

Overview

The **Are You Ready** program is designed to help you prepare both personally and professionally for emergency situations. Most people think “it will never happen to me” but most of us live and/or work in areas that are prone to natural phenomena such as earthquakes, hurricanes, tornadoes and snowstorms and it is important to be prepared.

Personal Preparedness at Home

You never know when an event will occur that will either force you to shelter in place in your home or take refuge in a local shelter. Either way you could find yourself in an emergency situation and you need to be prepared. The **Are You Ready Checklist** has been created to guide you through preparing an emergency kit.

You could also have an emergency occur when not everyone is at home. Family members may be at work or school or just out running errands and it’s important to have a plan in place to know where to gather or who to contact so you know everyone is safe. Determine a neighborhood meeting place as well as an area outside of the neighborhood (but within walking distance) in the event that your neighborhood is not accessible.

In certain situations, it may actually be easier to make a long distance call than it would be to make a local call. It is a good idea to have an out-of-state contact for everyone to call and provide their whereabouts so everyone knows that they are safe. The **Family Emergency Plan** and **Emergency Plan Wallet Card** have been created to help you document critical information for you and your family.

Personal Preparedness at Work

Keeping employees safe during an event is top priority. One of the tools used by Bank of America is the Emergency Notification and Associate Communication Tool (ENACT). ENACT is a powerful tool that helps the bank provide urgent messaging to employees as well as account for employees during an event. Because employees’ contact information is drawn from myHR and Corporate Directory, it is critical for all employees to regularly verify and update contact information.

Data	Employee Action
<u>Personal Contact Information</u> <ul style="list-style-type: none">• Home address (and mailing address, if different)• Primary and secondary home phone numbers• Emergency contact Information	myHR : Review your information by selecting Personal Information under More Tools on the right side of the page. Under Personal Information, review and update your information.
<u>Work Contact Information:</u> <ul style="list-style-type: none">• Mail code• Primary and secondary work phones	Corporate Directory : Update your Business Card with your Mail code, Primary and secondary work phone.

It is also important that you know or have access to your Person Number. ENACT uses this number as a form of verification in certain circumstances so you want to be sure that you have it available.

Scroll to the following pages to access the **Are You Ready Checklist**, the **Family Emergency Plan** and the **Emergency Plan Wallet Card**. You are now well on you way to being ready.

Are You Ready Checklist

An emergency could happen at any time and it's important to be prepared. The checklist below will help you to prepare at home. First and foremost, consider what you would need for basic survival: **fresh water, food, clean air and warmth.**

Recommended Items to Include in a Basic Personal Emergency Supply Kit:

- One gallon of water per person per day for at least three days, for drinking and sanitation
- At least a three-day supply of non-perishable food
- A battery-powered radio and extra batteries
- A flashlight and extra batteries
- A first aid kit
- A whistle to signal for help
- Dust masks to help filter contaminated air
- Plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- A wrench or pliers to turn off utilities
- A can opener if your emergency kit contains canned food
- Local maps
- Cell phone with chargers, inverter or solar charger

Additional Items to Consider Adding to a Personal Emergency Supply Kit:

- Prescription medications
- Eye glasses, extra contact lenses, a lens case and lens solution
- Infant formula, bottles, diapers
- Pet food and extra water
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks, change and a credit card
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof container
- Emergency reference material such as a first aid book
- A sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- A complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and a medicine dropper – When diluted, nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color-safe or bleach with added cleaners.
- A fire extinguisher
- Matches in a waterproof container
- Candles enclosed in glass jars
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pen/pencil
- Books, games, puzzles or other activities for both children and adults

Family Emergency Plan

Make sure that your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Out-of-Town Contact Name: _____
 Neighborhood Meeting Place: _____
 Regional Meeting Place: _____

Telephone Number: _____
 Telephone Number: _____
 Telephone Number: _____

Fill out the following information for each family member and keep it up to date.

Name: _____
 Date of Birth: _____

Social Security Number: _____
 Important Medical Information: _____

Name: _____
 Date of Birth: _____

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Name: _____
 Date of Birth: _____

Social Security Number: _____
 Important Medical Information: _____

Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know.

Work Location #1

Address: _____
 Phone Number: _____
 Evacuation Location: _____

School Location #1

Address: _____
 Phone Number: _____
 Evacuation Location: _____

Work Location #2

Address: _____
 Phone Number: _____
 Evacuation Location: _____

School Location #2

Address: _____
 Phone Number: _____
 Evacuation Location: _____

Work Location #3

Address: _____
 Phone Number: _____
 Evacuation Location: _____

School Location #3

Address: _____
 Phone Number: _____
 Evacuation Location: _____

Other Place You Frequent

Address: _____
 Phone Number: _____
 Evacuation Location: _____

Other Place You Frequent

Address: _____
 Phone Number: _____
 Evacuation Location: _____

Important Information	Name	Telephone Number	Policy Number, if applicable
Doctor			
Doctor			
Medical Insurance			
Homeowners Insurance			
Veterinarian/Kennel			
Other			
Other			

Emergency Plan Wallet Card

ENACT

Employees receive communications from ENACT either by calling the ENACT telephone number or by receiving a call from ENACT.

1.877.693.6228

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1.877.MY.ENACT

Enter your Person Number in the above boxes.

CORPORATE SECURITY/ SOACC

Employees report security, safety and emergency events to SOACC. **1.800.222.7511**

EMERGENCY CONTACT INFORMATION – FAMILY

CONTACT	NAME / NUMBER
Doctor	
Doctor	
Child Care	
Veterinarian	
Emergency Contact	
Out-of-Town Contact	
Neighborhood Meeting Place	
Regional Meeting Place	

ETHICS & COMPLIANCE HOTLINE

Complaints or possible violations may be submitted anonymously and in complete confidence. **1.888.411.1744**

EMERGENCY CONTACT INFORMATION – BUSINESS

CONTACT	NAME / NUMBER
My Local Building Security	
My Direct Manager	
My Evacuation Assembly Site	
My Alternate Evacuation Assembly Site	
Global Human Resources Service Center	1.800.556.6044
Corporate Workplace Hotline	1.800.698.4400
Information Protection Hotline	1.800.207.2322
Employee Assistance Program and LifeCare	1.877.444.1012
Emergency Services	911 or 9.911

ENACT – EDUCATIONAL INFORMATION

- **ENACT** = Emergency Notification and Associate Communication Tool
- Always keep your personal contact information up to date in the personnel system.
- ENACT may ask you to enter your person number as a form of authentication.
- Ensure your home phone system will recognize and not block the incoming ENACT number: 1.877.693.6228.
- Ensure family members understand the purpose of ENACT.