­­

**Boulder Office of Disaster Management**

**Creating a Plan Worksheet**

**Activity 1: Communication Planning**

For your first step in communication planning, register for emergency alerts by visiting www.bocoalert.org, or downloading the ReachWell App and search for BOCO Alert.

1. How do you plan to get notified about an emergency or disaster situations? Review different types of alerts at <https://boulderodm.gov/preparedness/emergency-alerts/>
2. How will you communicate with others? What communication tools do you need (examples include a phone and charger, extra batteries for hearing aids, paper and a pen to write information down). Think about what you’ll need to communicate successfully.
3. What are important phone numbers that you need? Write down names and important contact numbers.
4. Who could you and family or friends use as your out-of-town contact to get in touch with? What is a location that you could use as a meet up location?

**Activity 2: Evacuation Planning**

1. What are two or more routes that you could take out of your neighborhood or other frequented areas (like work, school, etc.) in the event of road closures?
2. What are two modes of transportation you could use if you had to evacuate?
3. Are there loved ones that you need to create a meet-up spot for? Where will that spot be?
4. What supplies, if any, do you want to have on-hand in your vehicle/mode of transportation that may be useful during an evacuation?
5. If you have a garage, do you know how to use the pull tab/have the physical ability to lift the door to get out if you lose power? If not, what would you plan to do if your vehicle was stuck inside?

**Activity 3: Sheltering-in-Place Planning**

1. How will you maintain your access to food, water, shelter, health needs, power, and communications while staying in place?

**Activity 4: Grab List Planning**

1. What are some items that you’d want to take with you in the event of an evacuation?
2. What are some important items that you would want to be prepared with that would help you maintain your health and safety?
3. Write down your most important grab list items below. Include the item, and its location in your home.

|  |  |
| --- | --- |
| **Item** | **Location** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |