

DISASTER PREPAREDNESS AND RESPONSE

You and your family should have a plan in place as to how you will cope with a disaster should it occur. Your family plan should address the following:

- Escape routes (home and community)
- Family communications.
- Utility shut-off and safety.
- Special needs.
- Caring for animals.
- Safety Skills
- Sheltering

Establish Escape Routes

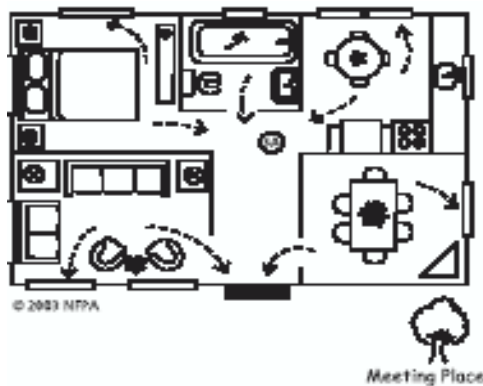
Establish a place to meet in the event of an emergency. Record the locations below:
Where to meet:

Near the home: _____

For example, the next door neighbor's telephone pole

Outside the immediate area: _____

For example, the neighborhood grocery store parking lot



- Draw a floor plan or a map of your home. Show all doors and windows.
- Mark two ways out of each room
- Mark all of the smoke alarms with **SA** . Smoke alarms should be on every level of your home. Make sure there is an alarm in or near every sleeping area.
- Pick a family meeting place outside where everyone can meet.
- Remember; practice your plan at least twice a year.

Communications

Your family may not be together when disaster strikes, so plan how you will contact one another. Think about how you will communicate in different situations. Complete a contact card for each family member. Have family members keep these cards handy in a wallet, purse, backpack, etc. You may want to send one to school with each child to keep on file. Pick a friend or relative who lives out-of-state for household members to notify they are safe in case they are unable to contact someone in the local area.



Homeland Security

Family Communications Plan

Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations.

Out-of-State Contact Name: _____ Telephone Number: _____
 Email: _____ Telephone Number: _____

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

Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
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Where to go in an emergency. 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.

Home Address: _____ Phone Number: _____ Neighborhood Meeting Place: _____ Regional Meeting Place: _____	Work Address: _____ Phone Number: _____ Evacuation Location: _____
School Address: _____ Phone Number: _____ Evacuation Location: _____	Work Address: _____ Phone Number: _____ Evacuation Location: _____
School Address: _____ Phone Number: _____ Evacuation Location: _____	Other place you frequent: Address: _____ Phone Number: _____ Evacuation Location: _____
School Address: _____ Phone Number: _____ Evacuation Location: _____	Other place you frequent: Address: _____ Phone Number: _____ Evacuation Location: _____


Important Information	Name	Telephone #	Policy #
Doctor(s):			
Other:			
Pharmacist:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Veterinarian/Kennel (for pets):			


Other useful phone numbers: 9-1-1 for emergencies. Police Non-Emergency Phone #: _____

Complete, Clip and Carry Cards

	
Other Important Phone Numbers & Information:	
Family Communications Plan	
Contact Name:	
Telephone:	
Out-of-State Contact Name:	
Telephone:	
Neighborhood Meeting Place:	
Meeting Place Telephone:	
Dial 9-1-1 for Emergencies!	

FOLD HERE

	
Other Important Phone Numbers & Information:	
Family Communications Plan	
Contact Name:	
Telephone:	
Out-of-State Contact Name:	
Telephone:	
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Utilities Shut-off and Safety

In the event of a disaster, you may be instructed to shut off the utility service at your home. Below is some general guidance for shutting off utility service:

Modify the information provided to reflect your shut off requirements as directed by your utility company.

Natural Gas - Natural gas leaks and explosions are responsible for a significant number of fires following disasters. It is vital that all household members know how to shut off natural gas. Because there are different gas shut-off procedures for different gas meter configurations, it is important to contact your local gas company for guidance on preparation and response regarding gas appliances and gas service to your home. When you learn the proper shut-off procedure for your meter, share the information with everyone in your household. If you smell gas or hear a blowing or hissing noise, open a window and get everyone out quickly. Turn off the gas, using the outside main valve if you can, and call the gas company from a neighbor's home.

CAUTION – If you turn off the gas for any reason, a qualified professional must turn it back on. never attempt to turn the gas back on yourself.

Water - Water quickly becomes a precious resource following many disasters. It is vital that all household members learn how to shut off the water at the main house valve.

- Cracked lines may pollute the water supply to your house. It is wise to shut off your water until you hear from authorities that it is safe for drinking.
- The effects of gravity may drain the water in your hot water heater and toilet tanks unless you trap it in your house by shutting off the main house valve.

Preparing to Shut Off Water

- Locate the shut-off valve for the water line that enters your house.
- Make sure this valve can be completely shut off. Your valve may be stuck open, or it may only partially close. Replace or get it replaced if necessary.
- Label this valve with a tag for easy identification, and make sure all household members know where it is located.

Remember to fill your water containers before shutting of the water when possible!

Electricity - Electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all responsible household members where and how to shut off the electricity.

Shut Off Electricity - Teach all responsible household members where your electricity circuit box is and how to shut off the electricity to the entire house.

FOR YOUR SAFETY: Always shut off all the individual circuits before shutting off the main circuit breaker.

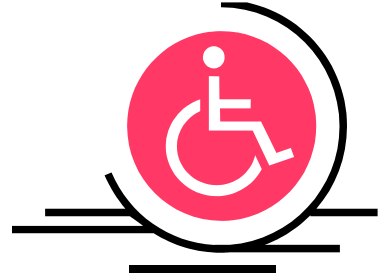


Special Needs

If you or someone close to you has a disability or a special need, you may have to take additional steps to protect yourself and your family in an emergency.

Disability/Special Need Additional Steps

- Hearing impaired may need to make special arrangements to receive warnings.
- Mobility impaired may need special assistance to get to a shelter.
- Single working parent may need help to plan for disasters and emergencies.
- Non-English speaking persons may need assistance planning for and responding to emergencies. Community and cultural groups may be able to help keep people informed.
- People without vehicles may need to make arrangements for transportation.
- People with special dietary needs should take special precautions to have an adequate emergency food supply.



Planning for Special Needs:

- Find out about special assistance that may be available in your community. Register with the office of emergency services or the local fire department for assistance so needed help can be provided.
- Create a network of neighbors, relatives, friends, and coworkers to aid you in an emergency.
- Discuss your needs and make sure everyone knows how to operate necessary equipment.
- Discuss your needs with your employer.
- If you are mobility impaired and live or work in a high-rise building, have an escape chair.
- If you live in an apartment building, ask the management to mark accessible exits clearly and to make arrangements to help you leave the building.
- Keep specialized items ready, including extra wheelchair batteries, oxygen, catheters, medication, food for service animals, and any other items you might need.
- Be sure to make provisions for medications that require refrigeration.
- Keep a list of the type and model numbers of the medical devices you require.



Animals also are affected by disasters. Use the guidelines below to prepare a plan for caring for pets and large animals.

Guidelines for Pets

Plan for pet disaster needs by:

- Identifying shelter.
- Gathering pet supplies.
- Ensuring your pet has proper ID
- Providing a pet carrier and leash.



Take the following steps to prepare to shelter your pet:

- Call your local emergency management office, animal shelter, or animal control office to get advice and information.
- Keep veterinary records to prove vaccinations are current.
- Find out which local hotels and motels allow pets and where pet boarding facilities are located. Be sure to research some outside your local area in case local facilities close.
- Know that, with the exception of service animals, pets are not typically permitted in emergency shelters as they may affect the health and safety of other occupants.

Guidelines for Large Animals

If you have large animals such as horses, cattle, sheep, goats, or pigs on your property be sure to prepare before a disaster. Use the following guidelines:

1. Ensure all animals have some form of identification.
2. Evacuate animals whenever possible. Map out primary and secondary routes in advance.
3. Make available vehicles and trailers needed for transporting and supporting each type of animal. Also make available experienced handlers and drivers.

Note: It is best to allow animals a chance to become accustomed to vehicular travel so they are less frightened and easier to move.

4. Ensure destinations have food, water, veterinary care, and handling equipment.
5. If evacuation is not possible, animal owners must decide whether to move large animals to shelter or turn them outside.

Safety Skills

It is important that family members know how to administer first aid and CPR and how to use a fire extinguisher.



Learn First Aid and CPR! Take a first aid and CPR class. Local American Red Cross chapters can provide information about this type of training. Official certification by the American Red Cross provides, under the “good Samaritan” law, protection for those giving first aid.

<http://www.redcross.org/>

Learn How to Use a Fire Extinguisher.

Be sure everyone knows how to use your fire extinguisher(s) and where it is kept. You should have, at a minimum, an ABC type

Make sure that you periodically check the serviceability of the fire extinguisher and also replace the batteries in your smoke and carbon dioxide detectors. One great cue for this is the spring and fall time changes.



Build an Incident Kit

You may need to survive on your own after a disaster. This means having your own food, water, and other supplies in sufficient quantity to last for at least three days. Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone immediately. You could get help in hours, or it might take days.

Basic services such as electricity, gas, water, sewage treatment, and telephones may be cut off for days, or even a week or longer. Or, you may have to evacuate at a moment’s notice and take essentials with you. You probably will not have the opportunity to shop or search for the supplies you need. This is why it is important that they be centrally located and that all family members know where the kit is.

An incident supplies kit is a collection of basic items that members of a household may need in the event of a disaster.

The following items are recommended for inclusion in your **basic** incident supplies kit:

- Three-day supply of non-perishable food.
- Three-day supply of water – one gallon of water per person, per day.
- Portable, hand-crank or battery-powered radio or television and extra batteries.
- Hand-crank or battery-powered flashlight and extra batteries.
- First aid kit and manual.

- Sanitation and hygiene items (moist towelettes and toilet paper).
- Matches and waterproof container.
- Whistle.
- Extra clothing.
- Kitchen accessories and cooking utensils, including a can opener.
- Photocopies of credit and identification cards.
- Cash and coins.
- Special needs items, such as prescription medications, eye glasses, and hearing aid batteries.
- Items for infants, such as formula, diapers, bottles, and pacifiers.
- Other items to meet your unique family needs.

If you live in a cold climate, you must think about warmth. It is possible that you will not have heat. Think about your clothing and bedding supplies. Be sure to include one complete change of clothing and shoes per person, including:

- Jacket or coat.
- Long pants.
- Long sleeve shirt.
- Sturdy shoes.
- Hat, mittens, and scarf.
- Sleeping bag or warm blanket (per person).

During the summer months, think about environmental conditions. Some things that you may want to add could include:

- insect repellent
- sun block
- wet weather clothing

Be sure to account for growing children and other family changes.

Water

You should store at least one gallon of water per person per day. A normally active person needs at least one-half gallon of water daily just for drinking. Additionally, in determining adequate quantities, take the following into account:

- Individual needs vary, depending on age, physical condition, activity, diet, and climate.
- Children, nursing mothers, and ill people need more water.
- Very hot temperatures can double the amount of water needed.
- A medical emergency might require additional water.

How Should I Store Water? To prepare safest and most reliable emergency supply of water, it is recommended you purchase commercially bottled water. Keep bottled water in its original container and do not open it until you need to use it. Be aware of the expiration or “use by” date and rotate water supplies regularly.

Food

The following are things to consider when putting together your food supplies:

- Avoid foods that will make you thirsty. Choose salt-free crackers, whole grain cereals, and canned foods with high liquid content.
- Stock canned foods, dry mixes, and other staples that do not require refrigeration, cooking, water, or special preparation. You may already have many of these on hand.
- Include special dietary needs.

Note: Be sure to include a manual can opener.

Maintaining Your Incident Supplies Kit

Just as important as putting your supplies together is maintaining them so they are safe to use when needed. Here are some tips to keep your supplies ready and in good condition:

- Keep canned foods in a dry place where the temperature is cool.
- Store boxed food in tightly closed plastic or metal containers to protect from pests and to extend its shelf life.
- Throw out any canned good that becomes swollen, dented, or corroded.
- Use foods before they go bad, and replace them with fresh supplies.
- Place new items at the back of the storage area and older ones in the front.
- Change stored food and water supplies every six months. Be sure to write the date you store it on all containers.
- Re-think your needs every year and update your kit as your family needs change.
- Keep items in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers, such as an unused trashcan, camping or other storage totes.



Don't over-look the supplies that you already have around your house. Once the warnings have been lifted some of those items may be available.

Neighbors Helping Neighbors

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for childcare in case parents can't get home.