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vaemergency.gov



MAKE A PLAN



BUILD A KIT



BE INFORMED



MY EMERGENCY PLAN



**PARTNERS IN
PREPAREDNESS**

A program of VDEM



MY INFORMATION

Name:

Address:

Day Phone:

Evening Phone:

Cell Phone:

Email:

There are three basic steps to being prepared for any emergency:



MAKE A PLAN



BUILD A KIT



BE INFORMED

Think about how emergencies may affect you. Emergencies can range from falls in the home to house fires to hurricanes. Use this guide now to list what you might need during an emergency.

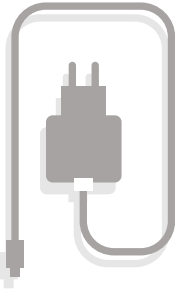
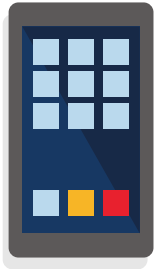
Please fill out the sections that apply to you and your family's needs. You can print it out, or save the file to your computer.

Visit vaemergency.gov to access additional emergency preparedness materials.



MAKE A PLAN

CREATE AN EMERGENCY SUPPORT NETWORK



Don't go through an emergency alone. Ask at least two people to be in your emergency support network -- family members, friends, neighbors, caregivers, coworkers, or members of community groups. Remember, you can help and provide comfort to each other in emergencies.

Your network should:

- » Stay in contact during an emergency.
- » Know where to find your emergency supplies.
- » Know how to operate your medical equipment or help move you to safety in an emergency.

Emergency support network contacts:

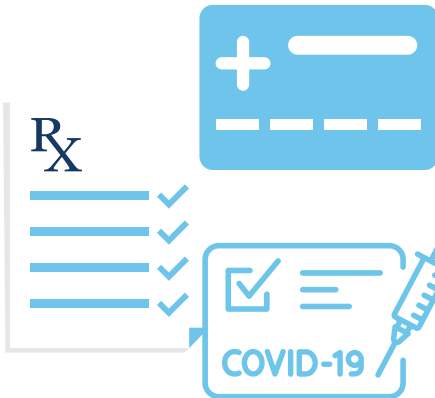
Name/Relationship:	<input type="text"/>
Phone (home/work/cell):	<input type="text"/>
Email:	<input type="text"/>
Name/Relationship:	<input type="text"/>
Phone (home/work/cell):	<input type="text"/>
Email:	<input type="text"/>

Pick an out-of-area friend or relative who family or friends can call during a disaster. If local phone lines are busy, long-distance calls may be easier to make.

This out-of-area contact can help you communicate with those in your network.

Out-of-area contact:

Name/Relationship:	<input type="text"/>
Phone (home/work/cell):	<input type="text"/>
Email:	<input type="text"/>



HEALTH & MEDICAL INFORMATION

Make a plan that best suits your needs. Speak to your doctor(s), pharmacist, and other healthcare providers about your specific needs and how to meet them during an emergency,

Make a photocopy of your emergency contacts, health information, and vaccine card. Keep it in your wallet or purse at all times.

Important health and life-saving information:

Allergies:	
Other medical conditions:	
Essential medications & daily doses:	
Eyeglass prescription:	
Blood type:	
Communication devices:	
Equipment:	
Health insurance plan:	
Preferred hospital:	
Individual/Group #:	
Doctor/Specialist:	
Phone:	
Doctor/Specialist:	
Phone:	
Pharmacy:	
Address:	
City:	
Phone:	



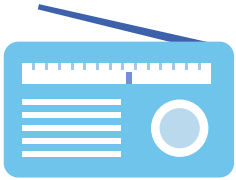
MAKE A PLAN

DEVELOP A PLAN (CONTINUED)



Public health emergencies can range from extreme heat to disease outbreaks. These hazards can affect everyone. In the event of a health emergency:

- » Stay home if you are feeling sick.
- » If you have severe or worsening symptoms, go immediately to a hospital emergency room or call 911.
- » Frequently wash hands with soap or an alcohol-based cleaner.
- » Tune to local TV and radio for health officials' announcements.
- » During extreme heat, many areas will open cooling centers. Check with your area to locate one near you and find the hours.



For more information on ways to stay healthy and safe, visit the Virginia Department of Health at www.VDH.virginia.gov. You can find mental health resources and much more at dss.virginia.gov. Report a health emergency by calling 911.

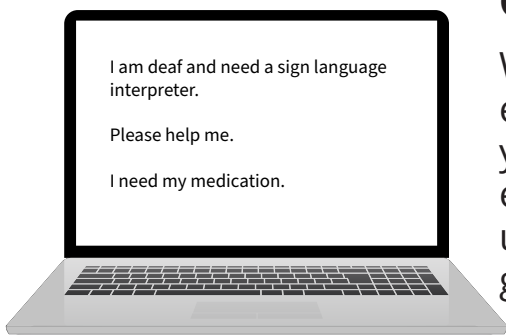
COMMUNICATE

Include communication in your plan.

Take time now to plan how you will talk to friends or emergency workers in an emergency. During an emergency, your normal way of communicating may be affected by changes in environment, noise, service disruptions, or confusion. Your emergency plan should include different ways you can communicate with others.



- » If you are Deaf or hard of hearing, practice alternate ways to communicate your needs, such as through gestures, note cards, text messages, etc.
- » If you are blind or have low vision, be prepared to explain to others how to best guide you.



COMMUNICATE WITH OTHERS

Write down short phrases that can help you in an emergency. Prewritten cards or text messages can help you share information with your support network or emergency responders during a stressful or uncomfortable situation. You may not have much time to get your message across. Phrases can include:

- » I may have difficulty understanding what you are telling me. Please speak slowly and use simple language or pictures.
- » I use a device to communicate.
- » I am Deaf and use American Sign Language.
- » Please write down directions.
- » I speak [insert language below].



The phrases you write down in advance should apply to emergencies in and outside your home. Be sure to keep it with you at all times. If you have difficulty, ask family, friends, or caregivers to help.

Below is space for you to write your own phrases:



MAKE A PLAN

KNOW HOW TO EVACUATE

MEETING PLACES

Know where you will meet family, friends, or caregivers after an emergency. Pick two places to meet: one right outside your home and another outside your neighborhood, such as a library, community center, or place of worship.

Make a habit of learning exits whenever you are in a new location (e.g., shopping mall, restaurant, movie theater).

Meeting place close to home:	
Address:	
Meeting place outside of neighborhood:	
Address:	
Local police precinct:	
Phone and address:	

- » Evacuate immediately if your life is in danger.
- » Evacuate immediately if you smell gas, or see smoke or fire.
- » Call 911 if you need emergency assistance.
- » Remember to tune in to local radio and TV stations for the latest emergency information.





KNOW WHERE YOU WILL STAY

Ask friends or relatives outside your area if you are able to stay with them. If this is not an option, make other arrangements to stay at another location, such as a hotel or an evacuation center.

I can stay with:

Name/Relationship:	
Address:	
Phone (home/work/cell):	
Email:	

Name/Relationship:	
Address:	
Phone (home/work/cell):	
Email:	

Practice evacuating regularly with members of your household (including with your pets and service animals) and consider different situations you may face, such as blocked paths or exits.





MAKE A PLAN

KNOW HOW TO EVACUATE (CONTINUED)

TRANSPORTATION

Be prepared to make other transportation plans if your vehicle, bus, shuttle, or other transportation modes are not running.

Alternate Bus:	
Other:	
I will call (family):	
Phone (home/cell):	
I will call (friend):	
Phone (home/cell):	

Remember: if you need to evacuate your home during an emergency and need assistance, please call 911.

During a coastal storm or hurricane, an evacuation order may be issued for those living in hurricane evacuation zones. Find out if you live in a hurricane evacuation zone by visiting the Know Your Zone page under the Prepare tab at vaemergency.gov.

If you have been ordered to evacuate, evacuate as directed. Allow additional travel time and consider your needs. People with disabilities or other access or functional needs who have no other options to evacuate safely can request transportation assistance by dialing 2-1-1, or visiting 211virginia.org. For Deaf and hard of hearing, dial 7-1-1 for Virginia Relay, then 1-800-230-6977 for TTY. Depending on your need, you will either be taken to:

- » An accessible evacuation center in an accessible vehicle, OR
- » A hospital outside of the evacuation zone via ambulance



You will not be able to request transportation to a specific address.

Evacuate early if you rely on elevators to get out of your building. Elevators may be out of service and may not be available at all times.

I live in zone:

I work in zone:

SHELTERING



If an emergency requires you to evacuate or prevents you from staying at home, consider staying at a hotel, a friend or relative's home, or a shelter.

Emergency shelters may be set up in schools, city buildings, and places of worship. Shelters provide basic food, water, and supplies. Be prepared to bring items that you may need, including special equipment (e.g., oxygen, mobility aids, batteries, etc.).



If you are a pet owner, shelter your pet at a kennel or with friends or relatives outside the evacuation area. If you are unable to do so, pets are allowed at some shelters, but check ahead of time. Please bring supplies to care for your pet, including food, leashes, a carrier, and medication. Bring supplies to clean up after your animal. Only legal pets will be allowed. Service animals are always allowed.



Shelters are subject to change depending on the emergency. To find a shelter near you, contact your local emergency manager.



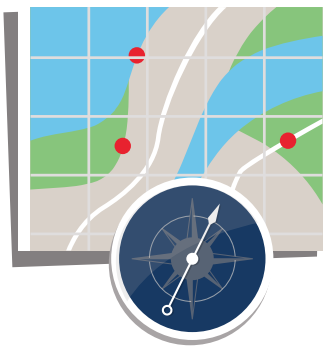
BUILD A KIT

PACK AN EMERGENCY KIT



Being prepared could make the difference in a disaster.

The Commonwealth is no stranger to disasters. From natural disasters such as severe storms, tornadoes, floods, hurricanes, tropical storms, heat, drought, and wildfires, to manmade disasters like terrorist attacks, active shooters, cyber attacks, and more. These are just some of the things we can prepare for.



Depending on the severity of the disaster and your geographic location, it can take several days or weeks for government services and assistance to reach you and your family. That's why it's so important to be prepared for many types of emergencies.

The first step is putting together an emergency kit. When putting together your emergency kit, take special consideration for those in your household who have special needs (e.g., babies and young children, pets, the elderly, those who depend on medical equipment or prescription medications, those with access and functional needs). Build a kit with everyone in mind, and make sure that you rotate perishable items out at least a few times a year.



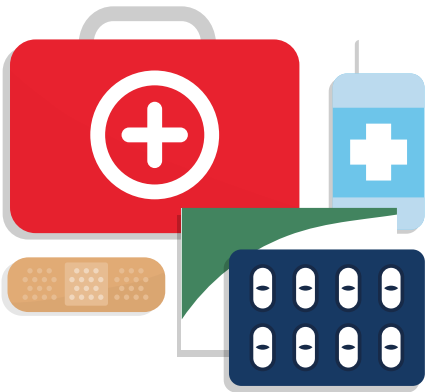
Building an emergency supply kit doesn't have to be expensive. Take stock of what you have at your home already, and add a few items each week or month. Many essentials can be found at dollar stores, or other discount stores.

Most emergency preparedness items are eligible for Virginia's tax-free weekend held annually in August. The 3-day sales tax holiday starts the first Friday in August at 12:01am and ends the following Sunday at 11:59pm.



FOOD + SUPPLIES

- ☐ At least a 3-day supply of water and non-perishable food per person
- ☐ Weather-appropriate clothing
- ☐ Pet food and supplies



MEDICAL NEEDS

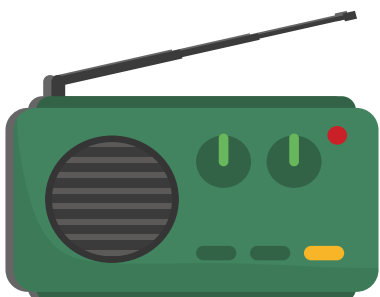
- ☐ Medications for at least one week and copies of prescriptions
- ☐ Medical equipment, assistive technology and backup batteries
- ☐ First aid kit and antibiotic ointment



- ☐ Sunblock

TOOLS + SAFETY ITEMS

- ☐ Flashlight and batteries
- ☐ Device chargers
- ☐ Crank or battery-operated radio



PROTECTIVE GEAR + CLOTHING

- ☐ Extra warm clothing
- ☐ Sturdy shoes
- ☐ Blankets or sleeping bags

EMERGENCY FUNDS

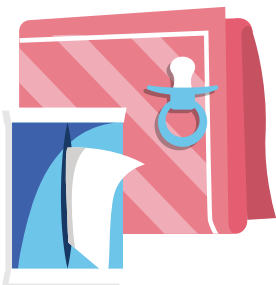
- ☐ Emergency cash funds should be able to sustain your family for several days at a minimum. Government assistance and resources take time.
- ☐ Plan for funds to cover fuel, lodging and meals as well as pet boarding costs if you're asked to evacuate.
- ☐ Do not rely on credit cards or debit cards as critical networks such as internet or electrical infrastructure may be damaged. Be sure to withdraw plenty of cash before the storm.





BUILD A KIT

PACK AN EMERGENCY KIT (CONTINUED)



CRITICAL PAPERWORK

Prior to a storm or evacuation, collect and store your critical paperwork in a waterproof storage bag or container. Storing a password-protected backup of your records on a virtual cloud service is also recommended.

- ☐ Driver's license and passports
- ☐ Vehicle registration and proof of insurance
- ☐ Medical and vaccination records
- ☐ Prescription medicine labels
- ☐ Birth certificates and social security cards
- ☐ Marriage certificates
- ☐ Proof of residence
- ☐ Business and personal tax records
- ☐ Wills
- ☐ Household inventory (photo or video)

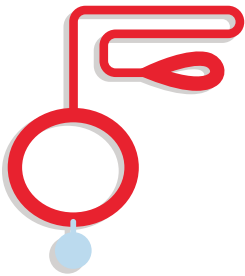
COMFORT + PRICELESS ITEMS

You may be away from your home for an extended period and your property may be damaged. Grab any items that are irreplaceable or may provide comfort to your family, especially children.

- ☐ Books, puzzles and favorite stuffed toys
- ☐ Photo albums
- ☐ Valuables and jewelry

BABIES + YOUNG CHILDREN

- ☐ Diapers and wipes
- ☐ Formula
- ☐ Bottles
- ☐ Breast pump, if using
- ☐ Child-specific medications, creams, etc.
- ☐ Jarred baby food and/or pouches
- ☐ Items for safe sleeping, like a portable crib



PET-FRIENDLY CHECKLIST

- ☐ ID tags on collars and micro-chip pets
- ☐ Description and current photos of pets
- ☐ Immunization and medical records
- ☐ 1.5 gallons of water and sufficient food and medicine for at least 3 days per pet

☐ Pet medication, copy of feeding and medication schedule for caregiver, shelter, or boarding staff

☐ Serving bowls

☐ Collar, leash and carrier to transport pet safely

☐ Pet toys and bedding

Other things my family needs:

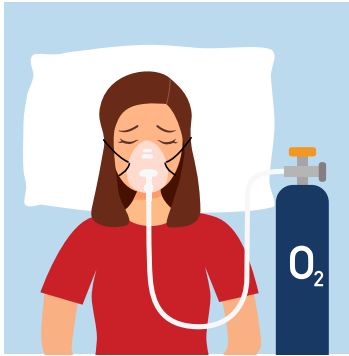


BUILD A KIT

PACK AN EMERGENCY KIT (CONTINUED)

SPECIAL CONSIDERATIONS

- » Consider adding items to your emergency supplies that best suit your needs, including dietary and medical needs.
- » If you rely on electric medical equipment, contact your medical supply company for information about a back-up source of power.
- » If you depend on power for life-sustaining equipment, ask your utility company if your electric-powered medical equipment qualifies you to be listed as a life-sustaining equipment customer. While registering is an important step, you should have a back-up source of power, such as a battery or oxygen tank that does not require electricity.



- » If you rely on oxygen, talk to your oxygen supplier about emergency replacements.
- » If you receive critical treatments, such as dialysis or chemotherapy, talk to your provider about how you can continue to receive these treatments during an emergency.



ONCE YOU HAVE FILLED OUT THIS GUIDE,
YOU ARE A READY VIRGINIAN!
CONGRATULATIONS!

Use this page for additional information helpful to your family during an emergency.



VIRGINIA RESOURCES

Unless otherwise noted, call 2-1-1 (1-800-230-6977) or dial 7-1-1 for Virginia Relay then 1-800-230-6977 for TTY. You can also visit 211virginia.org to find a full list of resources available. Use virginia.gov/agencies to find a full list of government agencies.

Department of Emergency Management

www.vaemergency.gov

Hurricane Evacuation Zone Finder

www.vaemergency.gov/know-your-zone/

Virginia Board for People with Disabilities

www.vaboard.org

Department for Aging and Rehabilitative Services

www.vadars.org

Department for the Blind and Vision Impaired

www.vdbvi.org

Department for the Deaf and Hard of Hearing

www.vddhh.org

Department of Health

www.vdh.virginia.gov

Department of Behavioral Health and Developmental Services

www.dbhds.virginia.gov

Department of Housing and Community Development

www.dhcd.virginia.gov

Virginia Housing

www.virginiahousing.com



**Department of Medical
Assistance Services**

www.dmas.virginia.gov

**Department of Social
Services**

www.dss.virginia.gov

**Department of
Transportation**

www.virginiadot.org

**Office of Children's
Services**

www.csa.virginia.gov

Office of the Governor

www.governor.virginia.gov

**Virginia Employment
Commission**

www.vec.virginia.gov

STAY INFORMED

**Virginia Department of
Emergency Management
on Facebook and Twitter**

[www.facebook.com/
VAemergency](http://www.facebook.com/VAemergency)
www.twitter.com/vdem

**Department of
Transportation on
Facebook and Twitter**

[www.facebook.com/
VirginiaDOT](http://www.facebook.com/VirginiaDOT)
www.twitter.com/VaDOT

**National Flood Insurance
Program**

www.floodsmart.gov

**National Hurricane
Center**

www.nhc.noaa.gov

National Weather Service

www.weather.gov

**Centers for Disease
Control and Prevention
(CDC)**

www.cdc.gov

**Virginia Department of
Conservation and
Recreation**

**-Dam Safety & Flood-
plains**

[www.dcr.virginia.gov/
dam-safety-and-flood-
plains/](http://www.dcr.virginia.gov/dam-safety-and-flood-plains/)

**Virginia Flood Risk
Information System**

[www.dcr.virginia.gov/
dam-safety-and-flood-
plains/fpvfris](http://www.dcr.virginia.gov/dam-safety-and-flood-plains/fpvfris)



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