



# Emergency Preparedness Plan Guide

## Step 1: Identify Emergency Contacts

- Primary Emergency Contact — Name / Phone
- Secondary Contact — Name / Phone
- Police, Fire Department, Hospital, Utility Company contacts listed

## Step 2: Establish a Meeting Location

- Primary meeting location identified
- Secondary meeting location identified

## Step 3: Know Your Evacuation Routes

- At least two exit routes identified

## Step 4: Emergency Communication Plan

- Phone, text, email, or radio communication plan selected

## Step 5: Practice Your Plan

- Practice twice per year
- Update contact information annually
- Review evacuation routes regularly