



Step #1: Make a Plan

Your Emergency Plan Checklist

- Talk with your family about the kinds of emergencies or disasters most likely to occur where you live and go to school. Learn what to do.
- Plan what each person in your family will do to work together as a team.
- Plan what to do in case you are separated from your family during an emergency.
- Find safe places in your home for each type of disaster that might occur—earthquakes, floods, hurricanes, tornadoes.
- Plan escape routes from your home—learn 2 ways to get out of each room.
- Choose two places to meet: (1) right outside your home in case of a fire and (2) outside your neighborhood in case you can't get home or are asked to evacuate. Each family member and childcare person must know the address and phone number for meeting places.
- Choose an out-of-area emergency contact person to contact or call if you are separated from your parents.
- Make a list of family, friends', and out-of area contact person's phone numbers.
- Complete local emergency phone number cards and personal identification cards and keep them with you at all times. *Forms can be found on web sites, such as*
http://www.fema.gov/pdf/areyouready/appendix_c.pdf
<http://readyclassroom.discoveryeducation.com/media/pdfs/familyemergencyplan.pdf>
- Know how and when to call emergency numbers such as 911.
- Know what to do if phones are not working.
- Always carry a personal identification card that includes your name, family's name, address, phone numbers, and the name and number of a person in another area.
- Plan what to do if you have to *evacuate* your home, neighborhood, and city. (Talk with your parent. Decided where you would go and what route you would take.)
- Plan what to do if you are told to *shelter-in-place* (stay inside your home).
- Talk with your teachers and parents about your school's emergency plans.
- Make an emergency plan for your pets.