"In Case of Emergency"

My Guide to Emergency Preparedness

Create a personalized emergency preparedness plan for you and your family based on your specific needs.

Courtesy of the Anne Arundel County Office of Emergency Management
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The Anne Arundel County Office of Emergency Management was established in 2006 to coordinate the County’s response to major emergencies. Our mission is to help our County agencies, non-governmental organizations, businesses, and residents prepare for, respond to, and recover from emergencies and disasters.

Since 2006, our office has grown significantly to support mitigation, preparedness, response, and recovery efforts across the County. We look forward to continuing to grow an extensive emergency management program in the County starting with our residents at the individual level. By filling out this workbook, you will help us reach our goal while improving your personal preparedness.

Improving personal preparedness helps to greatly reduce the impacts of a disaster, including loss of life and damage to property, and improves our overall response to and recovery from disasters. When residents are prepared and know what to do before, during, and after disasters, it also helps alleviate additional pressure on County first responders and resources.

We are pleased to offer you this emergency preparedness workbook to empower you to create a personalized emergency preparedness plan for your family, based on your specific needs. Every family is different, and we recognize that you know what your family's needs are better than anyone. We want to provide helpful tips and fillable forms to allow you to create the best plan for you.

We hope you find the fillable forms and additional information in this guide to be useful as you prepare...IN CASE OF EMERGENCY.
Four Steps of Emergency Preparedness

1. Be Informed
   Learn what protective actions to take before, during, and after an emergency. Know what hazards occur in your area, sign up for emergency alerts, and identify sources of information in your community that will be helpful.

2. Make a Plan
   Your plan should include any special needs your family may have, including those for young children, older adults, those with access or functional needs, and pets. Don’t forget to plan to evacuate or shelter-in-place if instructed by local officials!

3. Build a Kit
   After an emergency, you may need to survive on your own for several days. An emergency kit is a collection of basic items your household may need in the event of an emergency.

4. Get Involved
   Get involved in emergency preparedness by learning how you can help your community before, during, and after a disaster or emergency. Create an emergency support network within your community.
1. Be Informed

Visit our website at www.aacounty.org/oem to learn about what hazards affect our area and what to do when they occur. Stay up-to-date on current conditions, watches, warnings, and other alerts to make informed decisions for your safety.

Watch vs Warning

A Watch is when all the ingredients are there, creating the potential for a storm. A Warning is when there is actually a storm! When a Watch is issued, identify where to take shelter and prepare to take action in case a Warning is issued!

Emergency Alerts

The Emergency Alert System is the National public warning system that sends notifications via television and radio broadcasts. They are used by local and state authorities to deliver important information to the public during emergencies.

Wireless Emergency Alerts are issued by the state or local officials and will appear on your smartphone, similar to a text message, but with a unique sound to gain your attention. They send messages for imminent threats, Amber alerts, and presidential alerts based on your location.

Alert Anne Arundel powered by CivicReady is the County's Mass Notification System used to send emergency alerts directly to your phone or email. To sign up visit https://alertannearundel.civicready.com/

Social Media

Follow us on social media for preparedness tips, upcoming events, and more!

Facebook: Anne Arundel County Office of Emergency Management
Twitter: aaco_oem  Instagram: annearundel_oem
Nextdoor: Anne Arundel County Office of Emergency Management
YouTube: Anne Arundel County Office of Emergency Management
TikTok: PepperThePreparednessPup
During an emergency, you may be instructed by local officials to either evacuate or shelter in place. Know the difference so you and your family can prepare for both!

If the emergency is occurring inside, you may be instructed to evacuate your home, school, or workplace. Get out of the area quickly and go to a safe location, follow the instructions of local officials, and wait until you receive the all-clear to return to the area.

If the emergency is occurring outside such as during a tornado, you may be instructed to shelter-in-place. Find a safe location indoors and stay there until you are told to evacuate or receive the all-clear to return to normal. The location in your home or building may depend on the type of incident. For example, during a tornado, your safe location should be an interior room away from windows, such as a bathroom or basement.

First responders may notify you of evacuation and shelter-in-place instructions by going door to door, or you may be notified via phone, text, and email if you are signed up for emergency alerts.

**Important Phone Numbers**

Part of being informed is knowing who to call. Save these Anne Arundel County numbers in your phone so you can quickly call for the right help if needed.

<table>
<thead>
<tr>
<th>Emergency: Dial 9-1-1</th>
<th>Aging and Disabilities  410-222-4257</th>
<th>Public Works (utility emergency) 410-222-8400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police (non-emergency) 410-222-8050</td>
<td>Health 410-222-7095</td>
<td>Public Works (general) 410-222-7500</td>
</tr>
<tr>
<td>Fire (non-emergency) 410-222-8200</td>
<td>Inspections and Permits 410-222-7790</td>
<td>Public Works (roads/snow) 410-222-4040</td>
</tr>
<tr>
<td>BGE Power Outage 877-778-2222</td>
<td>Office of Transportation 410-222-0022</td>
<td>Sheriff’s Office 410-222-1571</td>
</tr>
<tr>
<td>Animal Control 410-222-8900</td>
<td>Public Schools 410-222-5000</td>
<td>Social Services 410-269-4500</td>
</tr>
<tr>
<td>Constituent Services 410-222-1785</td>
<td>Student Safety Hotline 877-676-9854</td>
<td></td>
</tr>
</tbody>
</table>
2. Make A Plan

Know what to do and who you can contact during, and after an emergency. Use this section to create a plan for your family's specific needs, including individuals with access and functional needs, children, and pets.

Medical Information

- Allergies:__________________________________________________________
- Medical Conditions:________________________________________________
- Medications and Doses:______________________________________________
- Eyeglass Prescription:______________________________________________
- Blood Type:________________________________________________________
- Primary Doctor Name:_______________________________________________
- Phone Number:_____________________________________________________
- Specialist Name:___________________________________________________
- Phone Number:_____________________________________________________
- Pharmacy:_________________________________________________________
- Phone Number:_____________________________________________________
- Preferred Hospital:__________________________________________________
- Phone Number:_____________________________________________________
- Insurance Provider:_________________________________________________
- Phone Number:_____________________________________________________
- Individual Number:_______________________________________________
- Group Number:_____________________________________________________

Write additional important health information below:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Family Communications Plan

During an emergency, technology-based communications can be disrupted. It is important to make a communications plan so that family members can get in touch with each other and the necessary support services after an emergency.

- Create a list of all important numbers/contact information on the next page. Include your family, friends, and other important information for emergency services, utilities, and other services.
- Designate an out-of-town contact to serve as a central point of contact, and teach children to memorize their number. In a disaster it may be easier to make a long distance call due to local phone lines being jammed.
- If you get a busy signal when calling someone, try texting them instead.
- Enter all contacts from your communications plan in each family member's phone.
- Have regular household meetings to review and practice your communications plan.
A personal support network can help you identify needs, check on one another after a disaster, and share resources to cope with a disaster. Create a network for your home, school, work, and/or place of worship. Include multiple people in case one of them is not available.

### Household Contact(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Cell Phone</th>
<th>Relationship</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Cell Phone</th>
<th>Relationship</th>
<th>Email</th>
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</table>

### Designated Out-of-State Contact(s)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Cell Phone</th>
<th>Relationship</th>
<th>Email</th>
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<tbody>
<tr>
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</table>

### Other Important Contacts

(Caretakers, translators, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Cell Phone</th>
<th>Relationship</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Cell Phone</th>
<th>Relationship</th>
<th>Email</th>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Cell Phone</th>
<th>Relationship</th>
<th>Email</th>
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</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Cell Phone</th>
<th>Relationship</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Complete a Personal Needs Assessment

Medical Equipment and Treatment
- Do you or a loved one rely on electrical medical equipment?
- Do you or a loved one have a backup power source available?
- Do you or a loved one receive scheduled treatment such as dialysis or chemotherapy?
- Do you or a loved one have reliable transportation to these appointments during an emergency?
- Do you or a loved one take regular medication?
- Do you or a loved one have extras or the ability to refill the prescription on short notice?

Mobility Challenges
- Do you or a loved one require mobility aids or assistance when traveling?
- Do you or a loved one have a pair of heavy duty gloves for use while wheeling over broken glass or debris?
- Do you or a loved one have puncture-proof wheelchair tires or a patch kit, sealant, and air in case debris flattens the tires?

Visual Challenges
- Do you or a loved one require visual aids such as glasses or contacts?
- Do you or a loved one have motion sensor lights in your rooms and hallways to help brighten evacuation routes out of your home?
- Are your supplies marked with large print, fluorescent tape, or Braille for easier identification?

Deaf/Hard of Hearing Challenges
- Do you or a loved one require hearing aids? Do you have extra batteries?
- Are they stored in an easily accessible place so they can be located quickly?
- Do you or a loved one have smoke alarms with visual strobe flashes?
- Do you or a loved one have a NOAA weather radio with captioning and visual alert flashes?

Assess what you will be able to do for yourself or loved one and what you may need help with during an emergency. Below, write a list of your needs and the resources you can depend on to meet those needs.

_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
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_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
Children

Emergencies can be scary and stressful, especially if you have children. Teaching children what to do during an emergency can help reduce stress and anxiety during an emergency. Understand you and your children's needs so you can plan for emergencies together!

Infants

- Talk to your healthcare provider about where you will get prenatal care, deliver your baby, or receive postnatal care if your provider's office or hospital is closed.
- Wash your hands before feeding or preparing formula for your infant. If soap and safe water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Learn how to express breast milk by hand in case you are unable to use an electric pump, or prepare ready-to-use formula.

Young Children

- Include children in your emergency planning process to help build their confidence in responding to emergencies and disasters.
- Visit the Kid's Corner on our website to explore our emergency preparedness games and activities.
- Watch some of Pepper the Preparedness Pup's videos on YouTube or TikTok to help teach your kids about preparing for different types of emergencies and disasters.
- Visit your local library to check out some of the books on Pepper's recommended reading list.
- Fill out a Backpack Emergency Card so you and your child always know who to call in case of an emergency.
- Show them how to dial 9-1-1 to report an emergency.
- Teach them to recite their names, parents' names, address, and telephone numbers.
- Use teach-back techniques: after teaching a skill, have your child teach it back to you and show you how to practice it.
- Pick a primary and secondary family meeting spot and practice going there. Remember that the secondary spot should be further away from your home in the case of a fire or other hazard.
- Practice evacuating and sheltering-in-place at least twice a year to help them get comfortable with the plan.

Teenagers

- Include teenagers in your emergency planning process.
- Make sure they know who to call during an emergency and that they have emergency contacts saved in their phone.
- Make sure they know where the nearest fire station, police station, and hospital are.
- Discuss what to do if an emergency happens when adults aren't home, especially if they will be responsible for younger siblings or pets.
- Practice evacuating and sheltering-in-place at least twice a year to help them get comfortable with the plan.
Pets
Planning ahead for pets can save both of your lives. Here are some things to keep in mind when planning for your pets.

Identification
- Make sure your pets are microchipped and wear an ID tag at all times.
- Include your veterinarian on your emergency contact list.
- Take a picture of you and your pet together to serve as proof of ownership.
- Keep a copy of pet vaccination records in your go-kit. See page 14 for more information.
- Add your pet’s information to the emergency card below.

Evacuation
- Make a list of pet-friendly hotels/motels or boarding facilities to keep in your go-kit.
- Arrange ahead of time for friends or relatives to evacuate your pet if you are not home.
- Have a secure carrier/kennel for each pet.
- Gather supplies that your pet may need in case of emergency including medication.

Shelter-in-place
- Practice sheltering-in-place with your pet to help reduce stress and anxiety during an emergency.
- Bring extra toys or treats with you to provide familiarity during a scary situation.

For more information on preparing your pet(s) for emergencies, visit www.aacounty.org/oem/pets

Livestock

Evacuation
- Identify primary and secondary evacuation routes.
- Train your animals to load into a transport trailer.
- Keep vaccination/testing records in a go-kit. See page 14 for more information.
- Be sure your destination facility has or can obtain sufficient feed.

Sheltering-in-Place
- Leave a large open container of water that cannot be toppled over.
- Freeing animals may be necessary in the event of severe weather or forest fire. Ensure that each animal is branded or has identification securely attached. Do not tie or cage animals in this situation.

Large Animal Veterinarian: ________________________ Phone Number: __________
Transport Trailers: ___________________________________________________________
Boarding Destination Contact: _________________________________________________
Address: _____________________________________________________________________
3. Build a Kit

Build an emergency kit with everything you need for at least 3 days and keep it in an easily accessible location. Use the following section to include important items in your kit!

**Evacuation Go-Kit**

Have a Go-Kit that is always ready to pick up and go if there is a sudden need to evacuate. Emergency supplies can be kept in a duffel bag, backpack, or a small wheeled suitcase for easy transportation.

Here are some basic items to include in your evacuation go-kit:

<table>
<thead>
<tr>
<th>Water bottle and non-perishable snacks/food</th>
<th>Personal hygiene items</th>
<th>Medication</th>
<th>Medical aids</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Water bottle" /></td>
<td><img src="image2" alt="Toothbrush" /></td>
<td><img src="image3" alt="Medication" /></td>
<td><img src="image4" alt="Cane" /></td>
</tr>
<tr>
<td><img src="image5" alt="Non-perishable snacks" /></td>
<td><img src="image6" alt="Toothpaste" /></td>
<td><img src="image7" alt="Pills" /></td>
<td><img src="image8" alt="Glasses" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First aid kit</th>
<th>Flashlight and batteries</th>
<th>Cell phone and charger</th>
<th>Baby supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image9" alt="First aid kit" /></td>
<td><img src="image10" alt="Flashlight" /></td>
<td><img src="image11" alt="Cell phone" /></td>
<td><img src="image12" alt="Baby" /></td>
</tr>
<tr>
<td><img src="image13" alt="First aid kit contents" /></td>
<td><img src="image14" alt="Batteries" /></td>
<td><img src="image15" alt="Charger" /></td>
<td><img src="image16" alt="Diapers" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pet supplies. See page 14 for more information.</th>
<th>Change of clothes (rotate seasonally)</th>
<th>Cash</th>
<th>Important documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image17" alt="Pet" /></td>
<td><img src="image18" alt="Change of clothes" /></td>
<td><img src="image19" alt="Cash" /></td>
<td><img src="image20" alt="Documents" /></td>
</tr>
<tr>
<td><img src="image21" alt="Pet food" /></td>
<td><img src="image22" alt="Seasonal clothes" /></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your family's needs are unique to you, so think about other items to add to your evacuation go-kit that would help in case of an emergency. List some items below that you might include in your kit:

<table>
<thead>
<tr>
<th>Item</th>
<th>Item</th>
<th>Item</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

You can also build your kit over time and add additional items to become more prepared for any type of disaster! Try to only pack the most important items in this kit because it should still be light enough to pick up and evacuate quickly.
Shelter-In-Place Kit

When you shelter in place, you should be prepared to survive on your own without assistance for at least 3 days. Use your evacuation go-kit as the base for your shelter-in-place kit to avoid buying duplicate items. Remember that you can start by buying one item at a time to expand your shelter-in-place kit over time.

Here are some things you should include in your shelter-in-place kit in addition to your evacuation go-kit:

<table>
<thead>
<tr>
<th>One gallon of water per person per day</th>
<th>Non-perishable food</th>
<th>Can opener</th>
<th>Multi-purpose tool or utility knife</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://via.placeholder.com/150" alt="Water bottles" /></td>
<td><img src="https://via.placeholder.com/150" alt="Canned Food" /></td>
<td><img src="https://via.placeholder.com/150" alt="Can opener" /></td>
<td><img src="https://via.placeholder.com/150" alt="Multitool" /></td>
</tr>
<tr>
<td>Wrench and pliers to shut off utilities</td>
<td>Whistle</td>
<td>Radio and extra batteries</td>
<td>Bucket, toilet paper, and garbage bags</td>
</tr>
<tr>
<td><img src="https://via.placeholder.com/150" alt="Wrench and pliers" /></td>
<td><img src="https://via.placeholder.com/150" alt="Whistle" /></td>
<td><img src="https://via.placeholder.com/150" alt="Radio and batteries" /></td>
<td><img src="https://via.placeholder.com/150" alt="Trash can" /></td>
</tr>
<tr>
<td>Sleeping bags, pillows, and blankets</td>
<td>Extra clothes (rotate seasonally)</td>
<td>Toys or games for children</td>
<td>Toys for pets</td>
</tr>
<tr>
<td><img src="https://via.placeholder.com/150" alt="Sleeping bags" /></td>
<td><img src="https://via.placeholder.com/150" alt="Extra clothes" /></td>
<td><img src="https://via.placeholder.com/150" alt="Toys" /></td>
<td><img src="https://via.placeholder.com/150" alt="Pet toys" /></td>
</tr>
</tbody>
</table>

Keep your items in tightly-closed containers to protect the contents from humidity or pests. Store the containers in an easily-accessible place in your home so that anyone can grab your supplies in the case of an emergency. If storage space/shelving is limited, consider using areas such as under beds or sofas.
Pet Kit

Go-kits are not just for humans! Pets should evacuate with you and your family too, so you need to prepare pet supplies that can be grabbed quickly along with your evacuation go-kit. Think about the type of pet(s) you have and what items they may need to stay calm and safe when traveling or staying in a new place. You should also make sure that you pack enough supplies to sustain each pet for at least 3 days.

Here are some things you should include in your pet kit:

<table>
<thead>
<tr>
<th>3-day supply of water and a bowl</th>
<th>3-day supply of food and a bowl</th>
<th>Medication</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Water and Bowl" /></td>
<td><img src="image" alt="Food and Bowl" /></td>
<td><img src="image" alt="Medication" /></td>
</tr>
<tr>
<td>Crate or carrier and leash</td>
<td>Bathroom essentials</td>
<td>Toys and Treats</td>
</tr>
<tr>
<td><img src="image" alt="Crate and Leash" /></td>
<td><img src="image" alt="Bathroom Essentials" /></td>
<td><img src="image" alt="Toys and Treats" /></td>
</tr>
<tr>
<td>List of pet friendly hotels in the area</td>
<td>Extra collar with identification tags</td>
<td>Important documents</td>
</tr>
<tr>
<td><img src="image" alt="List of Hotels" /></td>
<td><img src="image" alt="Collar" /></td>
<td><img src="image" alt="Important Documents" /></td>
</tr>
</tbody>
</table>

Keep your items in tightly-closed containers or in an extra pet carrier for easy travel. Store it in an easily-accessible place in your home so that anyone can grab in the case of an emergency. Make sure you have a back-up plan in case you aren't home to evacuate your pet(s). Ask a friend or neighbor who may be able to assist you, and tell them where you keep your pet kit.
4. Get Involved

Help your community before, during, and after disasters!

Help neighbors prepare for, respond to, and recover from disasters by discussing emergency plans, safety tips, and lending a helping hand. Request an emergency preparedness presentation for your community at www.aacounty.org/oem

Volunteer at or donate to a local food bank or other non-profit organization. For more information about local volunteer opportunities visit www.aacounty.org/oem/volunteer

Take a First Aid, CPR/AED, or Stop the Bleed Class. Visit www.redcross.org for more information.

Consider joining the Anne Arundel and Annapolis Community Emergency Response Team (AAACERT) or Teen CERT. To learn more about joining or supporting AAACERT, visit www.aaacert.org/ or email membership@aaacert.org.

Consider joining the Amateur Radio Emergency Service (ARES) to assist in public service and emergency communications. The only requirements to join ARES are a willingness to serve and a current amateur radio license. To learn more about joining or supporting ARES, visit https://sites.google.com/site/aacaresraces/.

Consider joining the Maryland Voluntary Organizations Active in Disaster (MD VOAD). To learn more about joining or supporting MD VOAD, visit www.marylandvoad.org/.
Anne Arundel County
Office of Emergency Management
7480 BALTIMORE ANNAPOLIS BLVD
GLEN BURNIE, MD 21061

PHONE: 410-222-0600
EMAIL: OEM@AACOUNTY.ORG
VISIT THE OEM WEBSITE

Sign up for emergency notifications at:
https://alertannearundel.civicready.com/

Facebook: Anne Arundel County Office of Emergency Management
Twitter: aaco_oem
Instagram: annearundel_oem
Nextdoor: Anne Arundel County Office of Emergency Management
YouTube: Anne Arundel County Office of Emergency Management
TikTok: PepperThePreparednessPup