

Our **SAFE!** Plan

Simplified and Easy Format for Emergencies

Date:

Add/delete your topics! SAFE! helps you prepare your plan on one page so you and your family members can carry it with you.	This format makes it easy for you to create your plan, update it, and print copies. Getting started—this format is created in Microsoft Word: 1. Set your margins under Page Setup: Top/Bottom .5" Left/Right .75" 2. Type in the title of your plan at the top of the page. 3. Select the Table menu item; then, Insert > Table. 4. Setup 2 columns and 14 rows 5. Adjust column widths on the ruler. Add or delete rows as needed. Fold your plan in fourths the long way and in thirds the other way, down to 3" X 3", to easily carry it in a wallet, purse, or backpack. Protect it with a plastic sandwich bag cut to size. For group orders of plastic holders: www.uline.com, 800.295-5510. Recommend Model Number S-1582—minimum order 1,000 (3"X4", 4 mil plastic)
Purpose	Our emergency plan is for...
Who	Our plan includes...
Decisions	In an emergency, our criteria for decisions are...
Communication	Our primary communication point is... Our alternate communication point is...
Notification/News	We can receive emergency notifications and news from...
School/Day Care	School/day care plans include...
Pet Care	Pet care includes...
Work	Considerations regarding work are...
Meeting Places	Our primary meeting place is... Our alternate meeting place is...
Transportation	Maps are located at...
Supplies	Emergency supplies, 72hr kits, and medications are located at...
Security Measures	Security measures for our home are... Other security measures are...
Funds/Documents	Emergency funds and special documents are... (Keep ID theft and security in mind.)
Sheltering-in-Place	Sheltering-in-place measures include...

Our Communication/Medical List

Provide maps, directions, etc. on the back.

Name	T	Telephone	eMail	Medical Information
Add as many rows as you need.				

The "T" column is for type of telephone number: H = Home, W = Work, C = Cellular

Find emergency preparedness help at:

1. www.ready.gov
2. www.fema.gov See "Are You Ready"
3. <https://www.disasterhelp.gov/portal/jhtml/index.jhtml>
4. www.redcross.org
5. www.vaemergency.com/prepare/planning/index.cfm
6. www.fairfaxcounty.gov/emergency/
7. www.providentliving.org

How to use ICE—In Case of Emergencies:

1. ICE for Cell Phones is simply creating a number(s) in your cell phone directory to be called in case you have an emergency.
2. You may enter more than one ICE listing.
3. Type in the listing ICE with a dash and then a name or title, i.e. "ICE – Mary" or "ICE – Dad".
4. Then, enter the number to be called. If an ICE number is listed elsewhere in your directory, the number may not show unless you type an * after the number.
5. You may wish to type a period before ICE. This will place .ice first on the directory list.
6. For more information: www.icecontact.com