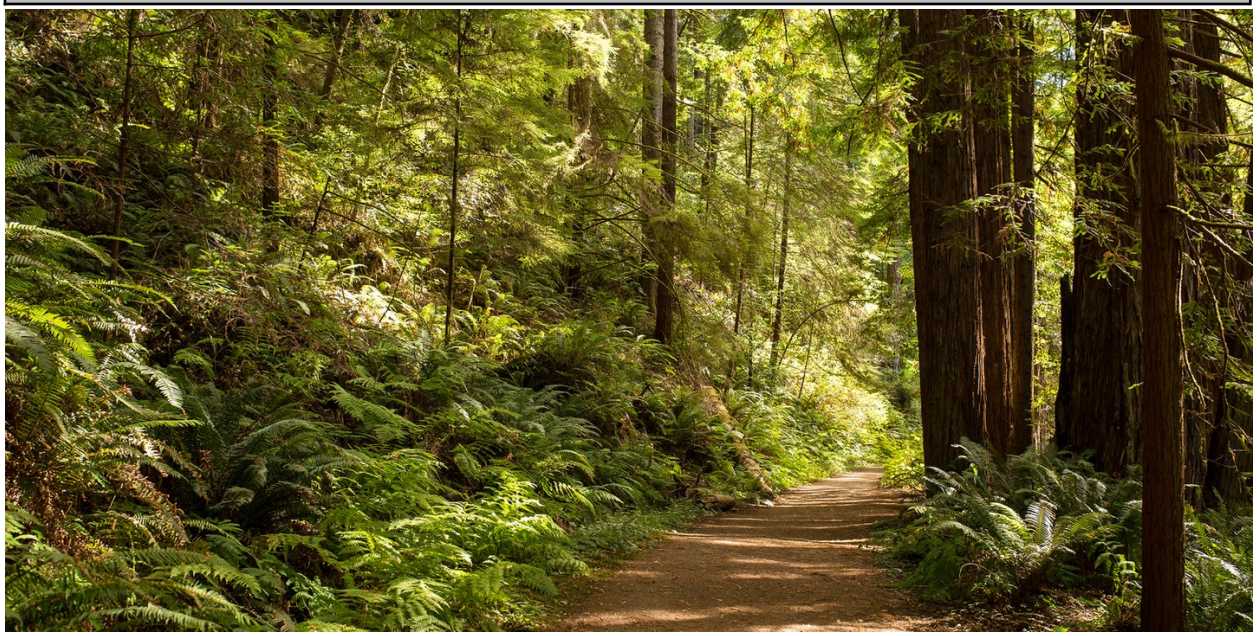
MendoReady

Emergency Plan

Emergencies can be scary, but there are things you can do to be ready, so you can get back to "normal" sooner. A valuable way to be ready is to complete and maintain a household Emergency Plan that includes important medical needs, contact names/numbers, evacuation routes, and familiar meeting places (if you need to evacuate or become separated). This Emergency Plan template can help.



Plan Date		Annual Update	

Review this information annually with all household members and update any information that has changed since the last time you filled this out.

Make sure everyone carries a copy of your Emergency Plan in their backpack, purse, or briefcase. Keep a copy of your plan in your Emergency Kits (Go Bag), and post your plan in a central location in your home, such as on the refrigerator.

Our Important Information

Fill out the following information for each household member:

Personal Information			
Name			
Home address			
Phone		Alternate phone	
Email address		Social media handles	
Date of birth		Social Security number	

Work / School / Daycare Information			
Work/School/Daycare			
Address			
Phone		Alternate phone	

Medical Information			
Important Medical Information	*Include allergies, medical conditions, disabilities, special equipment requirements*	❑ Glasses/Contacts ❑ Hearing Aids ❑ EpiPen ❑ Inhaler ❑ Insulin	
Medications			
Dietary Needs/ Restrictions			
Doctor's/Nurse's Name		Phone	
Caregiver Name		Phone	
Health Insurance		Policy/Group #	

Our Pets

Your pets are important members of your family, so they need to be included in your Emergency Plan. Be sure to provide the following information for each pet. You may also want to attach pictures of your pets.

Pet Information			
Pet Name		Species	
License/Microchip		Breed	
Physical Description			
Vet Name		Vet phone number:	
		Vet address	
Nearby Pet-Friendly Hotels, Shelters, and Kennels			

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		Vet address	
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Our Emergency Contacts

Identify a trusted family member or friend in your neighborhood or town who can serve as an emergency contact and provide assistance locally. It is also important to pick an out-of-area contact who is far enough away so as to not be affected by the same emergency. Your out-of-area contact can serve as a hub for information if you can't reach other members of your household. Instruct everyone to call or text this person to tell them where they are and if they're safe. Provide your emergency contacts with your Emergency Plan and the names and contact information of the people you want to keep informed of your situation.

Emergency Contacts			
Local Contact		**Out-of-Area Contact**	
Phone		Phone	
Email		Email	
Social media handles		Social media handles	

Make sure everyone has at least one emergency contact stored in their mobile phone under "In Case of Emergency" or "ICE" so emergency responders know who to contact. Keep this emergency contact information, so you can provide important medical and other essential information, as necessary..

Our Meeting Places

It is important to designate safe, familiar meeting places to go to for protection or to reunite. Everyone with whom you live should be aware of these designated meeting places. Consider parks, landmarks, school grounds, or places of worship. Check with your place of work or your children's school or daycare to find out where they will go in the event of an evacuation. List those places here, so everyone knows where to find each another.

Our Meeting Places	
If we are to shelter in place, the safest room in our place to convene is:	
If we need to leave our neighborhood but can stay in our town, we will meet at:	
If we need to leave our town, we will meet at:	
If we have to evacuate and are separated, we will meet at the following location:	

Our Evacuation Plan

If you need to evacuate your home or neighborhood, where will you go? During a disaster, evacuation shelters may be opened; ideally, your first choice should be to go to the home of a family member or friend (or a caregiver, if appropriate).

Evacuation Locations, Contact Information			
Name of Location or Facility		Address	
		Phone	
Name of Location or Facility		Address	
		Phone	
Name of Location or Facility		Address	
		Phone	

Discuss how you will get to each of your evacuation locations. What route/s will you take? Remember, in a disaster, your normal or preferred route may be closed, so plan accordingly!

Make sure every household member knows two evacuation routes out of your home and out of your neighborhood. You can describe or sketch them here:

Evacuating Our Home	
Primary Route:	*Alternate Route:*

Evacuating Our Neighborhood	
Primary Route:	*Alternate Route:*

Remember to take your Go Bag!

Other Important Information and Contacts

Emergency Phone Contact Information			
In an emergency, dial 911			
Local Police		Local Fire Department	
Local Emergency Information		Poison Control	
Nearest Hospital		Alternate Hospital	

Utility Providers by Name, Phone Number			
Water Provider		Phone	
Sewer Provider		Phone	
Electricity Provider		Phone	
Gas Provider		Phone	
Phone/Internet Provider		Phone	

Insurance Providers by Name, Phone Number			
Homeowner's or Renters Insurance		Policy Number	
		Phone	
Earthquake Insurance		Policy Number	
		Phone	
Flood Insurance		Policy Number	
		Phone	