

# Our Emergency Plan

## Step 1 – Identify escape routes

- Plan emergency exits from each room of your home. Think of two possibilities for escape. If you live in an upper floor apartment, do not use the elevators.
- Identify an escape route from your neighborhood in case you have to evacuate.

## Step 2 – Establish meeting places

If you have to quickly leave your home during a fire or other emergency, you should meet up with your family at a designated safe place.

Meeting place near your home: \_\_\_\_\_

Meeting place outside your neighborhood: \_\_\_\_\_

## Step 3 – Plan for Children

Don't have children? Skip this step.

Be familiar with the school emergency plans for lockdown, releasing, and reunification if they must evacuate the school building. In case an emergency occurs during school hours, you need to designate persons to pick up your children from daycare or school. Make sure the school or daycare has updated contact information for parents and caregivers. You want to keep your children safe when they are at home. Will they be just as safe when they are at school?

Designated person 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Designated person 2: \_\_\_\_\_ Phone: \_\_\_\_\_

(If applicable) Have extra diapers and baby formula or supplies ready to go as part of your emergency kit.

## Step 4 – Special Health Needs

Don't have special health needs? Skip this step.

Note details below about specific medical conditions, allergies, surgeries, family medical history, medication health screenings, recent vaccinations, emergency contacts and insurance information for yourself and/or members of the household.

Health information: \_\_\_\_\_

Medications: \_\_\_\_\_

Medical equipment: \_\_\_\_\_

(If applicable) Ensure that wheelchairs are charged or can be operated without power. Ensure oxygen tanks are filled. Bring portable communication assistance devices. Bring Epi-Pen.

Pharmacies may be closed for some time, even after an emergency is over. Consider having an extra two-week supply of prescription medications and consumable medical supplies on hand if possible.

Identify a location for your emergency kit: \_\_\_\_\_

### Step 5 – Plan for Pets

Now that you have begun making emergency plans for your family, don't forget your pets.

Don't have pets? Skip this step.

- Have pet food and water supply for animals too
- Pet medications
- Have a crate or pet carrier
- Collar with ID tag
- Harness or leash
- Sanitation items

### Step 6 – Plan for specific risks and hazards

It is important to designate areas within the home to seek safety (basement, interior room away from windows, with access to a flashlight and emergency supplies, and with battery or crank powered radio). If advised to shelter-in-place for due to a hazardous materials incident you need to close all windows and doors, use towels or tape to seal openings, and turn off HVAC outside air intake systems. If you smell gas you need to evacuate immediately. Do not touch or go near downed power lines.

Identify what specific hazards (flooding, tornadoes, winter storms, gas leaks, power failures, etc) are mostly likely to occur in your area and what specific actions you and your family should take:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Step 7 – Record emergency contact information

Remember your family may not be together when a disaster occurs. Plan how to meet or contact one another. Discuss what you do in different situations.

Local Emergency Number: **9-1-1**

Electrical Power Company Emergency Number:	Gas Company Emergency Number:
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#### Non-Emergency Numbers

Fire:	Police:	Health Clinic:
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### Out-of-Town Contacts

In the event of an emergency, each family member should call, text, or email the same out-of-town contact person. Designate a contact person who lives far enough out-of-town that he or she will most likely not be affected by the same event. If you do not have an out-of-town contact, consider making arrangements through friends.

Name:		E-Mail Address:	
Address:			
Home Phone:	Work Phone:	Cell Phone:	

### Friend / Neighbor / Caregiver Contact

Name:		E-Mail Address:	
Address:			
Home Phone:	Work Phone:	Cell Phone:	

### Family Doctors

Physician Name:	Phone:
Physician Name:	Phone:
Physician Name:	Phone:

### Pharmacy

Pharmacist or Pharmacy Name:	Phone:
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## Insurance Information

Insurance Agent / Company Name (Home):	Phone:
Insurance Agent / Company Name (Auto):	Phone:

You should maintain a copy of insurance cards and driver's license within your emergency kit.

## Step 8 – Complete safe home instructions

Make sure you have a working smoke detector and fire extinguisher. If you live in an apartment or are staying in a hotel, know where the fire alarms are located. Complete the following:

Emergency Kit location: \_\_\_\_\_

Fire Extinguisher located: \_\_\_\_\_

Water Valve located: \_\_\_\_\_

Water Shut-Off instructions: \_\_\_\_\_

Electrical Box location: \_\_\_\_\_

Gas Valve location: \_\_\_\_\_

Gas Shut-Off instructions: \_\_\_\_\_

(Only shut off gas when authorities tell you to do so; contact the gas company to restore)

Floor Drain location: \_\_\_\_\_

(Ensure it is clear of clothes or furniture; do not store boxes containing photographs and other valuables on the basement floor).

Now that you have a plan, make sure everyone in your home has read it. Review it and conduct practice drills. Keep a copy of this plan in an easy-to find place (e.g. with your emergency kit). You may want to keep copies in your car and / or at work. You should update the plan every year.