Washtenaw County Public Health
Individual Preparedness Notebook

Introduction

This notebook is designed to help you create and organize your personal emergency plans. But, don't stop there! Plan with your household, family or loved ones[1]. There is no substitute for discussing and practicing emergency plans before a crisis situation arises.

> Plans are nothing.
> Planning is everything.
> - Dwight D. Eisenhower

Your completed emergency plans should help you and your household or loved ones to:

- Communicate with one another during emergency situations
- Reunite at predetermined locations
- Evacuate quickly and safely
- Shelter in place without outside assistance for at least 72 hours (3 days)
- Determine which emergency supplies to maintain in your home, car or other location(s)
- Discuss how you will react to emergency situations with your household, family or loved ones

Every person or household will have emergency plans to suit their own, specific circumstances. Use the resources in this notebook to develop plans that work for you. One size doesn't fit all – you will have to plan and adapt for your situation.

[1] Each individual will determine which persons to include in her or his emergency plan. Persons may or may not reside in the same household.

How to Use this Notebook

The sections of the notebook outline the elements of a basic emergency plan. You can use the resources provided to expand your basic plan.

Another option is to use the planning templates provided in the "Planning Templates" section.

- Most sections of the notebook will apply to everyone. A few, such as "Pets" may not.
- You may want to use a water- or fireproof container for your plan or for sensitive documents.
  - Backup copies of important documents may also be stored electronically or kept with a trusted friend or relative.
- Creating a complete plan can be overwhelming…. Take it one step at a time, such as one section per month.

Checklist

For reference, the minimum requirements of a basic plan are below.

Planning Completed	Requirement	Location or Section	Related Supplies	Notes and Updates
❑	Emergency Contact Person			
❑	List of Key Contact Information			
❑	Backup Communications			
❑	Meeting Locations			
❑	Important Documents			
❑	Evacuation Plan			
❑	Shelter-in-Place Plan			
❑	Review and Practice			

Resources & Helpful Web Sites

Need more help? Many resources are available online. A few are provided below for reference.

Need Some Ideas to Get Started?

A variety of resource links are maintained on the Public Health Web site (http://publichealth.ewashtenaw.org). Go to "Emergency Preparedness" on the left navigation bar.

Federal Emergency Management Agency (FEMA)
http://www.fema.gov/plan/index.shtm (Available in Spanish)

Ready.gov
http://www.ready.gov (Available in multiple languages)

Pandemic Flu
http://www.pandemicflu.gov
http://www.getpandemicready.org/

Washtenaw County Emergency Management
http://emergency.ewashtenaw.org

Washtenaw County Public Health
http://publichealth.ewashtenaw.org

Michigan Prepares
http://www.michigan.gov/prepare

Just for Parents
http://www.aap.org/family/frk/frkit.htm (AAP Family Readiness Kit)

Do 1 Thing – Step by Step Preparedness
http://www.do1thing.us

Planning Templates

These documents are "fill-in" emergency plans. Double-sided copies follow this page, and most are available online. Look them over to see which meets your needs best, or use parts of more than one.

1) **Family Emergency Planning resources from Ready.gov**
   a. Covers communication planning
   b. Includes cut-out cards for portable emergency contact information
   c. http://www.ready.gov/america/makeaplan/index.html
   d. http://www.ready.gov/america/_downloads/familyemergencyplan.pdf

2) **Personal Disaster Preparedness Guide from Operation Hope**
   a. More comprehensive/detailed
   b. Includes financial/budgeting information
   c. Provides space for pet information and national/state resources
   d. Can be completed online at www.operationhope.org

3) **Emergency Financial First Aid Kit from Operation Hope and FEMA**
   a. Focuses on financial issues
   b. Includes general emergency contact information
   c. Helps identify important legal documents or assets
   d. Can be completed online at www.operationhope.org

4) **Family or Individual Preparedness Plan (adapted by WCPH)**
   a. Includes checklist
   b. A "Permission to Treat" form is included for parents of minors
   c. http://www.ewashtenaw.org/government/departments/public_health/emergency_preparedness/WCPH_plan_template

Communication Plan

The communications section is divided into three tabs to help you locate your information quickly. Your plan and emergency contact will be in the first section, while the next two sections contain more detailed contacts.

*Designate a primary emergency contact, preferably outside of your immediate area or the state. Everyone included in your plan should memorize the contact's information. Test regularly!

Emergency Contact

Name(s):_____

Location:_____

Telephone(s) and type (home, work, cell, etc.):_____

_____

Other information (email, neighbor's phone, etc.):_____

_____

Who will use this Emergency Contact?

1) _____ 5) _____

2) _____ 6) _____

3) _____ 7) _____

4) _____ 8) _____

When will the Emergency Contact be used?

_____

_____

Communication Plan, continued

Testing

Dates	Results

Backup Communications

Discuss alternate strategies for reaching each other if normal means (phones, cell phones, email, etc.) are not working. Plan at least two strategies:

1) _____

_____

_____

2) _____

_____

_____

List of Key Contact Information

Create a list or lists of important contact information. Use the two tabs provided, or ones of your own. Create pocket cards with key information for each member of your plan. The Ready.gov template includes a cut-out card.

Contacts Personal

Examples include: relatives, neighbors or friends; health professionals and clinics; vet or kennels; financial institutions; employers; schools and daycares; insurance providers, etc.

Contacts Community

Examples include Emergency Alert Systems (EAS); emergency help numbers (911 & 211); utilities; emergency call trees, etc.

Emergency Alert System (EAS) for Washtenaw County
These radio stations will interrupt their program to provide you with emergency information. Other stations may too.

- WEMU 89.1 FM
- WWWW 102.9 FM
- WQKL 107.1 FM
- WTKA 1050 AM
- WLBY 1290 AM

For more information about EAS and warning systems, see the Washtenaw County Emergency Management (http://emergency.ewashtenaw.org). If you live in another county, check with your emergency management office.

Other Helpful Numbers

Police or Fire – 911

Nearest cross street(s) to our home:_____

United Way Regional Call Center: 211
Translation & Referrals

DTE Energy: 1-800-477-4747

Centers for Disease Control and Prevention (CDC): 1-404-639-3311

Michigan Poison Control Center: 1-800-222-1222

Washtenaw County Public Health: 734-544-6700

Public Health Communicable Disease Nurse on Call: 734-891-4327

Washtenaw County Emergency Management: 734-973-4900

Ann Arbor Office of Emergency Management: 734-794-6980

American Red Cross – Washtenaw Chapter: 734-971-5300

Salvation Army: 734-668-8353

Meeting Locations

Predetermined meeting locations can help you reunite with your loved ones quickly. Identify a location just outside your home, in case there is an emergency in the home. Identify a second location away from your immediate neighborhood, in case you cannot return to the area. This location may also be used as a meeting place for evacuating.

Location 1
One location outside or near your home:_____

_____

When will it be used:_____

Primary route (if necessary):_____

Alternate route (if necessary):_____

Location 2
One location away from your neighborhood:_____

_____

When will it be used:_____

Primary route:_____

_____

Alternate route:_____

_____

Will this location be used for evacuation? ☐ Yes ☐ No

Other: _____

_____

_____

Evacuation Plan

Plan ahead for leaving your home or the area quickly. Consider having a "go kit" of evacuation supplies in your home or car.

Destination 1:_____

Primary route:_____

_____

Alternate route: _____

_____

Destination 2:_____

Primary route:_____

_____

Alternate route: _____

_____

Transportation:_____

Backup transportation:_____

Other

Evacuation meeting location, if we cannot meet at home:_____

_____

Evacuation plans for pets:_____

_____

Supplies and location:_____

_____

Leave a white ribbon, cloth or note on your front door to let authorities know you have evacuated.

Shelter-in-Place Plan

In many emergencies, the safest thing to do is stay put. Identify the safest places in your home or building. Understand how to turn off utilities and seal or close vents. Have supplies available.

Safe Places

Location 1:_____

Appropriate for: ☐ Severe weather ☐ Chemical threats ☐ Either

Location 2:_____

Appropriate for: ☐ Severe weather ☐ Chemical threats ☐ Either

Utilities and Ventilation

Only turn off utilities if you know how to do so safely. Close doors, windows and vents. Close fireplace damper, if applicable.

Gas:_____

Electric:_____

Fans, heating, air conditioning:_____

Supplies and Location

Supplies:_____

Location:_____

Listen to local emergency alert stations for official information or instructions

- WEMU 89.1 FM
- WWWW 102.9 FM
- WQKL 107.1 FM
- WTKA 1050 AM
- WLBY 1290 AM

Friends & Neighbors

Do you have friends, neighbors or relatives that may need assistance during an emergency? Record their information to check on them. Help them with their emergency plans.

Name(s):_____

Location:_____

Phone(s):_____

Name(s):_____

Location:_____

Phone(s):_____

Planning with your friends or neighbors can help emergency preparedness seem manageable. You may also find you can share resources during emergencies.

- Network with existing groups, such as neighborhood watch programs or associations
- Make it a social event
- Invite a speaker from Emergency Management, the Red Cross or Public Health
- Develop an inventory of neighborhood assets and contact information

Neighborhood Resources

Resource(s):_____

Location(s):_____

Contact information:_____

Other:_____

Pet Plans

Pets are an important part of many households. If your family includes a pet or multiple pets, be sure to plan for your furry family members. Currently, public emergency shelters in Washtenaw County do not accept pets; however, more and more hotels do accept pets.

Visit ready.gov, or create your own pet plan. Include pet contact information here, or with your general contact information. Don't forget supplies!

Notes:

Supplies

Plan for at least 3 days (72 hours). Longer is recommended for pandemic preparedness (at least 2 weeks, or up to 3 months). Start with the very basics, such as food, water and critical medicines or hygiene items, expand as you are able.

Basic Emergency Supplies

- ☐ Water. Store at least 3 gallons per person (1 gallon per person per day). Change every 6 months, or by expiration if bottled and sealed.
- ☐ Food. Stock ready-to-eat foods that require no refrigeration or preparation.
- ☐ Can opener, utensils/cups, hand sanitizer or wipes. Include any supplies necessary to use your food and water.
- ☐ Flashlight and batteries (and/or other light source).
- ☐ Radio. Batteries, if model cannot be powered by cranking. Know Emergency Alert Stations, or use reference card or sticker.
- ☐ Medicines. If there are medications for you need for your health or comfort, refill your supplies when low and try to kept extras available.
- ☐ Hygiene items. Consider sanitizer, soap, moist wipes, diapers or other items you use regularly or may need if water is not available.
- ☐ Review emergency supply lists checklists and include items most relevant to you. Consider extra clothing for each member of your household. See the helpful websites for ideas. Visit resale or discount stores. Reuse buckets, bins or tote bags for storage.
- ☐ Prepare a kit for home use *and* a kit for evacuation.

Rotate your supplies regularly.
Use stickers or notes to keep track of updates.
"Test" your supplies by using them over a weekend.

Important Documents

Store copies of identification and other important documentation in a sealed container with your supplies, or in another safe place. Fire and waterproof containers are recommended. Consider placing backup copies or electronic copies with a trusted relative or friend (or another location).

If you have to leave quickly or if your home is damaged or destroyed, you will need documentation to establish your identity as well as your assets. Exactly what you choose to include and how is up to you; however; identification for all those persons included in your plan is a minimum recommendation. Insurance policies, banking information and legal documents are also recommended, especially if any of these contacts are not already in your "Contacts" section.

Identification

Identification documents are included in this section for the following persons:

1) _____ 5) _____

2) _____ 6) _____

3) _____ 7) _____

4) _____ 8) _____

Identification information is maintained in another location:

_____

_____

Comments:

_____

_____

Other Important Documents

Completed	Document	Location or Section	Notes and Updates
❑			
❑			
❑			
❑			
❑			
❑			
❑			
❑			

Resources

Some useful, legal documents can be developed using online resources or templates, for example:

- Permission to Treat Minors form is included in WCPH Family or Individual Emergency Plan (templates section)
- Free, online legal documents: http://www.free-legal-document.com/index.html
- Living Will, online resource: http://www.legacywriter.com/livingwill.asp?src=g12livingwillsbystatec

Remember to provide copies of documents to the people involved. For example, the person or persons caring for your children should have a "Permission to Treat" form.

Review & Practice

Test your plans regularly. Find out if they work well for you, modify as needed. Update or upgrade your supplies twice per year

Date	Test or Drill	Results	Updates