



West Virginia Offices of the Insurance Commissioner



Week One September 1 – 5: Make A Plan

Make a plan today. Your family may not be together if a disaster strikes, so it is important to know which [types of disasters](#) could affect your area. Know how you'll contact one another and reconnect if separated. Establish a family meeting place that's familiar and easy to find.

Step 1: Put a plan together by discussing the questions below with your family, friends, or household to start your emergency plan.

1. How will I receive [emergency alerts and warnings](#)?
2. What is my [shelter](#) plan?
3. What is my [evacuation](#) route?
4. What is my [family/household communication plan](#)?
5. Do I need to update my [emergency preparedness kit](#)?
6. Check with the [Centers for Disease Control \(CDC\)](#) and update my emergency plans due to Coronavirus.
 - o Get cloth face coverings (for everyone over 2 years old), disinfectants, and check my sheltering plan.

Step 2: Consider specific needs in your household.

As you prepare your plan tailor your plans and supplies to your specific daily living needs and responsibilities. Discuss your needs and responsibilities and how people in the network can assist each other with communication, care of children, business, pets, or specific needs like operating medical equipment. Create your own personal network for specific areas where you need assistance. Keep in mind some these factors when developing your plan:

- Different ages of members within your household
- Responsibilities for assisting others
- Locations frequented
- Dietary needs
- Medical needs including prescriptions and equipment
- Disabilities or access and functional needs including devices and equipment
- Languages spoken
- Cultural and religious considerations
- Pets or service animals
- Households with school-aged children

Step 3: Fill out a Family Emergency Plan

Download and fill out a family emergency plan or use it as a guide to create your own.

- [Emergency Plan for Parents](#) (PDF)

Step 4: Practice your plan with your family/household

Associated Content

- [Family Emergency Communication Guide](#) (PDF)
- [Family Communication Plan Fillable Card](#) (PDF)
- [Emergency Plan for Families](#) or (PDF)
- [Emergency Plan for Kids](#) or (PDF)
- [Emergency Plan for Commuters](#) (PDF)
- [Pet Owners](#) (PDF)
- [Family Emergency Communication Planning Document](#) (PDF)
- [Family Emergency Communication Plan Wallet Cards](#) (PDF)
- [Know Your Alerts and Warnings](#) (PDF)
- [Protect Critical Documents and Valuables](#) (PDF)
- [Document and Insure Your Property](#) (PDF)
- [Emergency Financial First Aid Kit](#) (PDF)
- [Consumer Financial Protection Bureau Disaster Checklist](#) (PDF)
- [Make a Plan](#) (Video)

For more information about disaster preparedness, please visit our website at:

<https://www.wvinsurance.gov/State-Office-of-the-National-Flood-Insurance-Program>

or contact us at: OICFlood@wv.gov or 304-414-8462.

[Post Disaster Claims Guide](#)