

My Emergency Plan



Contact Information

Name:

Address:

Day Phone:

Evening Phone:

Cell Phone:

Email Address:



Make a Plan

Assemble a Kit

Get Informed

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

Please fill out the sections that apply to you and your needs.



Make a Plan

Contacts

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:	_____	Name/Relationship:	_____
Phone Numbers:	_____	Phone Numbers:	_____
	_____		_____
Email Address:	_____	Email Address:	_____

Pick out-of-area friends or relatives who family or friends can call during a disaster. If local phone lines are busy, long-distance calls may be easier to make. These out-of-area contacts can help you communicate with those in your network.

Name/Relationship:	_____	Name/Relationship:	_____
Phone Numbers:	_____	Phone Numbers:	_____
	_____		_____
Email Address:	_____	Email Address:	_____



Make a Plan

Allergies:

Medical Conditions:

Medications and Dosages:

Glasses Prescription:

Blood Type:

Communication Devices:

Health Insurance Plan:

Preferred Hospital:

Individual #/Group #:

Doctor/Specialist:

Phone:

Doctor/Specialist:

Phone:

Pharmacy:

Address:

City:

Phone/Fax:

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 and health information. Keep it in your wallet or purse at all times.



Make a Plan

Health

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, see your doctor or go to the nearest clinic immediately.
- Frequently wash hands with soap or an alcohol-based cleaner.
- Tune in to local TV and radio for health officials' announcements.

During extreme temperatures, daytime cooling (or heating) centers will open across the county. Visit <https://www.polkcountyiowa.gov/health/> to locate one near you!

For more information about ways to stay healthy and safe, visit the Polk County Department of Health at www.polkcountyiowa.gov/health or call (515)286-3798. Report a health emergency by calling 911.

Communication

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, or other means.

If you are blind or have low vision, be prepared to explain to others how best to guide you.



Make a Plan

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(s) 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

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).

Location Close to Home:

Address:

Location Outside
Neighborhood:

Address:

Local Police Precinct:

Local Fire Department:

Phone and Address:

Remember

- 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.
- Have several forms of communication available such as radio and TV stations, cell phones, computers, and weather radios



Make a Plan

Lodging

Know where you will stay ahead of time. Pick friends or family with whom you can stay in case you cannot stay at home.

I can stay with:

Name/Relationship:

Address:

Phone (home/work/cell):

Email:

Name/Relationship:

Address:

Phone (home/work/cell):

Email:

Practice

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

Transportation

Be prepared to make other transportation plans if your car, bus, or other transportation modes are not running. Sign up for Polk County Emergency Management CodeRed alerts for information about emergency events and changes to important City services, including transit disruptions by following the link below.

<https://www.polkcountyiowa.gov/emergency-management/emergency-preparedness/codered-automated-notification-system/>

Alternate Bus:

Other:

I will Call (Friend):

Phone Numbers:

Taxi Service:

Phone Number:

Evacuation

If an evacuation is ordered, 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 calling 211.

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.



Make a Plan

Sheltering

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

Emergency shelters will be set up in schools, 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.). Family members or members of your emergency support network can come with you to a shelter. 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 will be housed with the Animal Rescue League.

Service animals are always allowed in emergency shelters.

For more information on pet emergency planning, visit arl-iowa.org/resources/pets-in-disaster.

Shelters for pets are subject to change depending on the emergency. To find a pet shelter near you, call (515) 284-6905.





Assemble a Kit

Pack a Go Bag

Everyone in your household should have a Go Bag—a collection of things you would want if you have to leave in a hurry. Your Go Bag should be sturdy and easy to carry, like a backpack or a small suitcase on wheels.

Check off items you have and add those you will need:

- Bottled water and nonperishable food, such as granola bars
- Copies of your important documents in a waterproof container (e.g., insurance cards, Medicare/Medicaid cards, photo IDs, proof of address, marriage and birth certificates, copies of credit and ATM cards)
- Flashlight, hand-crank or battery-operated AM/FM radio, and extra batteries
- List of the medications you take, why you take them, and their dosages
- Contact information for your household and members of your support network
- Cash, Notepad, and Pen
- Back-up medical equipment (e.g., glasses, batteries) and chargers
- Aerosol tire repair kits and/or tire inflator to repair flat wheelchair or scooter tires
- Supplies for your service animal or pet (e.g., food, extra water, bowl, leash, cleaning items, vaccination records, and medications)
- Portable Cell Phone Chargers
- Other Personal Items



Assemble a Kit

Pack an Emergency Supply Kit

In some emergencies, like winter storms and heat waves, you may have to stay at home. An emergency supply kit should have enough supplies for three to seven days.

Check off items you have and add those you will need:

- One gallon of drinking water per person per day
- Nonperishables, ready-to-eat canned foods, and a manual can opener
- First-aid kit
- Medications, including a list of the medications you take, why you take them, and their dosages
- Flashlight or battery-powered lantern, battery-operated AM/FM radio, and extra batteries, or wind-up radios that do not require batteries
- Glow sticks, Whistle, or bell
- Back-up medical equipment, if possible (e.g., oxygen, medication, scooter battery, hearing aids, mobility aids, glasses, facemasks, gloves)
- Style and serial numbers of medical devices (such as pacemakers) and usage instructions
- Other items:



Assemble a Kit

Pack an Emergency Supply 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 backup 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. Residents should always remain alert and be prepared for the unexpected.

Listen to emergency officials for instructions on whether to evacuate or stay in place:

- ❑ If you are asked to evacuate, get out as quickly as possible. Stay low to the floor if you can. If you are riding on mass transit such as a bus, and are told to evacuate, remember to listen to the instructions given by crews or other emergency responders.
- ❑ If you are asked to stay where you are or “shelter in place,” do not leave until you are told to do so. Lock doors, seal windows, air vents, and fireplace dampers.

Be Alert and Take Action. . . See Something; Say Something

- ❑ Always be aware of your surroundings. If you notice anything out of the ordinary, do not keep it to yourself; be sure to report it.
- ❑ If you see or hear any suspicious activity call 911.
- ❑ If you receive suspicious mail, do not touch it. call 911. If you have handled the package, wash your hands with soap and water.



Get Informed

POLK COUNTY RESOURCES

Polk County Emergency Management

polkcountyiowa.gov/emergency-management/

Facebook: [facebook.com/polkcountyem](https://www.facebook.com/polkcountyem)

Safeguard Iowa – make sure your business is prepared

<https://www.polkcountyiowa.gov/emergency-management/planning/comprehensive-emergency-plan/>

Polk County Department for the Aging

iowaaging.gov

Office for People with Disabilities

[Humanrights.iowa.gov/cas/pd](http://humanrights.iowa.gov/cas/pd)

Advance Warning System - For organizations that serve people with disabilities or others with access and functional needs, visit

polkcountyiowa.gov/cfys/services/senior-services-about-us/#Transportation or call (515)286-3679

CodeRed

<https://www.onsolve.com/landing/sign-up-for-codered-emergency-alerts/>

Smart911

<https://www.smart911.com/smart911/registration/registrationLanding.action>

UTILITIES

Midamerican Energy

1 (888) 427-5632

<https://www.midamericanenergy.com/>

Notification Center Links

<https://public.coderedweb.com/CNE/en-US/33A099CF3F14>



CODERED Sign Up

<https://www.smart911.com/smart911/registration/registrationLanding.action>



Smart911 Sign Up

<https://www.facebook.com/polkcountyaema/>



**Polk County
EMA Facebook**

<https://www.polkcountyiowa.gov/emergency-management/>



Polk County EMA