**PERSONAL PREPAREDNESS PLAN**

**NOVA SOUTHEASTERN UNIVERSITY**

TEMPLATE

*Personal Preparedness Planning Steps & Considerstions*

*For all NSU Community Members*

*For All Campuses and Sites*



Name

Address

Phone Number

Email Address

Date

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11. Background

Start your plan by listing some information about the NSU location that you frequent and some of the hazards that you think could possibly affect that area. Some hazards allow little to no warning prior to its impact. Some hazards are finished shortly after they started, while others persist for a longer period of time. By knowing what potential hazards your area may be affected by you can more properly and wisely make your Personal Preparedness Plan. Be advised that this document is a template aiding individuals in developing their own Personal Preparedness Plan. This document may have sensitive information and therefore should be safeguarded appropriately. NSU will not be keeping, storing, documenting or possessing one of these plans due to the sensitive/private information it may contain.

Identify Your Campus or Facility

Check all that apply:

* Miami-Kendall, Florida
* Miramar, Florida
* Orlando, Florida
* West Palm Beach, Florida
* Tampa, Florida
* San Juan, Puerto Rico
* Davie / Ft. Lauderdale Campus
* East Campus (Ft. Lauderdale, Florida)
* Oceanographic Center
* Fort Myers, Florida
* Jacksonville, Florida

Identify All Potential Hazards

Check all that apply:

* Hurricane
* Public Health/ Biological/ Pandemic
* Tornado
* Flood (External)
* Tidal Wave/ Tsunami
* High Winds
* Severe Thunderstorm
* Wildfires
* Building fires
* Major Vehicle Accident
* Droughts
* Volcanoes
* Landslides or Debris Flows
* Winter Storms & Extreme

 Cold

* Hazardous Material (Haz-Mat) / Chemical Release/ Spill
* Public Health/ Biological/ Pandemic
* Radiological/ Nuclear
* Violence/ Active Shooter
* Threat Bomb/ Bomb/ Explosion
* Civil Disturbance/ Demonstrations/ Riots
* Hacking Systems/ Network Security Breach/ Cyber Attacks
* Terrorism
* Mass Casualty

Do you have any family living in the area?

* Yes
* No

If yes, please list all of the family members that you have living in the area.

Be advised that when making a Personal Preparedness Plan you should also include any family members or loved ones that you have might living in the area. Your plan along with ensuring their safety they may be able to incorporate some aspects where family or loved ones can provide you with assistance.

1. Stay Informed

In order to be properly prepared for any emergency situation that may occur you must set up redundant and multiple modes of receiving information before, during and after a crisis. Ensuring that you have a reliable method of receiving this information will guide and govern your behavior because you will have a more complete understanding of the situation.

**Receiving Alerts and Warnings**

Campus Notification Methods

Below are all of the notification methods that NSU utilizes to notify NSU community members in the event of an emergency. As a member of the NSU community you have the opportunity gain access to all of the below mentioned emergency notifications if a crisis occurs that affects your campus or facility.

If you have not already you can register to receive NSU’s Emergency Notification System’s alerts by clicking the following link <http://www.nova.edu/emergency/notification/registration-process.html>

By registering for the Emergency Notification System you will be able to receive emergency or outreach notifications by either email, phone call, text or all of aforementioned methods.

Check all of the methods that apply to you:

* Emergency Information Hotline: 800-256-5065
* NSU Public Safety Officer Announcement
* Campus Radio: 88.5 FM
* Local News Media
* Facebook: [www.facebook.com/NovaSoutheastern](http://www.facebook.com/NovaSoutheastern)
* Voice messages (to home, office and cell phones)
* Text messages
* Email
* Classroom Emergency Intercoms
* Exterior Public Address System
* Athletic Field Giant Voice Speakers
* LCD “Sharktube” Displays
* Campus Signage

Local Notification Systems

Often times local/county governments have emergency notification systems similar to NSU’s which can send messages through multiple different mediums. Identify any that exist in the area where you live, work, and/or attend school, and sign up. South Florida residents have the option to sign up for Alert Broward Notifications.

Please List any and all notification methods that you are registered for in your local community:

Media/Other Notification Methods

Many local/regional news media outlets offer major news event notification messages through multiple modes including email, text, or smartphone application. Identify any in the area where you live, work, and/or attend school, and sign up. South Florida residents may download the NBC 6 app to receive timely alerts.

Please List any and all notification methods that you are registered for in your local community:

Staying in touch with loved ones

Staying in contact with friends, family and other loved ones may be crucial during an emergency situation. Be sure that you and your loved ones have multiple methods of communication.

Methods of Communication

Family, Friend or Loved Ones

|  |  |  |  |
| --- | --- | --- | --- |
|  | Primary Method of Communication | Secondary Method of Communication | Tertiary Method of Communication |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

It may also be a good idea to have the contact information of a family member or loved one who is not in the affected area as well. The reason for this information would be useful is if, communications failed within the affected area (two individuals not being able to communicate within the affected area) there would be someone outside of the affected area that could be contacted by all of the family members or loved ones that are in the affected area. This out of town contact could then serve as the middleman or a point of contact to relay information to those within the affected area and become a source of information.

List the out of town contact:

|  |  |  |  |
| --- | --- | --- | --- |
| Name  | Address | Phone Number | Email Address |
|  |  |  |  |

1. Shelter

Choosing where and when to take shelter is essential in many emergencies. Sheltering is appropriate when conditions outside become so hazardous to the point that it requires that you seek protection in your home, place of employment, school or etc., when a disaster strikes. Sheltering outside of the area affected by the hazard could include staying with friends and relatives, seeking commercial lodging or staying in a mass care public facility.

The safety that each shelter provides varies by the type of event taking place. In order to effectively shelter yourself, you must first consider the hazard. Then choose a place in your home or other structure that is safe from that hazard. For example, for a hurricane, you should choose a room with few windows that is within a structure that can withstand high force winds.

The duration of time that you may have to stay in the shelter will vary based on the type of disaster that is affecting your area. If, you are required to seek shelter for an extended period of time, be sure to stock up on the appropriate resources (I.E. food and water).

Please note: You may need to adjust your shelter based on the type of disaster that you are facing.

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1st Option | 2nd Option | Option Outside The Affected Area |
| Hurricane |  |  |  |
| Tornado |  |  |  |
| Pandemic |  |  |  |
| Winter Storms & Extreme Cold |  |  |  |
| Tsunami |  |  |  |
| Wildfire |  |  |  |
| Landslide |  |  |  |
| Flood |  |  |  |
| Earthquake |  |  |  |
| Volcano |  |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  |  |  |
| Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  |  |  |

1. Evacuation Routes

Potential Hazards

Potential Shelters

There are a wide variety of emergencies that may call for an evacuation. Under certain circumstances you may have projections of evacuations, leaving you a day or two to prepare. While other situations might call for an immediate evacuation. Planning prior to the occurrence of the event is vital to ensuring that you can evacuate quickly and safely, regardless of the circumstances. You should plan all of the possible evacuation routes that can take you out of the affected area. That could mean leaving the city, state or even region. For residents of South Florida it would be wise to include evacuation routes that could take you out of the state. Once you have successfully evacuated an area and are in a safe location, it is always a good idea to communicate with loved ones. Informing them that you are safe and out of harm’s way.

1. Modes of Transportation

In developing an effective evacuation plan you should identify the mode(s) of transportation that are available to you. Identify all of the modes of transportation that are available to you. Be advised that these modes of transportation must be functional during an emergency situation.

 2.

 3.

1. Evacuation Routes

Identify the potential evacuation route as well as alternative route(s).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Out of the City | Out of the State | Out of the Region |
| Primary Route |  |  |  |
| Secondary Route |  |  |  |
| Tertiary Route |  |  |  |

1. Points of Evacuation

Identify the evacuation point, which is the place that you will stay once you’ve successfully evacuated the area. These areas can be at a friend’s, family member’s or other loved one’s house, a hotel, or a mass care shelter. You should also develop a rendezvous point to meet up with loved ones. This point could be the same location as the evacuation point. For pet owners, ensure that the evacuation point is pet-friendly.

|  |  |  |
| --- | --- | --- |
|  | Evacuation point | Pet-Friendly |
| Out of the City |  | * Yes
* No
 |
| Out of the State |  | * Yes
* No
 |
| Out of the Region |  | * Yes
* No

  |

1. General Information Of Loved Ones

It is best to keep general information about loved ones who may be living with you or near you. Information such as medical conditions that exist in your family, medications or special dietary needs, pets, disabilities, non-English speakers, small children etc. These aspects should be considered in a Personal Preparedness Plan to ensure the safety of all family members and loved ones.

List if your family has any of the following:

Members of the family that need to be looked after and/or cared for (young, elderly, sickly, etc.):

Dietary Needs:

Medical Needs including prescriptions and medical equipment:

Disabilities:

Non-English Speakers:

Pets or Service Animals:

1. Building a Kit

A disaster supply kit is a collection of basic items you anticipate that you may need in the event of an emergency. It is important to assemble your disaster supply kit well in advance of an emergency. You may have to evacuate at a moment’s notice and will not have time to search or shop for supplies. The disaster supply kit should be placed somewhere that it is convenient to grab-and-go, not in the back of a full closet, making it hard to reach.

You may need to survive on your own in the aftermath of an emergency. This means that you should have your own food, water, and other essential supplies in a quantity that can last for at least 3-5 days. Local officials and relief workers will be on the scene after a disaster but they may not be able to reach everyone immediately. It could take hours to receive aid or even days. Additionally, basic services such as electricity, gas, water, sewage treatment, waste management and phone services may be cut off for days, weeks, or even longer. Your disaster supplies kit should contain items to help you manage during these outages.

Items that should be considered to be included in your disaster supply kit:

* Food (consisting of nonperishable) for at least three days
* Water (1 gallon per person per day)
* Can opener
* Silverware
* Prescriptions
* Basic First Aid Kit
* Toilet paper, Tissues or Napkins
* Toiletries (soap, toothbrush, toothpaste etc.)
* Clothes
* Rain Gear
* Flashlights
* Batteries
* Portable Radio
* Whistle
* Copies of Medical Records
* Copies of Insurance
* Bank Account Numbers
* Copies of Social Security Card and Birth Certificate
* Portable battery for cell phones
* Cash
* Glasses and/or contact lens
* Pet food (if applicable)
* Baby care products (if applicable)

Be advised that all documents in the Disaster Supply Kit should be stored in a water tight bag. This will prevent said documents from becoming wet and destroyed during the event or the aftermath.

1. Sharing The Plan With Loved Ones

Once the Personal Preparedness Plan has been completed you should think to share your plan with your family members and urge them to make a plan of their own. This way everyone in your family can have an understanding of and be involved in the actions that should be taken before, during and after a catastrophic event.

It would also be a good idea to practice or have meetings with family members or loved ones that are included in your Personal Preparedness Plan. This doesn’t have to be a formal meeting with family members, it could be thought more of a discussion or think-tank about any plans that have been prepared.

1. Review & Maintain the Plan

Your Personal Preparedness Plan and all of its elements should be reviewed semi-annually (every 6 months). The plan should be updated with any changes to family members or loved ones that are included in your plan (Ex. a family member that moves away or a new significant other). Updates should also include checking of the resources collected to form the Disaster Supply Kit (Ex. checking expiration dates of food items, prescriptions and ensuring that none of the other items have broken while in storage). Once the plan has been reviewed and updated appropriately, the date that it was updated should be recorded below.

|  |  |  |
| --- | --- | --- |
|  | Date Updated  | Areas Updated |
| 6 Months |  |  |
| 12 Months |  |  |
| 18 Months |  |  |
| 24 Months |  |  |
| 30 Months |  |  |

1. Getting Involved

Getting involved in disaster management is a good way familiarize yourself with the how and what professionals in the field do to resolve emergency situation. The more information and ideas that can be learned from getting involved with disaster management the better your Personal Preparedness Plan will be and the safer your family and you will be.

Here are some ways that you could get involved in disaster management:

* Taking online FEMA course to test your knowledge
* Volunteer and receive training from emergency response organization (Red Cross), Community Emergency Response Team, Medical Reserve Corps unit and/or other Citizen Corps Partner Program or Affiliate organization
* Join or start a preparedness project. Find an event or identify local resources, build a team, choose a project, set goals and serve your community by improving the preparedness of your friends, colleagues, and neighbors.
1. Resources

There are several sources that can provide valuable and helpful information for both your Personal Preparedness Plan and your own personal knowledge. The following sources may prove to be useful in developing your Personal Preparedness Plan:

* Department of Homeland Security - <https://www.dhs.gov/how-do-i/prepare-my-family-disaster>
* FEMA - <https://www.fema.gov/media-library-data/20130726-1549-20490-4633/areyouready_full.pdf>
* Local County Emergency Management Division- resources and information about hazards common to your area, as well as how to plan for those hazards can be requested here. For residents in Broward County the website is <https://www.broward.org/Emergency/Pages/Default.aspx>
* Ready.gov - <https://www.ready.gov/plan>
* Red Cross - <https://www.redcross.org/get-help/how-to-prepare-for-emergencies/make-a-plan.html>
* The State Emergency Management website. For residents of Florida the website is <https://floridadisaster.org/family-plan/>