



**Adams County
Health Department**

Public Health
Prevent. Promote. Protect.

Environmental Health and
Emergency Preparedness

560 Rice Drive
West Union, Ohio 45693
Phone: (937) 544-5547 extension 111
Fax: (937) 544-3035
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Emergency Planning Checklist

Be aware and be prepared – start making your household emergency plan today!

It is important to know which types of hazards could impact your area so you can plan accordingly. The following list has been identified as the most prominent hazards in Adams County:

- Severe Thunderstorms
- Tornados
- Flooding
- Inclement Snowfall
- Ice Storms
- Landslides

It is also important to know how you'll contact family members and reconnect if you are separated. Establish a family meeting place that is familiar and easy to find. Utilizing a Family Emergency Plan is a good way to ensure your family stays connected and knows where to go during an emergency. By following this link - [Make a Plan Form | Ready.gov](#) – you will be able to create a family communication plan on Ready.gov's website and will receive it via email or you can complete the template attached to this document. Paper copies of the Family Emergency Plan are available at the Adams County Health Department.

Below are important topics to consider when creating an emergency plan:

- Know where to receive timely and accurate emergency alerts and warnings.
- Have a safe shelter plan.
- Know your evacuation route.
- Have an established family/household communication plan.
- Make sure your emergency preparedness kit is updated.

When creating your emergency plan, keep in mind some of these factors:

- Dietary needs.
- Medical needs including prescriptions and equipment.
- Disabilities or access and functional needs (i.e. medical devices, equipment, transportation needs).
- Pets and/or service animals.
- Different ages of members in the household including older adults, children, and babies.
- Languages spoken.

Together We Care!

Once you have your plan in place, don't forget to practice it! Make sure all members of the household know the plan and what their role is. Attached to this document, you will find templates for a Household Emergency Preparedness Kit and a Family communication plan.

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Household Emergency Preparedness Kit Checklist

- ☐ Water and non-perishable food for several days (one gallon of water per day per person)
- ☐ Extra cell phone battery or charger
- ☐ Battery-powered or hand crank radio that can receive NOAA Weather Radio tone alerts and extra batteries
- ☐ Flashlight and extra batteries
- ☐ First aid kit
- ☐ Whistle to signal for help
- ☐ Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- ☐ Moist towelettes, garbage bags, and plastic ties for personal sanitation
- ☐ Non-sparking wrench or pliers to turn off utilities
- ☐ Can opener (if kit contains canned food)
- ☐ Local maps

Additional Items to Consider Adding to an Emergency Supply Kit:

- ☐ Prescription medications and glasses
- ☐ Infant formula and diapers
- ☐ Pet food, water, and supplies for your pet
- ☐ Important family documents such as copies of insurance policies, identification, and bank account records in a portable waterproof container
- ☐ Cash and change
- ☐ Emergency reference material, such as a first aid book or information from
- ☐ Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- ☐ Complete change of clothing including a long-sleeved shirt, long pants, and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- ☐ Fire extinguisher
- ☐ Matches in a waterproof container
- ☐ Feminine supplies, personal hygiene items, and hand sanitizer
- ☐ Mess kits, paper cups, plates, disposable utensils, paper towels
- ☐ Paper and pencil
- ☐ Books, games, puzzles, or other activities for children

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Family Emergency Plan

Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go, and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Neighborhood Meeting Place:		Phone:	
Out-of-Neighborhood Meeting Place:		Phone:	
Out-of-Town Meeting Place:		Phone:	

Fill out the following information for each family member and keep it up to date.

Name:	
Date of Birth:	Social Security Number:
Important Medical Information:	

Name:	
Date of Birth:	Social Security Number:
Important Medical Information:	

Together We Care!

Name:	
Date of Birth:	Social Security Number:
Important Medical Information:	

Name:	
Date of Birth:	Social Security Number:
Important Medical Information:	

Name:	
Date of Birth:	Social Security Number:
Important Medical Information:	

Name:	
Date of Birth:	Social Security Number:
Important Medical Information:	

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Write down where your family spends the most time: work, school, and other places you frequent. Schools, daycare providers, workplaces, and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

Work Location One
Name:
Address:
Phone:
Evacuation Location:
Work Location Two
Name:
Address:
Phone:
Evacuation Location:
Work Location Three
Name:
Address:
Phone:
Evacuation Location:
Other place you frequent (if applicable)
Name:
Address:
Phone:
Evacuation Location:

School Location One
Name:
Address:
Phone:
Evacuation Location:
School Location Two
Name:
Address:
Phone:
Evacuation Location:
School Location Three
Name:
Address:
Phone:
Evacuation Location:
Other place you frequent (if applicable)
Name:
Address:
Phone:
Evacuation Location:

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Insurance Information		
Name	Telephone Number	Policy Number