

## Emergency Plan – Plan of Action Checklist

Develop your plan of action!

### Checklist

- Notification: How will you be notified about an emergency? Talk with your local emergency manager to find out what options are available and determine which option is best for you.
- Talk with your neighbors: You may need to rely on those closest to you during an emergency. Develop a network of people who are able to assist you should an emergency occur. And remember that developing a network is a two-way street; as you identify what others can do for you, consider identifying what you can do for others.
- Evacuation checklist: Develop an Evacuation Checklist that identifies your specific needs. Include transportation options, PCA support, sign language interpreters, medical equipment, accessible shelters, contact information, etc.
- Contact and medical information: Complete the [contact information \(PDF\)](#) and [medical information \(PDF\)](#) forms.
- Prepare your [Go/Stay Bag](#).
- Plan and Practice: Determine how you will exit or escape from your home in an emergency. Practice your exit plan to become familiar with each step.
- Reunification: You may need to evacuate at a time when your family is separated - children may be in school, one parent at work, etc. It is critical to have a pre-established meeting point for family to reunite in the event cell phone services is unavailable and you can't return home. Choose a church, library family friend's home, or any other location near your neighborhood but not actually in your neighborhood.
- Protect your plan: Store your Plan of Action and related materials in a waterproof container or sealed plastic bag. Be sure family members and caregivers know about the Plan and where it is stored, or provide family members and caregivers with a copy of the Plan. Keep a copy of the Plan in your Go Bag.

Be sure to contact your local emergency manager to discuss other issues that may impact your Plan of Action.