MAKE A PLAN
6 simple steps to be more prepared today

1. **Set a place to meet up.** If you have to leave your home or work during an emergency, decide where you will go. How about a local park or nearby landmark?

2. **Get connected.** Who do you need to communicate with when an emergency or disaster happens?

3. **Be informed.** Know local sources of emergency information and resources.

4. **Know the plan.** Ask about the emergency plans at work, at your children’s school or daycare, or if your family and dependents are in other facilities. Include your pets in your plan.

5. **Know where your important documents are.** Take pictures of them and save digital copies.

6. **Share your plans.** Take five minutes to fill out the plan at the back of this page. Snap a photo, and share it with the people you care about. Think about plans for people in your family or community who may need extra help, including those with access and functional needs. For example, people who have challenges with vision, hearing, mobility or medical conditions.
MAKE A PLAN AND SHARE IT

Take five minutes to fill out the information below. Snap a photo, and share it with the people you care about.

**Meeting Spot:** Where will you go and meet up with others when something happens?

Location: ........................................................................................................................................

Address: ........................................................................................................................................

**Personal Contacts:** Who are the first people you will want to contact when something happens?

Name: ................................................................. Phone: ...........................................................

Name: ................................................................. Phone: ...........................................................

Name: ................................................................. Phone: ...........................................................

**My Connections:** Identify other contacts from groups you belong to.

Name: ................................................................. Phone: ...........................................................

Address: ........................................................................................................................................

Name: ................................................................. Phone: ...........................................................

Address: ........................................................................................................................................

**Other Important Contacts:** What other numbers will be helpful? For example, work, doctor, local law enforcement, or utilities.

Name: ................................................................. Phone: ...........................................................

Name: ................................................................. Phone: ...........................................................

Name: ................................................................. Phone: ...........................................................