

Emergency Safety Plan

Quick Reference & Printable Worksheet | Keep a secure, current copy accessible to authorized staff

Use this worksheet alongside your approved individual and organizational emergency procedures. For immediate danger, contact emergency services. Complete and verify details before operational use.

01 Plan identification

Home / support setting

Plan owner / role

Date prepared

Next review date

02 Emergencies and first actions

Plan for (check applicable risks):

- ☐ Fire
- ☐ Severe wind / tornado
- ☐ Extreme heat / cold
- ☐ Other: _____

- ☐ Flood
- ☐ Power / utility outage
- ☐ Medical emergency

Primary action or approved procedure to follow

03 Meeting points and safe routes

Primary meeting / rally point

Backup meeting / rally point

Evacuation route / shelter-in-place location (based on approved procedures)

04 Emergency contacts

Primary emergency contact / number

Backup contact / number

Emergency Safety Plan

Use with the Quick Safety Plan | Verify all contact, access, and review details

05 Coordination and responsibility

Agency emergency line / contact

Out-of-area contact / number

Who coordinates with agency staff, and how?

Who has authorized access to the current plan, and where is it securely stored?

06 Individual assistance and essential supplies

Describe general assistance needs only; keep resident-specific medical details in a secured, approved record.

Mobility, communication, sensory, or other assistance to coordinate

Essential equipment, supplies, backup power or accessible transportation to confirm

07 Close gaps and review

First missing item or preparedness gap to address

Assigned person / role

Target follow-up date

Before treating this plan as ready for review:

- ☐ Contacts, meeting places, and routes checked
- ☐ Person-specific needs verified in protected records
- ☐ Relevant agency / individual procedures consulted
- ☐ Authorized staff know where to find the plan

Privacy: Secure completed copies; restrict access to authorized people and update when details change.

Planning worksheet - not an approved emergency protocol