

EMERGENCY PREPAREDNESS AND RESPONSE

Emergency Plan Guide



DEVELOP A COMMUNICATION PLAN

- Phone tree for families/employees
- Laminated contact card with important numbers
- Designate out-of-town contact as central point of contact for important information

MEETING PLACE

- Agree on a safe meeting place in the event of an evacuation

SECURE YOUR PROPERTY

- Reinforce windows and doors
- Move important equipment (electronics) and important documents to a higher level
- Locate extra sets of keys (property, vehicles, safes)
- Keep these on you in the event of an evacuation
- Turn off utilities if instructed
- Bring in or tie-down loose outdoor items

KNOW EVACUATION ROUTES

- Familiarize yourself with evacuation routes
- Have 2-3 potential routes in the event of an evacuation
- Follow evacuation orders

LOCATE EMERGENCY KITS

- Bring kit with you in the event of an evacuation
- Secure outdoor structures such as sheds and gazebos

Have a Pet?

ASSEMBLE AN EMERGENCY PET KIT

- Sturdy leashes/harnesses/carriers for transport
- Toys, beds, blankets: pack easy-to-store items
- Food, water, bowls
- Medication, pet first aid kit
- Copies of medical records and updated photo
- If boarding is required, have an information sheet of feeding schedule, behaviors, etc.
- Sweater or other clothing if you have an animal that is prone to cold weather

COLLARS AND ID TAGS CAN FALL OFF OR GET LOST

- Have your pet microchipped
- Ensure contact info is up to date

PLAN

- Have a list pet-friendly hotels or family/friends

PRACTICE

- Include pets in evacuation practice
- Practice getting in pet carriers/car

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