

# Emergency Plan

This emergency plan is broken down into the following sections:

- Household plan
- Children
- People with special needs
- Plan for pets
- Plan for specific risks
- Neighborhood safety plan
- Emergency contact information
- Safe home instructions
- Emergency instructions
- Evacuation orders

## Household plan

Escape routes: plan emergency exits from each room of your home. If possible, identify two exits from each room as well as two from the house itself. If you live in an apartment, do not plan to use elevators. You might also map out an escape route from your neighborhood in case you are asked to evacuate.

Keep the kids involved and ask them to draw a map of the house complete with evacuation routes and practice those routes with them!

Location of emergency exits from home:

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Escape route from neighborhood:

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Meeting place

Identify a safe place (or places) where you and your family should meet if you have to leave home during an emergency. Keep it simple and easy for children to remember.

Safe meeting place near home:

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Safe meeting place outside immediate neighborhood:

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### Children

Speak with your children's school or daycare about their emergency policies and find out how they plan to contact you in case of an emergency. What kind of authorization does the school require to release your children to someone besides yourself or your spouse/partner if you cannot? Always keep the school informed of any updates in contact information for yourself, caregivers, and the people you designated pick up your children in case of an emergency.

Designated Person 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Designated Person 2: \_\_\_\_\_ Phone: \_\_\_\_\_

### People with special health needs

If you haven't already, establish a personal support network of people who understand your special needs and keep them informed of your emergency plan and changes in health conditions.

Talk to your healthcare provider about preparing an emergency medication and medical supplies kit. The kit should be a two-week supply and include prescriptions and medical documents. Place these medications in your emergency first aid kit. Remember, pharmacies may be closed after an emergency is over and be sure to check the expiration dates of your medications.

### Plan for pets

Pets are not allowed in some public shelters or hotels because of health regulations. Make plans to take your pets to a relative or friend's home or identify a pet-friendly hotel or boarding facilities in advance.

Location 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Location 2: \_\_\_\_\_ Phone: \_\_\_\_\_

### Plan for specific risks

What should you do in case of an earthquake or blackout? Write down instructions for the events most likely to occur in your area.

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### Neighborhood safety plan

Work with your neighbors and identify people who might need extra help during an emergency.

## Emergency contact information

After you've completed the emergency contact information forms below, distribute a copy to each family member and instruct everyone in the household to contact the same out-of-town person in the event of an emergency. When choosing the out-of-town contact, make sure this person lives far enough away that they won't be affected by the same event

### Local emergency numbers

Fire, police, and ambulance: 911

Other: \_\_\_\_\_

### Non-emergency numbers

Police: \_\_\_\_\_

Fire: \_\_\_\_\_

Health clinic or hospital: \_\_\_\_\_

Other contact numbers: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Out-of-town contact information

Name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

### Local family contact information

Name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

Local friend or neighbor

Name: \_\_\_\_\_  
Home phone: \_\_\_\_\_  
Work phone: \_\_\_\_\_  
Mobile phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Home address: \_\_\_\_\_  
\_\_\_\_\_

Family doctors

Patient's name: \_\_\_\_\_  
Doctor's name: \_\_\_\_\_ Doctor's phone: \_\_\_\_\_

Patient's name: \_\_\_\_\_  
Doctor's name: \_\_\_\_\_ Doctor's phone: \_\_\_\_\_

Patient's name: \_\_\_\_\_  
Doctor's name: \_\_\_\_\_ Doctor's phone: \_\_\_\_\_

Insurance agent/company

Agent's name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Policy number: \_\_\_\_\_

Veterinarian's Contact Information

Veterinarian's name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

## Safe home instructions

Make sure you have a carbon monoxide detector, smoke detector, and fire extinguisher. If you live in an apartment or are staying in a hotel, learn where the fire alarms are located. Everyone in your home should know where the fire extinguishers are located and those able should know how to use one.

Learn and teach others how to turn off your home's water, electricity, and gas. Create easy-to-read instructions for the breaker panel and water and gas shut-off valves

Keep your younger children involved and teach them how to call your out-of-town contact person. Show them where the emergency kit is located and teach them how and when to call 911.

Fire extinguisher

Location:

Location: \_\_\_\_\_

Water valve

Location:

\_\_\_\_\_

Shut-off instructions:

\_\_\_\_\_

Utility company phone number:

\_\_\_\_\_

Electrical box

Location:

\_\_\_\_\_

Utility company phone number:

\_\_\_\_\_

Gas valve (only shut off gas when authorities tell you to do so)

Location:

\_\_\_\_\_

Shut-off instructions:

\_\_\_\_\_

Utility company phone number:

\_\_\_\_\_

Floor drain (always make sure it is clear of boxes, clothes, or furniture)

Location:

\_\_\_\_\_

## Emergency instructions

When to call 9-1-1

- Report a fire
- Report a crime
- Save a life

For non-emergency calls, use the seven-digit numbers listed in your local phone book for police, fire, and paramedic services.

In case of a major emergency

- Get your emergency kit
- Listen to the radio for information from authorities. Local officials may advise you to stay where you are. Follow their instructions.
- Follow your emergency plan
- Make sure you are safe before assisting others
- Stay put until it is safe for you to leave or until you are ordered to evacuate

## Evacuation orders

- Authorities do not want you to leave your home unless they have reason to believe you are in danger.
- Leave water, electricity, and natural gas service “on” unless officials tell you to turn it off. (If you turn off the gas, the company must reconnect it. In a major emergency, it could take weeks for a professional to respond.)
- Take your emergency kit and mobile phone with you when ordered to evacuate.
- Take pets with you.
- Lock your home.
- Use official or specified routes for orderly evacuation out of the area.
- Call or E-Mail your out-of-town contact if you have time. Inform him or her of your destination, when you expect to arrive, or if any family members became separated. Remember to call your contact once you’ve arrived safely.