



## For more information

[www.makeaplan.org](http://www.makeaplan.org)

Brought to you by the communities of the National Capital Region

Preparing for a natural disaster or terrorist attack takes just a few simple steps. By having the right supplies, knowing where to get information and having a written plan for you, your loved ones and your pets, individuals in the National Capital Region can do their part to protect themselves and their families.

This personal preparedness plan is designed to help you keep all pertinent emergency information at-hand so no matter where you are, no matter what you are doing, you will have the peace of mind to know that you are prepared. Take the time now.

### Make a Plan

With today's busy schedules, it is likely that you will not be with your loved ones when an emergency arises. Fill out the personal preparedness plan on the opposite side, discuss it with your loved ones and make sure everyone has a copy. Then, be sure to carry your plan with you wherever you go. It's that simple.

### Be Ready

In the event of an emergency, you should tune in to your local TV or radio station for instructions from your local government on how to proceed. Depending on the situation, you will be told to shelter in place or evacuate. It makes a difference.

### Shelter In Place or "Stay Where You Are"

During an emergency, unless you are in a burning building or an unsafe structure, chances are you will be instructed to shelter in place - whether it is at home or work - and await further instruction from your local government. To do this you should have these basic supplies:

- Three days supply bottled water, one gallon per day per person**
- Three days supply non-perishable food**
- Written personal preparedness plan**
- Battery operated radio**
- Flashlight**
- Extra batteries**
- First Aid kit**
- Extra supply of prescription drugs**

There are many other supplies in addition to this basic checklist that will help you and your family become even better prepared. For an expanded checklist, please visit [www.makeaplan.org](http://www.makeaplan.org), visit your community's emergency preparedness Web site or call your local emergency management agency (see Jurisdictional Information).

### Special Situations

When making your personal preparedness plan, consider all occupants of your home. Take into consideration those with special needs, small children and pets. For more detailed information, visit [makeaplan.org](http://makeaplan.org) or call your local emergency office listed on the opposite side of this plan.

### Evacuation

In the event that your local government instructs you to evacuate, stay calm and follow your written emergency plan.

### Consider Alternate Ways to Travel

You should be prepared in case a part or all of your route home is blocked. Having an alternate route is essential. Go to [www.metroopens-doors.com](http://www.metroopens-doors.com) and get a copy of the Alternate Route Planning Guide.

## IF YOU RIDE METRO

Be aware of and report the following to a Metro employee:

- Suspicious people or unusual activity.
- Unattended bags, packages, boxes, backpacks, etc.
- Smoke or odd smells.

### On a Metrorail train

- Know where emergency intercoms are located.
- Be familiar with emergency exit procedures posted next to the center doors.
- Listen for the operator's instructions and follow them quickly and calmly.
- Don't block doors from closing.

### In a Metrorail station

- Know where all exits and emergency intercoms are in stations you use frequently.
- Listen for station announcements and follow instructions quickly and calmly.

### On a Metrobus

- Be familiar with emergency exit procedures listed on windows, ceiling escape hatches and doors.
- Follow the operator's instructions.

# Personal Preparedness Plan

## My Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## Family Emergency Numbers

1: \_\_\_\_\_

2: \_\_\_\_\_

## School Contact Information

Name: \_\_\_\_\_

Hotline: \_\_\_\_\_

## Emergency Meeting Place

Near home: \_\_\_\_\_

Away from home: \_\_\_\_\_

## Local Contact Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

## Out-of-Town Contact Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

## Medical Information

Critical Medical Conditions: \_\_\_\_\_

\_\_\_\_\_

Allergies: \_\_\_\_\_

\_\_\_\_\_

Current Medications: \_\_\_\_\_

\_\_\_\_\_

## Doctor Contact Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

## Pharmacy Contact Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

## My Local Emergency Contacts

Emergency Police, Fire & Ambulance: **911** \_\_\_\_\_

Non-Emergency Police: \_\_\_\_\_

Local Emergency Office: \_\_\_\_\_

Local Web site: \_\_\_\_\_

## My Local Stations

Radio: \_\_\_\_\_

TV: \_\_\_\_\_

## Additional Resources

- **Ready.gov** (DHS)
- **RedCross.org** (American Red Cross)
- **FEMA.gov** (Federal Emergency Management Agency)
- **MakeaPlan.org**
- **CitizenCorps.gov** (Citizen Corps)
- **NOD.org** (The National Organization on Disability)
- **HSUS.org** (The Humane Society)

## Text Alert

To receive immediate notification of emergencies in your area, you can sign up for text alerts. Text alerts can be sent to your email, cell phone, Blackberry, pager and/or PDA. It's quick, simple and it could make a difference. If your jurisdiction does not have a text alert, keep checking with your local emergency management office.

### **Arlington:**

[www.arlingtonalert.com](http://www.arlingtonalert.com)

### **City of Fairfax:**

[www.fairfaxva.gov/emas/](http://www.fairfaxva.gov/emas/)

### **Fairfax County:**

[www.fairfaxcounty.gov/cean/](http://www.fairfaxcounty.gov/cean/)

### **Falls Church:**

<http://alert.fallschurchva.gov>

### **Loudoun County:**

<http://www.loudoun.gov>

### **City of Manassas:**

[www.manassascity.org/list.asp](http://www.manassascity.org/list.asp)

### **Prince William County:**

[www.pwccgov.org/eservices](http://www.pwccgov.org/eservices)

### **Washington, DC:**

[www.alert.dc.gov](http://www.alert.dc.gov)

## Local Emergency Offices and Resources

### Maryland

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**Montgomery County** - 240-777-4200 | TTY: 240-777-4815  
[www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)

**Prince George's County** - 301-583-1899  
[www.goprincegeorgescounty.com](http://www.goprincegeorgescounty.com)

### Virginia

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**Alexandria** - 703-838-3825 | TTY: 703-838-4896  
[www.alexandriava.gov/fire/emerg\\_srvcs.html](http://www.alexandriava.gov/fire/emerg_srvcs.html)

**Arlington** - 703-228-7935 | TTY 703-228-4611  
[www.arlington.va.us](http://www.arlington.va.us)

**City of Fairfax** - 703-385-7874  
[www.fairfaxva.gov/FireRescue/Fire.asp](http://www.fairfaxva.gov/FireRescue/Fire.asp)

**City of Manassas** - 703-257-8200  
[www.manassascity.org](http://www.manassascity.org)

**City of Manassas Park** - 703-361-1136  
[www.cityofmanassaspark.us](http://www.cityofmanassaspark.us)

**Fairfax County** - 703-817-7771 | TTY: 711  
[www.fairfaxcounty.gov/oem](http://www.fairfaxcounty.gov/oem)

**Falls Church** - 703-241-5053 | TTY: 703-532-4489  
[www.fallschurchva.gov/safety/EmergencyPreparedness/index.html](http://www.fallschurchva.gov/safety/EmergencyPreparedness/index.html)

**Loudoun County** - 703-777-0333  
[www.loudoun.gov/fire/index.html](http://www.loudoun.gov/fire/index.html)

**Prince William County** - 703-792-5828 | TTY: 711  
[www.pwccgov.org/emergency](http://www.pwccgov.org/emergency)

### Washington, DC

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**Washington, DC** - 202-727-6161 | TTY: 202-727-3323  
[www.dcema.dc.gov](http://www.dcema.dc.gov)