Household Readiness — Planning & Practice

Free working edition 0.1 | November 2, 2026 | David Tom Publishing

A companion to the Family Emergency & Legacy Binder. Read the short guide, choose one worksheet and link it to the current master record. These are original planning prompts and fictional examples, not official forms or a preparedness certification.

Print and write by hand, or use the editable Word file. No online entry, automatic reminders or fillable PDF fields are included. Keep completed records private; use aliases and omit passwords, recovery codes and full account or government identification numbers.

For immediate danger or a life-threatening emergency in the United States, call 911 and follow local official instructions. Do not delay an urgent response to complete a worksheet. Individual care instructions must come from the responsible qualified source.

Working edition: reader, native Word, physical-print and assistive-technology acceptance remain open. PDFs are untagged; no PDF/UA compliance or professional signoff is claimed. Print one sample page before a full run.

Begin with the local plan, not a score

Use this checker to organize questions and next actions. It does not award a preparedness percentage or certify a household as ready. Begin by identifying the official local guidance you will use, the date you checked it, and the household members who need to take part in the discussion.

Different situations require different instructions. Keep the source of evacuation, shelter, alert, and other local guidance visible. During an actual emergency, follow the instructions of the relevant authorities rather than treating a worksheet as a substitute.

NYC Emergency Management organizes preparedness around having a plan, gathering supplies and staying informed. Its guidance also discusses support networks, communication preferences and pet arrangements. These are useful planning prompts; NYC-specific quantities, transport and shelter rules are not universal requirements. Check your own emergency-management authority and individual care plan. [R1–R3]

Check how information will reach people

Ask how each person will receive and understand an alert. Do not stop at “there is a phone.” Consider whether the chosen method is available, understandable, and usable by the person expected to rely on it. Record the agreed method and an alternative to discuss when the first one is unavailable.

Choose a way to communicate when household members are apart. Record the contact roles and the place where the full plan is kept. Keep public display cards brief; detailed private information belongs in a more limited record.

A plan is stronger when people have discussed it. Mark a contact arrangement “not yet discussed” when the named person has not agreed to the role.

Review daily needs without inventing care instructions

List the ordinary needs that could be interrupted: communication, mobility, food, water, hygiene, necessary equipment, and care arrangements. Use the official planning source to develop the relevant supply details. For medical or specialized needs, record the responsible care contact and the location of the current individual plan rather than copying unreviewed instructions into a generic card.

For pets and dependents, connect the checker to the existing care pages. Avoid maintaining two conflicting versions of a routine. The checker identifies what needs review; the current care record remains the source for the actual arrangement.

Worked case: three visible gaps

A fictional household reviews its communication plan. One adult has agreed to be a contact, a second proposed contact has not yet been asked, and the location of the portable record is unclear. The checker records one confirmed arrangement and two open actions.

The household does not label itself “two-thirds ready.” The unconfirmed contact might be critical to the chosen plan, and a percentage would conceal that difference. Instead, one person agrees to speak with the proposed contact, another agrees to label the record location, and both actions receive a review date.

At the next discussion, the household checks the actual outcomes. A request to be a contact becomes confirmed only when the person has agreed and the details have been checked.

Practice a small part and revise it

Choose one ordinary practice task, such as finding the portable card or locating the official local alert source. Record where the instruction was unclear. A practice note is useful even when it reveals that the plan needs work. It is not a substitute for a real emergency exercise or proof that every situation has been covered.

Turn a supply question into a checked action

RD-02 starts with a need and its applicable source. Record the source date, what is already available, and the question that remains. Do not copy a quantity from an unrelated household or turn a blank into zero. Ask the relevant qualified contact about medication, specialized equipment or individual care needs.

Keep a master supply list in its agreed location. A portable reference can point to that list without reproducing private health details or the locations of valuables. Review storage, portability and maintenance using actual product and local guidance. This guide provides no universal kit contents, medication quantities, rescue procedures or promise of readiness.

Use existing DTP fridge and babysitter cards where helpful; this planning guide does not replace them or establish that their print size, mounting or reader comprehension has been accepted.

RD-01 — Readiness action record

Link this sheet to the existing Binder master. Short notes are enough; use a labeled continuation for longer answers.

Official local source and date checked

Area reviewed and people participating

State: checked / needs action / not discussed / not applicable

What has actually been confirmed; evidence or agreed arrangement

Missing arrangement or question; why it matters

Responsible person, next action and review date

Current plan and portable-reference locations

RD-02 — Supply planning and review

Link this sheet to the existing Binder master. Short notes are enough; use a labeled continuation for longer answers.

Need or item category; person/pet reference without sensitive details

Current official or individual-plan source; date checked

Quantity or arrangement to confirm; do not guess specialized needs

What is already available; location and condition checked

What remains to obtain, arrange or clarify; owner and date

Storage, portability, maintenance or expiry check from the applicable source

Next review trigger and location of the current detailed list

RD-03 — Portable plan reference

Link this sheet to the existing Binder master. Short notes are enough; use a labeled continuation for longer answers.

Household alias and agreed audience for this copy

Agreed contact role and method; confirm consent before sharing

Location of the current household plan

Agreed meeting or communication reference

Individual arrangements to consult without sensitive detail

Last discussed and checked; next review trigger

RD-04 — Small practice record

Link this sheet to the existing Binder master. Short notes are enough; use a labeled continuation for longer answers.

One ordinary practice task; participants and agreed limits

Starting reference and expected result

What was actually found; date and observer

Hesitation, missing record or inaccessible format noticed

Correction or unresolved question; responsible person

Repeat-check date and result; wider readiness still untested

Sources and keeping one current record

R1 — NYC Emergency Management: Be Ready New York

https://www.nyc.gov/site/em/ready/be-ready-new-york.page

Planning, supplies, official alerts and practice. NYC-specific recommendations must not be assumed to be universal.

R2 — NYC Emergency Management: Disabilities, Access & Functional Needs

https://www.nyc.gov/site/em/ready/disabilities-access-functional-needs.page

Support networks, discussing the plan and preferred communication methods.

R3 — NYC Emergency Management: Pets & Service Animals

https://www.nyc.gov/site/em/ready/pets.page

Plan transport/shelter, keep relevant records and practice with the animal; local rules and qualified individual advice still apply.

Keep one master: Binder 21-A/21-B for reviews; 15-A/15-B for dependent/pet care; 02-A for the existing emergency reference. The companion codes identify extra sheets, not new legal roles or replacement master pages.

Sources checked November 2, 2026. Official NYC material supports the narrow planning principles noted here. Ready.gov pages were inaccessible to this environment and are not described as freshly verified. No official form text, quantities or local transport/shelter rules were copied into these worksheets.

For longer answers, use another sheet labeled with the companion code, parent Binder page, question and date. Leave uncertain information unresolved and identify the next check. Existing free Binder and fridge/babysitter resources remain available separately at davidtompublishing.com/family-emergency-legacy-binder/.