

This book belongs to \_\_\_\_\_

**Instructions:**

- Complete the *Preparing Together Planning Tool* in pencil to accommodate changes.
- Use the inside back cover, marked "Special Instructions/Notes" for additional writing space, or if needed tape or staple a blank sheet of paper.
- Place the Planning Tool on the refrigerator or a metal cabinet accessible to fire, police and EMT.
- For privacy purposes, place the Planning Tool horizontally so that the booklet remains closed.

**My Preparing Together contact person is:**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

What will I do if he/she is not available \_\_\_\_\_  
\_\_\_\_\_

## Important Contacts

(to be contacted in priority order)

### Household members

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency contact # outside the home ( \_\_\_\_\_ ) \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency contact # outside the home ( \_\_\_\_\_ ) \_\_\_\_\_

Notes & special instructions \_\_\_\_\_

### Out-of-household contacts (Relatives & friends who should be notified during an emergency)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency # ( \_\_\_\_\_ ) \_\_\_\_\_ Distance from home \_\_\_\_\_ miles

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Emergency # ( \_\_\_\_\_ ) \_\_\_\_\_ Distance from home \_\_\_\_\_ miles

**Note:** It is advisable to have contacts outside the area for evacuations during major disasters.

### Pets and Service Animals

Pets (Name/Type) \_\_\_\_\_

Service animal (Name/Type) \_\_\_\_\_

Service provided: \_\_\_\_\_



# Medication

## Prescriptions

Name \_\_\_\_\_ Dosage \_\_\_\_\_ Taken \_\_\_\_\_ x's/day

Prescribed by \_\_\_\_\_ for \_\_\_\_\_

Name \_\_\_\_\_ Dosage \_\_\_\_\_ Taken \_\_\_\_\_ x's/day

Prescribed by \_\_\_\_\_ for \_\_\_\_\_

Name \_\_\_\_\_ Dosage \_\_\_\_\_ Taken \_\_\_\_\_ x's/day

Prescribed by \_\_\_\_\_ for \_\_\_\_\_

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Name \_\_\_\_\_ Dosage \_\_\_\_\_ Taken \_\_\_\_\_ x's/day

Prescribed by \_\_\_\_\_ for \_\_\_\_\_

Name \_\_\_\_\_ Dosage \_\_\_\_\_ Taken \_\_\_\_\_ x's/day

Prescribed by \_\_\_\_\_ for \_\_\_\_\_

Name \_\_\_\_\_ Dosage \_\_\_\_\_ Taken \_\_\_\_\_ x's/day

Prescribed by \_\_\_\_\_ for \_\_\_\_\_

**Note:** If at all possible, keep at least 7 days of medication available to take with you, should you be forced to leave your home.

**Medication Provider** \_\_\_\_\_

**Allergies (list)** \_\_\_\_\_

\_\_\_\_\_

# My Emergency Plan

## Evacuation Planning

Place your Preparing Together Planning Tool on your refrigerator or metal cabinet in easy sight. Take it with you during any emergency that requires you to leave your home. The information found here could be very helpful to you and to those who want to assist you.

Where is the "meeting site" for members of the household to meet together?

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Where is my "go kit" in the event I have to leave my home?

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**Note:** See page 11 for a list of items to include in your "go kit".

## Transportation Planning

If I need to go to a shelter, this information is important.

Who will take me to the shelter? \_\_\_\_\_

Driver's name \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_

Vehicle Plate number \_\_\_\_\_

What shelter will accommodate me best?

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**Note:** Requires conversation with local emergency management

## Local Resources

Local emergency providers for non-emergencies:

Fire Department phone # (\_\_\_\_) \_\_\_\_\_

Police phone # (\_\_\_\_) \_\_\_\_\_

EMT/Ambulance phone # (\_\_\_\_) \_\_\_\_\_

Best broadcasts for emergency information:

Local Radio stations \_\_\_\_\_

Local TV stations \_\_\_\_\_

## Emergency "Watch" & "Warning"

"Watch" means an incident is possible.

"Warning" means an emergency is approaching.

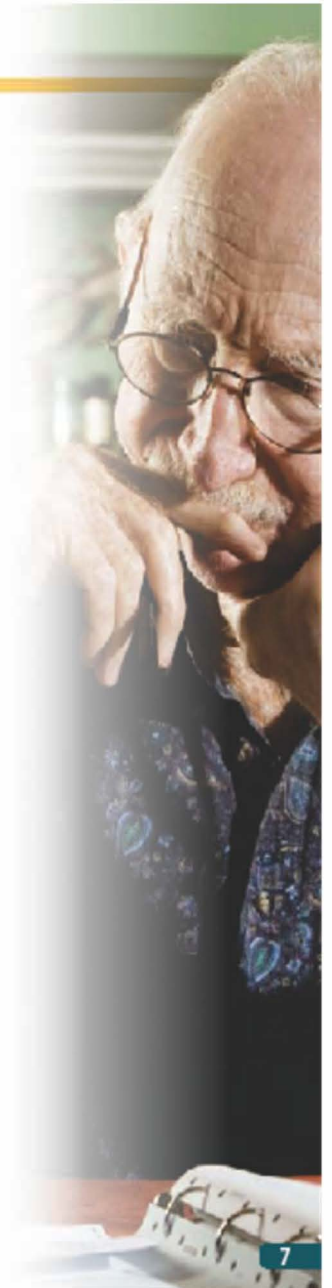
## First Aid

Where is my first aid kit located?

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Is it up to date and complete?  Yes  No

»» For all emergencies, dial 911, or your local emergency number



## Emergency Supplies

**YOU MAY NEED TO SURVIVE** on your own after an emergency. This means having your own food, water, and other supplies in sufficient quantity to last for at least three days. Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone immediately. You could get help in hours or it might take several days.

If you're ever in this situation, you'll need items for *sheltering in place*, and in case you need to be evacuated or travel outside your home during a disaster, always have a *go kit* ready containing the most crucial supplies.



## Supplies for Sheltering In Place

GO KIT

- |                                     |                                        |
|-------------------------------------|----------------------------------------|
| Non-electric can opener for food    | Food, at least a 3-day supply          |
| Duct tape                           | Chlorine bleach for cleaning           |
| Water, 1 gallon per person per day  | Climate-appropriate clothing & bedding |
| Cell phone with charger             | Energy snacks                          |
| Money—cash and coins                | Extra batteries                        |
| Personal hygiene items              | Flashlight and extra batteries         |
| Medications—7-day supply            | First aid kit                          |
| Extra pair of eyeglasses            | Whistle to signal for help             |
| Hearing aids and extra batteries    | N95 particulate respirator mask        |
| Battery-powered or hand-crank radio | Local maps                             |

**Note:** Place "Go Kit" items in a backpack or duffle bag for easy transport.