

Appendix A

Guide to Emergency Planning for Communities: Household and Pet Emergency Plan Templates



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Household Emergency Plan

If a major emergency or disaster happens it may take some time before help arrives. Therefore, it is important you and your family prepare to shelter-in-place for at least three days or plan to evacuate, if directed to do so. For a list of items to include in your *Emergency Kit*, see page 5.

- ✓ **Agree on a plan in advance with those in your home.**
- ✓ **Build an Emergency Kit.**
- ✓ **Complete this template together and keep it safe in case you need to use it.**
- ✓ **Register for Anne Arundel County’s Emergency Notifications by visiting <https://www.aacounty.org/services-and-programs/receive-emergency-notifications>**

During an emergency or disaster, if it is not safe to go out, the advice is usually to shelter-in-place. Therefore, make sure to:

- **GO IN** (go indoors and close all windows and doors);
- **STAY IN** (stay indoors); and
- **TUNE IN** (to local radio, TV, or the internet, where public information and advice from the first responders will be broadcast).

My local radio station(s)			
My local TV station(s)			
NOAA Weather Radio	Frequency 162.400 mHz Anne Arundel County’s Specific Area Message Encoding (S.A.M.E.) Code – 024003		
Social Media	Facebook: Anne Arundel County OEM Twitter: aaco_oem Nextdoor: Anne Arundel County Office of Emergency Management		

If you have to evacuate your home, get out, stay out, and take others (including pets) with you.

****Ensure your vehicle’s gas tank is at least *half full*, in case an evacuation order is issued****

Think of two safe meeting places: one near home and one further away, in case you cannot get home:

Meeting Place 1 (Near Home)	Meeting Place 2 (Further Away)

Communications Plan

Each family member should carry an Emergency Communications card, in addition to what is stored on their cell phone.

IMMEDIATE FAMILY CONTACTS

Parent Cell Phone: _____

Parent Cell Phone: _____

Child Cell Phone: _____

Child Cell Phone: _____

OTHER TRUSTED LOCAL CONTACTS

Family Member: _____

Family Member: _____

Trusted Friend: _____

Trusted Neighbor: _____

WORK INFORMATION

Workplace: _____

Address: _____

Phone: _____

Alternate Phone: _____

SCHOOL INFORMATION

School: _____

Address: _____

Phone: _____

Website: _____

Pick a friend or relative who lives out of the area, who you will agree to call to say you are okay, should you need to leave home. Ensure this person knows they are the central point of contact. If telephone communications are overloaded, text messaging will often get through. Send three simple pieces of information:

- Your name;
- Your status; and
- Your location.

Out of Area Friend or Relative			
Name		Phone Number	

If it is safe to do so, you should check on family members, neighbors, and vulnerable populations living within your community. Think about who they are in advance:

Name	
Address	
Phone Number	
Name	
Address	
Phone Number	
Name	
Address	
Phone Number	

Build an Emergency Kit

During an emergency or disaster you may only have seconds to make big decisions. Do you know exactly where your emergency supplies are? Building an emergency kit for your family will aid in eliminating stress when emergencies or disasters occur. The idea is to stock emergency kits with your family's essential items. Build an emergency kit unique to your family, include all necessary items your family may need when sheltering-in-place or evacuating. Here are some examples of emergency related supplies and materials:

Disability or Limited Mobility:

If you are a person with a disability, have a sensory or cognitive disability, or limited mobility, ensure your emergency kit includes items specific to your needs and have a list of the following:

- Adaptive or supportive equipment and extra batteries
- Supplemental oxygen (if needed)
- Instructions on how to operate any special equipment

Documents:

- Identification: Driver's licenses, birth certificates, passports, social security cards, bank account information, recent photographs of family members, pet information (placed in a plastic bag to keep dry)
- Insurance, loan documents, wills, trusts, certificates
- A list of family members with contact information (home, cell, work, address)
- Copy important documents to a flash drive and place in a safe location or upload your documents to a cloud based system such as Dropbox, Google Drive, etc.

First Aid Kit:

- Bandages, gauze, wipes, surgical gloves
- Rubbing alcohol and hydrogen peroxide

Infants/Children:

- Formula and bottles
- Diapers
- Medications
- Sanitary supplies
- Familiar toy or book
- Car seat
- Blanket

Medical:

- Medical provider information
- At least a seven-day supply of prescribed medicines and if possible, copies of prescriptions along with instructions on when you need to take them
- If medications require refrigeration or special handling, make special plans (e.g., cold packs, ice cooler, mini refrigerator)
- Medical devices (hearing aids with extra batteries, glasses, cane, etc.)

Pets/Service Animals:

- One-week supply of food
- One gallon of fresh water per pet per day for at least three days
- Copies of vaccination records
- Photos of you with your pet(s) to prove ownership, include your cell phone number and pet ID tag number or ID microchip number
- Pet First-Aid Kit
- Pet(s) favorite toy and/or blanket
- Carrier and/or leash with ID tags for each pet

Supplies:

- Cash
- Soap, toilet paper
- Feminine products
- Toothbrush/paste
- Plastic bags for trash and storing items
- Two complete sets of clothing and shoes per person
- Blankets or sleeping bags for each person
- Extra set of keys

Tools:

- Battery, solar powered, or hand-crank AM/FM radio
- Flashlight with extra batteries
- Non-sparking wrench for turning off gas



As needed following a disaster, shut off the main valves to your water and gas. Do not shut the gas off unless you smell gas. Shut off the gas by turning the valve so the “bar” is perpendicular to the gas line. Keep a non-sparking wrench wired to the gas meter and know the location of water shut off valves.

Water and Food:

- Water – One gallon per person per day for at least three days including infants and children (NOTE: One case of standard 16.9 ounce bottled water provides three days per person.)
- Non-perishable food not requiring refrigeration, preparation/cooking, and little or no water
- Extra food (remember special dietary needs)
- Manual can opener



For additional information, visit Anne Arundel County’s Office of Emergency Management’s website: <https://www.aacounty.org/departments/office-of-emergency-management/emergency-information/before/emergency-go-kit.html>

Emergency Plan for Pets

Ensure you have a plan in place that includes what you will do with your pets during an emergency or disaster. For a list of items to include in your Pet Emergency Kit, *see page 6*.

How many pets reside in your home?

Species	Number	Name(s)	Microchip Number

Have a picture of you and your pet, cell phone number, and microchip number, in case you get separated.

Exchange pet information, evacuation plans, and spare house keys with a few trusted neighbors or nearby friends. If you are caught outside of a designated evacuation zone when an evacuation order is issued, your neighbors or friends can evacuate your pets for you:

Name		Phone Number	

Pick a safe meeting place where you both can meet to pick up pet(s):

Meeting Place	
Name (ex. Store, Park)	Address

If you evacuate, NEVER leave your pet behind!



Create and save *Emergency Escape Routes* in case of natural or man-made hazards. Plan your route, get directions, and find pet-friendly hotels and other useful resources ahead of time so that you and your whole family will always be prepared. For more information, visit <https://hotels.petswelcome.com/emergencyroute>.

Hotel	
Address	
Phone Number	
Hotel	
Address	
Phone Number	

If an emergency or disaster has affected your community, emergency veterinary facilities may be closed. Pets may become injured or ill during an emergency or disaster, so ensure you know how to access other emergency facilities. You can also check with your veterinarian to find out if they have an emergency plan, to include setting up in an alternate facility.

Alternate Facility	
Address	
Phone Number	
Out of Area Clinic #1	
Address	
Phone Number	
Out of Area Clinic #2	
Address	
Phone Number	