

# P A N D E M I C





Brought to you by the Ohio Department of Health and your local health department.

# **PREPARE** Your Family for an Emergency This booklet is intended to provide a format and suggestions about information you may wish to include in an emergency plan. It should be modified to fit individual or family needs. For the millions of Americans who have physical, medical or mental disabilities, emergencies present unique challenges. If you or someone you know has these types of special needs, planning ahead provides the best protection when disaster strikes. Keep their needs in mind as you plan for an emergency. After completing a basic plan, you can address the information and resources you need for a variety of other disasters: • Fires – in your home or a wildfire nearby Floods • Pandemic illnesses Power outages Thunderstorms Tornadoes • Winter storms – snow, ice, extreme cold • Use a pencil for ease of making future corrections to information contained in the document. • Keep copies of your plan in a location known to all family members in your home as well as in your vehicles. • Keep this plan updated with current and correct information. Plan Completed Last Update: Next update:

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## **Household Members**

Household Members	Relation/Birth Date	Social Security Number

Many view their pets as members of their family. To ensure your safety, as well as the safety of pets, take some time to prepare for your pet's needs in a disaster.

Pets	Pet License Number	Vet Name and Number

# **Household Information**

Home address
Phone 1
Phone 2
Phone 3
Phone 4
E-mail 1
E-mail 2
Homeowner's Insurance (agent policy and number)
Mortgage (company and policy number)

### **Car Information**

Car 1: Make/Model
Year
License #
VIN
Car 2: Make/Model
Year
License #
VIN
Car Insurance (agent and policy numbers)

# **Emergency Numbers**CALL 911 FOR EMERGENCY

Doctor # 1
Doctor # 2
Doctor # 3
Fire
Police
Ambulance
Poison Control
Hospital Emergency Room
Urgent Care
Name/Number

After a disaster, 911 may not be working. Use numbers you listed above.

Do you know where the nearest urgent care facility is located and can you get there without a vehicle? If not, how would your family make the trip?

It is also good to know what your community's disaster plan entails. For example, where are tornado shelters for those without a basement?

# **Utility and Service Contacts**

Nater/Sewer:
Address
Phone
Account
Note
Electric:
Address
Phone
Account
Note
Gas:
Address
Phone
Account
Note
Phone/cable:
Address
Phone
Account
Note
Home Medical:
Address
Phone
Account
Note

# **Insurance Information (Life, Medical, Boat)**

Company Name/Policy Type	Policy Number	Phone

# Contact Information Family Friends Neighbors

Name
Address/Physical Location to Home
Phone
Home
Work
Cell
E-mail address/Notes
Name
Address/Physical Location to Home
Phone
Home
Work
Cell
E-mail address/Notes

Name
Address/Physical Location to Home
Phone
Home
Work
Cell
E-mail address/Notes  Note: Identify two neighbors. Agree to check on each other.
Out-of-Area Contact #1 Name
Home Address
Home Phone
E-mail Address
Work Address
Work Phone
Cell Phone Number
Out-of-Area Contact #2 Name
Home Address
Home Phone
E-mail Address
Work Address
Work Phone
Cell Phone Number

Important: During disasters, use phone for emergencies only. Local phone lines may be busy. Make one call out-of-area to report in. Let this person contact others.

Work, School and Other Contacts
Household Member Name
Work/School/Other
Address
Phone
Disaster Procedures*
Household Member Name
Work/School/Other
Address
Phone
Disaster Procedures*
Household Member Name
Work/School/Other
Address
Phone
Disaster Procedures*

Household Member Name
Work/School/Other
Address
Phone
Disaster Procedures*
Household Member Name
Work/School/Other
Address
Phone
Disaster Procedures*
Household Member Name
Work/School/Other
Address
Phone
Disaster Procedures*

**Note:** \*Disaster Procedures: Household members should know each other's disaster procedures for work, school or other places where they spend time during the week.

Medication List User's Name
Medication Name
Dosage/Frequency
Reason for Taking
Doctor
Prescription No.
Date Started/Ending
Location of Medicine
User's Name
Medication Name
Dosage/Frequency
Reason for Taking
Doctor
Prescription No.
Date Started/Ending
Location of Medicine

User's Name
Medication Name
Dosage/Frequency
Reason for Taking
Doctor
Prescription No
Date Started/Ending
Location of Medicine
User's Name
Medication Name
Dosage/Frequency
Reason for Taking
Doctor
Prescription No
Date Started/Ending
Location of Medicine
Note: Keep on hand at least seven days of vital medications and supplies. Talk to doctor before storing medication or if you use two or more medications.

Last update of this information: \_\_\_\_\_

Medication List User's Name
Medication Name
Dosage/Frequency
Reason for Taking
Doctor
Prescription No
Date Started/Ending
Location of Medicine
User's Name
Medication Name
Dosage/Frequency
Reason for Taking
Doctor
Prescription No.
Date Started/Ending
Location of Medicine

User's Name
Medication Name
Dosage/Frequency
Reason for Taking
Doctor
Prescription No.
Date Started/Ending
Date Started/Ending
Location of Medicine
User's Name
Medication Name
Dosage/Frequency
Reason for Taking
-
Doctor
Prescription No
Date Started/Ending
Location of Medicine
Note: Keep on hand at least seven days of vital medications and supplies. Talk to doctor before storing medication or if you use two or more medications.

Last update of this information: \_\_\_\_\_

User's Name
Medication Name
Dosage/Frequency
Reason for Taking
Doctor
Prescription No
Date Started/Ending
Location of Medicine
User's Name
Medication Name
Dosage/Frequency
Reason for Taking
Doctor
Prescription No.
Date Started/Ending
Location of Medicine

User's Name
Medication Name
Dosage/Frequency
Reason for Taking
Doctor
Prescription No.
Date Started/Ending
Location of Medicine
User's Name
Medication Name
Dosage/Frequency
Reason for Taking
Doctor
Prescription No
Date Started/Ending
Location of Medicine
Note: Keep on hand at least seven days of vital medications and supplies. Talk to doctor before storing medication or if you use two or more medications.

Last update of this information: \_\_\_\_\_

Pharmacy, Doctors, Specialists
Pharmacist Name(s)
Pharmacy Name
Phone/Address
Pharmacy Name
Phone/Address
Specialist Name
Area of Concern
Phone
Organization
Address
Specialist Name
Area of Concern
Phone
Organization
Address
Allergies to Medications
Person's Name
Medication
Person's Name
Medication
Health/Disability Information
Special Needs, Equipment and Supplies
Note: Fill this and all sections in pencil. Update regularly. If additional information is needed, tape or staple another sheet of paper.
Last update of this information:

## **Meeting Procedures**

Identify and discuss with household members places to meet if the family is not together when a disaster occurs. Consider various places depending on the scope of the disaster. For example, if the house is flooded, where should the family meet?

#### In or Around House/Apartment

**Basement** 

Inside House/Apartment (circle one that works for your family)

	20001110110
	Inside bathroom with no windows
	Other
Οι	utside House/Apartment (circle one that works for your family
	End of driveway/walkway

At a neighbor's house \_\_\_\_\_\_
In the backyard

Other

In front of nearest local school

## When Family is Not Home

Priority Location (circle one that works for your family)

At a friend/relative's house \_\_\_\_\_\_

At the center of town, courthouse, town square \_\_\_\_\_\_

At a park \_\_\_\_\_\_

(Leave note in a designated place where you will be: i.e., neighbor, relative, park, school, shelter.)

### **Important Notes and Procedures**

Note: People with disabilities are advised to identify two or three people at work, school, neighborhood, etc. who will assist them in the event of a disaster. Include information here and any other procedures for family members with special needs.	
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# **Creating an Emergency Preparedness Kit**

Your emergency kit should be located in an area easy to access. Make sure your family knows where the kit is and what it contains. You may choose to use a large storage container or a section of shelving. Be sure the kit is elevated above the floor in case of floods.

#### Store a supply of drinking water and food

- Seal water containers tightly, label them with a date and store in a cool, dark place.
- □ Rotate water every six months or buy bottled water.
- Bottled and/or filtered water is recommended at least one gallon of water per person per day, for drinking and sanitation.
   Store water tightly in clean plastic containers such as soft drink bottles.
- □ Children, nursing mothers and sick people may need more water.

#### Checklist of food and non perishables

- □ Ready-to-eat canned meats, fruits, vegetables and soups
- □ Rice
- □ Protein or fruit bars
- □ Dry cereal or granola
- □ Peanut butter or nuts
- Dried fruit
- Crackers
- Canned juices
- □ Canned or jarred baby food and formula

#### Checklist of medical, first-aid and hygiene supplies

Have non-prescription drugs and other health supplies on hand. Be sure to periodically rotate medications. It is also a good idea to have medical information for all family members documented and packaged with your kit. This medical history document should include the following for everyone: allergies; past and current medical conditions; and current medications and dosages.

- □ Prescription medications
- Prescribed medical supplies such as glucose and bloodpressure monitoring equipment
- □ Soap and/or alcohol-based hand sanitizer
- □ Tissues, toilet paper and disposable diapers
- □ Medicines for fever such as acetaminophen, ibuprofen or aspirin
- □ Thermometer
- Vitamins
- □ Fluids with electrolytes such as sports drinks
- □ First-aid kit

## **Checklist of Emergency Supplies**

- □ Flashlight
- □ Portable, battery-powered radio
- Batteries for flashlight, radio and any medically prescribed equipment
- Manual can opener
- □ Pet food and prescriptions
- □ Garbage bags
- Camping or other standalone stove and fuel
- NOAA weather radio (alerts you to developing weather threats)

- Rock salt to melt ice on walkways
- □ Sand to improve traction of your vehicle in icy conditions
- □ Snow shovels and other snow-removal equipment.
- Wood for wood-burning stoves or fireplaces
- □ Backup fuel for alternative heating sources
- Extra change of warm clothing for all members of your household
- Warm blankets

## **Important Family Documents**

Earlier when completing this plan, you listed insurance policy numbers and important contacts. It is important to have this information for quick reference in your emergency kit. It is also advisable to keep all original documents in a safe place such as safe deposit box away from your home.

In the event you need to evacuate your home quickly, you may consider keeping copies of all important documents in an easy access location protected from the elements. Consider sealing copies in a plastic bag. This bag should be placed in a fire-proof lock box with a handle to quickly grab and leave the home in the event of an emergency. You can place your document box with your emergency kit or in another designated area. Be sure all members of your household know where these documents are. Do not leave documents unattended if you've left home.

ve left home.

#### **Document Checklist (copies)**

- □ Emergency plan
- □ Insurance policies home or renter's, auto, recreational vehicle and flood
- Deeds, titles and other ownership records for your house and vehicle
- □ Birth and marriage certificates, child custody papers
- □ Living wills, powers of attorney and health care powers of attorney
- □ First two pages of the previous year's federal and state income tax returns
- □ Certificates for stocks bonds and other investments
- □ Trust agreements
- □ Retirement accounts
- Mortgage records
- □ Household inventory
- Negatives for irreplaceable personal photographs, protected in plastic sleeves
- □ Prescriptions for medicines and eyeglasses
- □ Immunization records
- □ Health, dental or prescription insurance cards or information
- □ Passports and military/veteran papers
- □ Backups of computerized financial records
- □ Appraisals of expensive jewelry and heirlooms
- List of bank accounts, loans, credit cards and Social Security numbers
- □ Driver's license
- $\hfill \hfill \hfill$
- □ Safe deposit box key

#### **Preparing for specific emergencies**

This emergency plan is effective for most emergencies you will face, however, take action to combat the following specific emergencies:

Consider the following and include additional information in your plan that may apply to your family.

Fires – Test smoke alarms every month and change batteries twice a year to keep you and your family safe. Plan and practice an escape route.

Floods – Flash floods can occur at any time anywhere so prepare for floods even if you live on high ground.

Power Outages/"Rolling Blackouts" – Power outages can occur at any time of the year for various reasons. Extreme heat or cold and food safety are some issues to consider when planning for power outages.

Thunderstorms – There are protective measure you can take to keep you and your family safe from thunderstorms and the lightning that accompanies them. Observe thunderstorm watches and warnings issued by local officials, go indoors and stay indoors 30 minutes after hearing the last clap of thunder.

**Tornadoes** – To stay safe, identify a safe room in the basement or first floor interior with no windows. Observe tornado warnings and take shelter immediately.

Winter storms – Have an emergency supply kit in place during a winter storm to keep you and your family safe and comfortable.

#### **Additional Resources**

For more information or additional planning resources go to <a href="http://www.ohiopandemicflu.gov">http://www.ohiopandemicflu.gov</a>.