

"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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Message From the County Executive

Dear Neighbors,

Thank you for taking the time to read this guide. Over the past few years, we have experienced tornadoes, winter storms, flooding, and a global pandemic. Disasters can have devastating impacts on our communities, and they have the potential to occur without warning.

For too long our Office of Emergency Management was an afterthought in our county government, but we changed that with strong investments that have helped keep our communities safe and helped them recover when disaster strikes. We have a strong team across county government, but being prepared for emergencies is the responsibility of everyone in the community.

When our government, businesses, neighborhoods, and individuals take preparedness seriously, the entire community is stronger and better able to respond and recover from an emergency. Learning what to do before, during, and after an emergency can save your life and property. This guide offers a wide variety of information to help you successfully take action during most emergencies and keep you as safe as possible. Thank you for being prepared.



**County Executive
Steuart Pittman**



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 conditions 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 a national public warning system that sends notifications via television and radio broadcasts. This system is used by local and state authorities to deliver important information to the public during emergencies.

Wireless Emergency Alerts are issued by federal, 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, missing children (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. This is the quickest way to receive information from local officials about emergencies. 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](#)



Evacuation and Shelter-In-Place

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. You should identify at least two exits when you go to places with a large number of people, such as concerts, movie theaters, and malls.

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 it is safe to leave or you are told to evacuate. 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. Use the information on page 12 to develop your evacuation and shelter-in-place kits.

See Something, Say Something

We all play a role in keeping our communities safe. If you see something suspicious, say something. Suspicious activity is any behavior that may indicate plans of terrorism or terrorism-related crime. Factors such as race, ethnicity, gender, national origin, religion, sexual orientation, or gender identity are not suspicious. Report only suspicious behavior and situations (e.g., someone breaking into a restricted area), rather than one's appearance, to authorities. If you see suspicious activity, call 1-800-492-TIPS (8477) and describe what you saw, including:

- Who or what you saw;
- When you saw it;
- Where it occurred; and
- Why it's suspicious.

PROTECT YOUR EVERY DAY

If you **see** something,
say something

REPORT SUSPICIOUS ACTIVITY
1-800-492-TIPS
(1-800-492-8477)
or **9-1-1** in case of emergency



"If You See Something, Say Something" used with permission of the NY Metropolitan Transportation Authority



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, 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 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 communication, and teach children to memorize this person's phone 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, and keep a printed copy of the numbers in a central location.
- Have regular household meetings to review and practice your communications plan.

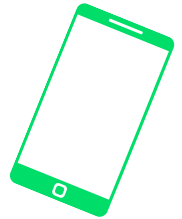


Personal Support Network

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)

Name: _____	Name: _____
Address: _____	Address: _____
Cell Phone: _____	Cell Phone: _____
Relationship: _____	Relationship: _____
Email: _____	Email: _____



Name: _____	Name: _____
Address: _____	Address: _____
Cell Phone: _____	Cell Phone: _____
Relationship: _____	Relationship: _____
Email: _____	Email: _____

Designated Out-of-State Contact(s)

Name: _____	Name: _____
Address: _____	Address: _____
Cell Phone: _____	Cell Phone: _____
Relationship: _____	Relationship: _____
Email: _____	Email: _____

Other Important Contacts (Caretakers, interpreters, etc.)

Name: _____	Name: _____
Address: _____	Address: _____
Cell Phone: _____	Cell Phone: _____
Relationship: _____	Relationship: _____
Email: _____	Email: _____

Name: _____	Name: _____
Address: _____	Address: _____
Cell Phone: _____	Cell Phone: _____
Relationship: _____	Relationship: _____
Email: _____	Email: _____

Name: _____	Name: _____
Address: _____	Address: _____
Cell Phone: _____	Cell Phone: _____
Relationship: _____	Relationship: _____
Email: _____	Email: _____



Access and Functional Needs

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 extra medication 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 specialized smoke alarms that can alert you?
- Do you or a loved one have a NOAA weather radio with captioning and visual alert flashes?



Determine 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.



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 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 unavailable.
- Wash your hands before feeding or preparing formula for your infant. If soap and clean 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, store extra milk, or prepare 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](#) 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 your children how to dial 9-1-1 to report an emergency.
- Teach your young children 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 a safe distance 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 your children get comfortable with the plan.

Teenagers

- Include teenagers in your emergency planning process.
- Make sure teens know whom to call during an emergency and that they have emergency contacts saved in their phone.
- Make sure teens 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 teens will be responsible for younger siblings or pets.
- Practice evacuating and sheltering in place at least twice a year to help teens 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: _____

For more information on preparing your livestock for emergencies, visit www.aacounty.org/oem/pets















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:

Water bottle and non-perishable snacks/food 	Personal hygiene items 	Medication 	Medical aids 
First aid kit 	Flashlight and batteries 	Cell phone and charger 	Baby supplies 
Pet supplies. See page 14 for more information. 	Change of clothes (rotate seasonally) 	Cash 	Important documents 

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:

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:

One gallon of water per person per day 	Non-perishable food 	Can opener 	Multi-purpose tool or utility knife 
Wrench and pliers to shut off utilities 	Whistle 	Radio and extra batteries 	Bucket, toilet paper, and garbage bags 
Sleeping bags, pillows, and blankets 	Extra clothes (rotate seasonally) 	Toys or games for children 	Toys for pets 

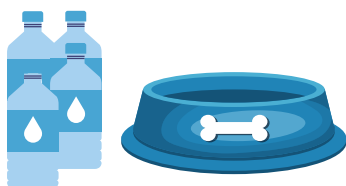


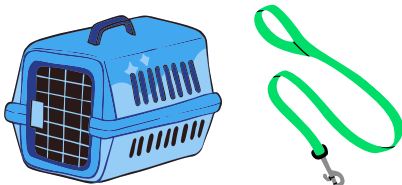





Keep your items in tightly-closed containers to protect the contents from humidity or pests. Store the containers in an easily-accessible place in your home so that anyone can grab your supplies in the case of an emergency. If storage space/shelving is limited, consider using areas such as under beds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

3-day supply of water and a bowl 	3-day supply of food and a bowl 	Medication 
Crate or carrier and leash 	Bathroom essentials 	Toys and Treats 
List of pet friendly hotels in the area 	Extra collar with identification tags 	Important documents 

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 backup 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



VOLUNTEERS

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, Stop the Bleed Class, or Civilian Response to Active Shooter Events (CRASE) training to learn how to help save lives during an emergency. Visit www.aacounty.org/oem/presentations to request training for your organization or community group.



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 an organization that is a part of the Maryland Voluntary Organizations Active in Disaster (MD VOAD). To learn more about joining or supporting MD VOAD, visit www.marylandvoad.org/.



**IMPORTANT NUMBERS
ALL EMERGENCIES:
CALL 9-1-1**

**COVID-19 HEALTH LINE
410-222-7256**

**POLICE (NON-EMERGENCY)
410-222-8050**

**FIRE (NON-EMERGENCY)
410-222-8300**

**BGE POWER OUTAGES
877-778-2222**

**AGING & DISABILITIES
410-222-4257**

**ANIMAL CARE & CONTROL
410-222-8900**

**COMMUNITY ENGAGEMENT
& CONSTITUENT SERVICES
410-222-1785**

**CRISIS WARM LINE
410-768-5522**

**HEALTH DEPARTMENT
410-222-7095**

**HEALTH/FOOD WARM LINE
410-222-FOOD (3663)**

**INSPECTIONS & PERMITS
410-222-7790**

**OFFICE OF TRANSPORTATION
410-222-0022**

**PUBLIC SCHOOLS
410-222-5000**

**PUBLIC WORKS (UTILITIES)
410-222-8400**

**PUBLIC WORKS (ROADS)
410-222-6120**

**SHERIFF'S OFFICE
410-222-1571**

**SOCIAL SERVICES
410-269-8400**

**Anne Arundel County
Office of Emergency
Management**

**7480 BALTIMORE ANNAPOLIS BLVD
GLEN BURNIE, MD 21061**

PHONE: 410-222-0600

EMAIL: OEM@AACOUNTY.ORG

WEBSITE: WWW.AACOUNTY.ORG/OEM



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



Facebook: Anne Arundel County
Office of Emergency Management



X: aaco_oem



Instagram: annearundel_oem



Nextdoor: Anne Arundel County
Office of Emergency Management



YouTube: Anne Arundel County Office
of Emergency Management

