



# Home Emergency Action Plan

**Adobe Global  
Safety & Security**



# Home Emergency Action Plan

## Who to call

### Emergency Services

Local emergency

Phone



Address

Police

Phone



Address

Fire

Phone



Address

Ambulance / Medical emergency center

Phone



Address

### Hospitals & Urgent Care/Veterinary Clinics

Name

Phone



Address

Name

Phone



Address



# Home Emergency Action Plan

## Who to call

### Personal contacts

Name

Phone



Address

Name

Phone



Address

Name

Phone



Address

### Adobe

Global Security Operations Center (GSOC)

**1-408-536-4444**

**security@adobe.com**

Employee Assistance Program (EAP)

**Americas | APAC | EMEA**

Spring Health: [www.adobe.springhealth.com](https://www.adobe.springhealth.com)

24/7 crisis support

United States: **call 1-855-629-0554**

All other countries (except India):

**visit <https://adobe.springhealth.com/>;**

access code: **adobe**

**India**

1to1 Help: [www.1to1help.net](https://www.1to1help.net)

24/7 crisis support

**1-800-258-8121 / 1-800-258-8999** (toll free)



# Home Emergency Action Plan

## Meeting Points ✕

Decide on safe, familiar places where your household can go for protection or to reunite. Make sure these locations are accessible for household members with disabilities or access and functional needs. If you have pets or service animals, think about animal-friendly locations. Identify the following places:

☐ **INDOOR:**

If you live in an area where tornadoes, hurricanes, monsoons, or other high-wind storms can happen, make sure everyone knows where to go for protection. This could be a small, interior, windowless room, such as a closet or bathroom, on the lowest level of a sturdy building, or a storm shelter.



---

---

---

☐ **IN YOUR NEIGHBORHOOD:**

This is a place in your neighborhood where your household members will meet if there is a fire or other emergency and you need to leave your home. The meeting place could be a nearby tree, landmark or in front of a neighbor's house.



---

---

---

☐ **OUTSIDE OF YOUR NEIGHBORHOOD:**

This is a place where your family will meet if a disaster happens when you're not at home and you can't get back to your home. This could be a library, community center, house of worship, or family friend's home.



---

---

---

☐ **OUTSIDE OF YOUR TOWN OR CITY:**

Having an out-of-town meeting place can help you reunite if disaster happens and you can't reach home or your out-of-neighborhood meeting place. Or your family is instructed to evacuate the larger area. This meeting place could be the home of a relative or friend. Make sure everyone knows the address and discuss ways to get there.



---

---

---

☐ **OUT OF TOWN CONTACT:**

It is also important to identify someone outside of your community who can act as a central point of contact to help your household reconnect. In a disaster, it may be easier to make a long distance phone call than to call across town because local phone lines can be jammed.



---

---

---



# Home Emergency Action Plan

## Where to go

When disaster strikes, residents may be asked to evacuate their homes. The safest route out of your neighborhood may not be the typical route you would take. Know all the ways out and listen for instructions from emergency personnel on which way to go when asked to evacuate.

### Evacuation

#### Things to remember:

- Does everyone in your household know where to go, if separated?
- What is your evacuation route?
- Does anyone have mobility issues?
- Is your emergency kit available? Do you have important documents included (e.g. medical insurance, home documents)?
- Plan ahead for your pets, if this means securing a pet-friendly hotel or location.
- Practice evacuating your home twice a year.



---

---

Meeting Point #1



---

---

Meeting Point #2

### Shelter in place

#### Things to remember:

- Is your emergency kit available?
- Did you secure all the doors/windows and turn off fans, air conditioning or heaters?
- Shelter away from windows.
- Stay informed with your local authorities and listen for instructions on when it is safe to leave or evacuate.



# Home Emergency Action Plan

## Emergency alerts

---

### Sign up for local text alerts in your area.

*Examples: local county, province, government agency or utility alerts.*

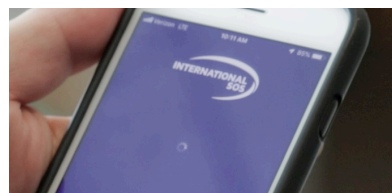
Public safety officials use different warning alert systems to reach citizens. Always make sure your phone is charged and ready to receive local emergency alerts.



### International SOS mobile app.

*Free membership is available to all Adobe employees.*

This app includes local alerts based on location and a one-touch 24 hour call button that is directed to Adobe GSOC. Download now from the Adobe App catalogue.



### Adobe Emergency Notification System.

*Adobe utilizes the Emergency Notification System (ENS), powered by Everbridge as a scalable incident response alert system.*

*Should an emergency incident occur in your area, you may receive an email or SMS text alert from Adobe Security via this notification system. Please ensure you have accurate contact information in your Workday profile.*





# Home Emergency Action Plan

## Emergency kit checklist

Have an emergency supply kit ready and easily transportable in a durable bag/container. Your supply kit should sustain your household for a minimum of 3-5 days.

Check your kit annually to replace any items that are expired such as food, medications, and batteries.

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Water</b> (3 gallons per person)   | <input type="checkbox"/> <b>Local maps</b>   |
| <input type="checkbox"/> <b>Food</b> (3-day supply)  | <input type="checkbox"/> <b>Battery-powered or hand crank radio</b>                                |
| <input type="checkbox"/> <b>Blankets</b>   | <input type="checkbox"/> <b>Car kit</b> (spare tire, car jack, tire inflator, oil, wiper fluid)    |
| <input type="checkbox"/> <b>Emergency cash &amp; credit cards</b>  | <input type="checkbox"/> <b>Gloves</b>   |
| <input type="checkbox"/> <b>Identification documents</b> such as driver's license, passport, and birth certificate | <input type="checkbox"/> <b>Lighters &amp; matches</b>   |
| <input type="checkbox"/> <b>Medical records that may list allergies</b>  | <input type="checkbox"/> <b>Mobile phone chargers &amp; backup batteries</b>                       |
| <hr/>  | <input type="checkbox"/> <b>Flashlight/headlamp &amp; extra batteries</b>                          |
| <input type="checkbox"/> <b>First Aid Kit</b>  | <input type="checkbox"/> <b>Multitool</b><br>(screwdriver, scissors, bottle/can opener, and knife) |
| <input type="checkbox"/> <b>Sanitation wipes &amp; hand sanitizer</b>  | <input type="checkbox"/> <b>Wrench or pliers</b> (to turn off utilities)                           |
| <input type="checkbox"/> <b>N95 masks</b>  | <input type="checkbox"/> <b>Plastic sheeting &amp; duct tape</b>                                   |
| <hr/>  | <input type="checkbox"/> <b>Whistle &amp; high visibility safety vest</b>                          |
| <input type="checkbox"/> <b>Clothing</b>   | <input type="checkbox"/> <b>Other:</b>   |
| <input type="checkbox"/> <b>Personal toiletries</b>  | <input type="checkbox"/> <b>Other:</b>   |
| <input type="checkbox"/> (toothpaste, toothbrushes, soap, shampoo, feminine hygiene products)                      | <input type="checkbox"/> <b>Other:</b>   |
| <input type="checkbox"/> <b>Infant essentials</b>  |  |
| <input type="checkbox"/> <b>Toys/activities</b>  |  |
| <input type="checkbox"/> for kids in your household  |  |
| <input type="checkbox"/> <b>Pet essentials</b>   |  |
| <input type="checkbox"/> <b>Prescriptions &amp; medication</b>   |  |
| <input type="checkbox"/> (include a 7-to-10-day supply)  |  |