|  |  |  |  |
| --- | --- | --- | --- |
| REQUESTED BY | [Name] | SHIP TO | [Name] |
|  | [Company Name] | (IF DIFFERENT) | [Company Name] |
|  | [Street Address] |  | [Street Address] |
|  | [City, ST ZIP Code] |  | [City, ST ZIP Code] |
|  | Phone [000-000-0000] |  | Phone [000-000-0000] |
|  | [Email Address] | DATE | [Date] |

Type of Organization:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Child Care | Emergency Service | Government | Hospital/Doctor | Police |
| Media | Personal | Private Club | School | Other |

Event Information:

|  |  |
| --- | --- |
| County | County of Event. |
| Type of Event | Type of Event. |
| Type of Audience | Expected Audience |
| Location | Location of Event |
| Date | Date of Event |
| Expected Participants # | Expected Number of Participants |

|  |  |  |  |
| --- | --- | --- | --- |
| **Number Requested** | **Order Limit** | **Item Description** | **Type** |
| **Family Preparedness** | | | |
|  | 400 | Family Emergency Plan | Sheet |
|  | 400 | Family Emergency Plan Contact Cards | Sheet |
|  |  |  |  |
| **Pet Preparedness** | | | |
|  | 400 | The Importance of a Disaster Preparedness Plan for Pets | Sheet |
|  |  |  |  |
| **Preparedness** | | | |
|  | 500 | Preparing Makes Sense for People with Disabilities/Special Needs | Trifold |
|  | 500 | Preparing Makes Sense for People with Disabilities/Special Needs *(Spanish)* | Trifold |
|  | 500 | Preparing Makes Sense for Older American | Trifold |
|  | 500 | Preparing Makes Sense for Older Americans *(Spanish)* | Trifold |
|  | 500 | Preparing Makes Sense: Get Ready Now | Trifold |
|  | 500 | Preparing Makes Sense: Get Ready Now *(Spanish)* | Trifold |
|  | 400 | Pennsylvania Emergency Preparedness Guide | Booklet |
|  | 400 | Pennsylvania Emergency Preparedness Guide *(Spanish)* | Booklet |
|  |  |  |  |

Email completed document to: [RA-EMPEMAExtAffairs@pa.gov](mailto:mailto:%20RA-EMPEMAExtAffairs@pa.gov)

Or Mail to:

Pennsylvania Emergency Management Agency

External Affairs Office, Room 301***,*** 1310 Elmerton Ave***,*** Harrisburg, PA 17110

***\*\* PEMA Only Below \*\****

|  |  |  |  |
| --- | --- | --- | --- |
| *Date Received:* | *Date Filled:* | *Filled By Initials:* | *Order #* |