

EMPLOYEE SEVERE WEATHER PLAN

NAME: _____

ADDRESS: _____ **CITY:** _____

COUNTY: _____ **HOME PHONE:** _____ **Cell:** _____

CLOSE RELATIVE: _____ **RELATIONSHIP CELL:** _____

THE CLOSEST EMERGENCY SHELTER TO HOME: _____

NUMBER OF ADULTS _____ **NUMBER OF CHILDREN** _____

LIST ANY DISABILITIES:

LIST ALL MEDICATIONS:

PRIMARY PHYSICIAN: _____

PHYSICIAN TELEPHONE NUMBER: _____

EMERGENCY PREPAREDNESS CHECKLIST

☑ **Post emergency telephone numbers prominently in your home.** Teach your children how and when to call for help. In North Carolina, **9-1-1** is used to call for police, fire and ambulance. Remember to use 9-1-1 only in a true emergency. When you call 9-1-1, be prepared to state the nature of the emergency, what emergency service is needed, where it is needed and who you are. Stay on the line and follow the instructions of the emergency operator.

☑ **Do not use the telephone during or after a disaster unless it is absolutely necessary.** Emergency services will need all available telephone capacity. Non-emergency calls may overload the telephone system.

☑ **In a fire or other emergency, you may need to evacuate your home within seconds.** Thus, develop an emergency escape plan and practice it often with your family.

☑ **In a disaster, ordinary items in the home can cause injury and damage.** Anything that can move, fall, break, or cause a fire is a potential hazard. Hazard-proof your home by securing shelves and placing large, heavy objects on lower shelves. Hang pictures and mirrors away from beds. Store flammable products away from heat sources. Strap the water heater to wall studs. Repair defective electrical wiring and leaky gas connections. Clean and repair chimneys, flue pipes, vent connectors and gas vents.

☑ **Prepare an emergency survival kit for each member of your family and keep it in a convenient place near an exit.**



The kit should contain:

- first-aid supplies and necessary medication including prescription medication
- extra eye glasses
- candles and matches or a lighter (not for children)
- non-perishable, ready to eat, nutritious foods that you like
- drinking water - at least one litre per person, per day
- a blanket or sleeping bag
- a change of clothing and footwear suitable for the weather
- rainwear
- a flashlight and battery-powered radio and extra batteries for both
- extra keys and cash
- copies of important papers and phone numbers and recent photos of family members
- toilet paper and other personal supplies
- a manual can opener and bottle opener
- equipment such as cutlery, disposable dishes, a utility knife and garbage bags
- a whistle (in case you need to attract attention)
 - playing cards, small games

☑ **The kit should sustain each person for at least three days.** Keep the kit in a backpack or duffel bag that can be easily carried. Check the kit periodically and replace the products whose "best before" dates have expired.

☑ **In a serious emergency, you may be asked to leave your home.** Lock your house, leave

immediately and take your emergency survival kit with you. Contact local authorities/shelters to find out what is acceptable to bring. Pets may not be allowed. You may need to bring pillows and blankets. Wear protective clothing and footwear. Listen to a radio or television for the location of emergency shelters and follow instructions including routes specified by local emergency officials.

☑ **Have an established meeting place and message point for members of your family who may become separated during an emergency.** Consider a family friend or relative in a nearby community. If you go to an evacuation centre, register there so you can be located and accounted for.

☑ **Keep your vehicle gas tanks at least half full at all times in case you have to evacuate and gas is not available.**

☑ **Have an emergency kit in each vehicle.**
This kit should contain:

- ice scraper and brush
- shovel
- sand or kitty litter (the non-clumping kind)
- blanket
- candles and a deep can in which to burn them
- matches
- tow chain
- warning light or flares
- flashlight and batteries
- warm hat and footwear
- booster cables
- first aid kit
- road maps
- fuel line deicer
- fire extinguisher

Communication during an emergency

During an emergency, warnings, updates, or other information may be broadcast on local radio and television stations. Instructions may also be delivered personally by emergency personnel or telephoned by automated dialing equipment. Having a battery-powered radio with a supply of fresh batteries is essential in the event of a power outage or evacuation.