

THINGS TO KNOW: RESIDENTIAL EMERGENCY PLAN

<u>| Community Preparedness – The City University of New York (cuny.edu)</u>

	MAKE A PLAN	EMERGENCY BAG						
1.	Create an emergency support network	CHECK LIST						
	a. List Names	Check off items you have and add those you will need						
	b. List their relationship to you							
2.	c. List their Contact Info: cell phones, emails, and home addresses Develop a Plan	☐ Bottled water, nonperishable food, such as granola bars, ready-to-eat canned food, can opener						
-	 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 List meeting place, include address & meeting place outside neighborhood, include address List local police precinct, phone number and address 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 	 □ 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) 						
3.	Pack a bag with essential items (see check list)	☐ Aerosol tire repair kits and/or tire inflator to repair flat wheelchair or scooter						
4.	Draw an Emergency Evacuation Plan include (does not need to be drawn to scale):	tires						
	a. Address	☐ Supplies for your service animal or pet (e.g., food, extra water, bowl, leash,						
	b. Location of windows, doors	cleaning items, vaccination records, and medications)						
	c. Label each room (bedroom, living room, kitchen, pantry, closet, basement,	☐ Portable cell phone chargers						
	etc.)	☐ Weather related articles: blankets, socks, scarfs, hats, gloves, light, loose						
	d. Indicate the location of smoke detectors, carbon monoxide detectors, and fire extinguishers for every level	clothing, sunscreen, small tools, car booster cables, bright colored clothing, flares, reflective triangles						
		☐ Other personal items:						



THINGS TO KNOW: RESIDENTIAL EMERGENY EVACULATION PLAN TEMPLATE

This template is designed to provide a starting point in the development of a comprehensive house specific emergency Fire Safety evacuation plan. Since each house is unique, it would be impossible to address the variety of options with this template. At sound of alarm or if you discover smoke or fire remember R.A.C.E. Residence Information • R Remove individuals in immediate danger and close the door where the fire is located. Name of Residence: • A Alarm –Pull the nearest alarm box and call or have someone call 911. If manual pull box is not Address of Residence: available or not near by, begin shouting fire to alert everyone in the local area. Number of individuals residing in Home: C Close doors in the exit path to prevent the spread of smoke and fire. Number of staff in home: Minimum no. of staff: _____ Maximum no. of staff: _____ • E Evacuate the building by using the closest exit and go to the designated meeting area. Home's evacuation classification: _____ (prompt, slow) Residents need to exit home within minutes (prompt is 3, slow is 13) Use of Fire Extinguisher Meeting place (e.g. front curb near the telephone pole) 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 **Description of home** using a fire extinguisher remember P.A.S.S. Overall style of home: • **P**ull the pin Number of floors that are used for living space: Aim at the base of the fire Are there any other floors in the home used by staff or residents: Basement Attic Other # of exits: • Squeeze the handle all the way down Fire safety features: • **S**weep the fire extinguisher from side-to-side ☐ Fully integrated alarm system with/without monitoring panel Instructions for conducting fire drills This should describe how to conduct fire drills under various scenarios (staffing, ☐ Manual pull boxes at exits time of day, etc.) ☐ No manual pull boxes Testing and monitoring of alarm system including fire control panel This should be house specific. ☐ Non-integrated hard-wired smoke and CO detectors ☐ Non-integrated battery-operated smoke and CO detectors Detailed floor plans Attach a current floor plan to house evacuation plan with travel path- exit path that would most ☐ Alarm directly connected to fire alarm company or to fire department likely be used in an emergency. Draw an Emergency Evacuation Plan (does not need to be drawn to scale): ☐ Alarm **not** directly connected to fire alarm company or fire department ADDRESS: ☐ Partial automatic sprinkler system ☐ Full automatic sprinkler system (See Evacuation Plan at the end of this document. ☐ 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 **Does the building have a sprinkler system?** □ Yes □ No **Residential Fire Safety Team:** (List names Fire Wardens and Searchers) Does the building have an integrated fire alarm system throughout? ☐ Yes ☐ No

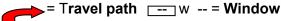


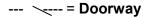
Address.

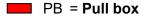
Residential Emergency Evacuation Plan

Audi 6331
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









THINGS TO KNOW: RESIDENTIAL EMERGENCY STAY INFORMED

Emergency Services: Local Police Department:	CALL 911 WHEN IT IS SAFE TO DO SO!	Kits & Manuals: Locations								
Local Fire Department: Local Hospitals:		SLU First Aid Kits (list all items included in kit and their location)								
Phone Number:		1								
Stay Informed:		4.								
Radio Stations TV Stations		6								
 NYC Emergency Managem 	ttps://a858-nycnotify.nyc.gov/notifynyc nent: https://www.nyc.gov/site/em/index.page									
 New York Fire Departmen New York Police Departm Get Citizen App: https://c 	t: https://www.nyc.gove/site/fdny/index.page ent: https://www.nyc.gov/site/nypd/index.page	10								
 Federal Emergency Manage Center for Disease Contro 	gement Agency: https://www.fema.gov	Create Crisis Kit (place in waterproof bags)								
	in inceptify www.icac	☐ Walkie-talkies and chargers ☐ Flashlights and batteries								
Emergency Manuals:Home Floor Plan (print and	d share with members of the household)	☐ Whistles ☐ First-aid kits								
• FDNY's Fire Safety Publica safety/fire-safety-educati	tions: https://www.nyc.gov/site/fdny/education/fire-and-life- onal-publications.page	☐ Emergency Support Network: Names Relations								
 FDNY'S Top Seven Fire Sat safety-education/01_fdny 	ety Rules: https://www.nyc.gov/assets/fdny/downloads/pdf/fire- top_seven_fire_safety_rules_english.pdf	Telephone Number(s)Address								
• FDNY Fire Safety Tips for S safety-education/21_do-o https://www.nyc.gov/ass education/09_fire_safety	Seniors: https://www.nyc.gov/assets/fdny/downloads/pdf/fire- lont-senior-safety.pdf; sets/fdny/downloads/pdf/fire-safety- for_seniors_english.pdf	☐ List Meeting Spots Address in Neighborhood Address outside Neighborhood List dates for Fire Drills								
 New York City Apartment <u>https://www.nyc.gov/assemergency-guide.pdf</u> 	Building Emergency Preparedness Guide: sets/fdny/downloads/pdf/codes/nyc-apartment-building-	 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 								