



# EMERGENCY KIT & PLAN GUIDE

Visual Checklist



**OAKLAND**  
COUNTY MICHIGAN  
EMERGENCY MANAGEMENT



## EMERGENCY PREPAREDNESS STARTS WITH YOU

All citizens should have some basic supplies on hand in order to survive for at least 72 hours if a disaster occurs. Emergency preparedness can save lives and we encourage everyone to take as many of the steps in this brochure as possible to help ensure their own safety.



## BE PREPARED, NOT SCARED

---

When a disaster strikes, it's too late to begin planning how you and your family will survive. One of the most important things an individual can do is assemble an emergency kit for your home, car, and workplace. Remember to include items for those with special needs, along with supplies for your pet(s) and a first aid kit.

Depending on the number of people you need to accommodate, determine what type of container you will use to store your supplies. The container should be something that can be carried or wheeled away in case of evacuation. Some examples include: a large covered trash container, plastic storage container, or backpack.

Use this brochure as a guide to create your own personalized emergency kit. Add products you already own and purchase missing items as soon as you can.

Decide where you will store your kit and make sure everyone in the household knows where it is located.

Check supplies in your kit every 6 months to ensure food and medications are not spoiled or expired. Restock with weather appropriate clothing, fresh batteries, food, and water as needed.

# EMERGENCY KIT VISUAL CHECKLIST

In the event of a disaster, local officials and relief workers will be on the scene but cannot reach everyone immediately. Having an emergency kit of basic items prepared in advance will aid in your survival. You may have to evacuate at a moments notice and will not have time to gather essential items during an actual emergency disaster event.

## DON'T DELAY. CREATE YOUR EMERGENCY SUPPLIES KIT TODAY.

Water



Food



Medications



First Aid Kit



Dust Mask



Pet Supplies



Baby Supplies



Extra Clothing



Personal Hygiene



Bleach & Eye Dropper



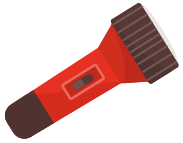
Multipurpose Tool



Family Documents



Flashlight



Blankets



Towelettes



Sanitation



Candles



Mylar Blanket



Batteries



Work Gloves



Matches



Rope/Cord



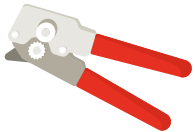
Duct Tape



Kitchen Items



Can Opener



Whistle



Radio



Local Map



Scissors



Pen & Paper



Books & Games



Travelers Checks/Cash



Cell Phone & Charger



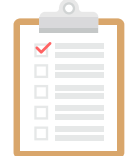
Fire Extinguisher



Plastic Sheeting



Emergency Plan



# OUR EMERGENCY PLAN

1

## IDENTIFY ESCAPE ROUTES

---

- Plan emergency exits from each room of your home. Think of two possibilities for escape. If you live in an upper floor apartment, do not use the elevators.
- Identify an escape route from your neighborhood in case you have to evacuate.

2

## ESTABLISH MEETING PLACES

---

If you have to quickly leave your home during an emergency, meet up with your family at a designated safe place.

Meeting place near your home: \_\_\_\_\_

Meeting place outside your neighborhood: \_\_\_\_\_

3

## PLAN FOR CHILDREN (Skip if not applicable)

---

Be familiar with school emergency plans for lockdown, releasing, and reunification if they evacuate the school. In case an emergency occurs during school hours, designate persons to pick up your children from daycare or school. Make sure the school/daycare has updated contact information for parents and caregivers. If needed, have extra diapers, baby formula, or supplies ready to go.

Designated person 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Designated person 2: \_\_\_\_\_ Phone: \_\_\_\_\_

**4****SPECIAL HEALTH NEEDS** (Skip if not applicable)

---

Note specific medical conditions, allergies, surgeries, family medical history, medication health screenings, recent vaccinations, emergency contacts and insurance information for yourself and/or members of the household.

Health information: \_\_\_\_\_

Medications: \_\_\_\_\_

Medical equipment: \_\_\_\_\_

Extras: Charge wheelchairs or check that they can be operated without power. Fill oxygen tanks. Bring Epi-Pen and portable communication devices. Pharmacies may be closed for some time, even after an emergency is over. Consider having an extra two-week supply of prescription medication and consumable medical supplies on hand.

**5****PLAN FOR PETS** (Skip if not applicable)

---

Now that you have been making plans for your family, don't forget your pets.

- Pet food and water
- Pet medications
- Crate or pet carrier
- Copy of microchip ID number
- Collar with ID tag
- Harness or leash
- Sanitation items
- Proof of vaccinations

## 6

### PLAN FOR SPECIFIC RISKS AND HAZARDS

---

Designate in-home areas to seek safety (basement/interior room away from windows, with access to a flashlight, emergency supplies, and battery or crank powered radio). If advised to shelter-in-place due to a hazardous materials incident, close all windows and doors, use towels or tape to seal openings, and turn off HVAC outside air intake systems. Evacuate immediately if you smell gas. Do not touch or go near downed power lines.

Identify what specific hazards (flooding, tornadoes, winter storms, gas leaks, and power failures) are most likely to occur in your area and what specific actions you and your family should take:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 7

### RECORD EMERGENCY CONTACT INFORMATION

---

Remember your family may not be together when a disaster occurs. Plan how to meet or contact one another. Discuss what you do in different situations.

Local Emergency Number: 9-1-1      Gas Company Emergency Number: \_\_\_\_\_

Electrical Power Company Emergency Number: \_\_\_\_\_

#### NON-EMERGENCY NUMBERS

Fire: \_\_\_\_\_      Police: \_\_\_\_\_      Health Clinic: \_\_\_\_\_



## OUT OF TOWN CONTACTS

In the event of an emergency, each family member should call, text, or email the same out-of-town contact person. Designate a contact person who lives far enough out-of-town that he or she will likely not be affected by the same event. If you do not have an out-of-town contact, consider making arrangements through friends.

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## FRIEND/NEIGHBOR/CAREGIVER CONTACT

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## FAMILY DOCTORS & PHARMACY

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Pharmacist: \_\_\_\_\_ Phone: \_\_\_\_\_

## INSURANCE INFORMATION (Have a copy of insurance cards and driver's license in your emergency kit)

Company/Agent Name (Home): \_\_\_\_\_ Phone: \_\_\_\_\_

Company/Agent Name (Auto): \_\_\_\_\_ Phone: \_\_\_\_\_

# 8

## COMPLETE SAFE HOME INSTRUCTIONS

---

Make sure you have a working smoke detector and fire extinguisher. If you live in an apartment or are staying in a hotel, know where the fire alarms are located. Complete the following:

Emergency Kit Location: \_\_\_\_\_

Fire Extinguisher Location: \_\_\_\_\_

Water Valve Location: \_\_\_\_\_

Water Shut-Off Instructions: \_\_\_\_\_

Electrical Box Location: \_\_\_\_\_

Gas Valve Location: \_\_\_\_\_

Gas Shut-Off Instructions: \_\_\_\_\_

(Only shut off gas when authorities tell you to do so; contact the gas company to restore.)

Floor Drain Location: \_\_\_\_\_

(Make sure drain is clear of clothes or furniture; do not store boxes containing photographs and other valuables on the basement floor.)

---

Now that you have a plan, make sure everyone in your home has read it. Review it and conduct practice drills. Keep a copy of this plan in an easy-to-find place (e.g. with your emergency kit). You may want to keep copies in your car and at work. Update the plan every year.



- ✓ GET A KIT
- ✓ MAKE A PLAN
- ✓ BE INFORMED
- ✓ GET INVOLVED

A printable Family Emergency Plan  
is available at:  
[oakgov.com/emergency-management](http://oakgov.com/emergency-management)



1200 N. Telegraph, Bldg. 47W • Pontiac MI 48341 • P: 248.858.5300 • F: 248.858.5550  
oakgov.com/emergency-magagement • oakhsd@oakgov.com



Providing emergency management planning, response, recovery and mitigation services for natural, technological, national security, and nuclear emergencies or disasters affecting Oakland County, Michigan.

The County of Oakland does not discriminate on the basis of disability in admission of access to its programs, activities or services as required by Title II of the Americans with Disabilities Act of 1990.