

# Personal Emergency Plan

The University of Alabama

July 2025

Prepared by the  
Office of Emergency Management

## 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 they 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.

### Plan:

- 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.

### Prepare:

- Complete personal information sheet on page 5.
- Identify specific areas of need you may have, such as mobility or communication assistance.
- Prepare a small emergency kit that contains the following supplies:
  - Flashlight, battery-powered or hand crank radio, and spare batteries.
  - Whistle (to signal for help) and manual can opener (for food).
  - First aid kit and necessary health equipment.
  - Antiseptic wipes or gel.
  - Dust mask to filter contaminated air.
  - Bottled water (one gallon per day per person).
  - Food (at least three-day non-perishable food supply).
  - List of models and serial numbers of any medical devices.
  - Spare eyeglasses, hearing aids, batteries (if needed).
  - List of prescriptions, including dosage and frequency.
  - Any medical alert tags or bracelets, or a written description of your needs in case you are unable to communicate during an emergency.
  - Supplies for a service animal, if applicable, including leash, tags, vest, food, water, and medications or supplements you administer to the animal.
  - Other items that may be needed that were not mentioned.
- If not already completed, enroll in [UA Alerts](https://ready.ua.edu/ua-alerts/) (ready.ua.edu/ua-alerts/)

**Checklist:**

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

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

**Personal Information:**

Name of Person: \_\_\_\_\_

CWID: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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: \_\_\_\_\_

Contact Number: \_\_\_\_\_

2. Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

3. Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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.

**Additional Resources:**

- Office of Emergency Management webpage ([ready.ua.edu](https://ready.ua.edu))
- Individuals with Disabilities ([ready.gov/disability](https://ready.gov/disability))
- Inclusive Preparedness Resources ([redcross.org/get-help/how-to-prepare-for-emergencies/inclusive-preparedness-resources.html](https://redcross.org/get-help/how-to-prepare-for-emergencies/inclusive-preparedness-resources.html))
- Campus Storm Shelters ([ready.ua.edu/shelters/](https://ready.ua.edu/shelters/))
- Best Available Refuge Areas (BARA) in Other Buildings ([ready.ua.edu/best-available-refuge-areas-baras/](https://ready.ua.edu/best-available-refuge-areas-baras/))
- Instructions for Sheltering in Place ([ready.ua.edu/sheltering-in-place/](https://ready.ua.edu/sheltering-in-place/))

**Stay Informed:**

- Follow @UA\_Safety on X (previously Twitter), Instagram, and Facebook.
- Download the UA Safety App on your mobile device ([ready.ua.edu/safety-app/](https://ready.ua.edu/safety-app/)).
- Tune in to the 92.5 FM UA Info Radio ([ready.ua.edu/92-5-fm-ua-info-radio/](https://ready.ua.edu/92-5-fm-ua-info-radio/)).
- Watch your local weather radar.

**Respond:**

- 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 may be serving a large number of people.