

The Get Ready Tool Kit is designed to help you get organized for any **emergency**. It consists of two parts:

## Part 1: Household Emergency Plan (the “Plan”)

The Plan is the document on which to record all your health information so that when an emergency happens you have all the information you need in one place to grab and go. It is suggested that the Plan is reviewed at least twice a year or anytime something with your medical condition(s) or medication(s) changes (use pencil so that changes can be made easily). Whenever changes are made, change the date on the top right corner so emergency workers will know that the Plan’s information is current.

Mark your  
calendar!  
**Review and update the  
Plan, Checklist and  
Supplies in your  
emergency kit at least  
twice a year.**

## Part 2: Emergency Plan Checklist (the “Checklist”)

Complete this Checklist and store it with your emergency supplies. The Checklist has two sections:

**Section 1: Basic Emergency Supplies:** An important part of all emergency plans are the basic supplies household members will need during an emergency when sheltering in place or evacuating. This document includes a list of items to include in your emergency kit.

- If you can not afford to buy all the suggested items at once, create a plan for buying one or two items at a time as your budget allows.
- Review the supplies at least twice a year, rotate items that may expire into regular use and replace the items in the kit.
- Those with specific needs beyond the basics should consider adding other items that may be useful, including backup supplies of new medications.

**Section 2: Supplemental Steps to an Effective Plan for individuals with specific functional needs:** First complete the Household Emergency Plan. Next review the following for items or steps that you should add to enhance your Household Emergency Plan.

**Personal Support Networks:** Everyone needs help sometimes. If you will need extra help during a disaster to evacuate or shelter in place safely, act now to develop a strong Personal Support Network. This network can include family, friends, neighbors, roommates, and co-workers. Follow these steps for preparing your network:

1. Include your Personal Support Network in the discussion when you create (and update) your Household Emergency Plan. Be sure everyone gets a copy of the Plan.
2. If you live alone and a community wide emergency occurs, ask one or more of the people in your network to contact you immediately in order to check on your situation. (Remember, because of the emergency, some of them may not be able to help as planned.)
3. Members of your network should have a system in place for contacting each other.
4. If you have medical equipment that your Personal Support network will need to operate manually in an emergency, make sure they know how and are able to do so. Do a practice run.

## Completing Your Household Emergency Plan:

The **Household Emergency Plan** will help you be ready for a medical emergency or unexpected disaster such as a fire, tornado, or flood, where you would have to evacuate (leave home) suddenly. This Plan works together with the **Emergency Plan Checklist** to provide the important information that will help you and your Support Network when there is an emergency.

Your Plan should be kept where you and emergency workers can get to it easily. If a relative or neighbor had to call a rescue squad to help you, the information your rescuers would need is then immediately at hand.

The Plan has three basic parts:

- The **Household Overview** shows your address and lists the members of your household, as well as the people to contact if there is an emergency.
- The **Health Brief** section should have a page for each member of your household.
- The **Disaster Plan** outlines decisions you have already made for your household in the event you need to evacuate.

## Household Overview

Step 1: Use a pencil to write today's date in the top right corner; this way you can simply erase it when you update the Plan.

Step 2: Print your address clearly in the space near the top of the first page.

Step 3: Insert the phone numbers for Emergency (usually **911**) and direct phone numbers for your local Fire & Rescue, Police, and Hospital. Also write down a local radio station (such as 111.9 FM) where your city's government or weather service will give updates during an emergency.

Step 4: Complete the section entitled "Members of household." List the full name and year of birth of every member of your household. For each member, list their cell or work phone number. For children in school, list the number of their school office. This information is important for first responders to use to communicate with all the members of the household when an emergency occurs.

*Please note: Every person listed in this box should have a Health Brief page included in this booklet. Some households that have large families or individuals with several health issues may need to complete more than one Household Emergency Plan booklet. If you need to do this, write "Book 1 of 2" and "Book 2 of 2" at the top left on each booklet's first page so that rescuers realize there is more information for this household.*

Step 5: Complete the section entitled "Important contacts for evacuation or medical emergencies." Record the important numbers that you and your Network need if you must leave home in an emergency or be taken to a hospital. This list should include:

- Your family's primary care physician and/or your pharmacist
- At least two individuals who will serve as the "in case of emergency", or ICE, contacts when other members of the household cannot be reached

# GET READY TOOL KIT INSTRUCTIONS

If a disaster takes down local phone lines, texts and/or calls made to people outside the immediate area may actually connect more easily than calls made to people across the street from you, *so at least one of your ICE contacts should be located out of town.* If your family becomes separated during a disaster, these contacts may also be able to deliver messages to other family members until you are reunited. Mark the ICE column next to the names of these contacts.

## EXAMPLE

ICE*	Name	Relationship	
✓	<i>Joe Johnson</i>	<i>Father</i>	Ex-spouse shares child custody
	<i>Claire Miller</i>	<i>Babysitter</i>	Neighbor will provide emergency childcare
✓	<i>Penelope Green</i>	<i>Aunt</i>	Aunt in Topeka is nearest relative out of town
	<i>Michael Goldstein</i>	<i>Neighbor</i>	Neighbor will help with Granddad's wheelchair
	<i>Dr. Barnaby Ambrose</i>	<i>Primary MD</i>	A physician oversees the family's health
	<i>Medicine-by-Mail</i>	<i>Pharmacy</i>	Prescriptions may need forwarding

### Tip

Consider attaching a photo of each family member to his or her Health Brief, especially if you are concerned about becoming separated from a child or a loved one who has a disability.

## Health Brief

**Step 6:** Complete a Health Brief for each member of the household. This information can help family members describe a person's medical history to rescuers or, during an evacuation, it can help rescuers understand how to treat a medical condition or disability.

Start by writing the person's full name and year of birth at the top of the page.

**Then record the current health conditions & recent history.** Use the checkboxes or the other current health conditions section to list conditions that are most important to know about in an emergency. Some examples include heart problems, diabetes, specific bleeding disorders, Alzheimer's, emphysema, hepatitis (including type), kidney problems and low blood pressure.

### Tip

You may ask your doctor, nurse, or pharmacist to help you complete the **Medication** section, to make sure the instructions and dosages are correct. Make sure it is easy to read.

Use a pencil to fill out the Medication chart so the plan may be easily updated.

Someone who uses many medications or has complex health issues may need to complete a second page. In that case, write "Page 1 of 2" and "Page 2 of 2" on the pages, above the year of birth at the top right of the page.

## GET READY TOOL KIT INSTRUCTIONS

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The ***Important information*** section should include details that will be useful for rescuers to know. Examples include:

- Hospitalizations and surgeries
- Specific language (if other than English)
- Allergies to medications or latex, including known drug reactions
- Food and environmental allergies (including insect stings)
- Blood type, *if known*
- Reliance on a service animal
- Name, style, and serial number of medical equipment or assistive devices
- Information about physical disabilities, including speech, hearing, and vision loss
- Religion (and contact number for pastor, priest, rabbi, etc.)

**Specialists and other health service resources.** Be sure to include any specialist or clinic that you would need to contact if you were relocated to a shelter, a hospital, or the home of a friend:

- For someone who is in counseling—the therapist
- For someone who requires medical oxygen—the company that delivers the supply
- For someone who uses medical transport—the ambulance service

### Family Disaster Plan

**Step 7:** Create a Family Disaster Plan and include in the plan where your family will gather if you become separated. Choose a place some distance away where the household can go if you need to evacuate. Pick a hotel or talk to other family members and friends about staying with them. Be sure to consider your pets or service animals when choosing a place.

**Neighborhood meeting place.** In a fire or other local emergency, this is the neighborhood place (within a mile or so of home) where your family will meet or reunite.

**Meeting place beyond neighborhood.** In a more serious situation, such as a large flood, this is where the family will meet. It should be at least 3, but usually no more than 25, miles from the home address.

**Evacuation priorities.** Sometimes you get advance warning that you will need to evacuate—such as when a neighbor’s home is on fire. If you have some time to gather things you don’t want to leave behind, make a note here of the “extra” things you want to pack. Examples might be your reading glasses, your migraine medication, your child’s security blanket, a dehumidifier for your hearing aid.

**Temporary caregivers for our pets and service animals.** In this section, list names and contact information for two emergency caregivers for your pets. *Before you add this information to your Plan, you must speak to these caregivers to make sure they agree to care for your pets.* Once they agree, talk to them *at least* once a year in order to check your Plan.

# GET READY TOOL KIT INSTRUCTIONS

Write out the care instructions for your pets or service animals and give the caregivers copies. Store the original instructions near the pet food in your home.

**EXAMPLE**

Animal's Name (& Type)
<i>Glory (Service dog—Black Labrador)</i>
<i>Mrs. Beasley (gray cat)</i>
<i>Peaches (dog—Terrier mix)</i>
<i>Prince Albert Philippe (hamster)</i>

Complete this section of the Disaster Plan for all of the animals in your household, in case they must be removed by rescuers. Rescue workers will need to know what type of animal they are looking for, so add that description in parentheses after each animal's name. Be sure to clearly identify service animals trained to assist with a disability.

If your pet has a microchip, your contact information, as well as the information for the alternate contacts you chose, is on file where the microchip is registered. Make sure the registry's records (phone numbers for you and your alternates) are current. If you do not know how to reach your registry, go to [www.petmicrochiplookup.com](http://www.petmicrochiplookup.com) and enter the microchip number.

**Family Disaster Plan:**  
*If family / household is separated:*

Neighborhood meeting place: \_\_\_\_\_  
 Meeting place beyond neighborhood: \_\_\_\_\_  
 \_\_\_\_\_

Evacuation priorities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Temporary caregivers for our pets and service animals:**

**1<sup>ST</sup> CHOICE**  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

**2<sup>ND</sup> CHOICE**  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

Location of care instructions: \_\_\_\_\_  
 Veterinarian \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

Animal's Name (& Type)	Microchip ID	~ Age

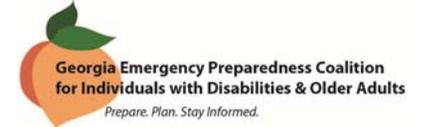
**Paperwork:**

Location of legal documents: \_\_\_\_\_  
 \_\_\_\_\_

Insurance	Carrier	Phone	Policy #
HOME			
AUTO			

# Part 1: Household Emergency Plan

\_\_\_\_\_  
 Last updated (use pencil)



**Emergency Numbers:**

Poison Control \_\_\_\_\_ 1-800-222-1222  
 Fire & Rescue \_\_\_\_\_  
 Police \_\_\_\_\_  
 Hospital \_\_\_\_\_  
 Local Radio \_\_\_\_\_ AM  
 \_\_\_\_\_ FM

Home address is: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Members of household:**

Name	Birth Year	Cell or Work # (or School Office)

**Important contacts for evacuation or medical emergencies:**

ICE*	Name	Relationship	Phone

\*Mark the ICE column if the person is an ICE ("In Case of Emergency") contact. Household members may also call this person if separated during a disaster. Make sure at least of the ICE contacts lives out of town and can receive a text on their phone.



An important part of preparedness is having a supply of items your household will need during a disaster. Use the following steps in the checklist to help you prepare your household's emergency kit. Emergency supplies should be ready to use at home or take with you if you evacuate. Put the supplies in a waterproof container to keep them clean and dry.

- Step 1: Review the *Basic Emergency Supplies* list below. If you have the item, add it to your kit, then check the item off on the list.
- Step 2: Make a list of the items you do not have and plan to purchase them as soon as possible.
- Step 3: Read through the *Supplemental Steps to an Effective Plan for Individuals with Specific Functional Needs* section to determine the additional steps to take for your household to prepare for an emergency. Use a highlighter to mark the sections that apply to you. Check those items off as you complete the step.
- Step 4: Place this check list in a zip lock bag and place it in your kit.
- Step 5: Place a reminder on your calendar to check the emergency kit every six months. Review the supplies at least twice a year, rotate items that may expire into regular use and replace the items in the kit. Those with specific needs beyond the basics should consider adding other items that may be useful, including backup supplies of new medications.

### Tip

If you cannot afford to buy all the suggested items at once, create a plan for buying one or two items at a time as your budget allows.

### **Section 1: Basic Emergency Supplies**

- Water for each person (and pet) for 3 days' use (average 1 gallon/person/day)
- 3 days supply of food per person and animal
- Basic First Aid kit
- Disposable sanitary supplies—diapers, feminine hygiene products, toilet paper
- Flashlight(s)
- Battery-powered radio, especially an emergency weather radio
- Hand sanitizer and moist towelettes
- Extra medications, rotated into use and replaced every 6 months
- Toothbrush, hair brush, and other essential toiletries
- Emergency whistle
- Warm blankets, sunscreen, or other seasonal supplies
- Additional clean underwear and at least 1 complete change of clothes per person
- Local maps
- Charging cord for cell phone or car charger
- Battery charger and/or cord for wheelchair or other assistive devices

### Also recommended:

- Extra batteries (for cell phone, flashlights, and radio)
- Hand-operated can opener
- Face mask
- Garbage bags
- Duct tape
- Plastic to seal windows (enough for one room)
- Scissors or Swiss army knife
- Wrench or pliers (to turn off utilities)
- Matches in a waterproof container
- Chlorine bleach and medicine dropper
- Fire extinguisher
- Heavy duty gloves

### If you have a pet or service animal add these items to your emergency kit:

- A collar and leash or harness with ID tag
- Copies of pet vaccination records
- A photo of the owner and pet(s) together
- Pet food in watertight containers, water bowl, sanitation products, and medication\*
- Blanket / towel and pet toys for reducing pets' stress
- A list of pet-friendly hotels along likely evacuation routes

\* Be aware that emergency shelters will not allow an animal to stay unless it is a service animal. An animal shelter should be set up near the shelter for people. In the case of an animal shelter, pet food and water may be supplied by the shelter, but the animal's owner will still be responsible for its feeding and relief.

### Additional paperwork for the Emergency Kit:

**Store original documents in a safe deposit box or water/fire proof safe. Keep copies in your Emergency Kit.**

- Copies of your medical insurance, Medicare, Medicaid, Social Security card or Passport. Copies of these important documents will be helpful if applying for federal assistance after a disaster.
- Copies of your insurance policies (home, auto, and health) or policy numbers and contact information for your insurance company. The original policies should be stored along with photos of the interior and exterior of your home and other valuables in a safe deposit or fire/water proof safe.
- If you use durable medical equipment, take photos of the equipment and note the make, model, and serial number of each item.
- Last Will & Testament

- Medical Power of Attorney, Living Will / Advance Directive for Health Care
  - Obtain a *free* copy of the *Georgia Advance Directive for Health Care* (which includes the living will, durable power of attorney for health care, and advance directive). Either call the Georgia Division of Aging Services at 1-866-552-4464, or access the forms at <http://aging.dhr.georgia.gov>, under Publications > Georgia Advance Directives for Health Care.
- Child custody orders
- Restraining orders
- Property deeds, car titles
- A list of bank, investment, and credit card account numbers
- Birth, marriage, and death certificates
- A list of important online accounts and passwords

**Be aware that some of these documents may be valuable to an identity thief, so take steps to keep your waterproof container secure.**

### **Section 2: Supplemental Steps to an Effective Plan for individuals with specific functional needs:**

First complete the Household Emergency Plan. Next review the following for items or steps to add to your Household Emergency Plan.

#### **For children:**

- If you have minor children at home***, speak to your children, in an age appropriate way, about the family's Plan during an emergency. Review the plan with them at least every 6 months.
- Develop a secret codeword with your children in case you have to send someone else to pick them up. The "stranger" should use the codeword before the child gets in the car with them.
  - Role play the interaction so the child understands what to do if the stranger doesn't know the code word.
  - Practice using the code word with the children, and remind them to keep it a secret.
- Have each child choose, in advance, a comfort item (toy, blanket, game) they will bring with them if the family ever has to evacuate suddenly.
- Be familiar with the plans that your children's schools will follow in a disaster and know how the schools will communicate with you.

- Place entertainment items in your emergency kit, games and activity books that do not use electricity.

To the extent that the children are able:

- Know where the family will meet outside if there is a fire.
- Know the location where the family will gather if they become separated in a disaster.
- If an emergency prevents you from picking them up at school or elsewhere:
  - They should know whom you are most likely to send in your place.
  - They should know whom to call if their expected ride does not arrive.
  - They should know who their caregivers would be if the family must be separated temporarily.
  - They should be able to explain to the first responders how these caregivers may be reached.

### **Effective Communication Tips:**

- Develop a method of alternative—spoken, written, or otherwise—form of communication to use with others (strangers) i.e. paper and pen or pencil to communicate with others
- Develop a written “In Case of Emergency (ICE)” card with contact information, if the person is unable to communicate, an emergency contact person will still be contacted.
- Identify alternatives for receiving emergency warnings and special announcements
  - TTY
  - Text messages or emails
  - Designated friends or neighbors willing to knock on the person’s door during a disaster
- Develop a Personal Support Network of friends and neighbors who have agreed to assist with evacuation.

### **Health and Safety Tips:**

- Mark your calendar to include every six months to review and update your Household Emergency Plan i.e. recent changes of medications and medical conditions.
- Always maintain at least a quarter of a tank of gas in your vehicle.
- Members of the household know, to the extent that they are able, the home’s escape routes and/or safety zones (e.g. the safest way out of the second floor in a fire, the best place to stay during a tornado, etc.).
- Family members know multiple ways to evacuate from the house. Wherever someone may need to exit through a window, the window has been checked to ensure it can easily be opened from the inside.
- The family has practiced a fire drill within the last six months.

## PART 2: EMERGENCY PLAN CHECKLIST

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- Smoke and carbon monoxide alarms have been tested *at least once* within the past six months.
- You have planned who among your family, Personal Support Network, or other ICE contacts should have a key to your house or know the location of the spare key. Share this information wisely with those you can trust.
- Develop and record a back-up plan for an evacuation or other emergency. Include the person's caregiver or caregiver's agency along with the members of the person's Support Network in discussions about what would happen in a disaster. (What is your plan if the caregiver cannot get to you?)
- Plan multiple evacuation routes

### **Service Animals:**

- Discuss the Plan with your emergency pet care provider(s), and make sure they have the basic pet care instructions they would need.
- If your pets have microchips, ensure that the microchip registration services have up-to-date contact information for you and your alternate contacts. See [www.petmicrochiplookup.com](http://www.petmicrochiplookup.com) to verify where your pets are registered. Record the microchip number on the Emergency Health Plan.
- Label the carrier or crate used to transport the animal with their name and your contract information.

### **Assistive Technology:**

- Purchase a power generator or backup batteries for oxygen machines, wheelchairs, or other equipment.
- Include backup supplies in your emergency kit, such as inhalers, respirators, masks batteries and dehumidifier for hearing aids
- Heavy duty gloves for use when navigating debris in a manual wheelchair or other equipment
- Check with your local power company or to see if there is a registry for priority service for those who have medical needs that require electricity.
- Every six months, you and your Personal Support Network should review your evacuation plans and practice operating and transporting your equipment; e.g. if you use a wheelchair, they should know how to collapse, lift, and transport it. Both you and the members of your support team should know how to operate backup devices. An emergency is not the time to learn how to operate a rarely used device!
- Label your assistive devices with your name and address in case you need to use public shelters or evacuation services.
- Extra eyeglasses even if you wear contacts.

The greater your personal needs, the more important it is to familiarize yourself with your community's emergency plans. Some local Emergency Management Agencies (EMAs) keep registries of those who will need assistance with transportation or other special accommodation in a disaster, call your local EMA office to learn more. More information on creating a plan is available on [www.ready.ga.gov](http://www.ready.ga.gov).