



Being Prepared for an Emergency





Being Prepared for an Emergency

None of us like to think about emergencies, but it helps to be prepared. Use this booklet as a guide for preparing for emergencies.

This booklet includes a fill-in-the-blank form for your child's health information so that she/he can be prepared to receive medical service during an emergency.

Current Picture of Child Here

Preparing for a Medical Emergency

If your child has a medical emergency, call 911 or go to the emergency room at the nearest hospital right away.

A medical emergency is a serious medical condition that results from injury, sickness or mental illness. A medical emergency is sudden, severe, and needs immediate treatment.

Some examples of possible medical emergencies are when your child:

- Loses consciousness (passes out)
- Has convulsions or seizures
- Has eaten poison of any sort
- Has severe or unusual shortness of breath or difficulty breathing
- Has severe or unusual vomiting
- Has heavy or sudden bleeding
- Feels sudden, severe or unusual pain or pressure
- Has had a serious fall, car accident, or blow to the head
- Is trying to harm himself or herself, or harm others to a degree that would require immediate medical attention

TIP: Make a list of possible emergencies related to your child's condition. Review it with your child's primary care provider (PCP). Ask the PCP to share the list with other on-call providers who may take care of your child during an emergency.

Visiting the Emergency Room

Learn about your child's health plan policies for emergency room visits before an emergency happens. Check the benefits handbook or call a Member Services Representative at the plan for more information.

Remember to call and tell your child's PCP about the emergency. Ask the emergency room staff to send a copy of the record from the visit to your child's PCP.



Emergency Information Form for Children with Special Needs

The following form gives emergency providers the information they need to properly care for your child. Ask your child's primary care provider (PCP) to fill out and sign this form. Give a copy of this form to anyone who may take care of your child in an emergency.

It is very important to update the form after any of the following events:

- Important changes in your child's condition or diagnosis
- Any major surgical procedures
- Major change in medications or dosages
- Changes in health care providers



After updating the form, remember to give new copies to emergency medical services (EMS), your child's provider, and caregivers.

Suggestions on where to keep copies of this form:

- **Health Care Provider's Office:** On file with each of the child's health care providers, including specialists. This could also include the local community mental health services program (CMHSP) if the child receives mental health services.
- **Home:** At the child's home in a place where it can be easily found, such as on the refrigerator.
- **Car:** In the glove compartment of each parent/guardian's car.
- **Work:** At each parent's workplace.
- **Purse/Wallet:** In each parent's purse or wallet.
- **School:** On file with the child's school, such as in the school nurse's office.
- **Child's Belongings:** With the child's belongings when traveling.
- **Emergency Contact Person:** At the home of the emergency contact person listed on the form.
- **Local EMS:** Give to local ambulance services and hospital emergency departments. Keep more copies on-hand to give to emergency service provider during an emergency situation.

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Emergency Information Form for Children With Special Needs

Last Name:



American College of
Emergency Physicians®

American Academy
of Pediatrics



Date form completed		Revised	Initials
By whom		Revised	Initials

Child's Name:		Birth date:	Nickname:
Home Address:		Home/Work Phone:	
Parent/Guardian:		Parent/Guardian:	
Address:		Address:	
Home/Work Phone:		Home/Work Phone:	
Signature/Consent*:		Signature/Consent*:	
Name of School:		Emergency Contact Names & Relationship:	
Address:		Address:	
Phone Number:		Phone Number(s):	
Primary Language:			
Physicians:			
Primary care physician:		Emergency Phone:	
		Fax:	
Current Specialty physician: Specialty:		Emergency Phone:	
		Fax:	
Current Specialty physician: Specialty:		Emergency Phone:	
		Fax:	
Anticipated Primary Emergency Doctor:		Anticipated Tertiary Care Center:	
Name of Pharmacy:		Address:	
		Phone Number:	
Durable Power of Medical Attorney:		<input type="checkbox"/> Yes	Name:
			Address:
			Phone Number:
		<input type="checkbox"/> No	

Diagnoses/Physical Exam:	
1. _____	Baseline physical findings: _____
_____	_____
2. _____	_____
_____	_____

*Consent for release of this form to health care providers

Diagnoses/Physical Exam continued:	
3.	Baseline vital signs:
4.	
Synopsis:	
	Baseline neurological status:
Medications:	Significant baseline ancillary findings (lab, x-ray, ECG):
1.	
2.	
3.	
4.	Prostheses/Appliances/Advanced Technology Devices:
5.	
6.	

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Management Data:	
Allergies: Medications/Foods to be avoided	Why:
1.	
2.	
3.	
Procedures to be avoided	Why:
1.	
2.	
3.	

Immunizations											
Dates						Dates					
DPT						Hep B					
OPV						Varicella					
MMR						TB status					
HIB						Other					

Antibiotic prophylaxis:

Indication:

Medication and dose:

Common Presenting Problems/Findings With Specific Suggested Managements		
Problem	Suggested Diagnostic Studies	Treatment Considerations

Comments on child, family, or other specific medical issues:	
Physician/Provider Signature:	Print Name:

Emergency Response Plan

Talk to your child's primary care provider (PCP) about what to do when an emergency happens.

Create an Emergency Response Plan with your child's PCP, specialty health care, school, and home care providers. Take this plan with you on an emergency room visit and give to emergency medical services (EMS) providers.

The plan may include:

- Medical information about your child
- The name(s), signature(s), and contact information of your child's PCP and other important providers
- Where your child should be taken in an emergency
- Treatment that should be provided to your child in certain situations (including specific instructions and tips for emergency room staff)

Preparing for an Emergency at Home

Make sure emergency medical service providers (EMS) in your community know about your child's condition ahead of time, such as: ambulance, fire, police, and utility companies. Then, in an actual emergency, EMS providers will be more familiar with your child's health needs. Contact them before an emergency happens.

Contacting EMS Services in Your Community

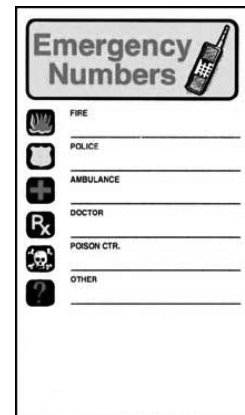
- Your ambulance company may be operated by the fire department or by a private or municipal company. To find the name of the EMS Director or ambulance company, call:

The local fire department

The local police department

The town or city hall

- Ask what level of EMS (basic or advance life support) is available.



The form is titled "Emergency Numbers" and features a graphic of a mobile phone. It contains a list of emergency services with corresponding icons and blank lines for recording contact information:

Icon	Service	Contact Information
Fire	FIRE	_____
Police	POLICE	_____
Ambulance	AMBULANCE	_____
Doctor	DOCTOR	_____
Poison Control	POISON CTRL.	_____
Other	OTHER	_____

Basic life support (BLS) is provided by an Emergency Medical Technician (EMT-Basic or EMT-B). EMT-Bs are trained to provide the following care:

- o Assessing a person's condition
- o Providing first aid
- o Giving oxygen
- o Performing heart and lung revival, called CPR (cardiopulmonary resuscitation), which can include the use of an automated external defibrillator (AED) to shock the heart back to normal
- o Use epi-pens in case of a severe allergic reaction
- o Change a trach tube for a child that is having trouble breathing
- o Taking a person to the hospital



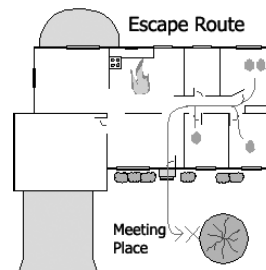
TIP: Learn CPR, first aid, and other procedures that could help your child during an emergency.

Advanced life support personnel can provide the following services:

- o Give intravenous (IV) fluids
 - o Use AEDs to give lifesaving shocks to a stopped heart
 - o Use advanced airway techniques and equipment to help patients having breathing difficulties
 - o Give some drugs by mouth or by IV
 - o Read heart monitoring equipment, such as electrocardiograms (EKGs)
 - o Insert breathing tubes (endotracheal intubations)
- Ask your ambulance service if their EMTs have pediatric training and pediatric equipment to perform some of the procedures that your child might need. Ask whether ambulances are staffed by EMT-Basics, paramedics, or both.
 - Fill out the Emergency Information Form for Children with Special Health Needs. Make copies for all EMS providers.
 - Discuss your child's Emergency Response Plan with EMS. The plan can help prepare the EMTs and paramedics for the kinds of medical procedure your child may need in an emergency.

Check in with your community EMS providers at least once a year. Update your child's Emergency Information Form as needed and send them a copy.

TIP: Clearly mark your house or apartment number. Then, EMS can easily find your home, even in the dark.



Contacting Police and Fire Departments

- Call your local police and fire departments to give them information about your child's special health care needs. For example, tell them where your child's bedroom is located. Describe the types of life-sustaining medical equipment your child uses. Let them know if your child is verbal or nonverbal, and if your child is able to ambulate independently or with assistance (walker, wheelchair).

Contacting Utility Companies

- Call your local utility (electricity) company if your child has specific equipment that requires electricity (such as a ventilator, nebulizer, kangaroo pump, apnea monitor, or refrigerated medication). You can be put on a priority list to restore electricity as soon as possible in case of a power failure.
- Ask your town's fire department about portable generators. You might need one if your child uses electric equipment. You may also call your child's durable medical equipment (DME) provider or the social work department at the local hospital to learn more about portable generators.

Contacting Public Works and Telephone Companies

- Call the local Department of Public Works office and your local telephone company. Let them know about your child's special needs.
- Ask the public works department to put your street on a priority list for snow removal. This can help make sure an ambulance has quick access to your home in an emergency.
- Ask the telephone company to put you on a priority list. This can help make sure that your phone service will not get completely shut off. Then, you will always be able to call for help if there is an emergency.

Preparing for a Disaster Emergency

Disasters can happen anytime, anywhere, and sometimes without warning. A winter storm could keep your family at home for days. A fire, flood, tornado, or any other disaster could stop water, electricity, and telephone services. You may have to leave your home.

Be prepared for a disaster emergency before it happens. Make a Disaster Supplies Kit for your child and your family. Keep these supplies on hand:

- Water – a 3-day supply for each household member
- Food – a 3-day supply for each household member (canned and dry)
- First Aid Kit
- Essential medications – prescription and over-the-counter
- Special equipment and supplies for your child with special needs
- Generator, if your child is dependent of machine using electricity
- Sanitation supplies (toileting and hygiene)
- Flashlight with extra batteries
- Radio with extra batteries
- Cellular phone with extra battery
- Cash
- Extra clothing and bedding
- Important documents
- A copy of the Emergency Information Form for Children with Special Needs
- Important phone numbers
- Other tools and supplies

TIP: Keep the phone number of an out-of-state contact person in your Disaster Supplies Kit. Sometimes, it is easier to contact a person out-of-state during a disaster.

Local Emergency Management Program Contacts

Alcona County Emergency Management	989-848-7593
Alger County Emergency Services	906-387-4445
Allegan County Emergency Management	269-673-0571
Alpena County Emergency Management	989-354-9111
Ann Arbor City Disaster Preparedness	734-997-1445
Antrim County Emergency Management	231-533-6569
Arenac County Emergency Management	989-846-9156
Baraga County Emergency Management	906-524-7240
Barry County Emergency Management	269-945-1412
Battle Creek City Emergency Services	269-966-3550
Bay County Emergency Services	989-895-4112
Benzie County Emergency Services	231-882-4484
Berrien County Emergency Management	269-983-7111
Birmingham City Emergency Services	248-646-1127
Bloomfield township Emergency Preparedness	248-433-7745
Branch County Emergency Services	517-279-2352
Calhoun County Emergency Services	269-969-6429
Canton Township Emergency Services	734-398-5262
Cass County Emergency Management	269-445-1178
Charlevoix County Emergency Services	231-439-3333
Cheboygan County Emergency Services	231-439-3333
Chippewa County Emergency Services	906-495-7488
Clare County Emergency Services	989-539-6161
Clinton County Emergency Services	989-227-6595
Clinton Township Emergency Management	586-286-8000
Crawford County Emergency Management	989-344-6821
Dearborn City Emergency Management	313-943-5470
Dearborn Heights City Emergency Management	313-277-7404
Delta County Emergency Management	906-786-5911
Delta Township Emergency Services	517-321-6622
Detroit City Emergency Management	313-596-5890
Dickinson County Emergency Preparedness	906-779-1731
Eaton County Emergency Services	517-372-8217
Emmet County Emergency Management	231-439-3333
Farmington Hills City Civil Defense	248-871-2809
Fraser City Emergency Services	586-294-8903
Genesee County Emergency Management	810-257-3064
Gladwin County Emergency Management	989-426-6871
Gogebic County Emergency Management	906-667-1118
Grand Rapids City Emergency Management	616-456-4139
Grand Traverse County Emergency Management	231-922-4720
Gratiot County Emergency Services	989-875-5280
Hillsdale County Emergency Management	517-437-7384
Houghton County Emergency Services	906-482-6400
Huron County Emergency Management	989-269-6435
Ingham County Emergency Services	517-676-8223
Ionia City Emergency Management	616-527-4431
Ionia County Emergency Services	616-522-0911
Iosco County Emergency Management	989-362-1423
Iron County Emergency Services	906-875-0650
Isabella County Emergency Management	989-773-6116
Jackson County Emergency Management	517-768-7948
Kalamazoo County Emergency Management	269-383-8712
Kalkaska County Emergency Management	231-258-3334

Kent County Emergency Management	616-632-6255
Kentwood City Emergency Services	616-554-0801
Keweenaw County emergency Management	906-482-6400
Lake County Emergency Management	231-745-2725
Lansing City Emergency Services	517-483-4186
Lapeer County Emergency Management	810-667-0242
Leelanau County Emergency Services.....	231-256-8775
Lenawee County Emergency Management	517-264-4759
Lincoln Park City Emergency Preparedness	313-386-1800
Livingston County Emergency Management	517-546-4620
Livonia City Emergency Preparedness	734-466-2470
Luce County Emergency Management	906-293-4288
Mackinaw County Emergency Services	906-643-6731
Macomb County Emergency Management	586-469-5270
Manistee County Emergency Services	231-723-9970
Marquette County Emergency Services	906-475-1134
Mason County Emergency Management	231-845-5911
Mecosta County Emergency Services	231-592-0158
Menominee County Emergency Services	906-863-9817
Midland County Emergency Services	989-832-6750
Missaukee County Emergency Services	231-839-7988
Monroe County Emergency Management	734-240-3135
Montcalm County Emergency Services	517-831-7580
Montmorency County Emergency Services	989-785-4141
Muskegon County Emergency Services	231-724-6341
Newaygo County Emergency Services	231-689-7354
Oakland County Emergency Management	248-858-5300
Oceana County Emergency Management	231-873-4473
Ogemaw County Emergency Management	989-345-5941
Ontonagon County Emergency Services	906-884-6870
Osceola County Emergency Services	231-832-6172
Oscoda County Emergency Services.....	989-848-7593
Otsego County Emergency Services	989-731-0290
Ottawa County Emergency Services	616-738-4050
Plymouth Township Emergency Management	734-453-3840
Port Huron City Emergency Services	810-984-9750
Presque Isle County Emergency Services	989-734-2156
Romulus City Emergency Management	734-941-8585
Roscommon County Emergency Services.....	989-275-0911
Saginaw County Emergency Services	989-790-5434
Sanilac County Emergency Management	810-648-8357
Schoolcraft County Emergency Management	906-341-5116
Shiawassee County Emergency Management	989-743-5841
Southfield City Emergency Management	248-796-5992
St. Clair County Emergency Management	810-989-6965
St. Joseph County Emergency Management	269-467-9045
Sterling Heights City Emergency Management	586-446-2886
Trenton City Civil Defense.....	734-675-6500
Tuscola County Emergency Management	989-673-5181
Van Buren County Emergency Services.....	269-657-7786
Warren City Emergency Services.....	586-574-4888
Washtenaw County Emergency Management	734-973-4900
Wayne City Emergency Services	734-722-1111
Wayne County Emergency Management	734-942-5289
Wexford County Emergency Preparedness.....	231-775-7602

August 2006

Notes:



Disaster planning resources

- Michigan Department of Community Health
www.michigan.gov/prepare
- Michigan Family to Family Collaborative
<http://www.bridges4kids.org/f2f/info.htm#4>
- Federal Emergency Management Agency www.fema.gov
or call (800) 480-2520, TTY (800) 621-3362
- The American Red Cross www.redcross.org
- U.S. Centers for Disease Control and Prevention www.cdc.gov
or call (800) CDC-INFO, TTY (800) 874-2646
- Poison Control Center www.1-800-222-1222
info or call (800) 222-1222



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*Michigan Department
of Community Health*



Jennifer M. Granholm, Governor

Janet Olszewski, Director

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