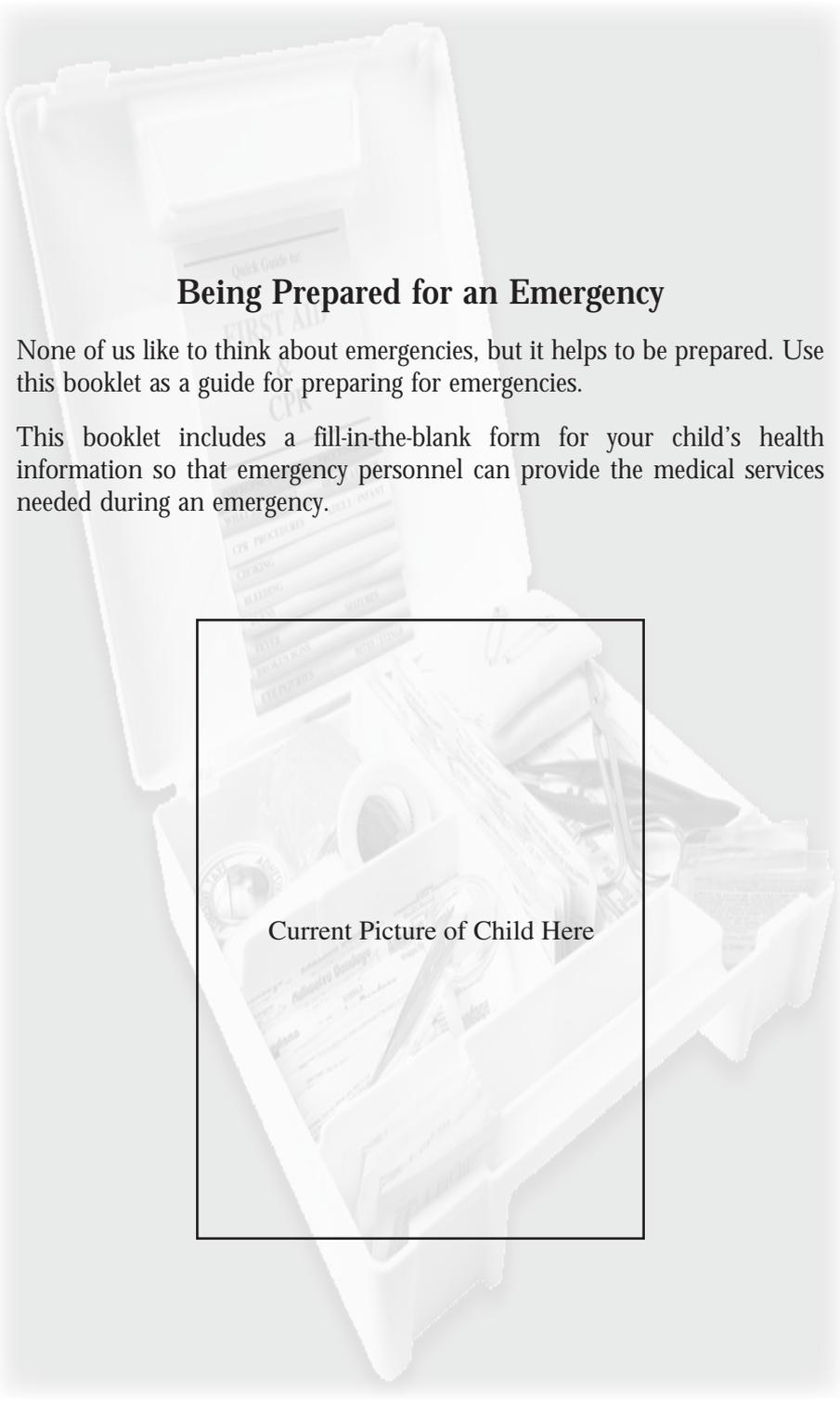


# Being Prepared for an Emergency





## 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 emergency personnel can provide the medical services needed 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.



**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. \_\_\_\_\_

**Management Data:**

Allergies: Medications/Foods to be avoided

Why:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Procedures to be avoided

Why:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Your Child's Vaccination Record

When your child receives immunizations, you should be given a record of your child's vaccines. However, in case you do not have your child's immunization record, the immunization records of most Michigan children are in the Michigan Care Improvement Registry (MCIR). Information for the public can be found at [www.mcir.org](http://www.mcir.org). Other Questions? Call your doctor, your local health department or 1-888-76-SHOTS. More Information about Vaccines can be found at:

Michigan Department of Community Health: [www.michigan.gov/immunize](http://www.michigan.gov/immunize)  
Centers for Disease Control and Prevention (CDC): [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines)

## 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.

**Emergency Numbers**

	FIRE	_____
	POLICE	_____
	AMBULANCE	_____
	DOCTOR	_____
	POISON CTRL.	_____
	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



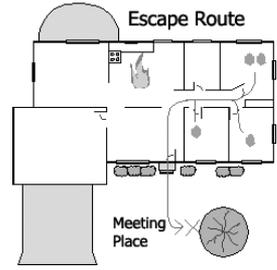
**TIP:** Learn CPR, first aid, and other procedures that could help your child during an emergency.

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 .....	906-387-4444
Allegan County Emergency Management .....	269-673-0571
Alpena County Emergency Management .....	989-354-9821
Ann Arbor City Disaster Preparedness .....	248-380-1055
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 .....	231-882-0567
Berrien County Emergency Management .....	269-983-7141
Birmingham City Emergency Services .....	248-380-1119
Bloomfield township Emergency Preparedness .....	248-433-7745
Branch County Emergency Services .....	517-279-2352
Calhoun County Emergency Services .....	269-969-6430
Canton Township Emergency Services .....	734-394-5357
Cass County Emergency Management .....	269-445-1460
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 .....	586-263-8449
Crawford County Emergency Management .....	989-344-6821
Dearborn City Emergency Management .....	313-943-5470
Dearborn Heights City Emergency Management .....	313-277-7488
Delta County Emergency Management .....	906-786-5911
Delta Township Emergency Services.....	517-321-6622
Detroit City Emergency Management .....	313-596-5054
Dickinson County Emergency Preparedness .....	906-779-1731
Eaton County Emergency Services .....	517-322-1918
Emmet County Emergency Management .....	231-439-3333
Farmington Hills City Civil Defense .....	248-871-2809
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 .....	616-456-3900
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 .....	616-527-8250
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
Livingston County Emergency Management .....	517-540-7681
Livonia City Emergency Preparedness .....	734-466-2470
Luce County Emergency Management .....	906-293-9980
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 .....	248-858-5080
Oceana County Emergency Management .....	231-873-4473
Ogemaw County Emergency Management .....	989-345-2911
Ontonagon County Emergency Services .....	906-884-4980
Osceola County Emergency Services .....	231-832-6172
Oscoda County Emergency Services.....	989-848-7593
Otsego County Emergency Services .....	989-732-6670
Ottawa County Emergency Services .....	616-738-4050
Plymouth Township Emergency Management .....	734-354-3200
Port Huron City Emergency Services .....	810-984-9750
Presque Isle County Emergency Services .....	989-734-4651
Romulus City Emergency Management .....	734-941-8585
Roscommon County Emergency Services.....	989-275-8740
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 .....	810-989-6325
St. Joseph County Emergency Management .....	269-467-9045
Sterling Heights City Emergency Management .....	586-446-2978
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.....	586-574-4853
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

April 2010

Notes:



### Disaster planning resources

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



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of Community Health*



*Jennifer M. Granholm, Governor  
Janet Olszewski, Director*

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