

THINGS TO KNOW: RESIDENTIAL EMERGENCY PLAN

([Community Preparedness – The City University of New York \(cuny.edu\)](https://www.cuny.edu))

MAKE A PLAN

1. **Create an emergency support network**
 - a. **List Names**
 - b. **List their relationship to you**
 - c. **List their Contact Info: cell phones, emails, and home addresses**

2. **Develop a Plan**
 - a. **List Health and Medical** information (Allergies, medications, eyeglass prescription, health insurance plan, doctor’s contact information, pharmacy);
 - b. **Plan how you will communicate with friends/emergency workers in an emergency;** create prewritten cards or text message to help share info with support network/emergency responders; write down directs, specify the language you speak
 - c. **Know how to evacuate**
 - i. **List meeting place,** include address & **meeting place outside neighborhood,** include address
 - ii. **List local police precinct, phone number and address**
 - iii. **List where to stay,** name/relationship, address, phone number, email
 - iv. **List alternative Transportation** if local transit is not working, alternate buses/trains/taxi services/call support network

3. **Pack a bag with essential items** (see check list)
4. **Draw an Emergency Evacuation Plan** include (*does not need to be drawn to scale*):
 - a. **Address**
 - b. **Location of windows, doors**
 - c. **Label each room** (bedroom, living room, kitchen, pantry, closet, basement, etc.)
 - d. **Indicate the location of smoke detectors, carbon monoxide detectors, and fire extinguishers for every level**

EMERGENCY BAG CHECK LIST

Check off items you have and add those you will need

- Bottled water, nonperishable food, such as granola bars, ready-to-eat canned food, can opener**
- Copies of your important documents in a waterproof container** (e.g., insurance cards, Medicare/Medicaid cards, photo IDs, proof of address, marriage and birth certificates, copies of credit and ATM cards)
- Flashlight, hand-crank or battery-operated AM/FM radio, and extra batteries; glow sticks**
- Medications,** include list and why you take them, and their dosages
- Contact information for your household and members of your support network**
- Cash, in small bills**
- Notepad and pen**
- First-aid Kit**
- Whistle or bell**
- Back-up medical equipment and chargers** (e.g., oxygen medication, hearing aids, glasses, facemasks, gloves, batteries)
- Aerosol tire repair kits and/or tire inflator** to repair flat wheelchair or scooter tires
- Supplies for your service animal or pet** (e.g., food, extra water, bowl, leash, cleaning items, vaccination records, and medications)
- Portable cell phone chargers**
- Weather related articles:** blankets, socks, scarfs, hats, gloves, light, loose clothing, sunscreen, small tools, car booster cables, bright colored clothing, flares, reflective triangles
- Other personal items:** _____

This template is designed to provide a starting point in the development of a comprehensive house specific emergency evacuation plan. Since each house is unique, it would be impossible to address the variety of options with this template.

Residence Information

Name of Residence: _____
 Address of Residence: _____
 Number of individuals residing in Home: ____
 Number of staff in home: Minimum no. of staff: ____ Maximum no. of staff: ____
 Home's evacuation classification: _____ (prompt, slow)
 Residents need to exit home within ____ minutes (prompt is 3, slow is 13)
 Meeting place _____ (e.g. front curb near the telephone pole)

Description of home

Overall style of home:
 Number of floors that are used for living space: ____
 Are there any other floors in the home used by staff or residents: Basement Attic Other # of exits: ____

Fire safety features:

- Fully integrated alarm system with/without monitoring panel
- Manual pull boxes at exits
- No manual pull boxes
- Non-integrated hard-wired smoke and CO detectors
- Non-integrated battery-operated smoke and CO detectors
- Alarm directly connected to fire alarm company or to fire department
- Alarm **not** directly connected to fire alarm company or fire department
- Partial automatic sprinkler system
- Full automatic sprinkler system
- No sprinkler system

Unique features:

- Bedrooms with vibrator beds connected to fire alarm system
- Bedrooms with visual fire alarms
- Bedrooms with direct exit to outside
- Handicapped accessible exits

Resident's requiring assistance

- Residents first and last name(s)
- Bedroom location
- Evacuation problem
- Assistance needed

Travel time from fire house to residence: _____ minutes

Residential Fire Safety Team: (List names Fire Wardens and Searchers)

Fire Safety

At sound of alarm or if you discover smoke or fire remember **R.A.C.E.**

- **R** Remove individuals in immediate danger and close the door where the fire is located.
- **A** Alarm –Pull the nearest alarm box and call or have someone call 911. If manual pull box is not available or not near by, begin shouting fire to alert everyone in the local area.
- **C** Close doors in the exit path to prevent the spread of smoke and fire.
- **E** Evacuate the building by using the closest exit and go to the designated meeting area.

Use of Fire Extinguisher

Fire extinguisher should primarily be used to buy some time to get to safety or to make a safe passage out of the building. It is the fire department's job to put out fires. Your job is to ensure everyone quickly exits the residence. When using a fire extinguisher remember **P.A.S.S.**

- **P** Pull the pin
- **A** Aim at the base of the fire
- **S** Squeeze the handle all the way down
- **S** Sweep the fire extinguisher from side-to-side

Instructions for conducting fire drills This should describe how to conduct fire drills under various scenarios (staffing, time of day, etc.)

Testing and monitoring of alarm system including fire control panel This should be house specific.

Detailed floor plans Attach a current floor plan to house evacuation plan with travel path- exit path that would most likely be used in an emergency. **Draw an Emergency Evacuation Plan** (does not need to be drawn to scale):

ADDRESS: _____

(See Evacuation Plan at the end of this document.)

Does the building have a sprinkler system? Yes No

Does the building have an integrated fire alarm system throughout? Yes No

Residential Emergency Evacuation Plan

Address: _____

Draw a floor plan of the home for **each** level, identifying all windows and doors, label each room (bedroom, living room, kitchen, pantry, closet, basement, etc.). Indicate the location of all smoke detectors, carbon monoxide detectors and fire extinguishers for every level. **The floor plan does not have to be drawn to scale.** Show two escape routes from every bedroom (primary and secondary). It may be possible to designate code compliant windows in bedrooms as a second means of escape or rescue (check local fire codes).

Symbols: (FE) = Fire extinguisher (SD)= Smoke detector (CM) = Carbon monoxide detector
 = Travel path  w -- = Window --- \---- = Doorway  PB = Pull box

THINGS TO KNOW: RESIDENTIAL EMERGENCY STAY INFORMED

Emergency Services: CALL 911 WHEN IT IS SAFE TO DO SO!

Local Police Department: _____

Local Fire Department: _____

Local Hospitals: _____

Home Address: _____

Phone Number: _____

Building Security: _____

- Stay Informed:**
- Radio Stations _____
 - TV Stations _____
 - Register for Notify NYC: <https://a858-nycnotify.nyc.gov/notifynyc>
 - NYC Emergency Management: <https://www.nyc.gov/site/em/index.page>
 - New York Fire Department: <https://www.nyc.gov/site/fdny/index.page>
 - New York Police Department: <https://www.nyc.gov/site/nypd/index.page>
 - Get Citizen App: <https://citizen.com>
 - Federal Emergency Management Agency: <https://www.fema.gov>
 - Center for Disease Control: <https://www.cdc>

- Emergency Manuals:**
- Home Floor Plan *(print and share with members of the household)*
 - FDNY’s Fire Safety Publications: <https://www.nyc.gov/site/fdny/education/fire-and-life-safety/fire-safety-educational-publications.page>
 - FDNY’S Top Seven Fire Safety Rules: https://www.nyc.gov/assets/fdny/downloads/pdf/fire-safety-education/01_fdny_top_seven_fire_safety_rules_english.pdf
 - FDNY Fire Safety Tips for Seniors: https://www.nyc.gov/assets/fdny/downloads/pdf/fire-safety-education/21_do-dont-senior-safety.pdf ; https://www.nyc.gov/assets/fdny/downloads/pdf/fire-safety-education/09_fire_safety_for_seniors_english.pdf
 - New York City Apartment Building Emergency Preparedness Guide: <https://www.nyc.gov/assets/fdny/downloads/pdf/codes/nyc-apartment-building-emergency-guide.pdf>

Kits & Manuals: Locations

SLU First Aid Kits *(list all items included in kit and their location)*

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Create Crisis Kit *(place in waterproof bags)*

- Walkie-talkies and chargers
- Flashlights and batteries
- Whistles
- First-aid kits
- Emergency Support Network:
 - Names _____
 - Relations _____
 - Telephone Number(s) _____
 - Address _____
- List Meeting Spots
 - Address in Neighborhood _____
 - Address outside Neighborhood _____
- List dates for Fire Drills _____
- Drills should include:
 - List names who are responsible for waking up a child or older adult, practice
 - Practice escaping smoke by crawling low on hands and knees
 - Follow planned escape all the way through to meeting place
 - Remind household members not to stop to get dressed or collect possessions