



COUNTY OF DANE  
**Department of Emergency Management**

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## **BE PREPARED!**

### Guidance for creating a Household Emergency Plan

When you prepare for an emergency, work toward satisfying your needs rather than preparing for a particular hazard. In an emergency situation, there are no guarantees as to what services and facilities will be available; but you will always need food, water, and shelter. Preparation involves:

- *Identifying* your needs in an emergency,
- *Gathering* a supply of materials that will meet those needs (emergency kit),
- *Knowing how* your household will meet your needs (emergency plan), and
- *Knowing when* to take particular actions to meet your needs (staying informed).

**Preparation increases your ability to provide for your needs in times of emergency.**

The attached document contains information to help you write down *how* you will meet your needs in an emergency. It is a *template* and is intended to give you a *format* and *possible suggestions* for information and procedures you will need in an emergency.

- **Emergency procedures are household specific**; they should provide a direct course of action for all household members to follow. While the plan template is broad in scope, it is not all inclusive and *should be modified* by the user to suit individual household needs.
- **Update your plan regularly!** People change schools, day cares, cell phones, jobs.... These type of changes mean new contact information and new procedures. **Emergency planning is a process** that requires continuous maintenance.
- **Keep a PAPER copy of your plan in a convenient location** so you can have access to it in times of emergency. It will do no good if the current version is on a computer hard drive and the electricity is off! Keep a printed copy in a location where it can be quickly accessed in times of emergency.
- **Keep current copies of your plan with a friend or family member** who lives out of the area. If an emergency strikes locally, the information within the plan will likely be intact and can be utilized by your friend or family member.
- **Review your plan with your household!** Every household member should know where to find a *paper copy* of this plan.

The attached document, while useful in any location, has been designed for Dane County residents. To further assist Dane County residents, contact information for

general public services such as utilities, the Dane County Humane Society, United Way, etc. is listed below. Some of the contact information listed below is not intended to be used during an emergency. The contact information is provided only to aid persons completing the template.

<b>MG&amp;E</b>	Utility disruptions	<b>Gas</b> Odor/ Leaks – (608) 252-1111 <b>Lights out / Other</b> emergencies – (608) 252-7111 <b>Toll free</b> emergency – 1-800-245-1123 <a href="http://www.mge.com">http://www.mge.com</a>
<b>Alliant Energy</b>	Utility disruptions	To report a <b>power outage</b> or <b>electric</b> emergency - 1-800-862-6261 To report a <b>gas</b> emergency - 1-800-862-6263 <a href="http://www.alliantenergy.com">http://www.alliantenergy.com</a>
<b>Madison Metropolitan Sewerage District</b>	For sewer backups or emergencies within MMSD district	During office hours – dial 222-1201 ext. 0 After hours, dial (608) 225-8470 or (608) 576-9637 <a href="http://www.madsewer.org">http://www.madsewer.org</a>
<b>United Way 2-1-1</b>	Connects people with important community services and volunteer opportunities	From a land-line telephone – dial 2-1-1 From a cellular telephone – dial 246-HELP (4357) <a href="http://www.211.org">http://www.211.org</a>
<b>Dane County Humane Society</b>	Animal care, education, and sheltering information	(608) 838 - 0413 <a href="http://www.giveshelter.org">http://www.giveshelter.org</a>
<b>American Red Cross – Badger Chapter</b>	General emergency preparedness, volunteer, and training opportunities	233-9300 <a href="http://www.arcbadger.org">http://www.arcbadger.org</a>

If you have any questions regarding this document or general emergency planning considerations, please contact Dane County Emergency Management’s Population Protection Planner at 608 / 267-2542.

Attachment