

Employee Contact Information and Personal Emergency Plan

2009

Employee Name:			
Official Work Location:		Unit:	
Alternate Work Location: <small>(if applicable)</small>			
Supervisor:		Supervisory Unit:	

Contact Information			
Work		Personal	
Office #	()	Home #	()
Cell #	()	Cell #	()
Direct Connect		Other <small>(please specify)</small>	
Pager #	()		
Email		Email	

Emergency Contact Information			
Primary			
Name		Relationship:	
Phone	()	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Alternate #	()	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Email			
Secondary			
Name		Relationship:	
Phone	()	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Alternate #	()	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Email			
Out of State Disaster Contact		State:	County:
Name		Relationship:	
Phone	()	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Alternate #	()	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Email			



Floridians can access new online, interactive tool to create tailor-made Family and Business Preparedness Plans at www.FloridaDisaster.org.

Please complete the Employee Personal Emergency Plan information on the reverse side.

Employee Personal Emergency Plan

Home Address:						
	<i>Street</i>	<i>City</i>	<i>Zip</i>	<i>County</i>		
	Evacuation Zone:	<input type="checkbox"/> A	<input checked="" type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E
<i>Know your home's vulnerability to storm surge, flooding and wind. Note that all Mobile/Manufactured home residents must evacuate in all levels. If you are not in an evacuation zone, consider becoming a "Host Home" for family or friends.</i>						

Evacuation Plan	<i>In the event you decide or are ordered to evacuate, where will you relocate your family to in the event you are ordered to leave your home?</i>
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Do these sites accommodate (Special Needs Pets) as needed?
If not, be sure to make appropriate plans. Individuals/Families with Special Needs who are unable to evacuate should register with their County Emergency Operations Center at the beginning of hurricane season.

Primary Site Information

Contact Name:		Phone:	()
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Address:				
	<i>Street</i>	<i>City</i>	<i>Zip</i>	<i>State /County</i>

Evacuation Zone:	<input type="checkbox"/> A	<input checked="" type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E	<input type="checkbox"/> None
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Evacuation sites should not be in an evacuation zone, particularly if in the "cone of uncertainty" of a storm's projected path.

Alternate Site Information

Contact Name:		Phone:	()
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Address:				
	<i>Street</i>	<i>City</i>	<i>Zip</i>	<i>State /County</i>

Evacuation Zone:	<input type="checkbox"/> A	<input checked="" type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D	<input type="checkbox"/> E	<input type="checkbox"/> None
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Evacuation sites should not be in an evacuation zone, particularly if in the "cone of uncertainty" of a storm's projected path.

In any major disaster, emergency workers may not be able to reach everyone right away. What would you do if you had no electricity, no gas, no water and no telephone service? Having a plan for your family and their needs will help ensure their safety and comfort during these difficult times. A well thought-out plan of action for you and your family can go a long way toward reducing the damage from tornados, wildfires, severe thunderstorms and flooding that could strike the state of Florida.

Disaster Planning Should Include:

- Developing a Family Plan
- Creating a Disaster Supply Kit
- Having a place to go
- Having a Pet Plan

Other things to consider as you plan for your own and your family's safety and well being before and after a storm (From the National Hurricane Center Preparedness Site):

- Discuss the type of hazards that could affect your family.
- Locate a safe room or the safest areas in your home for each hazard. In certain circumstances the safest areas may not be in your home but within your community.
- Determine escape routes from your home and places to meet. These should be measured in tens of miles rather than hundreds of miles.
- Have an out-of-state friend as a family contact, so all your family members have a single point of contact.***
- Post emergency telephone numbers by your phones and make sure your children know how and when to call 911.
- Check your insurance coverage - flood damage is not usually covered by homeowners insurance.
- Stock non-perishable emergency supplies and a Disaster Supply Kit.
- Use a NOAA weather radio. Remember to replace its battery every 6 months, as you do with your smoke detectors.