

THE UNIVERSITY OF ALABAMA

A Personal Emergency Plan

While The University of Alabama prepares for and responds to emergencies, it is important for everyone to plan for their individual safety. Each person knows best what he or she may need in the event of an emergency. Individuals are encouraged to develop a personal plan.

This document is designed to aid individuals in developing a personal emergency plan.

Planning

- Assess your situation. Think about your routine locations and communication methods. How would you evacuate from these locations in an emergency?
- Identify areas of refuge assistance in the buildings you regularly occupy.
- Identify individuals who can be part of a support team in the event of an emergency evacuation.

Preparation

- Complete contact information (see below)
- Identify specific areas of need you may have, such as mobility or communication assistance
- Prepare a small emergency kit that contains the following supplies:
 - o Flashlight and spare batteries
 - o Whistle (to signal for help)
 - o Necessary health equipment
 - o Antiseptic wipes or gel
 - o Dust mask to filter contaminated air
 - o Bottled water
 - o List of model and serial numbers of any medical devices
 - o Spare eye glasses, hearing aids, batteries (if needed)
 - o List of prescriptions, including dosage and frequency
 - o Any medical alert tags or bracelets, or a written description of your needs in case you are unable to communicate during an emergency
 - o Supplies for service animal, if applicable, including leash, tags, vest, food, water, and medications or supplements you administer to the animal
 - o Other items that may be needed that are not mentioned
- If not already completed, enroll in UA Alerts.

THE UNIVERSITY OF ALABAMA

Response

- Call UAPD (205-348-5454) or 911 to alert responders to your emergency.
- Communicate with your support group and emergency responders about your situation.
- Gather your prepared kit containing emergency items.
- Be patient as first responders will be serving a large number of people.

Other sources for information

<http://ready.ua.edu>

<http://www.ready.gov/individuals-access-functional-needs>

<http://www.redcross.org/prepare/location/home-family/disabilities>

THE UNIVERSITY OF ALABAMA

Checklist

- Conduct personal assessment
- Identify areas of refuge
- Identify support team members
- Complete personal information sheet and include in emergency kit
- Assemble emergency kit
- Review/update each semester or after any status change

THE UNIVERSITY OF ALABAMA

Personal Information*

Name of Person: _____

CWID: _____

Office or Room Phone #: _____

Cell Phone #: _____

Restrictions or Limitations: _____

If limitation is temporary, expected date when assistance is no longer needed:

Residence/Work Location: _____

Room #: _____

Area of Refuge: _____

Support Team Members (participation in a buddy system is voluntary)

1. Name: _____

Office or room phone #: _____

Cell Phone #: _____

2. Name: _____

Office or room phone #: _____

Cell Phone #: _____

3. Name: _____

Office or room phone #: _____

Cell Phone #: _____

Service Animal: Yes _____ No _____

If yes, type and breed: _____

Special Equipment Needed: _____

Special Communication Needed: _____

Special Medical Alert Information: (allergies, medications, etc.)

*Place a copy of this information in your emergency kit and/or keep at a readily accessible location for use during an evacuation.

THE UNIVERSITY OF ALABAMA

Self Assessment

YES	NO	Do you know the locations of ALL the exits in places you frequent?
YES	NO	• Have you evaluated your ability to use them? How long will it take you?
YES	NO	• If elevators are unavailable, are you able to use the stairs?
YES	NO	• Will you need assistance to walk down stairs quickly?
YES	NO	• If you absolutely had to, could you bump down the stairs on your buttocks, crawl, etc.? Have you practiced?
YES	NO	Do you know the locations of Areas of Refuge/Rescue Assistance in buildings you use frequently?
YES	NO	Do you know how to activate a fire alarm?
YES	NO	Have you thought how you would evacuate campus if you could not use your vehicle?
YES	NO	Have you identified a support team who may be able to assist you in an emergency?
YES	NO	Do you know how to reach emergency personnel in case of an emergency?
YES	NO	Are there any supplies/devices you will need to bring with you?
YES	NO	Do you have an emergency kit readily accessible?
YES	NO	• Flashlight with spare batteries
YES	NO	• Spare batteries for any medical devices
YES	NO	• Medication for at least one day
YES	NO	• List of medications, including dosage and frequency
YES	NO	• List of any medical equipment (including make, model, serial numbers)
YES	NO	• Whistle to signal to others
YES	NO	• Dust mask
YES	NO	• Antiseptic wipes or gel