

Make a Plan: Additional Information and Instructions



Update this plan at least every six months! **It will help save a life!**

Why Make a Plan?

Planning ahead will provide your loved ones with specific steps to take during any emergency. By having a *practiced* plan in place, you and your loved ones can make quick, informed decisions to better ensure the safety of your household, your pets, and even your property. Your plan should account for small scale disasters, such as single family fires, and for large scale disasters, such as tornadoes or earthquakes. Make sure to practice your plan, update your plan at least every six months, and post your plan in visible locations!

2 & 3) Household Members and Pets

It is important to include *EVERY* member of your household in the planning process because they will be more likely to use it. Make sure to list every member of the household and the best way to contact them. In addition, list each pet/service animal and be sure you've made a plan for them in any emergency.

4) Local Contact

A local contact could be a nearby relative, friend, or neighbor and should be someone you have several ways to contact.

5) Outside-of-Area Contact

This is a relative or friend that is geographically removed from the disaster and relatively easy to get in touch with. Each family member should know how to reach this person and should contact him/her rather than further congesting local lines.

6) Emergency Information

Some important phone numbers to list in your plan include: your pharmacy, doctors' offices, insurance agents, utility companies, places of employment, children's schools, and anyone else with whom you would need to get in touch after an emergency. These numbers are useful immediately following the emergency and to help speed up recovery time.

7) Additional Information

It is important to note any specific needs that your family may have, i.e. mobility issues, medications, etc.

8) Meeting Location (Outside of Home)

As a household, identify a meeting place outside of your home that is a safe distance from the house to be used during a single home evacuation, such as a fire. Practice to ensure that the meeting place can be easily and safely reached. Each family member's first priority is to get out and stay out. Call 9-1-1 for additional assistance.

9) Meeting Location (Outside of Neighborhood)

As a household, identify a meeting place outside of your neighborhood if you are not able to meet at your home because of large scale evacuation, such as flooding. Practice to ensure the meeting place can be reached by several routes and everyone is familiar and comfortable with the location.

10) Home Evacuation Route

Every family member should know at least two exits from each room in the home. Map the layout of the house, the primary escape routes (in one color), and the secondary escape routes (in a different color). Make sure your loved ones know what to do in the hazards that can affect your home if both exits are blocked.

11) Out of Neighborhood Evacuation Route and Alternate Route

Every family member should know at least two ways to get to your out of neighborhood meeting place. Pre-map out your routes, knowing that one (or both) may be disrupted based on road closures or traffic. Have additional maps and/or GPS directions ready so you can *be flexible* and consider all your options.

12) Tornado Safe Spot

Every household should have a safe spot identified to go during a tornado watch or warning. Ideally, this should be a basement or the lowest level of a solid structure in the center most part of the building. Remember, a mobile home is never a safe spot to be during severe winds or a tornado.