

## **Facilitators Guide to the Family Fill-In Guide**

**Number of People:** Ideally 3-5 people (to allow for discussions and more one on one filling in of the guide) yet any number of people can sit together and fill out a personally tailored plan for their family.

**Materials:** The Fill-In Guide (Found in PDF form), Pens/ Other Writing Tools

### **Procedure:**

1. Hand out the guide to all participants. Make sure everyone has a tool to write with.
  - a. “This is a ‘fill-in’ guide for both an emergency family plan and an emergency kit. Today we will be going through both sides to help you have a more personally tailored plan.”
2. The emergency family plan
  - a. Begin on the left side and explain an emergency family plan step-by-step.
    - i. Example: “If you look on the left side of the guide, there are many blank sections. We will be starting at the top, where it says ‘evacuation route’”
  - b. Go through each section of the emergency family plan side, answering questions as they arise.
3. The emergency kit
  - a. Once the left side is complete, have participants look to the right side.
    - i. Example: “The top part of this side is simply a checklist which you can check off once you are home and make sure you have all those items. The blank spaces are where you again will need to think of how to personal tailor an emergency kit for yourself and your family.”
    - ii. Again, go through each blank space, step-by-step, stopping and answering questions as they arise.
4. Make sure to mention that on the back of the guide the emergency numbers for the fire brigade, the police, and the ambulance are listed in large numbers if they are not yet memorized.

**End:** Make sure to mention that the guide should be hung or kept in an easy to reach/read place. Also, it can be mentioned that ALL family members should be aware of their roles and responsibilities within the plan.