

Personal Emergency Preparedness Guide

Objective: A guide to help you become better prepared to face emergencies anytime and anywhere.

WHY IT MATTERS

- If an emergency happens in your community, it may take emergency workers time to reach you. You should be prepared to take care of yourself and your family for a few days.
- Although the consequences of various disasters can be similar, knowing the risks in your region can help you better prepare.

BENEFITS OF A PLAN

- Every household needs an emergency plan. It will help you and your family to know what to do in case of an emergency.
- Your family may not be together when an emergency occurs, it is important you have a plan on how to meet or how to contact one another and discuss what you would do in different situations.

WHERE SHOULD I KEEP MY PLAN?

We recommend that you keep this document in an easy-to-find, easy-to-remember place (for example with your emergency kit). Photocopy this plan and keep it in your car and/or at work. If you have completed an electronic version, we recommend you keep it on family members' computer(s).

HOUSEHOLD PLAN

EMERGENCY EXITS:

- Draw up a floor plan of your home showing all possible exits from each room.
- Plan a main exit route and an alternate exit route from each room.
- If you live in an apartment / condominium, plan to use the stairs instead of elevators. If you are unable to use the stairs, notify emergency personnel ahead of time.
- Identify evacuation route from your neighborhood in case you need to leave in a hurry.

MEETING PLACES:

Identify safe places where everyone should meet if you cannot go home or you need to evacuate.

- Safe meeting place near home: _____
- Safe meeting place outside immediate neighborhood: _____
- Evacuation routes from neighborhood: _____

WORKPLACE - Learn about the emergency evacuation plans in place and what you will need to do. You may want to keep some basic supplies at work, such as water and food that won't spoil, in case you need to stay put for a while.

CHILDREN - Ask your children's school or daycare about their emergency policies. Find out how they will contact families during an emergency. Find out what type of authorization the school or daycare requires to release your children to a designated person if you can't pick them up.

Make sure the school or daycare has updated contact information for parents, caregivers and designated persons.

- Designated person 1: _____ Phone: _____
- Designated person 2: _____ Phone: _____
- School contact information: _____

Plans for Pets

- In case of an evacuation, prepare to take your pets with you to the home of a relative or friend, or take steps to identify pet-friendly hotels or pet boarding facilities in your area and further away from home.
- Location and contact information: _____

SPECIAL HEALTH NEEDS:

Establish a personal support network of friends, relatives, health-care providers, co-workers and neighbors who understand your special needs.

Write down details about:

- | | | |
|---|--|--|
| <input type="checkbox"/> Accommodation needs | <input type="checkbox"/> Insurance information | <input type="checkbox"/> Allergies |
| <input type="checkbox"/> Medical conditions | <input type="checkbox"/> Emergency contacts | <input type="checkbox"/> Medication |
| <input type="checkbox"/> Family medical history | <input type="checkbox"/> Recent vaccinations | <input type="checkbox"/> Health screenings & surgeries |

Keep a copy of this information in your emergency kit, and give a copy to your personal support network.

Talk to your doctor about preparing a grab-and-go bag, if possible with a two-week supply of medication and medical supplies. Include prescriptions and medical documents.

Remember that pharmacies may be closed for some time, even after an emergency is over.

• Health information: _____

• Medication and medical equipment: _____

• Grab-and-go bag location: _____

NEIGHBORHOOD SAFETY PLAN

Work with your neighbors to identify people who may need extra help during an emergency. To help make sure everyone is taken care of, assign "block buddies."

EMERGENCY CONTACT INFORMATION

Put a copy close to your telephone. If possible, program these phone numbers into your home phone and each family member's cell phone(s).

EMERGENCY NUMBERS:

- Fire, police, ambulance: 9-1-1 (where available)
- Other: _____

NON-EMERGENCY NUMBERS

- Police: _____
- Fire: _____
- Health Clinic: _____
- Poison Control: _____
- Other contact numbers: _____

OUT OF TOWN CONTACT

Name: _____

Home phone: _____ Work phone: _____

Cell Phone: _____ Email: _____

Home address: _____

FAMILY

Name: _____

Home phone: _____ Work phone: _____

Cell Phone: _____ Email: _____

Home address: _____

FRIEND/NEIGHBOR

Name: _____

Home phone: _____ Work phone: _____

Cell Phone: _____ Email: _____

Home address: _____

FAMILY DOCTORS

Patients' names: _____

Doctors' names and phone numbers: _____

INSURANCE BROKER/COMPANY

Broker/Company Name: _____

Phone and email: _____

Home and Car Policy numbers: _____

HOME SECURITY SYSTEM

Company's name: _____

Phone number: _____

EDUCATION OF CHILDREN

Teach your children how and when to dial emergency numbers as well as how to call the designated out-of-town contact.

SAFE HOME INSTRUCTIONS

Make sure you have a working carbon monoxide detector, smoke alarm, fire extinguisher and well-stocked first aid kit. If you live in an apartment, condominium or staying in a hotel, know where the fire alarms and emergency exits are located.

- Make sure you have a fire extinguisher on every level of your home, including one in your kitchen
- Everyone in your home should know where to find the fire extinguishers
- All capable adults and older children should know how to use it
- Older children and adults should know how to turn off your home's water, electricity and gas. Make large, easy-to-see signs for water and gas shut-offs as well as for the electrical panel
- Location of fire extinguishers: _____
- Water valve location: _____
 - Utility company phone number: _____
- Electrical panel location: _____
 - Utility company phone number: _____
- Gas valve location: _____ (MUST BE INSTRUCTED BY AUTHORITIES)
 - Utility company phone number: _____
- Floor drain location: _____ (Always make sure the drain area is clear in case of flooding)

TIPS

- Limit phone calls to urgent messages only.
- Keep calls short to free up the lines for others

IN AN EMERGENCY

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

EVACUATION ORDERS

- Authorities will not ask you to leave your home unless they have reason to believe that you may be in danger.
- If you are ordered to evacuate, take your emergency kit, your wallet, and personal identification for each family member and copies of essential family documents with you. Bring a cell phone and spare battery or charger with you, if you have one.
- Use travel routes specified by location authorities.
- If you have time, call or email your out-of-town contact. Tell them where you are going and when you expect to arrive. Once you are safe, let them know. Tell them if any family members have become separated.
- If possible, leave a note telling others when you left and where you are.
- Shut off water and electricity if officials tell you to do so.

GET AN EMERGENCY KIT

In an emergency, you will need some basic supplies. You may need to get by without power or tap water. Be prepared to be self-sufficient for a few days. Make sure your kit is easy to carry and everyone in the household knows where it is.

If you have many people in your household, it is a good idea to separate some of these supplies in backpacks so that your kit will be more portable and each person can personalize his or her own grab-and-go emergency kit.

BASIC EMERGENCY KIT CHECKLIST

- ☐ Water – You should have at least two liters of water per person per day. Include small bottles that can be carried easily.
- ☐ Food that won't spoil, such as canned food, energy bars and dried foods (replace these annually)
- ☐ Manual can-opener
- ☐ Crank or battery-powered flashlight with extra batteries. Replace batteries annually.
- ☐ Crank, battery-powered radio (extra batteries) or a weather radio
- ☐ First aid kit
- ☐ Extra keys to your car and house
- ☐ Some cash in smaller bills
- ☐ A copy of your emergency plan and contact information
- ☐ If applicable, other items such as prescription medication, infant formula, and equipment for people with disabilities or food, water and medication for your pets

TIPS

Keep some cash on hand, as bank machines may not work during an emergency. It may be difficult to use debit and credit cards.

RECOMMENDED ADDITIONAL ITEMS

- ☐ Two additional liters of water per person per day for cooking and cleaning
- ☐ Candles and matches or lighter
- ☐ Change of clothing and footwear for each household member
- ☐ Sleeping bag or warm blanket for each household member
- ☐ Toiletries ☐ Hand sanitizer ☐ Utensils ☐ Garbage bags ☐ Toilet paper
- ☐ Basic tools (hammer, pliers, wrench, screwdrivers, work gloves, dust mask, pocket knife)
- ☐ Duct tape ☐ Whistle

EMERGENCY VEHICLE KIT

- ☐ Blanket
- ☐ Candle in a deep can and matches
- ☐ Extra clothing and shoes
- ☐ First aid kit with seatbelt and cutter
- ☐ Flashlight (crank or battery-powered) / replace batteries annually
- ☐ Food that won't spoil
- ☐ List of contact numbers
- ☐ Radio (crank or battery-powered) / replace batteries annually
- ☐ Small shovel, scraper and snowbrush
- ☐ Warning light or road flares
- ☐ Water
- ☐ Whistle
- ☐ Antifreeze, windshield washer fluid
- ☐ Fire extinguisher
- ☐ Road maps
- ☐ Sand or salt
- ☐ Tow rope
- ☐ Jumper cables
- ☐ Extra gas