

# Better 9-1-1 because of your 9-1-1 Ready Plan

**Give this plan** to your parents, your children, your neighbors and your loved ones. Take it to work, to your volunteer activity, to church, or to any activity, you consider appropriate. Explain the purpose for this plan and help them complete the appropriate steps, if necessary.



If you need assistance downloading the various forms, ask your children, your grandchildren or a friend for help. Completed the plan with 2-3 hours of work.

## Step 1: 9-1-1 Addressing that Works

**Install 3-inch high white reflective numbers** on a dark background, on both sides of your mailbox. They are typically available in the hardware department at hardware store like Home Depot or Lowe's. DO call your Fire Department and ask if they make or can get the traditional double-sided address sign used by most departments. You may have a choice of color and they may install the sign.

3 inch High White Reflective Letters on a Dark Background

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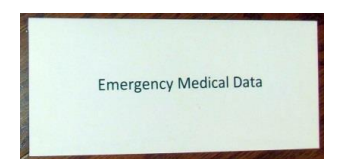
- If all the mailboxes are on the same side of the street or you share a driveway, consider using a reflective directional arrow for clarity. If you use community mailboxes rather than individual mailboxes consider mounting your address on both sides of a post near the roadside.
- If a roadside mailbox or a roadside post are inappropriate for your location install 4" high white reflective numbers on your house.
- Clear obstructions including vegetation, decorations or other items from blocking numbers.
- Verify the numbers are clearly visible as you approach from either direction.
- Verify if the street sign used to identify your street actually exists, is accurate and clearly visible. If not, call and be persistent to have it repaired.

## Step 2: 9-1-1 Emergency Medical Data form and (DNR\* or No-CPR)

- Download and complete the emergency medical data form for every member of your family. Complete the form using your computer or you may wish to print off a copy and complete by hand.
- Save the file on your computer and update it as conditions change.
- Fold in half and stop at the fold-line so just the words "Emergency Medical Data" are exposed.
- Using a magnet attach a copy to the outside of your refrigerator so the words "Emergency Medical Data Sheet" are clearly visible or place in a labeled envelope. If you have a stainless steel refrigerator, a magnet will not work and you can use tape or you can buy a stick-on clip to hold the EMD. The refrigerator is a known location in most homes and easy to locate. Ask your local Fire/EMS for their preferred location. A few agencies suggest storing the emergency medical data inside the refrigerator. We strongly discourage that method of storage because it can be easily overlooked wasting precious time.

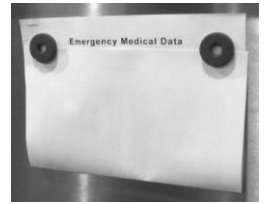
### Emergency Medical Data

First	Initial	Last	Home Phone	Mobile Phone	
Street	City	State	Zip		
DOB	Married	Download	Emergency	Religion	
Hearing Impaired	Visual Impaired	Speech Impaired	Mobility Impaired	Deafblind	Primary Language
NO-CPR/Do Not Resuscitate	Health Care Proxy	Organ Donor	Organ Choice	Relationship	
Emergency Contact	Name	Phone	Address	Specialty	
Medication	Dosage	Frequency			
Medication	Dosage	Frequency			
Medication	Dosage	Frequency			
Medication	Dosage	Frequency			
Medication	Dosage	Frequency			
Surgeries					
Implants					
Health Directives					
Implants					
Vaccinations					
Healthcare Insurance					
Parent or legal guardian				Form updated on	



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- Also, place a copy of the EMD over the visor or in the glove compartment box in each of your vehicles. In addition, carry a copy on your person, purse, wallet, laptop bag, go-kit, etc.
- If you or a loved one are a Hospice Patient and have a signed DNR\* or No-CPR form, keep it bedside and readily available to EMS personnel. \* Do Not Resuscitate



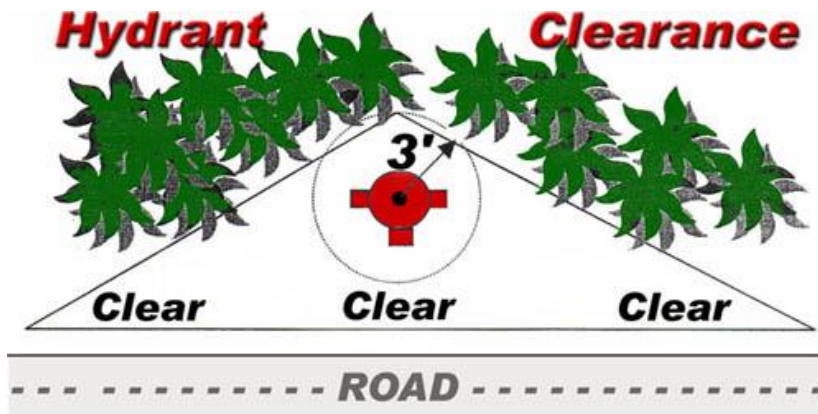
## Step 3: 9-1-1 Registered Alternate Key Holder,

- Call the non-emergency number at your 9-1-1 center and inquire if they have the ability to register an alternate key holder.
- If they do, ask a trusted neighbor or two to be a key holder for use in an emergency, and register them with your 9-1-1 center.
- If your 9-1-1 center does not have a registration form, use the one available at [www.leeHITE.org/911ready/](http://www.leeHITE.org/911ready/) (Alternate Key Holder Registration Form). Many 9-1-1 centers have the ability to register online.
- In addition, inquire about their ability to register special conditions in your home. Many centers also have the ability to register this information online.
- Be consistent with the information you provide to your alternate key holder by completing the "Alternate Key Holder Information Sheet" available at [www.leeHITE.org/911ready/](http://www.leeHITE.org/911ready/).



## Step 4: 9-1-1 Healthy Hydrants,

- Locate the hydrant closest to your home or building and the closest backup hydrant.
- Are they clear of obstructions from both directions?
- Are they reflective for nighttime visibility?
- Learn if you have public or private hydrants.
- Verify who is responsible for maintenance.
- When were your hydrants last maintained?
- If you see an "Out Of Service" ring or a bag covering a hydrant, be persistent in calling to have it repaired.



**Step 5: 9-1-1 Emergency Shut-Off Signage.**

Place an “Emergency Shut-Off Sign” appropriate for each of your utilities, Water, Hot Water, Gas (Natural or Propane), Electricity, and other.

Download and print off the signs from [www.leeHITE.org/911ready/](http://www.leeHITE.org/911ready/). If you are unsure how to do this, ask someone for help.

## Signage Examples

