

PREPARING FOR AN EMERGENCY EVENT

Emergency situations often catch people off guard. A good way to stay safe in an emergency is to know what to do ahead of time. Here are five steps you can take now to make sure you, your family, and your co-workers are prepared to handle any emergency.

- 1. After you read this Emergency Information Calendar, please share it with your family or co-workers.** Then display it where you can find it quickly when you need it.
- 2. Keep the following items together in a safe, easy-to-get-to place:**
 - Emergency cash Debit cards Personal identification
 - Important papers Portable radio Potassium iodide (KI) if obtained in advance
 - First-aid kit Extra batteries
 - Extra keys Flashlight
 - Prescription medicines Pet supplies
 - Checkbook Credit cards

3. Make a list of personal instructions that you, your family, or co-workers will need to follow in an emergency. Keep a list of supplies you may need with the instructions. Include on your supply list the items in step 2 above and the evacuation supplies listed on page 17.

4. Keep your vehicle in good running order. Fill your gas tank whenever it gets below half. If you do not have a car or do not have someone to drive you in an emergency, fill out the Functional Needs card on pages 17 and 18. Mail the card right away. You do not need a stamp.

5. If you know people who have functional needs, make sure they mail in a Functional Needs card. This may include anyone with vision or hearing impairments, physical or mental disabilities, or someone who has no means of transportation. Please help them fill out the Functional Needs card and return it right away (see pages 17 and 18). You can also fill out the form online at www.bcsheriff.org. We have an emergency team ready to help people reach safety. If you know someone who is vision impaired or has difficulty reading, please assist them with the information in this calendar. Help display it in a visible location if others need it to assist the person with functional needs.

For additional emergency preparedness tips and an online planning guide:

On the www.bcsheriff.org homepage, click on the *Divisions* tab and select *Emergency Management & Homeland Security Division* from the sidebar.

IMPORTANT PHONE NUMBERS AND EMERGENCY INFORMATION

List all the phone numbers and emergency information your household or business may need in an emergency. Please include names and numbers for you:

Doctor:	Sheriff:
Hospital:	School:
Ambulance:	Child caregiver:
Dentist:	Neighbor:
Police:	Pharmacist:
Fire Dept.:	Work:

NAME OF PERSON OR SERVICE CONTACT

Berrien County Emergency Services	911
Cook Emergency Email	cook_emergency_equery@aep.com

Use the space below to also list any special health or medical information that an emergency team member may need to know about you, your family members, or co-workers.

SPECIAL HEALTH NEEDS OR EMERGENCY INFORMATION: