



EMERGENCY PREPAREDNESS PLAN

This plan belongs to:

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INSTRUCTIONS

EMERGENCY PREPAREDNESS PLAN



Use this template to create a personalized emergency preparedness plan for yourself or your family. This template is provided by the Virginia Beach Department of Emergency Management (VBEM) to help you become better prepared for any emergency.

Having an emergency preparedness plan is the first of three steps to becoming better prepared for any type of emergency. The three steps to emergency preparedness are:

- Have a Plan.
- Stay Informed.
- Know What You'll Need.

How to use this template:

- Only fill out the sections that apply to you. You can add more information or pages, as needed.
- Once complete, save and share your preparedness plan with a trusted family member or a friend that you would rely on for assistance.
- Be sure to take a copy of your plan with you if you ever need to leave your home because of an emergency.

To get started on your plan, take a moment to think about how different types of emergencies may affect you. Emergencies can range from a power outage to a heat wave, fire, or hurricane damage. Keep these in mind while completing this template. Once finished, you will have a basic preparedness plan that lists what you might need during an emergency.

My Information

If viewing or completing as a PDF, click on the highlighted areas to enter your information.

Name:

Address:

Phone:

Email:

SUPPORT NETWORK

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Emergencies can happen unexpectedly with little or no warning. Knowing who you can count on during an emergency is an important part of building a preparedness plan.

Identify at least two people to include in your support network. Some examples of who you might list are family members, friends, neighbors, caregivers, coworkers, or members of a community or faith-based group.

Remember, in return, you can be there to help them during an emergency too. Together, you can build a network that:

- Checks on each other during emergencies.
- Helps locate emergency supplies.
- Assists each other with preparing homes, generators, or medical equipment, if needed.
- Helps each other move to safety in an emergency.

Emergency Contacts

Name/Relationship:

Phone (home/work/cell):

Email:

Name/Relationship:

Phone (home/work/cell):

Email:

Out-of-the-Area Contact

Choose someone you can call during an emergency who lives out of the area. This contact can help you communicate with those in your network or assist you if you choose to evacuate to an area outside the city.

Name/Relationship:

Phone (Home/Work/Cell):

Email:

HEALTH AND MEDICAL

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Speak to your doctor(s), pharmacist, or other healthcare providers about any specific needs or concerns and how to best meet them during an emergency.

Make a photocopy of your emergency contacts and health information. Always keep it in your wallet or purse.

Important Health and Life-Saving Information:

Allergies:

Medical Conditions:

Medications/Daily Doses:

Eyeglass prescription:

Blood Type:

Communication Devices:

Other special equipment:

Health Insurance Plan:

Individual # | Group #:

Preferred hospital:

Doctor/Specialist:

Phone:

Doctor/Specialist:

Phone:

Pharmacy:

Phone:

COMMUNICATION

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During an emergency, your normal ways of communicating can be interrupted by changes in the environment, noise, service disruptions, or confusion. Knowing different ways to communicate with your support network is an important part of building your preparedness plan.

Take time to think of the different ways you could get in touch with family, friends, or emergency workers.

- If you are deaf or hard of hearing, be sure to have alternate ways to communicate your needs, like using gestures, note cards, or text messages.
- If you are blind or have low vision, be prepared to explain ways to best guide you.

Communicating With Others

Write down short phrases that can help you communicate during an emergency. Prewritten phrases can help you share information with emergency responders, especially during a rushed, stressful, or uncomfortable situation.

Some phrases you might include are:

- I may have difficulty understanding what you are telling me. Please speak slowly and use simple language or pictures.
- I use a device to communicate.
- I am Deaf and use American Sign Language. Please write down directions.
- I speak

Write down your own phrases in the space below and on the next page. Phrases should apply to emergencies both inside and outside of your home. You may want to ask family, friends, or caregivers to help come up with some phrases too.

COMMUNICATION

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Continue writing your own phrases in the space below:

CONSIDERATIONS FOR HIGH-RISE BUILDINGS AND WALK-OUT BASEMENTS

There are additional considerations if you live in a high-rise building or a residence with either a walk-out style basement or a below-grade area when facing severe weather, such as tropical storms, hurricanes, or nor'easters.

If you live in a high-rise building:

During a storm, make sure your windows are closed and that you stay away from windows and glass doors in case they shatter.

Always bring inside or secure loose items on any balconies.

Below grade, walk-out basements are not common in Virginia Beach. However, some buildings have units with similar characteristics when facing severe weather. An example is enclosed, ground level areas of elevated structure located near the coast, especially when it is located up against sand dunes. These units are vulnerable to flooding during a severe coastal storm, just like a walk-out basement. These areas should only be used for storage, but sometimes are still turned into a living area.

- Be prepared to move to a higher location. This can be as simple as moving to a higher floor when flooding is likely. Always be ready to leave, just in case.
- Move valuable items from the lower area to upper floors.
- Have the right insurance. Whether you rent or own, flood and wind damage are not usually covered by standard insurance policies.
- Review your insurance policies to understand what damages are covered and what needs additional coverage.

KNOW YOUR ZONE

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Virginia Beach participates in Virginia’s “**Know Your Zone**” program.

“**Know Your Zone**” is designed to help residents better understand their risk of coastal flooding during a major storm. “**Know Your Zone**”, or **Evacuation Zones**, are designed to help residents along Virginia’s coastlines better understand their risk to the impacts of storm surge.

There are **four categories of Evacuation Zones**, labeled **A, B, C, D**. Properties located in **Zone A** are at the **greatest risk**, while those in **Zone D** have the **least risk**. Your zone is determined by your physical street address and can help you decide if you should move away from the coast when a storm is approaching.

Greatest Risk

LEAST Risk

Zone A

Zone D

Many residents often confuse Evacuation Zones with Flood Zones. It is very important to understand that the two are not the same! Flood Zones are determined by FEMA and are used to determine a property’s flood insurance requirements and rates. Evacuation Zones are determined by modeling storm surge scenarios to help residents decide when they should evacuate.

To learn more about “Know Your Zone” and find the zone you live in, visit: www.vaemergency.gov/know-your-zone

I live in Evacuation Zone: **A** **B** **C** **D**

Address:

I work in Evacuation Zone: **A** **B** **C** **D**

Address:

EVACUATION

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There is a chance you may have to leave your residence before, during, or after an emergency. There are many reasons you may choose to leave, making it important to know where you can go.

Remember, emergency shelters are only opened as a **last resort** during **major emergencies** to support displaced residents with nowhere else to go. This makes it important to know different places where you can stay and how you will get there before facing an emergency.

Use the space below to list places where you can stay that are **outside of your immediate area** and locations where you can meet up with your emergency contacts. Some examples of meeting places are libraries, recreation centers, or places of worship.

Meeting Location:

Address:

Meeting Location:

Address:

Place to Stay:

Phone/Address:

Place to Stay:

Phone/Address:

In a worst-case scenario, you might choose to leave the area entirely. In the space below, list places you can stay that are outside of Virginia Beach, preferably outside of Hampton Roads. It might be a hotel chain near friends, family, or colleagues instead of a physical address.

Place to Stay:

Phone/Address:

Place to Stay:

Phone/Address:

TRANSPORTATION

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You want to know what **alternative transportation methods** are available, just in case your normal way of traveling is impacted by an emergency. Write down alternative ways you can travel below. This will make it easier to choose a way to travel during the stress of an emergency.

Remember, **Virginia Beach is partnered** with the **Waze App**. This allows the City to update the Waze map with important information about road closures and conditions. Consider using the Waze App if you must travel during an emergency to stay informed of roadway impacts and find safe routes. You can even share your trip with your support network so they can see when you arrive at your destination or if you need any assistance. Download the Waze App in the **Apple App Store** or on **Google Play**.

Name of who can pick me up:

Phone:

Taxi service:

Phone:

Ride share | (e.g., Uber or Lyft):

Hampton Roads Transit (HRT) Route:

To find route info, visit www.gohrt.com



EMERGENCY SUPPLIES

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Not all emergencies require you to leave your home. In fact, evacuations are rare. Emergencies come in all different forms, like winter storms, heat waves, power outages, utility disruptions, severe thunderstorms, or heavy rain. As you have probably done many times, you will likely stay at your residence or workplace. This makes it important to know the supplies you will need if an emergency impacts you in an unexpected way.

Depending on the severity of the emergency, you might not have access to food, water, electricity, or other services for several days or even weeks. Identifying essential supplies for you or your entire family is crucial so you can quickly assemble them before being impacted by an emergency. You should be prepared with a minimum of a three-day supply of your essential items.

The good news, you probably already have most of what you need! Tip: when deciding what supplies you need during an emergency, think about it like you are packing to go on a three-to-five-day camping trip.

- Drinking water** (fillable containers or pre-filled). Always fill before an emergency. One gallon of drinking water, per person, per day is the recommended amount of water to have during an emergency.
- Non-perishable, **ready to eat food**, like canned foods. Don't forget a manual can opener!
- First aid kit**. These can be purchased at most stores, or you can easily build your own.
- Medications**. Be sure to list the dosage you take and when you take them.
- Lights**. Flashlights, glow sticks, battery powered lanterns, etc. Not candles or open flame! Be sure they are charged and have extra batteries on hand also!
- Extra clothes**:
For cold weather: socks, hats, scarves, gloves, and jackets.
For hot weather: light, loose-fitting clothes.
- Eating utensils**. Disposable plates, cups, forks, spoons, etc.
- Chargers** for phones and essential devices.
- Linens**. Pillows, sleeping bags, extra blankets, towels, etc.
- Personal items**. Sunscreen, toilet paper, sanitary supplies, baby formula, wipes, etc.
- Bag or storage container**. Backpack(s), duffle bags, storage bins, etc.

EMERGENCY SUPPLIES

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This page allows you to continue making a list of emergency supplies. Use the space below to identify other essential items specific to you or your family's needs.

Back-up medical equipment, if possible (e.g., oxygen, medication, scooter battery, hearing aids, mobility aids, glasses, facemasks, gloves)

Style and serial numbers of medical devices (such as pacemakers) and instructions.

List other items below:

STAY INFORMED

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There are several ways for you to stay informed with official information, receive emergency alerts, and report life threatening situations or safety concerns.

VBAAlert

VBAAlert is the City's free subscription service for receiving **emergency alerts and notifications** during any emergency. It not only allows you to receive official notifications at no cost, but also allows you to choose how you receive the alerts, via text, email, or phone. VBAAlert is used to send subscribers notifications for emergencies like:

- Severe weather watches and warnings
- Evacuation announcements
- Rabid animal alerts
- Police, fire or EMS activity
- Hazardous Materials Incident
- Boil water advisories
- Transportation disruptions (road closures, major traffic incidents)

You can learn more, or subscribe to VBAAlert at: eccs.VirginiaBeach.gov/VBAAlert

VB911

VB911 is reached by dialing 911 from any phone when there is an emergency situation requiring an **immediate response from Police, Fire, or EMS** personnel. 911 should only be used to report life threatening emergencies, hazardous conditions, or other dangerous situations that require immediate public safety intervention.

VB311

311 is an easy-to-remember phone number to report **non-emergency issues, receive information, or request a City service**. VB311 gives you a single number to connect with multiple City departments. You can use VB311 at anytime to get information on City services or assistance with submitting service requests. VB311 is commonly used for things like reporting streetlights that are out, requesting bulk waste services, assistance with paying a utility bill, or finding out the hours of a City facility.

During a major emergency, you can call VB311 to learn where the Evacuation Centers or Emergency Shelters are located, or to report issues like blocked roadways.

VB311 may also be reached by calling (757) 385-3111, which is necessary when calling from outside the City or using a mobile device.

NEXT STEPS

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Now that your preparedness plan is almost complete, it is important to know what the next steps are to staying prepared. Once you complete this template, including adding other information you think is important, it is time to save and share your preparedness plan with a trusted family member or a friend.

Next Steps:

- Consider making a copy of your completed plan, or having it readily available electronically, in case you ever have to leave your home or workplace unexpectedly.
- You will want to review and update your plan at least once a year to make sure it stays current. We recommend picking a date you will remember, like a birthday, anniversary, the start of the new year, or end of the school year.
- Learn more about staying prepared! There are a lot of resources to help you learn tips and ways of staying better prepared for all types of emergencies. Take steps to prepare for hazards that most concern you.

Preparedness Tips

Have the Correct Insurance

- Check your insurance! Make sure your policy covers storms, wind, rain, flooding, etc. Many people do not have the coverage for disasters they believe they have.
- Be sure your coverage amount is updated to match the worth of your property and assets.
- Take photos or videos of both the exterior and interior of your residence. This can be extremely helpful when submitting insurance and disaster claims.

Before a Storm Arrives

- Bring loose, lightweight objects inside, like lawn furniture and garbage cans.
- Secure objects that cannot be brought inside, like grills or propane tanks.
- Close windows and exterior doors.
- Charge cell phone batteries.
- Top off your vehicle and generator with fuel.
- Consider moving vehicles to higher ground if you live in an area known to flood.
- Turn your refrigerator and freezer to a colder setting. If you lose power, this will help items stay cool longer.
- If your source of water is a well or another source that could lose service if the power goes out, fill containers with water before the storm arrives.
- Don't wait until the last minute to refill prescription medications. Take out extra cash, including small bills.

RESOURCES

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Virginia Beach Department of Emergency Management

Learn more about how you can prepare for emergencies at [VirginiaBeach.gov/services/emergency-preparedness](https://www.virginia-beach.gov/services/emergency-preparedness)

Virginia Beach Emergency Communications & Citizen Services (ECCS)

Sign up for VBAAlert, learn more about VB911, or access VB311 services at [eccs.VirginiaBeach.gov](https://eccs.virginia-beach.gov)

Engaging our communities and businesses is a high priority!

Visit the **Department of Emergency Management** website at [oem.VirginiaBeach.gov](https://oem.virginia-beach.gov) to learn more about how the City is preparing to face emergencies. You can schedule a group presentation or ask the department to participate in a community event while learning more about volunteer opportunities, current projects, and key initiatives.

Virginia Beach's Flood Protection Program is working hard to address flooding across the entire City. Visit the Department of Public Work's Flood Protection website to learn about flood protection projects throughout the City.

Flood Protection Program

[pw.VirginiaBeach.gov/stormwater/flood-protection-program](https://pw.virginia-beach.gov/stormwater/flood-protection-program)

Flood Model Visualization Tool

[pw.VirginiaBeach.gov/stormwater/flood-protection-program/flood-model-vis-tool](https://pw.virginia-beach.gov/stormwater/flood-protection-program/flood-model-vis-tool)

Virginia Beach Department of Public Health

For more public health emergency information, visit www.vdh.virginia.gov/virginia-beach/emergency-preparedness-and-response/

