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COVID-19 Emergency Plan Template

Making a plan now will help ensure that you are prepared if you have to isolate or quarantine because of COVID-19. Your college or university will likely have a specific process to follow if you test positive for coronavirus or have been exposed to someone who is positive. It's important to follow that process. To help with COVID-19 preparedness, the Federal Emergency Management Agency (FEMA) and the U.S. Department of Health & Human Services (HHS) have developed this emergency plan template to organize some key steps you may want to take. This template should not replace the guidance from your school but can be used in addition to the direction you're being provided.

Fill out each section below and then share this plan with your parents, another relative, a roommate or friend so they can support you during isolation or quarantine.

Housing

What is your current address?

Are you able to use that address if you have to isolate or quarantine?

☐

Yes

☐

No

If "No", where will you plan to isolate or quarantine (list address):

Relocation

If you have to move to another location to isolate or quarantine, do you have transportation to get there? If not, how will you move? Note: If you have tested positive for COVID-19 or have been exposed to someone who is positive, you don't want to take public transportation such as buses, taxis, or ride shares because doing so could spread the virus.

Do you have a disability or condition which requires that arrangements be made ahead of time to ensure your relocation site is accessible? If so, how will you make sure those arrangements are made? Do you have transportation to get there?

Food

You want to determine how you will eat during isolation or quarantine, particularly if you will need to provide your own food. To be prepared, ask and answer these questions:

Options	Yes	No	If no, what's the alternative?
Campus dining hall			
Take-out/delivery			
Refrigerator			
Microwave			

COVID Preparedness Kit

You want to be ready for any emergency, but it's especially important in the current COVID environment. So, you want to prepare a supply kit in advance should you have to relocate because you become sick or have been exposed to someone who has tested positive for COVID. Depending upon where you isolate or quarantine (at home, your apartment or in a dorm) you may already have many of these items on hand. Be sure you have enough supplies to last 10-14 days. Here's a quick list to help you pack:

- ☐ Clothing to last 10-14 days (especially if you don't have access to laundry facilities)
- ☐ Bottled Water
- ☐ Food
- ☐ Prescription/Over-the-counter medicines (pain relievers, allergy medicines and antacids)
- ☐ Toiletries (shampoo, toothbrush, toothpaste, soap, washcloth, towels, etc.)
- ☐ COVID-19 supplies (masks, hand sanitizer, disinfecting wipes)
- ☐ Towels, pillows, extra bedding
- ☐ First-aid kit (bandages, disinfecting treatments, antibacterial ointment, digital thermometer, gauze, elastic bandage)
- ☐ Extra phone charger
- ☐ School supplies
- ☐ Comfort items

Classes/Coursework

How do you plan to continue with your classes during isolation or quarantine? Will you need to make special arrangements if you have to isolate, quarantine or relocate?

Communication

List at least two individuals who you will check-in with daily during isolation or quarantine.

Name: _____

Phone: _____

Email: _____

Name: _____

Phone: _____

Email: _____

Additional Notes:



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Be COVID Prepared

Natural disasters are common in the Midwest. We know it's smart to be prepared before the worst happens. But do you know that those same preparedness steps can apply right now to another type of hazard? The answer is YES. And the hazard is COVID-19.

So what can YOU do to **Be COVID Prepared?** The Federal Emergency Management Agency (FEMA) and the U.S. Department of Health & Human Services (HHS) say it can be as easy as following 3 simple principles: Prevent. Prepare. Be Informed.



Prevent:

The ideal situation is to **PREVENT** becoming sick with COVID-19 to begin with. We've already seen the serious consequences that can result from coronavirus infections. So, it's important to avoid getting infected in the first place – to protect yourself, your family, your friends and those you care about.

By practicing three simple things (the 3 Ws), you can substantially increase your chances of staying well:

1. **WEAR** a mask.
2. **WATCH** your distance (6+ feet from others).
3. **WASH** your hands and common surfaces frequently.

According to the Centers for Disease Control and Prevention, (CDC), the more closely you interact with others and the longer that interaction, the higher the risk of COVID-19 spread. This is a disease that can be transmitted through the air (coughing, sneezing, laughing, singing, talking loudly) and potentially other ways.

It's important to know that COVID-19 can be spread by people who are not experiencing or showing any symptoms. So that's why regular precautions **all day, every day**, are so essential.

For more information about what to do if you're sick, see this link from the CDC: [CDC: What to Do if You are Sick](#). For COVID-19 prevention information in a college setting, see this CDC link: [CDC: Back-to-College Tips for Students](#)



Prepare:

Let's say you've done everything you can to stay well but inadvertently, you become sick or exposed to someone who is sick or presumed COVID positive. What then? What do you do? Where do you go?

You definitely don't want to be caught off guard in this scenario. Instead, you want to be prepared – in advance. Here are 3 ways to do just that:

Have a plan

Now (while you're healthy) is the time to think through the steps you may need to take if you become ill or need to isolate, or quarantine because of a COVID-19 exposure or diagnosis. And, to make a plan.

*Note: According to the CDC, **isolation** means separating sick people with a contagious disease from people who are not sick, even in their own home. **Quarantining** means restricting the movement of people who were exposed to a contagious disease to see if they become sick.*

Here are some questions to ask yourself and some solutions to consider:

- How and where will you isolate or quarantine if you are sick or exposed to someone who is sick?

- What will you take with you if you need to temporarily relocate in order to isolate or quarantine?
- How will you eat? Will you have access to on-campus dining, take-out food, or a kitchen with a refrigerator or microwave?
- How will you move yourself and your things to a temporary location? Do you have, or need transportation?
- What if you have a disability? Do you need special arrangements, equipment or help to relocate?
- Will you have access to laundry facilities at your temporary location?
- Can you continue classes during an isolation or quarantine period, which is typically about 10-14 days? If so, how?
- How will you stay in touch with others while you are isolated?

Solutions:

☐ **Become familiar with the process** your college or university has developed if you are exposed to COVID-19 or become sick yourself.

- Find out who you should notify if you are sick and if there is testing available, to include any associated cost.
- Determine if you can stay on campus. If you live off campus, can you move into student housing set aside for positive or suspected COVID-19 cases or do you need to stay where you are?
- Plan your transportation mode if you don't have your own vehicle. If you are sick or exposed to someone who is sick, do NOT use public transportation such as buses or ride-shares such as taxis or Uber because doing so could potentially infect others.
- Know what options are in place to continue classes virtually or online.

☐ **Put your plan in writing** to help keep your steps organized and make it easier to add information as you think about it. You can use a pen and pad, computer, iPad or cell phone. It doesn't have to be fancy. Just capture your plan in a way that hits the high points and makes sense to you. For a sample plan you can fill out, see the **Be Informed** section below.

☐ **Share the plan** in advance with at least one other person so they know what you will be doing and how to help, if needed.

Make a Kit

It's always a good idea to make an emergency preparedness kit to help yourself in the event of a disaster. A kit is supposed to help sustain you for a period of time if you need to evacuate or relocate because of an emergency of any type or size. The same is true for COVID-19. It's just another type of emergency.


So, what's in a kit? That depends somewhat on your individual situation but in general, you want the following items: Extra clothing, food, water, medicine, toiletries, first-aid supplies, flashlight and batteries, a weather radio, supplies for a pet or child if you have one.

For COVID, you want to add some extra items such as masks (cloth or disposable so you can wear at least one fresh one every day), hand sanitizer, EPA-approved disinfecting wipes to clean common surfaces, disposable gloves and a digital thermometer so you can regularly take your temperature to detect a possible fever, one of the COVID-19 symptoms.

Here are some questions to ask yourself about making a kit and some solutions to consider:

- What do you want/need to take with you if you have to temporarily relocate for 14 days or more?
- What do you already have on hand?
- What do you need to buy?
- Do you have key phone numbers and financial information to take along if you have to relocate on short notice?
- If you have a short-term or permanent disability, do you need anything special or extra in your kit?

Solutions:

 **Build a COVID kit** that can sustain you for at least 10-14 days. Include the appropriate amount of clothing, depending on whether you have access to laundry facilities. If possible, include towels, pillow(s) and a change of bedding.

 **Determine the food you'll need.** Include comfort-food items.

☐ **Buy what you can** in advance and store it in something you can pick up and take with you such as tote bags, backpacks or a plastic tub. Include bottled water and/or fluid replacements such as juice or drinks with electrolytes.

☐ **Procure any medicine** you may need, including prescriptions and over-the-counter items such as pain relievers, allergy medicines and antacids.

☐ Add **COVID-related items** such as masks (cloth or disposable so you can wear at least one fresh one every day), hand sanitizer, EPA-approved disinfecting wipes to clean common surfaces and, if possible, disposable gloves.



☐ **Add basic first-aid** items such as bandages, disinfecting treatments, antibacterial ointment, digital thermometer, gauze, an elastic bandage, soap and washcloth.

☐ **Make a call list** of important people and phone numbers. Include key contacts such as family members, friends, medical professionals (doctors, dentists, pharmacists), your health insurance agent, your bank, any institution through which you may have a loan and credit card companies. Include account numbers as appropriate.

☐ **Be tech savvy.** Consider purchasing at least one extra battery for your cell phone and/or laptop. Make sure to have a couple of extra charging cords for your key electronics such as your cell phone, iPad and laptop.

☐ **Don't forget the school supplies you rely on** such as electronics, books, markers, paper, pens, etc. to study and complete course assignments.

Here are three good resources to help with these solutions:

- Fillable card to record key contacts to make your call list: [Contact List - Fillable card](#).
- What's in a communication plan? (English and Spanish): [Family Communication Plan for Parents and Kids](#) (PDF); [Family Communications Plan \(Spanish\)](#) (PDF)
- Making a kit + additional guidance for individuals with disabilities: www.ready.gov/disability


Aim to Sustain

Once you are in an isolation or quarantine status, you want to be able to sustain your daily living under restricted circumstances, especially if you are not feeling well. Hopefully, you already addressed that situation in your plan. But what if you didn't? What happens if your health status changes or you have to stay in isolation or quarantine longer than expected?


Here are some questions to ask yourself about sustainability and some solutions to consider:

- What will you do if you suddenly start feeling sick or showing symptoms?
- Can you stay longer than planned in the place you are temporarily using to isolate or quarantine if needed? What is needed to extend?
- Do you have enough supplies – food, medicine, clothing, school supplies? If not, how do you get more?
- What if you find yourself feeling stressed about the situation?

Solutions:

 **Know when and how** to communicate a change in your health status, particularly if you start exhibiting symptoms you didn't previously have.

- Consult the guidance provided for this situation by your college or university.
- Contact your own physician or the nearest emergency room for direction about how to seek medical treatment. **Important:** Don't show up unannounced. Contact a healthcare provider or facility by phone first because there may be special instructions about how to get medical care without potentially infecting others. **If you are in distress or having a medical emergency, call 9-1-1.**
- Know how to get emergency medical care if needed – both when you are on and off campus. If you have to call 9-1-1, be sure to tell the dispatcher that you have, or may have been exposed to COVID-19. This helps protect the first responders who are coming to help you.

 Determine in advance if there are **time limits** for your stay in isolation or quarantine. Negotiate a possible extension ahead of time or at least understand what it will take to stay longer, if needed.

☐ **Designate one or more safety buddies.** This is a person who can regularly check on you to make sure you are OK and/or run errands so you can safely stay in isolation or quarantine.

☐ **Learn how to live** in your new surroundings. The CDC has 10 tips for managing COVID-19 symptoms wherever you are. See this link for more information:
[CDC: 10 Things to Stay Safe at Home](#)

☐ **Reach out for help** to care for your emotions. The pandemic is creating new stresses for people of all ages. Know that you're not alone. It's OK to tell someone that you are not OK and to seek some advice or counseling. Talk to a friend. Take advantage of mental health supports on campus and/or within the local community.

Here are some common signs of distress:

- Feelings of fear, anger, sadness, worry, numbness, or frustration
- Changes in appetite, energy, and activity levels
- Difficulty concentrating and making decisions
- Difficulty sleeping or nightmares
- Physical reactions, such as headaches, body pains, stomach problems, and skin rashes
- Worsening of chronic health problems
- Increased use of alcohol, tobacco, or other drugs

For emotional health tips, see these websites: [CDC Foundation: How Right Now.org](#) and [CDC: Taking Care of Yourself Emotionally](#)

Be Informed



Be Informed: (a.k.a. Know your Stuff)

There are numerous mobile apps and online resources that can provide additional information on COVID-19 and disaster preparedness in general. Here are some links you can use to learn more:

☐ **Go Mobile!**

- Check out mobile apps provided by your college or university for COVID-19 information.



- Download the free FEMA app for safety tips and @NWS weather alerts for up to five locations: <https://www.fema.gov/mobile-app>.
 - [Download the FEMA App](#) on the App Store for iPhone.
 - [Download the FEMA App](#) on Google Play for Android:
 - Learn about [the FEMA App](#) on FEMA.gov.
- Explore these smartphone apps that promote breathing and relaxation:
 - [Tactical Breather](#) – shared SAMHSA
 - [Breathe2Relax](#) – developed by DoD

□ General Info for COVID-19:

Iowa:

- COVID-19 information: coronavirus.iowa.gov
- Iowa Department of Public Health: idph.iowa.gov

Kansas:

- Kansas Department of Health and Environment: [Kansas COVID-19 Resource Center](#)

Missouri:

- Missouri Department of Health & Senior Services: [COVID-19 Resources](#)

Nebraska:

- Nebraska Department of Health and Human Services: [COVID-19 Resources](#)

National:

- How to protect yourself and what to do if you think you are sick: www.coronavirus.gov.
- Top U.S. Government COVID-related websites: www.usa.gov/coronavirus
- FEMA COVID-19 information: www.fema.gov/coronavirus
- Prepare for COVID-19 and other disasters: www.ready.gov
- Coronavirus FAQs: [CDC: Coronavirus FAQ](#)
- [Coronavirus FAQs for Veterans](#)
- COVID-19 aids for tribal nations/members: [IHS COVID-19 Resources](#)

□ COVID-19 Infection Prevention

- Want to stay safe over the holidays? See how: [CDC: COVID Precautions for the Holidays](#)
- Learn about COVID-19 precautions when taking public transportation: [CDC: Using Public Transportation Safely](#)
- Learn tips for COVID-19 safety at college: [CDC: Back-to-College Tips for Students](#)



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- Follow these tips to avoid COVID-19: [CDC: Tips to Prevent Getting Sick from COVID-19](#)

❑ Mental Health & Physical Fitness

- Assess your feelings and find resources to help: [CDC Foundation: How Right Now.org](#)
- Locate mental health and substance abuse services at: [SAMHSA: Treatment Services Locator](#)
- Manage your stress better – tips and tricks: [CDC: Coping with Stress](#)
- Find help if you are a veteran or service member: [Help for Veterans and Service Members](#)
- Get moving! Physical fitness you can do at home during COVID-19: [Scripps: Exercise Tips during COVID-19](#)
- Check out resources from Indian Country to help with stress: [Resources for COVID-19 and Emotional Well-Being](#)

❑ General Info for All Hazards:

- Be prepared for an emergency. Learn more at: [Ready.gov](#). Here are some top links:
 - How to make a disaster supply kit: [Ready.gov - Disaster Kit](#)
 - Handy guide for those with disabilities or special needs: [Ready.gov - Preparedness - Disabilities and Special Needs](#)
 - Be the help until help arrives. Learn how at: [Ready.gov - 5 Steps that May Save a Life](#)
 - Help seniors you know be ready for disasters. Learn how at: [Ready.gov - Preparedness for Seniors](#)
 - Pets need to be prepared for emergencies too. Learn more at: [Ready.gov - Pets and Animals](#)
- Get help to navigate financial complexities associated with COVID-19 or other disasters: [FEMA Disaster Financial Management Guide](#).
- Walk through emergency preparedness with the American Red Cross: [Red Cross: How to Prepare for Emergencies](#)



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Fill out each section below and then share this plan with your parents, another relative, a roommate or friend so they can support you during isolation or quarantine.

Housing

What is your current address?

Are you able to use that address if you have to isolate or quarantine?

☐ Yes ☐ No

If "No", where will you plan to isolate or quarantine (list address):



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Relocation

If you have to move to another location to isolate or quarantine, do you have transportation to get there? If not, how will you move? Note: If you have tested positive for COVID-19 or have been exposed to someone who is positive, you don't want to take public transportation such as buses, taxis, or ride shares because doing so could spread the virus.

Do you have a disability or condition which requires that arrangements be made ahead of time to ensure your relocation site is accessible? If so, how will you make sure those arrangements are made? Do you have transportation to get there?

Food

You want to determine how you will eat during isolation or quarantine, particularly if you will need to provide your own food. To be prepared, ask and answer these questions:

Options	Yes	No	If no, what's the alternative?
Campus dining hall			
Take-out/delivery			
Refrigerator			
Microwave			

COVID Preparedness Kit

You want to be ready for any emergency, but it's especially important in the current COVID environment. So, you want to prepare a supply kit in advance should you have to relocate because you become sick or have been exposed to someone who has tested positive for COVID. Depending upon where you isolate or quarantine (at home, your apartment or in a dorm) you may already have many of these items on hand. Be sure you have enough supplies to last 10-14 days. Here's a quick list to help you pack:

- ☐ Clothing to last 10-14 days (especially if you don't have access to laundry facilities)
- ☐ Bottled Water
- ☐ Food
- ☐ Prescription/Over-the-counter medicines (pain relievers, allergy medicines and antacids)
- ☐ Toiletries (shampoo, toothbrush, toothpaste, soap, washcloth, towels, etc.)
- ☐ COVID-19 supplies (masks, hand sanitizer, disinfecting wipes)
- ☐ Towels, pillows, extra bedding
- ☐ First-aid kit (bandages, disinfecting treatments, antibacterial ointment, digital thermometer, gauze, elastic bandage)
- ☐ Extra phone charger
- ☐ School supplies
- ☐ Comfort items

Classes/Coursework

How do you plan to continue with your classes during isolation or quarantine? Will you need to make special arrangements if you have to isolate, quarantine or relocate?

Communication

List at least two individuals who you will check-in with daily during isolation or quarantine.

Name: _____

Phone: _____

Email: _____

Name: _____

Phone: _____

Email: _____

Additional Notes:

Delay your travel if you...

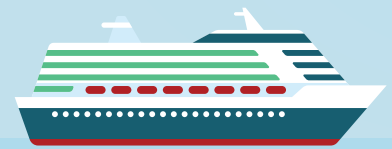


Are sick with a fever, cough or other symptoms of COVID-19

- **Don't travel or cross borders while sick. Stay home and isolate.**
- **If you need to travel for medical care,** travel by ambulance, air ambulance, or private vehicle.

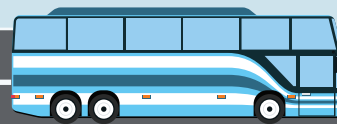
Have recently tested positive for COVID-19 with a viral test

- **Don't travel while infectious with COVID-19** even if you don't have symptoms. Stay home and isolate.
- **If you need to travel for medical care,** travel by ambulance, air ambulance, or private vehicle.



Have had close contact with a person with COVID-19 in the past 14 days

- **Delay your travel** and quarantine by separating yourself from others until 14 days after your last exposure.



Are waiting for results of a COVID-19 viral test

- **Delay your travel until you get your test results.**
- **If your test comes back positive while you're at your destination**
 - » You will need to isolate yourself from others and delay your return.
 - » Your travel companions will need to self-quarantine and delay their travel back home until 14 days after their last exposure to you while you have COVID-19.



For more information, visit <https://www.cdc.gov/coronavirus/2019-ncov/travelers/when-to-delay-travel.html>

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



3. **Get rest and stay hydrated.**



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



6. **Cover your cough and sneezes** with a tissue or use the inside of your elbow.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a mask.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



cdc.gov/coronavirus

BACK-TO-COLLEGE TIPS

Protect Yourself from COVID-19

Watch your distance

Stay at least 6 feet apart from others, when possible



Wash your hands

or use hand sanitizer with at least 60% alcohol



Wear a mask

in public spaces and common areas



The more **closely you interact** with others and the **longer that interaction**, the **higher the risk** of COVID-19 spread.



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DORM

- Avoid sharing items with roommates or others.
- If you do, clean and disinfect before sharing or using.

SHARED BATHROOM

- Avoid placing toothbrushes directly on counter surfaces.
- Use totes for personal items to limit contact with other surfaces in the bathroom.

CLASSROOM

- Enroll in online classes if they fit your educational needs.
- Wipe down your desk with a disinfectant wipe if possible.
- Skip seats or rows to create physical distance between other students.
- Avoid placing your personal items (e.g., cell phone) on your desk.

DINING HALL & MEALS

- Avoid sharing food, drink, utensils or other items with people.
- Pick up grab-and-go options for meals if offered.
- Avoid buffets and self-serve stations.

LAUNDRY ROOM

- Clean and disinfect surfaces that others have touched (e.g., buttons on the washing machine).
- Wash masks in warmest appropriate water setting for the fabric.



**BEFORE YOU GO OUT,
TAKE THE FOLLOWING:**

- Mask
- Tissues
- Hand sanitizer
- Disinfection wipes (if possible)

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



**Stay at least 6 feet
(about 2 arms' length)
from other people.**



**Cover your cough or sneeze with a
tissue, then throw the tissue in the
trash and wash your hands.**



**When in public, wear
a mask over your
nose and mouth.**



**Do not touch your
eyes, nose, and mouth.**



**Clean and disinfect
frequently touched
objects and surfaces.**



**Stay home when you are sick,
except to get medical care.**



**Wash your hands often with soap
and water for at least 20 seconds.**

1. Get a Kit of emergency supplies.

Be prepared to improvise and use what you have on hand to make it on your own for **at least three days**, maybe longer. While there are many things that might make you more comfortable, think first about fresh water, food and clean air.

Recommended Supplies to Include in a Basic Kit:

- | | |
|--|--|
| ✓ Water: one gallon per person per day, for drinking and sanitation | ✓ Moist towelettes, garbage bags and plastic ties for personal sanitation |
| ✓ Non-perishable food: at least a three-day supply | ✓ Wrench or pliers to turn off utilities |
| ✓ Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both | ✓ Manual can opener if kit contains canned food |
| ✓ Flashlight and extra batteries | ✓ Plastic Sheeting and duct tape to shelter-in-place |
| ✓ First aid kit | ✓ Important family documents |
| ✓ Whistle to signal for help | ✓ Items for unique family needs , such as daily prescription medications, infant formula, diapers or pet food |
| ✓ Filter mask or cotton t-shirt, to help filter the air | |



Include Medications and Medical Supplies: If you take medicine or use a medical treatment on a daily basis, be sure you have what you need on hand to make it on your own for at least a week and keep a copy of your prescriptions as well as dosage or treatment information. If it is not possible to have a week-long supply of medicines and supplies, keep as much as possible on hand and talk to your pharmacist or doctor about what else you should do to prepare. If you undergo routine treatments administered by a clinic or hospital, or if you receive regular services such as home health care, treatment or transportation, talk to your service provider about their emergency plans. Work with them to identify back-up service providers within your area and other areas you might evacuate to.

Include Emergency Documents: Include copies of important documents in your emergency supply kits such as family records, medical records, wills, deeds, social security number, charge and bank accounts information, and tax records. It is best to keep these documents in a waterproof container. If there is any information related to operating equipment or life-saving devices that you rely on, include those in your emergency kit as well. If you have a communication disability, make sure your emergency information list notes the best way to communicate with you. Also be sure you have cash or travelers checks in your kits in case you need to purchase supplies.

Additional Items: If you use eyeglass, hearing aids and hearing aid batteries, wheelchair batteries or oxygen, be sure you always have extras in your kit. Also have copies of your medical insurance, Medicare and Medicaid cards readily available. If you have a service animal, be sure to include food, water, collar with ID tag, medical records and other emergency pet supplies.

Consider two kits. In one, put everything you will need to stay where you are and make it on your own. The other should be a lightweight, smaller version you can take with you if you have to get away.

2. Make a Plan for what you will do in an emergency.

The reality of a disaster situation is that you will likely not have access to everyday conveniences. To plan in advance, think through the details of your everyday life.

Develop a Family Emergency Plan. Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations. **Consider a plan where each family member calls, or e-mails, the same friend or relative in the event of an emergency.** It may be easier to make a long-distance phone call than to call across town, so an **out-of-town contact** may be in a better position to communicate among separated family members. Depending on your circumstances and the nature of the attack, the first important decision is whether you stay put or get away. You should understand and plan for both possibilities. **Watch television and listen to the radio for official instructions as they become available.**



Preparing Makes Sense for People with Disabilities and Special Needs. Get Ready Now.

Create a Personal Support Network: If you anticipate needing assistance during a disaster, **ask family, friends and others to be part of your plan.** Share each aspect of your emergency plan with everyone in your group, including a friend or relative in another area who would not be impacted by the same emergency who can help if necessary. Include the names and numbers of everyone in your personal support network, as well as your medical providers in your emergency supply kit. Make sure that someone in your personal support network has an extra key to your home and knows where you keep your emergency supplies. If you use a wheelchair or other medical equipment, show friends how to use these devices so they can move you if necessary and teach them how to use any lifesaving equipment or administer medicine in case of an emergency. Practice your plan with those who have agreed to be part of your personal support network.

Inform your employer and co-workers about your disability and let them know specifically what assistance you will need in an emergency. Talk about communication difficulties, physical limitations, equipment instructions and medication procedures. Always participate in trainings and emergency drills offered by your employer.

Create a Plan to Shelter-in-Place: There are circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as sheltering-in-place and sealing the room can be a matter of survival. **If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to shelter-in-place and seal the room. Consider precutting plastic sheeting to seal windows, doors and air vents.** Each piece should be several inches larger than the space you want to cover so that you can duct tape it flat against the wall. Label each piece with the location of where it fits. Immediately turn off air conditioning, forced air heating systems, exhaust fans and clothes dryers. Take your emergency supplies and go into the room you have designated. Seal all windows, doors and vents. Understand that sealing the room is a temporary measure to create a barrier between you and contaminated air. **Listen to the radio** for instructions from local emergency management officials.

Create a Plan to Get Away: Plan in advance how you will assemble your family and anticipate where you will go. **Choose several destinations in different directions** so you have options in an emergency. **Become familiar with alternate routes as well as other means of transportation** out of your area. If you do not have a car, plan how you will leave if you have to. If you typically rely on elevators, have a back-up plan in case they are not working. **Talk to your neighbors about how you can work together.**

Consider Your Service Animal or Pets: Whether you decide to stay put or evacuate, you will need to make plans in advance for your service animal and pets. Keep in mind that what's best for you is typically what's best for your animals. If you must evacuate, take your pets with you, if possible. However, if you are going to a public shelter, make sure that they allow pets. Some only allow service animals.

Fire Safety: Plan two ways out of every room in case of fire. Check for items such as bookcases, hanging pictures or overhead lights that could fall and block an escape path.

Contact Your Local Emergency Information Management Office: Some local emergency management offices maintain registers of people with disabilities and other special needs so you can be located and assisted quickly in a disaster. Contact your local emergency management agency to see if these services exist where you live. In addition, wearing medical alert tags or bracelets that identify your special needs can be a crucial aid in an emergency situation.

3. Be Informed about what might happen.

Some of the things you can do to prepare for the unexpected, such as assembling an emergency supply kit and making an emergency plan are the same regardless of the type of emergency. However, it's important to stay informed about what might happen and know what types of emergencies are likely to affect your region. Be prepared to adapt this information to your personal circumstances and make every effort to follow instructions received from authorities on the scene. Above all, stay calm, be patient and think before you act.



Homeland
Security



citizen★corps





.....
Write your family's name above

Family Emergency Communication Plan

FEMA P-1095/July 2017

HOUSEHOLD INFORMATION

Home #:

Address:

Name: Mobile #:

Other # or social media: Email:

Important medical or other information:

Name: Mobile #:

Other # or social media: Email:

Important medical or other information:

Name: Mobile #:

Other # or social media: Email:

Important medical or other information:

Name: Mobile #:

Other # or social media: Email:

Important medical or other information:

SCHOOL, CHILDCARE, CAREGIVER, AND WORKPLACE EMERGENCY PLANS

Name:

Address:

Emergency/Hotline #: Website:

Emergency Plan/Pick-Up:

Name:

Address:

Emergency/Hotline #: Website:

Emergency Plan/Pick-Up:

Name:

Address:

Emergency/Hotline #: Website:

Emergency Plan/Pick-Up:

Name:

Address:

Emergency/Hotline #: Website:

Emergency Plan/Pick-Up:



FEMA

FEMA P-1095
Catalog No. 17166-3

IN CASE OF EMERGENCY (ICE) CONTACT

Name: Mobile #:
Home #: Email:
Address:

OUT-OF-TOWN CONTACT

Name: Mobile #:
Home #: Email:
Address:

EMERGENCY MEETING PLACES

Indoor:
Instructions:
.....

Neighborhood:
Instructions:
.....

Out-of-Neighborhood:
Address:
Instructions:
.....

Out-of-Town:
Address:
Instructions:
.....

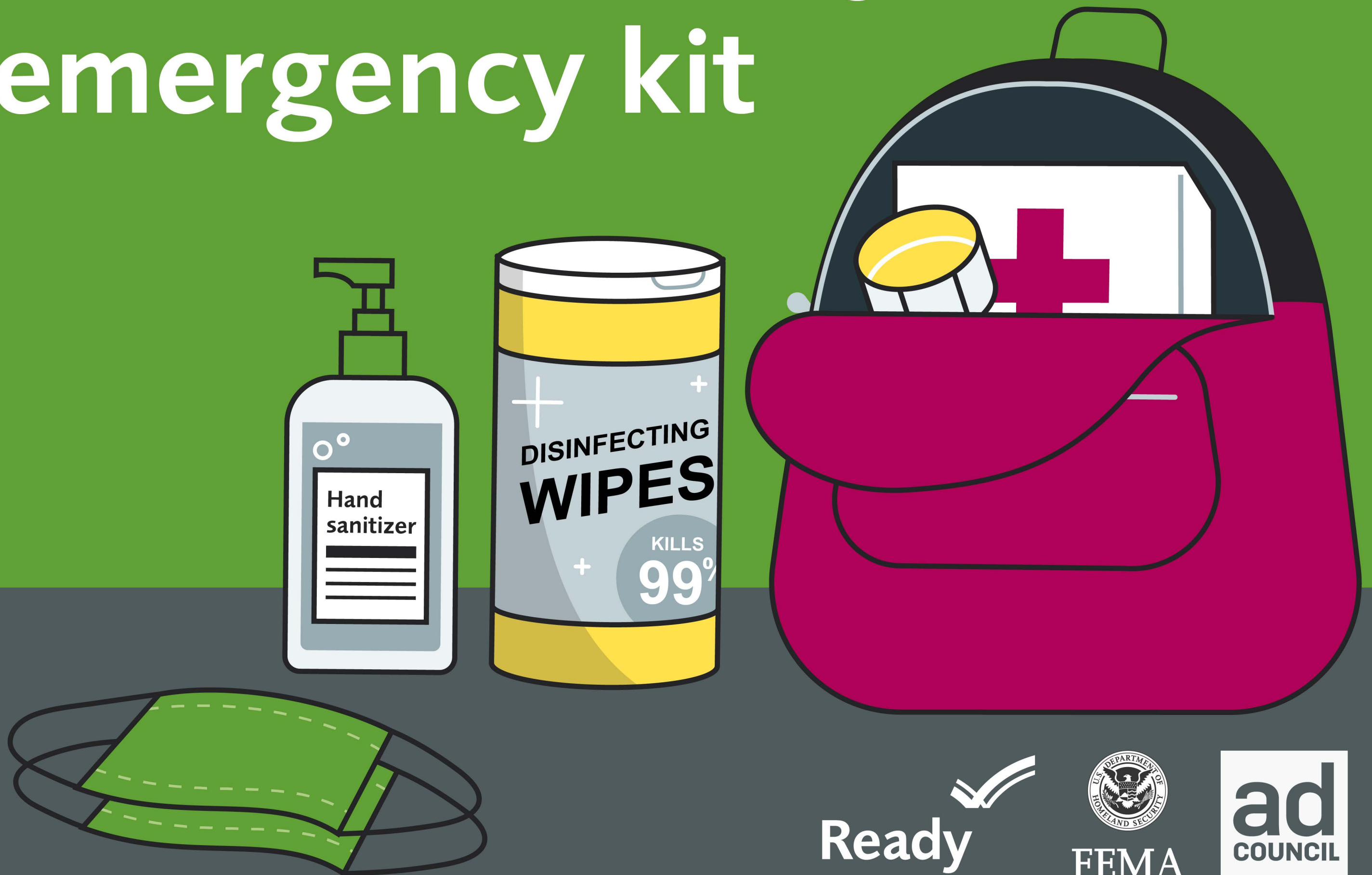
IMPORTANT NUMBERS OR INFORMATION

Police: Dial 911 or #:
Fire: Dial 911 or #:
Poison Control: #:
Doctor: #:
Doctor: #:
Pediatrician: #:
Dentist: #:
Medical Insurance: #:
Policy #:
Medical Insurance: #:
Policy #:
Hospital/Clinic: #:
Pharmacy: #:
Homeowner/Rental Insurance: #:
Policy #:
Flood Insurance: #:
Policy #:
Veterinarian: #:
Kennel: #:
Electric Company: #:
Gas Company: #:
Water Company: #:
Alternate/Accessible Transportation: #:
Other:
Other:

LEARN MORE AT
ready.gov/prepare

BE READY DURING CORONAVIRUS

Pack face coverings and
disinfectants in your
emergency kit



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ad
COUNCIL