#### 1. Look for the emergency exit(s)

Locate 1-2 emergency exits at home. If you live in an apartment, please find the emergency passage and exit(s) of the building (in case of an emergency such as earthquake and fire, please refrain from taking the elevator)

#### 2. Select a safe reunification spot

Select a safe reunification spot outside the house. In the event of an earthquake, smoke or fire, everybody goes to this spot.

#### 3. Escape through the nearest exit

Discuss all the exits in each room at home and how to escape through the exits. Conduct a drill to practice how to evacuate through the nearest exit from different rooms at home to arrive at the safe reunification spot.



#### 4. Do not return before confirmed to be safe!

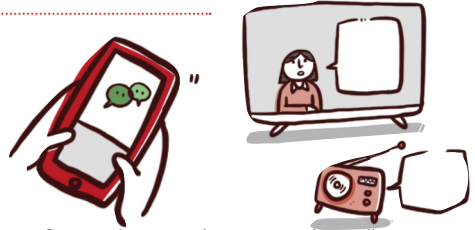
Once you arrive at the safe reunification spot, stay there. Do not return to your home until it's confirmed to be safe.



**On school days, children should remain at school for safe family reunification.**



## Step 2 Prepare and plan



### D. Could we make phone calls after a disaster?

After a disaster strikes, probably a number of people are desperately calling and seeking for help. In order not to increase the burden of the communication networks after the disaster, please:

- **ONLY** use the telephone in case of physical emergency
- use text messages or Wechat to contact your family members and emergency contact person(s)
- use radio and television for information

**TIP:** It is suggested to establish a family Wechat group before any disaster in order to (quickly) confirm the safety of family members and reunite in the event of an emergency.

### Who could become an emergency contact person?

The name and contact of your emergency contact person:

NAME: \_\_\_\_\_ Mobile phone number: \_\_\_\_\_

Please remember that an emergency contact person is supposed to live in another area (e.g. another province)!



**TIP:** Why an out-of-area emergency contact person is needed?

After a disaster, a lot of people are anxious to make phone calls to confirm that their beloved ones are safe. If everyone is making a phone call, the local communication network will be blocked. Under such circumstance, it is highly likely that those who are calling and seeking for help could not make it through and not get helped in time, which may cause injuries or even deaths.

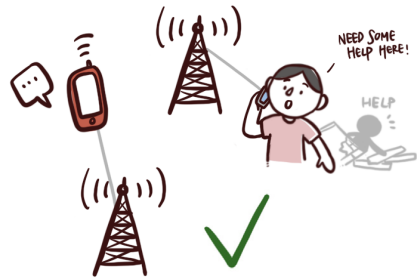
### After a disaster strikes ...

Making a phone call with local people



Signals will be transmitted through local base station and the local communication networks will be further burdened

Making a phone call with out-of-area people



Signals will be transmitted through an out-of-area base station and the local communication networks will NOT be further burdened

**Your simple action may save someone's life!**

Learn response  
and coping skills**Step 3****Step 3:**  
Learn response and coping skills

How to keep calm in case of a disaster?  
Here is a list of the skills you and your family need:



HAVE A LOOK:  
for the following  
items, have you and  
your family done  
them? (Please tick if  
you have done it.)

Learn how to turn off electricity,  
water and natural gas or propane

Learn how to  
respond to fire

Learn how to  
respond to earthquake

Learn to treat early  
warning signals seriously

Learn first aid  
skills

Remember the emergency  
telephone numbers

**Next, let's continue our learning. Make sure every family member knows how to respond to dangers!**

**A.** In case of any emergency, please:

Immediately turn off electricity, water and natural gas or propane;  
Extinguish any open fire (such as a spark or cigarette butts)

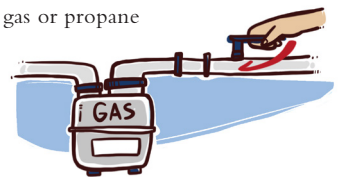
**TIP:** How to correctly turn off electricity, water and natural gas or propane

**Water:**

Turn off the water main valve.

**Electricity:**

Turn off the power breaker at the  
main break box.

**Gas:**

Turn the valve until the "OFF" sign  
(NB: the valve is usually located near the water  
heater or the gas stove/furnace in your home)

**THINK:** What resources do we have to put out a small fire?



## Step 3

Learn response and coping skills

**B.** In case of fire: Put out any small fire. In case of fire larger than a standard bucket, escape immediately!



### In case of a small fire

In case of a small fire, cover the fire source with a blanket or bucket of sand, or use a fire extinguisher (ABC), to extinguish the small fire. If it has not been put out within 2 minutes, please evacuate immediately!



### In case of a big fire

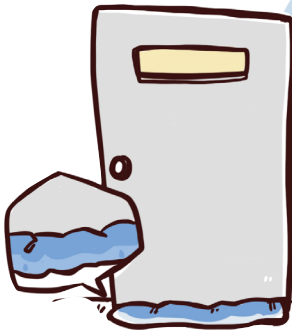
If you see fire as big as a bucket, smell smoke or hear a fire alarm, close doors and windows, and evacuate immediately!



TIP:

### If you are caught in smoke:

Breathe shallowly through your nose. Hold breath as long as possible. Use damp cloth over mouth and nose. Drop down on knees and crawl out, and go go go! Close as many doors as possible while retreating. Feel door – do not open an interior door, if it is hot.



### If you are trapped in a room by fire:

Block smoke from entering with damp cloth, under door.

Call and tell 119 your detailed location and intensity of the fire.



## Family Disaster Plan

If you are on fire:



**Stop**

Stop where you are



TIP:

If someone else is on fire, make them do the same:  
Push them down, roll them, and/or, cover with blanket,  
rug or carpet: STOP, DROP and ROLL.



**Drop**

Drop to ground



**Roll**

Roll over

**Please note that for different fire causes, different measures need to be taken to extinguish the fire. Currently, ABC fire extinguisher is most commonly used.**

How to use fire extinguishers (ABC):



**LIFT**

lift the fire extinguisher and shake it



**PULL**

pull safety pin from handle



**AIM**

aim at base of the flame



**SQUEEZE**

squeeze the trigger handle



**SWEEP**

sweep from side to side at the base of flame



# Step 3

Learn response and coping skills

## C. If you feel strong shaking, it is possibly an earthquake! Please immediately:

**Drop**  
Drop to your knees to prevent falling. Make yourself small.

**Cover**  
Cover your head and neck to protect these most vulnerable parts of your body.

**Hold on**  
Hold on to your cover until the shaking stops.

### THINK



(1) Look carefully at your surroundings, which objects may shake, fall or break in an earthquake?  
Please remember, if you feel strong shaking, please stay away from these objects to prevent yourself from injuries.

(2) in case of an earthquake, what if you are located in the following places?



### If you are in a wheelchair

Suggestion: lock it, brace yourself and protect your head and neck with your arms.

### If you are indoors

Suggestion: If you are near an exit door, open it. Extinguish any open fire. If you are near a sturdy table, get under it and hold on to the cover. Stay away from tall and heavy furniture and overhead hazards. Refrain from taking the elevator.

### If you are outside

Suggestion: find a clear spot away from overhead hazards such as buildings, streetlights, power lines, trees and lamp standard. Drop to the ground. Cover your head and neck.

### If you are in a vehicle

Suggestion: Stop the vehicle in a safe place. Avoid overhead hazards. People in the vehicle adopt the brace position and protect your head and neck.

After shaking stops, please evacuate your building to a safe outdoors place.

**During aftershocks, take these same precautions.**

## Family Disaster Plan

**D.** Treat early warning signals seriously

**Keep an eye on the weather forecast and the official early warning information.**



In China, the early warning system has four warning levels, indicating the severity from low to high respectively: BLUE (Level IV, normal); YELLOW (Level III, fairly severe); ORANGE (Level II, severe); RED (Level I, extremely severe).

**According to the official early warning, adjust the activities of family members in due time, and be prepared, based on the warning level, to respond to the disaster.**

In case of evacuation, please follow the building evacuation rules:



**Don't talk**

**Don't run**

**Don't push**

**Don't go back**

## Family Disaster Plan

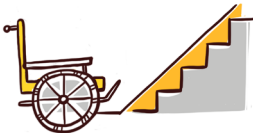
Finally, THINK, has your FDP...  
Given consideration to the  
**needs of all family members?**



**Given sufficient consideration to the special needs of certain members:**

include members with disabilities or with special needs into the FDP making process, and take their special needs into full consideration. For example, in case of disaster, make sure that the people with disabilities can use with priority the barrier-free pathways or facilities.

Has the FDP made by you and your family taken into consideration the special needs of the following groups?



**For people with mobility impairments:**

Are exit pathways clear? Are evacuation routes accessible?



**For people with visual impairments:**

Are there auditory warnings, such as loudspeakers or clear sound signals? Are there tactile cues provided, such as raised signage?



**For people with hearing impairments:**

Are there auditory warnings, such as loudspeakers or clear sound signals? Are there tactile cues provided, such as raised signage?



**For people with cognitive impairments:**

Can you convey message and provide explanations slowly, and in simple straightforward language?



**For people with communication barriers (e.g. autism):**

Can you inform in advance what may happen so that they are well-prepared mentally and emotionally and thus avoid possible emotional problems?

## Ensured equality and participation:

Provide opportunities for these members with special needs to participate in the FDP making and implementation, listen to their voices, take their special needs into full consideration and respond to their needs.

**Be an ambassador of FDP  
Who can you  
introduce FDP to?**

School

Teacher

Father  
Mother

Friends

**Do you know  
that you can  
achieve  
much more!**

**Let us all be the  
ambassador of  
Family Disaster  
Plan!**

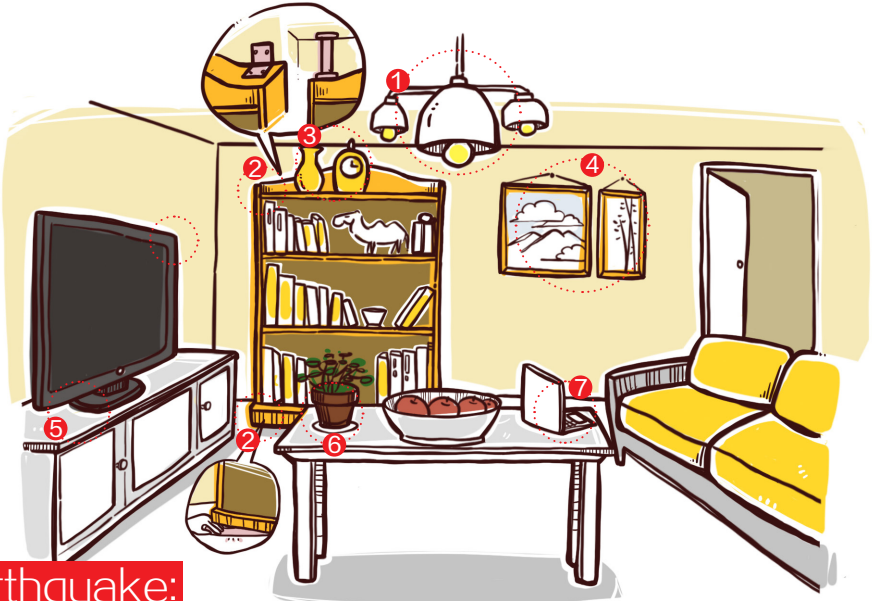
You can also:

Participate in making the contingency plans of communities (e.g. street, neighborhood committee, village committee, etc) and participate in the drills.

Follow the local, provincial and national disaster plans, and propose your expectations.



FDP DRR Game Answers



Earthquake:



Fire:

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## Earthquake:

TIP: Tall and heavy furniture, appliances, large electronics, lighting fixtures, etc., may drop, break or fall down during earthquake shaking, which may cause not only injuries or deaths, but also property loss (e.g. need to be repaired or replaced, etc.).

Hazard 1: pendent lamp on the ceiling  
Suggestion: Fasten the pendent lamp to the ceiling

Hazard 2: Bookshelf  
Suggestion: Fasten or wedge the bookshelf to the wall, or secure to the ceiling

Hazard 3: Various things on the shelves  
Suggestion: Move the fragile things, such as the vase, to the bottom shelf of the bookshelf; or install ledges on the shelves, and use crystalline museum wax to stick small breakable objects onto the shelves.

Hazard 4: Drawing on the wall  
Suggestion: Hang pictures securely on closed hooks and fasten to the wall.

Hazard 5: Television  
Suggestion: Fasten the television to the TV cabinet.

Hazard 6: Ceramics  
Suggestion: Move the fragile items such as ceramics, to a lower level, and secure them with crystalline museum wax.

Hazard 7: Computer  
Suggestion: Secure computer to desktop, and secure laptop, when not in use, in case it falls down.

To sum up, to mitigate the dangers of earthquake, you and your family need:  
(a) to secure tall and heavy furniture, appliances, large electronics, lighting fixtures, etc., to wall or ceiling, so that it moves with the earthquake shaking.  
(b) to secure televisions, computers and other electronic items, and hung pictures securely on closed hooks.

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## Fire:

Hazard 1: Heater and curtains  
Explanation: The heater is placed too close to the curtains. They may cause fire.

Hazard 2: Extension socket  
Explanation: The socket of the heater is not stably placed. Also, the electric wires are damaged and may easily lead to sparks and even fire.

Hazard 3: Cigarette butt  
Explanation: Smoking while lying down and falling asleep is among the major causes of household fires. The unextinguished cigarette butt may easily lead to fire.

Hazard 4: Burning incense and books  
Explanation: the books are placed so close to the burning incense that it may cause fire.

To sum up, it is suggested for you and your family to regularly clear away fire hazards and put combustibles away from any open fire. Prepare fire suppression tool(s) in your home and learn to use it (them).

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# Family Disaster Plan Checklist

This checklist aims to help family members to reduce the dangers and get well prepared before any disaster, be protected in the event of a disaster, recover quickly from impacts, and participate proactively in post-disaster community rebuilding.

Please follow the following principles of making a Family Disaster Plan (FDP):

- Every family member participates, jointly discusses and makes the FDP according to this checklist below.
- The FDP is updated every six months and practiced by the family members.

## Step 1: Know and Reduce Your Dangers

**Regularly search for and identify the hazards in your home and your environment.** For instance, which furniture or equipment in your home can fall or slide during earthquake? Which things or family member's behaviors can cause a fire at home? Are there any hazardous materials in your home and are they easy to spill or release? Are there any other hazards in your neighborhood or community (such as places to store hazardous materials)?

Take measures to reduce your dangers

- Comply with building criteria: Your building has been designed and built according to seismic, wind or flood codes;
- Regularly maintain the building: You maintain your building and protect it from damp, and repair damage in time;
- Clear away fire hazards: You have cleared away fire hazards from around your home to prevent any fire;
- Fire suppression tools prepared: You have prepared fire suppression tool(s) (e.g. fire extinguisher, buckets, sand) in your home and maintain them.
- Secure important items: You have secured family heirlooms, items of cultural value and other important items.
- Limit the hazardous materials: You have limited, isolated, and secured any hazardous materials to prevent spill or release.

Take different measures to respond to different hazards:

- For earthquake: to mitigate the dangers of earthquake, you and your family need to fasten tall and heavy furniture, appliances, large electronics, lighting fixtures, etc., to stabilize your furniture to wall or ceiling. You can secure televisions, computers and other electronic items, and hung pictures securely on closed hooks. (Otherwise they may drop, break or fall down during earthquake shaking, which may cause not only injuries or deaths, but also property loss (e.g. need to be repaired or replaced, etc.).
- Flood/rainstorms: to protect your physical safety in a flood or rainstorm, your family or community need to keep flotation device or life-jacket on the highest floor in the building; to prevent debris in the flood or rainstorm from damaging your building, your family or community may need to create channels and prepare sandbags;
- Storms and typhoons: to mitigate the risks of storms and typhoons, particularly to prevent broken glass from causing injuries, you and your family need to install thick window curtains, windproof glass, shutters, or window films in case of glazed window.

## Step 2: Prepare and plan

Make sure to know the information listed below:

- The safest places in each room. E.g. in case of an earthquake, please stay away from the windows, heavy stuff that may fall down and objects that may cause a fire, such as a heater.
- Exits and alternative exits from your home and building.
- Your own full name and family address. Please make sure that **the youngest family member knows his/her own full name and family address!**



**Prepare emergency supplies:**

- Prepare emergency escape supplies such as shoes and flashlights: you and your family keep shoes and flashlights with fresh batteries by your beds to prepare for escape in any emergency.
- Prepare your evacuation go-bag:** to ensure your safe and swift evacuation in case of a disaster, please prepare in advance your evacuation go-bag! It is recommended to prepare one evacuation go-bag for your home and one for your car, each with the following survival supplies:  
Water (5L of water per person per day, for 3-7 days); prescription medications; high energy food; flashlight; battery; first aid kit; cash; change of clothing; special provisions needed by family members (including the elderly, disabled, small children, and animals); copies of important "documents."
- Check regularly your supplies in your go-bag.
- Regularly make copies of important documents, key addresses and phone numbers, inform the emergency contact person of how to access these things, and keep one set of the copies in your evacuation go-bag.

**Decide where you and your family would reunite in case of a disaster:**

- Inside the house: \_\_\_\_\_
- Outside the house: \_\_\_\_\_
- Outside the neighborhood: \_\_\_\_\_

Please make sure that every family member knows the places of reunification!

**Understand the precautions for post-disaster communications**

- Only use the telephone in case of physical emergency; use text messages or Wechat to contact your family members and emergency contact person(s), and use radio and television for information.
- Before any disaster, decide an emergency contact person of your family and write down his/her mobile phone number: \_\_\_\_\_  
Please remember that **an emergency contact person is supposed to live in another area (e.g. another province)**
- It is suggested to establish a family Wechat group before any disaster in order to (quickly) confirm the safety of family members and reunite in the event of an emergency.

**Protect the environment:**You and your family can also reduce resource consumption and keep reusing and recycling to make contributions to environmental protection and climate deterioration prevention.

Reasonably make use of various resources to reduce your dangers.

Introduce FDP and explain how to make it to relatives and friends.

Participate in making the contingency plans of communities (e.g. street, neighborhood committee, village committee, etc) and participate in the drills.

Follow the local, provincial and national disaster plans, and propose your expectations.

**Step 3: Learn Response and Coping Skills**

**Learn how to turn off electricity,** water and natural gas or propane: know how to correctly turn off electricity, water and natural gas or propane, and remember to extinguish any open fire (such as a spark or cigarette butts).

**Learn how to respond to fire: remember, put out any small fire. In case of fire larger than a standard bucket, escape immediately!** Know how to put out fire, prepare fire suppression tools and regularly maintain them. If you are on fire, remember, **'Stop, Drop and Roll'** ! Learn to use fire extinguishers.

**Learn how to respond to earthquake:** remember, **Drop, Cover and Hold!** Please keep away from the things that can shake, fall, and break to avoid injuries. After shaking stops, please evacuate your building to a safe outdoors place. During aftershocks, take these same precautions.

**Learn to treat early warning signals seriously:** keep an eye on the weather forecast and the official early warning information. According to the official early warning, adjust the activities of family members in due time, and be prepared, based on the warning level, to respond to the disaster. In case of evacuation, please follow the building evacuation rules: **Don't talk, Don't run, Don't push, Don't go back.**

**Learn first aid skills:** Have learned first aid, light search and rescue, wireless communication, swimming, or community disaster volunteer skills.

**Remember the emergency telephone numbers:** such as **110 Police, 119 Fire, 120 Ambulance, 122 Traffic Police.** In case of an emergency, please call these numbers as soon as possible to seek help from professionals!





