Emergency Preparedness Practice Tool

A Guided Tool for Readiness, Action, and Review

How to Use This Tool

- Answer the questions honestly
- Tick ✔ **Yes / No / Needs Improvement**
- Take action where gaps are identified
- Repeat this tool **at least once a year**
- complete the task, then **practice the action**.
- This tool can be used by **individuals, families, schools, workplaces, or communities**.

SECTION 1: Risk Awareness Tool

Purpose: Help you understand what emergencies you should prepare for.

Ask Yourself:

Question	Yes	No	Needs Improvement
Do I know the most likely emergencies in my area (e.g. flooding, heatwaves, fires, sandstorms)?	☐	☐	☐
Do I follow official UAE authorities for alerts and guidance?	☐	☐	☐
Have I discussed emergency risks with my family or team?	☐	☐	☐

Tip:
If you answered **No**, review local risks and discuss them together.

Action:
☐ List 3–5 likely emergencies
☐ Rank them from most to least likely

Practice Exercise:

- Discuss one risk scenario and ask: *"What would we do in the first 10 minutes?"*

SECTION 2: Alert & Information Tool

Purpose: Ensure you receive accurate emergency information.

Ask Yourself:

Question	Yes	No	Needs Improvement
Do I know how emergency alerts are sent in the UAE?	☐	☐	☐
Are emergency numbers saved on all phones (999, 998, 997)?	☐	☐	☐
Do I rely only on official sources (not rumors)?	☐	☐	☐

Tip:
  If you selected *"No or needs improvement"*, identify **one official source** now.

Action:
☐ Identify official alert sources
☐ Save emergency numbers and apps

Practice Exercise:
Simulate receiving an alert and decide what action to take.

SECTION 3: Communication Practice Tool

Purpose: Maintain contact during emergencies.

Key Questions:

Question	Yes	No	Needs Improvement
Do we have a clear emergency communication plan?	☐	☐	☐
Do we have a backup method if phones fail?	☐	☐	☐
Does everyone know who to contact first?	☐	☐	☐

Tip:
✔ Choose **one primary** and **one backup** method.

Action:
☐ Choose primary and backup communication methods

☐ Select a meeting point
☐ Identify official alert sources
☐ Save emergency numbers and apps

Practice Exercise:

- Simulate receiving an alert and decide immediate actions.
- Send a test message:

"I am safe. I am at _____."

SECTION 4: Evacuation & Shelter Decision Tool

Purpose: Help you decide when to move or stay.

Ask Yourself:

Question	Yes	No	Needs Improvement
Do I know evacuation routes from home/work/school?	☐	☐	☐
Do I know where to shelter safely indoors?	☐	☐	☐
Have we identified a meeting point?	☐	☐	☐

Tip:
✔ If unsure, identify **one safe shelter** and **one evacuation route**.

Action:
☐ Identify safe shelter locations
☐ Map evacuation routes

Practice Exercise:
Walk the evacuation route once with everyone involved.

SECTION 5: Roles & Responsibilities Tool

Purpose: Reduce confusion during emergencies. Protect vulnerable individuals

Ask and Assign:

Responsibility	Assigned?
Who assists children or elderly persons?	☐
Who carries the emergency kit?	☐
Who contacts relatives or authorities?	☐
Who looks after pets or service animals?	☐

Tip:

- Write names next to each responsibility.
- Assign **one helper** for each special need.

Action:
☐ List special needs and support plans
☐ Assign responsibility roles

Practice Exercise: Practice assisting those with special needs safely and calmly.

SECTION 6: Emergency Supplies Practice Tool

Purpose: Ensure readiness of emergency kits.

Check Your Supplies:

Item	Available	Needs Update
Drinking water & food	☐	☐
Medications	☐	☐
Flashlight & batteries	☐	☐
Power bank	☐	☐
Important documents	☐	☐

Tip:
If "needs update" or "No," create a checklist and assign responsibility.

Action:
☐ Prepare or update emergency kit
☐ Store supplies in an accessible place

Practice Exercise:

- Time how long it takes to collect the kit
- Try a short "no power / no internet" practice period.

SECTION 7: Scenario Practice Tool

Purpose: Turn plans into habits. Build confidence through simulation.

Ask Yourself:

- Have we practiced this plan?
- Does everyone know their role?

Practice These Scenarios:

Scenario	Practiced
Heavy rain or flooding	☐
Power outage	☐
Medical emergency	☐
Communication failure	☐

Tip:
What went well? What was confusing?

Action:
☐ Choose one scenario to practice
☐ Set a time and roles

Practice exercise:

- Evacuation drill
- Shelter-in-place drill
- Communication drill
- Medical response drill

SECTION 8: Review & Improvement Tool

Purpose: Strengthen preparedness.

Review Questions:

- What worked well?
- What needs improvement?
- What should we update immediately?
- Who needs more training?

Tip:
 Update

Action:
☐ Update plan based on feedback
☐ Share improvements with everyone

Practice exercise:

- Repeat the drill with improvements applied.

SECTION 9: Practice Frequency Tool

Purpose: Keep readiness up to date.

Review Questions:

- When was our last practice?
- Have risks or needs changed?

Tip:

   Set a reminder now.

Practice at least:

- Once or twice per year
- When family or staff change
- Before seasonal risks (summer heat, winter rain)

Action:

☐ Schedule annual or semi-annual practice

☐ Update supplies and contacts

Practice exercise:

- Rotate drills with different scenarios.

Practice Rule:
Plan → Practice → Review → Improve → Repeat

SECTION 10: Trusted UAE Information Sources

Use official guidance from:

National Emergency, Crisis and Disaster Management Authority الهيئة الوطنية لإدارة الطوارئ والأزمات والكوارث	**NCEMA**	https://www.ncema.gov.ae
National Center of Meteorology – UAE المركز الوطني للأرصاد – دولة الإمارات العربية المتحدة	**NCM**	https://www.ncm.ae
UAE Civil Defense (General Command of Civil Defense) القيادة العامة للدفاع المدني – دولة الإمارات	**UAE Civil Defense**	https://www.civildefense.gov.ae
UAE Police (Federal & Local Police Authorities) شرطة دولة الإمارات العربية المتحدة (الشرطة الاتحادية والمحلية)		
UAE Government Portal & Smart Services بوابة حكومة دولة الإمارات للخدمات والمعلومات	**u.ae**	https://u.ae
U.S. Federal Emergency Management Agency الوكالة الاتحادية لإدارة الطوارئ – الولايات المتحدة الأمريكية	**FEMA**	https://www.fema.gov

Final Reminder

Preparedness is a skill — it improves with practice.
This tool helps turn plans into action.