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*[organization name]*

**Household Disaster Preparedness Guide  
For Employees and their Families**

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**May 2011**

This guide was prepared to assist employees and their families in preparing for and responding to disasters. This guide was developed utilizing information from the American Red Cross (ARC), the Federal Emergency Management Agency (FEMA), the National Fire Protection Association (NFPA) and the Virginia Loudon County Office of Emergency Management (LCOEM).

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## 1. INTRODUCTION

People often fail to personalize the risk of disasters. We all have a responsibility to our families and our country to be as prepared as possible for emergencies.

*[organization name]* employees can best cope with disasters through preparation. Clear thinking and quick responses are required for families to react appropriately to disasters. This Household Disaster Preparedness Guide will assist families in preparing for disasters. Several of the pages can be printed and used as checklists. In the event that an employee is working or on travel during a disaster, this guide can help families respond appropriately to an emergency. Employees and their families should study and discuss this guide and create a household preparedness kit to maximize their individual readiness.

In addition, *[organization name]* employees are encouraged to visit the Federal Emergency Management Agency web-site <http://www.fema.gov/areyouready/>, or, their local County Emergency Management Office web-site, for information on several of the topics discussed in this guide, as well as a wide range of other disaster planning considerations and useful information.

## 2. DEVELOPING A SIMPLE HOUSEHOLD DISASTER PLAN

Emergencies and disasters tie up emergency responders and generally create havoc. Families may be forced to evacuate the area to safety or ‘hunker down’ and create a shelter-in-place (SIP) at a residence.

Families should be prepared to take care of themselves by creating basic evacuation plans and SIP plans. Planning should be specific to each family, and families should be prepared to act as a team during disasters. Families can educate every member on overall things to remember, or each family member can be assigned a particular responsibility during emergencies. Either way, adults and children should have a good grasp of the family evacuation or SIP plan. Creating a household preparedness or disaster supply kit (see Annex C) and a medical supply kit (see Annex D) will simplify the response greatly. By creating these kits, families are assured they have needed supplies and only need to remember to grab the kits. Likewise, by creating a disaster preparedness plan, families will be as prepared as possible to handle disasters.

**PREPARING YOUR  
HOUSEHOLD IS THE  
BEST WAY TO PROTECT  
YOUR FAMILY**

Families can prepare for disasters by completing the following steps:

- ❑ *Understand likely hazards in the area:* Do you live near a highway where hazardous materials could spill? Are you near a fault line? Are you in a flood prone area? Are you in a coastal community prone to storms? Does your house lose power during winter storms?
- ❑ *Create a simple household plan:* This should be simple and address the hazards specific to each household.

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- ❑ *Create and maintain an emergency contact list:* See Annex A and B. These lists should be kept in a location that family members can access easily like on the refrigerator. Copies should also be kept in the disaster supply kit.
- ❑ *Create a household disaster supply kit and medical supply kit:* See Annex C and D. This should also be specific to the size of the household. Take into account elderly family members, children, and pets.
- ❑ *Review and maintain the plan and the kits:* Did you relocate to an area with a different threat? Has the family reviewed procedures lately? Also, check the kits at least twice a year to ensure items are operable. Coordinating your checks with the spring and fall time changes is a good way to help you remember to check your kits.

Employees should meet with their families and discuss likely threats to the household. The dangers should be explained to children as well as what actions to take in response and that the family will need to work as a team and share responsibilities. Be sure to include any household caregivers or babysitters in the plans. Also, remember to take into consideration pets and disabled members of the family.

These broad precautions will assist families in preparing for almost any type of disaster.

<p style="text-align: center;"><b>REVIEW YOUR HOUSEHOLD PLAN WITH YOUR FAMILY</b></p>
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- ❑ Locate a place outside your home to be used as a nearby family rallying point in the event of a fire or other emergency. Ensure family members are aware of the rally point location.
- ❑ Locate a place outside of your neighborhood as a rally point in case family members can't return home.
- ❑ Choose an outside family rally point a safe distance in front of your home where everyone can meet after they've escaped. Make sure to mark the location of the meeting place on your escape plan.
- ❑ It is important to note that cell phones are often overloaded during emergencies and it is important to record land line phone numbers to use during emergencies. Don't assume family members will be able to reach each other through cell phones.
- ❑ Make small cards that will fit in a wallet. Print the name, phone number, and address of the rally points on the card. Family members can carry these cards. Also, employees on mission status or travel can call the phone numbers on the card. This will provide employees with a landline number to call to reach family members in case cell phone communication is inoperable.
- ❑ Select "safe houses" for children in the areas they frequent so they will have someplace to go until they can make it to the rally point.
- ❑ Designate an out of town contact. Family members can call the contact and communicate locations through the contact. Family members may not be able to receive calls during emergencies, but they may be able to contact the out of town contact and check in.
- ❑ Place emergency contact numbers near a phone or somewhere family members can locate easily (see Annex A and B).
- ❑ Teach family members how to use the fire extinguisher as well as the locations of medical kits and disaster kits.

## Household Disaster Preparedness Guide

- ❑ Determine two exit routes for each room of your home. Also, teach family members the safest places to be in the house for each type of emergency.
- ❑ If an employee is certified in CPR, take time to review CPR procedures and expose family members to general CPR information.

### **3. GENERAL HOUSEHOLD DISASTER PREPAREDNESS**

Many of the steps outlined below are useful to prepare for disasters if there is time. Safety is the first priority. If an evacuation is suggested or ordered by the local government, immediate evacuation should absolutely take precedence over any of these steps.

#### **GENERAL HOUSEHOLD PREPARATIONS:**

- ❑ Make a visual and written record of all household valuables. Record serial numbers and model numbers.
- ❑ Keep these records somewhere safe away from the home, like a safe deposit box.
- ❑ Check your carbon monoxide detector and smoke detector often. Be sure to replace the batteries when needed.
- ❑ Have everyone memorize the emergency phone number of the fire department. That way any member of the household can call from a neighbor's home or a cellular phone once safely outside.
- ❑ If possible, have a certain amount of cash on hand.

#### **IF A DISASTER IS IMMINENT:**

- ❑ Listen to the NOAA Weather Radio (NWR), or a local news source for information.
- ❑ Leave natural gas service connected. If you are able to return home afterwards and the gas is shut off, it will take weeks to get it reconnected.
- ❑ Shut off propane gas service. Propane tanks can become dislodged during disasters.
- ❑ Turn off electricity at the breaker.
- ❑ Turn off water at the main valve.
- ❑ Move valuables that may be damaged to the safest areas of your home.
- ❑ If there is time, remember to take important papers like wallets, driver's licenses, social security cards, deed, birth, and marriage certificates. However, some of these items are better stored in a safe area, like your safety deposit box.
- ❑ Fill your refrigerator with containers full of water in case water service stops. Be sure to leave an inch or so of air at the top of containers so water can expand if it freezes.
- ❑ Fill your bathtubs with water for toilet flushing in case water service stops. Also, fill your car(s) gas tanks and any extra gas cans.

### **4. GUIDANCE FOR SPECIFIC EMERGENCIES AND DISASTERS**

The following pages provide information regarding various emergencies and disasters. These are by no means all-inclusive and should not be considered the only way to prepare for disasters. Employees are encouraged to seek specific guidance from local disaster preparedness offices to

ensure these suggestions apply to their specific location or situation. These checklists should be studied and discussed with family members to ensure they understand some of the threats and response actions associated with particular disasters. Additionally, employees should remember that their work office might have a personnel accountability/recall policy that contradicts the recommendations from this guide in the event of a disaster. Employees should use common sense and good judgment to decide how best to respond to a disaster in their area.

### 5. EARTHQUAKE PROCEDURES

Even if employees don't live in areas prone to earthquake, they should be familiar with these procedures. Many of these procedures are useful to the household and to employees in hotels on overnights. The American Red Cross (ARC) suggests the following steps to prepare for and respond to earthquakes:

#### MAKE A PLAN

- ❑ Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- ❑ Practice **DROP, COVER, AND HOLD ON** at least twice a year. Drop under a sturdy desk or table, hold on, and protect your eyes by pressing your face against your arm. If there is no table or desk nearby, sit on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you. Teach children to **DROP, COVER, AND HOLD ON!**
- ❑ Choose an out-of-town family contact.
- ❑ Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- ❑ Inform babysitters and caregivers of your plan.

#### ONCE THE SHAKING STARTS

- ❑ **DROP, COVER, AND HOLD ON!** Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows. In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- ❑ If you are in bed, hold on and stay there, protecting your head with a pillow.
- ❑ If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- ❑ If you are in a car, slow down and drive to a clear place. Stay in the car until the shaking stops.

#### ONCE THE SHAKING STOPS

- ❑ Check yourself and others for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- ❑ Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think there is leaking. (Remember, only a professionally trained technician should turn gas valves back on.)
- ❑ Listen to the radio for instructions.
- ❑ Expect aftershocks. Each time you feel one, **DROP, COVER, AND HOLD ON!**
- ❑ Inspect area for damage. Get everyone out if your home is unsafe.

## 6. FIRE PROCEDURES

The National Fire Protection Association (NFPA) suggests the following fire safety steps:

### MAKE A PLAN

- ❑ Walk through your home and inspect all possible exits and escape routes. Households with children should consider drawing a floor plan of your home, marking two ways out of each room, including windows and doors. Also, mark the location of each smoke alarm.
- ❑ Make sure that you have at least one smoke alarm on every level of your home.
- ❑ Everyone in the household must understand the escape plan. When you walk through your plan, check to make sure the escape routes are clear and doors and windows can be opened easily.
- ❑ Review your rally point with your family.
- ❑ Go outside to see if your street number is clearly visible from the road. If not, paint it on the curb or install house numbers to ensure that responding emergency personnel can find your home.
- ❑ If there are infants, older adults, or family members with mobility limitations make sure that someone is assigned to assist them in drill and emergencies. Assign an alternate in case the designee is not home during the emergency.
- ❑ If windows or doors in your home have security bars, make sure that the bars have quick-release mechanisms inside so that they can be opened immediately in an emergency. Quick-release mechanisms won't compromise your security but they will increase your chances of safely escaping from a fire.
- ❑ Tell guests or visitors to your home about your family's fire escape plan.
- ❑ Be fully prepared for a real fire: when a smoke alarm sounds, get out immediately.
- ❑ Once you're out, stay out! Under no circumstances should you ever go back into a burning building. If someone is missing, inform the fire department dispatcher when you call. Firefighters have the skills and equipment to perform rescues.

### DURING A FIRE

- ❑ Always choose the escape route that is safest, but be prepared to escape through toxic smoke if necessary.
- ❑ It may be necessary to crawl on your hands and knees, one to two feet above the ground. By keeping your head low, you'll be able to breathe the "good" air that's closer to the floor.
- ❑ It's important to crawl on your hands and knees and not your belly, as some poisons produced by smoke are heavier than air and settle to the floor.
- ❑ Closing doors on your way out slows the spread of fire, giving you more time to safely escape.

**YOUR FAMILY'S  
ABILITY TO ESCAPE  
DEPENDS ON THE  
OPERABILITY OF  
YOUR SMOKE ALARMS  
AND ESCAPE  
PLANNING**

- ❑ According to the NFPA, in some cases, smoke or fire may prevent you from exiting your home or apartment building. Close all doors between you and the fire. Use duct tape or towels to seal the door cracks and cover air vents to keep smoke from coming in. If possible, open your windows at the top and bottom so fresh air can get in. Be ready to close the window immediately if it draws smoke into the room. Emergency escape from a second story window may involve using a home fire safety ladder

## 7. FLOOD PROCEDURES

Most floods are caused by slow moving thunderstorms and heavy rains from tropical storms and hurricanes. Floods can develop within minutes depending on intensity and duration of rain.

- ❑ A Flood Watch means a flood is possible in the area.
- ❑ A Flood Warning means is occurring or will occur soon in your area.
- ❑ A Flash Flood means that flooding is occurring very rapidly and **IMMEDIATE RESPONSE IS NEEDED.**
- ❑ Establish a family rally point out of a flood plain. Learn the safest routes to high ground in case of floods.

### IF YOU LIVE IN A LOW LYING AREA

- ❑ Know your area's flood risk. Contact your local Emergency Management Office for assistance.
- ❑ Be prepared to secure disaster kits and evacuate to a designated high ground rally point.

### IF A FLOOD IS IMMINENT AND THERE IS TIME

- ❑ Pay attention to local stations for flood warnings, flood watches, and flash floods (See Flood Procedures).
- ❑ Leave natural gas service connected. If you are able to return home afterwards and the gas is shut off, it will take weeks to get it reconnected.
- ❑ Shut off propane gas service. Propane tanks can become dislodged.
- ❑ Turn off electricity at the breaker and turn off water at the main valve.
- ❑ Take valuables that may be damaged to the safest areas of your home.
- ❑ If there is time, remember to take important papers like wallets, driver's licenses, social security cards, deed, birth, and marriage certificates. However, some of these items are better stored in a safe area, like your safety deposit box.
- ❑ Consider using sandbags to protect your home from floodwaters. It takes two people about one hour to fill and place 100 sandbags, giving you a wall one foot high and 20 feet long. Make sure you have enough sand, burlap or plastic bags, shovels, strong helpers, and time to place them properly.
- ❑ Fill your refrigerator with containers full of water service stops. Be sure to leave an inch or so of air at the top of containers so water can expand if it freezes.
- ❑ Fill your bathtubs with water for toilet flushing in case water service stops. Also, fill your car(s) gas tanks and any extra gas cans.

- ❑ Listen to the NWR or a local news source for information.

### **AFTER A FLOOD**

- ❑ Before returning to your house, look at the house to make sure it isn't structurally damaged and in danger of collapse.
- ❑ Be aware of rodents and snakes.
- ❑ Watch for live electrical wires. Don't try to turn on anything using electricity until an electrician can check your system.
- ❑ Don't treat floodwater like regular water. Only drink water you know is safe. Water sources are often contaminated during floods. Don't let children play in floodwater.
- ❑ Do not use electrical appliances that have been wet or damaged by the flood.
- ❑ If power is out refer to Section 10 Power Loss of this guide.

## **8. HAZARDOUS MATERIALS (HAZMAT) INCIDENTS**

According to the Federal Emergency Management Agency (FEMA), hazardous materials (HAZMAT) can come from chemical manufacturers, service stations, hospitals, and waste sites. HAZMAT can be explosives, flammable or combustible materials, poisons, and radioactive materials. Most HAZMAT accidents occur due to transportation accidents or chemical accidents at plants. FEMA suggests the following precautions for HAZMAT:

### **BEFORE A HAZMAT INCIDENT**

- ❑ Contact your Local Emergency Planning Committee to find out what your risks are and what you should do to prepare.
- ❑ Add duct tape, plastic sheets, and scissors to your household preparedness kit.

### **DURING A HAZMAT INCIDENT**

Listen to local radio or television stations for detailed information and instructions. Follow the instructions carefully. Stay away from the affected area to minimize the risk of contamination. Some toxic chemicals are odorless.

- ❑ **IF YOU ARE ASKED TO EVACUATE:** Do so immediately. Stay tuned to a radio or television for information on evacuation routes, temporary shelters, and procedures. Follow the routes recommended by the authorities--shortcuts may not be safe. Leave at once. If you have time, minimize contamination in the house by closing all windows, shutting all vents, and turning off attic fans. Take pre-assembled disaster supplies. Remember to help your neighbors who may require special assistance--infants, elderly people and people with disabilities.
- ❑ **IF YOU ARE CAUGHT OUTSIDE:** Stay upstream, uphill, and upwind! In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area. Move away from the accident scene and help keep others away. Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale

gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area. Stay away from accident victims until the hazardous material has been identified.

- ❑ **IF YOU ARE IN A MOTOR VEHICLE:** Stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.
  
- ❑ **IF YOU ARE TOLD TO STAY INDOORS:**
  1. Bring pets inside. Close and lock all exterior doors and windows. Close vents, fireplace dampers, and as many interior doors as possible. Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.
  2. Go into the pre-selected shelter room. This room should be above ground and have the fewest openings to the outside. Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape. Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper or aluminum wrap. Use material to fill cracks and holes in the room, such as those around pipes.
  3. If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.
  
- ❑ **SHELTER SAFETY FOR SEALED ROOMS:** **Ten square feet of floor space per person** will provide sufficient air to prevent carbon dioxide build-up for up to **five hours**, assuming a normal breathing rate while resting. However, local officials are unlikely to recommend the public shelter in a sealed room for more than 2-3 hours because the effectiveness of such sheltering diminishes with time as the contaminated outside air gradually seeps into the shelter. At this point, evacuation from the area is the better protective action to take. Also, ventilate the shelter when the emergency has passed to avoid breathing contaminated air still inside the shelter.

### **AFTER A HAZMAT INCIDENT**

- ❑ Return home only when authorities say it is safe. Open windows and vents and turn on fans to provide ventilation.
- ❑ Act quickly if you have come in contact with or have been exposed to hazardous chemicals. Do the following:
  1. Follow decontamination instructions from local authorities. You may be advised to take a thorough shower, or you may be advised to stay away from water and follow another procedure.
  2. Seek medical treatment for unusual symptoms as soon as possible.
  3. Place exposed clothing and shoes in tightly sealed containers. Do not allow them to contact other materials. Call local authorities to find out about proper disposal.
  4. Advise everyone who comes in contact with you that you may have been exposed to a toxic substance.
- ❑ Find out from local authorities how to clean up your land and property.

- ❑ Report any lingering vapors or other hazards to your local emergency services office.

## 9. HURRICANE PROCEDURES

*Employees should note that several major hazards are caused by hurricanes. Any preparations for hurricanes should be coupled with preparations for flood violent winds storm surge and tornados.*

### PRIOR TO THE STORM

- ❑ Monitor local news and the NWR; NWR will broadcast from a nearby office and announce warnings, watches, and forecasts 24 hours a day.
- ❑ Pay attention to local stations for flood warnings, flood watches, and flash floods (See Flood Procedures).
- ❑ Establish a family rally point out of a flood plain. Learn the safest routes to high ground in case of floods. Flash floods caused by storms often leave people with only minutes to get to safety.
- ❑ Be prepared to secure disaster kits and evacuate to a designated high ground rally point.
- ❑ Identify a “safe room.” This can be a basement or a room in the center of the house away from windows or doorways like a bathroom or walk-in closet. In two story houses, the strongest room is often a closet or cubicle near a stairwell on the ground floor.

### DURING THE APPROACH

- ❑ Fill your refrigerator with containers full of water service stops. Be sure to leave an inch or so of air at the top of containers so water can expand if it freezes.
- ❑ Fill your bathtubs with water for toilet flushing in case water service stops. Also, fill your car(s) gas tanks and any extra gas cans.
- ❑ Rally the family in the safe room
- ❑ If you live on the coast, be aware of the projected location of the storm’s landfall. The location around a hurricane’s landfall will be struck by a *STORM SURGE*. This is basically a giant, forceful wall of water that can destroy structures and sweep people away. If you live near the hurricane’s projected landfall location, give serious consideration to evacuating the area.

### HEAVY RAINS

- ❑ If advised to evacuate, do so immediately. Timely evacuation could mean the difference between a successful evacuation and a traffic jam.
- ❑ Keep a battery-operated radio tuned to local radio stations.
- ❑ DO NOT try to wade through high water. Turn back and go to high ground.

## 10. POWER LOSS

Power loss is often a side affect of inclement weather and disasters. These procedures should be reviewed with the family.

- ❑ Check to see if neighbors have power. If they are without power, contact local power company.
- ❑ Use a flashlight or battery-powered lantern. **Candles shouldn't be used because they are a cumbersome fire hazard.**
- ❑ Turn off major appliances. They could cause a secondary outage once power is restored.
- ❑ If using a portable generator, ensure it is in a well-ventilated area. Follow manufacturer's instructions.
- ❑ In cold weather, drain pumps, water heaters, and boilers so they don't freeze.
- ❑ Provide your local power company with a list of all life support required by family members. Develop a contingency plan that covers an alternate power source for the equipment or relocation of the person.
- ❑ Don't use charcoal indoors; It gives off carbon monoxide.

### 11. STRONG WINDS

Strong winds can often be a precursor or effect of larger disasters like tornadoes and hurricanes. Families should be prepared to incorporate measures against other disasters into these recommendations.

- ❑ Routinely trim dead branches from trees.
- ❑ If there is time, remove objects from the yard that may cause damage; take lawn furniture and trashcans inside.
- ❑ **HOUSES DON'T EXPLODE FROM AIR PRESSURE DIFFERENCES.** Damage occurs when wind gets inside the home through broken windows or open doorways.
- ❑ **TAPE DOES NOT PREVENT WINDOWS FROM BREAKING.** It only keeps glass from spreading. Use boards to secure windows instead.
- ❑ Use shutters that are rated to protect from winds or secure boards to the outside of windows.
- ❑ Leave natural gas service connected. If you are able to return home afterwards and the gas is shut off, it will take weeks to get it reconnected.
- ❑ Shut off propane gas service. Propane tanks can become dislodged.
- ❑ Turn off electricity at the breaker.
- ❑ Turn off water at the main valve.

### 12. WINTER STORMS

- ❑ **Stay home; avoid driving until conditions improve.** Most roadways are still impassable and blocked by snow. Residents should stay home and off the roads so that the snow removal crews can do their job plowing the roadways. Listen to the television, or if the power goes out, a battery-powered radio for updates on the weather and other storm-related information.

- ❑ **Stay indoors and dress warmly during the storm.** Wearing layers of loose-fitting, lightweight, warm clothing will keep you warmer than one bulky sweater. Remove layers to avoid overheating, perspiration and subsequent chill.
- ❑ **Keep an adequate supply of fuel in your home.** When using alternative heating sources, follow the manufacturer's recommendations. Make sure that they are in well-ventilated areas to prevent carbon monoxide from building up.
- ❑ **Prevent pipes from freezing.** To keep water pipes from freezing, wrap them in pipe insulation. During sustained cold periods, let each faucet drip a little to avoid freezing.
- ❑ **Keep emergency supplies on hand.** See Annex C and D.
- ❑ **Do not use candles.** Candles can easily tip over or ignite nearby combustibles. In the event of a power outage, a flashlight should be used for emergency lighting.
- ❑ **If you go outside** protect yourself from winter storm hazards.
- ❑ **Wear layered clothing, mittens or gloves, and a hat.** Layering clothes will keep you warmer than a single heavy coat. Outer garments should be tightly woven and water repellent. Mittens or gloves and a hat will prevent loss of body heat. Mittens are warmer than gloves because fingers maintain more warmth when they touch each other. Half of your body heat loss is from the head. Cold weather puts a strain on the heart, even without exercise. Be careful when shoveling snow, pushing a car or other exertion.
- ❑ **Clear fire hydrants.** Fire hydrants can become buried. Clear snow away from hydrants so that emergency personnel can find them quickly if needed.
- ❑ **Clear storm drains.** After a large snow, as the temperatures increase, the potential for flooding exists. Make sure that the snow is cleared from storm drains to prevent pooling and flooding that may result from melting snow.
- ❑ **Clear snow from decks.** Snow is heavy and can put a great deal of strain on decks. If you can safely shovel the snow from your deck, do so.
- ❑ **Gas Meters and Vents.** Another suggestion is to clear the snow from around the external natural gas meter installation in case your natural gas system needs service. **Using a shovel may cause damage.** If you have a high efficiency gas furnace or appliance that requires an outside air source, make sure the external air vent is clear of any snow to insure proper operation.

### 13. REFERENCES

These are the references used to build this document. Check for updated information before you build your final family plan.

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**ANNEX A: HOUSEHOLD EMERGENCY CONTACT INFORMATION**

This sheet should be filled out and placed near a phone or on the refrigerator and inside the household disaster supply kit. It may be important that families can reach the employee's supervisor, office, or operations center in case of emergency while the employee is working or on travel.

**-911-**

LOCAL FIRE DEPT # \_\_\_\_\_

LOCAL POLICE DEPT # \_\_\_\_\_

LOCAL POWER COMPANY # \_\_\_\_\_

FIELD OFFICE OPERATIONS # \_\_\_\_\_

SUPERVISOR'S PDA # \_\_\_\_\_

SUPERVISOR'S OFFICE # \_\_\_\_\_

FAMS 24 HOUR MISSION OPS # \_\_\_\_\_

DAD'S OFFICE PHONE # \_\_\_\_\_

DAD'S CELL PHONE # \_\_\_\_\_

DAD'S PDA # \_\_\_\_\_

MOM'S OFFICE PHONE # \_\_\_\_\_

MOM'S CELL PHONE # \_\_\_\_\_

MOM'S PDA # \_\_\_\_\_

SCHOOL PHONE # \_\_\_\_\_

SCHOOL PHONE # \_\_\_\_\_

CHILD'S CELL PHONE # \_\_\_\_\_

CHILD'S CELL PHONE # \_\_\_\_\_

OUT OF AREA CONTACT # \_\_\_\_\_

OUT OF AREA CONTACT# \_\_\_\_\_

FAMILY RALLY POINT # \_\_\_\_\_

FAMILY RALLY POINT # \_\_\_\_\_

**ANNEX B: EMERGENCY CONTACT CARD**

Fill out these cards, make photocopies, and give one to every member of the family. The cards can be cut out, filled out, folded along the dotted line in the center, laminated, and easily stored in a wallet or purse. Be sure to make updates when numbers change.

<b>Local Rally Point</b>	<b>Out of Area Rally Point</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Contact Name:</b>	<b>Contact Name:</b>
<b>Emergency Contact Information:</b>	<b>Medical Information:</b>
<b>My Name:</b>	<b>Blood Type:</b>
<b>Name of Contact(s)</b>	<b>Allergies:</b>
<b>Phone Number(s)</b>	<b>Medical Condition(s)</b>
<b>Home:</b>	<b>Medication:</b>
<b>Office:</b>	
<b>Cell:</b>	
<b>Pager:</b>	
<b>Phone Numbers</b>	<b>Phone Numbers</b>
<b>Dad's Office:</b>	<b>Child #1 Cell:</b>
<b>Dad's Cell:</b>	<b>Friends:</b>
<b>Mom's Office:</b>	<b>Child #2 Cell:</b>
<b>Mom's Cell:</b>	<b>Friends:</b>

## **ANNEX C: DISASTER SUPPLY KIT CHECKLIST**

**\*\* ITEMS SHOULD BE STORED IN A LARGE COVERED PLASTIC CONTAINER IN THE GARAGE STORAGE AREA. KEEP A COPY OF THIS CHECKLIST INSIDE THE CONTAINER FOR PERIODIC REVIEW.**

- ONE (1) GALLON OF WATER FOR EACH PERSON FOR EACH DAY
- ONE (1) BOX OF MEALS READY TO EAT
- FIRST AID KIT (see Annex D)
- PLASTIC EATING UTENSILS, NAPKINS, PAPER PLATES
- BATTERY OPERATED RADIO AND EXTRA BATTERIES
- FLASHLIGHT AND EXTRA BATTERIES
- CASH
- NON-ELECTRIC CAN OPENER
- UTILITY KNIFE
- SMALL ABC FIRE EXTINGUISHER
- TUBE TENT
- PLIARS
- DUCT TAPE, SCISSORS, AND PLASTIC SHEETING
- COMPASS
- MATCHES IN A WATERPROOF CONTAINER
- ALUMINUM FOIL
- TUPPERWARE
- SIGNAL FLARES
- PAPER AND PENCIL
- NEEDLES AND THREAD
- MEDICINE DROPPER
- SHUT OFF WRENCH TO TURN OFF HOUSEHOLD GAS PIPES
- WHISTLE
- PLASTIC SHEETING
- MAP OF THE AREA
- THERMAL UNDERWEAR
- WORK BOOTS

### ***FOR SANITATION***

- SOAP AND LIQUID DETERGENT
- TOILET PAPER AND MOIST TOWELETTES
- FEMININE SUPPLIES
- CONTACT LENS FLUID
- EXTRA EYEGLASSES
- CONTACT LENS CASE
- PERSONAL HYGIENE ITEMS
- TWO BOXES OF TRASH BAGS
- PLASTIC BUCKET WITH LID

## Household Disaster Preparedness Guide

- ❑ DISINFECTANT AND HOUSEHOLD BLEACH
- ❑ HAND SANITIZER

### ***FOR BEDDING***

- ❑ RAIN GEAR
- ❑ BLANKETS OR SLEEPING BAGS
- ❑ COLD WEATHER GEAR

### ***IMPORTANT DOCUMENTS KEPT IN A FIREPROOF SAFE***

- ❑ FAMILY MEMBERS MUST REMEMBER RETRIEVE THE FIRE PROOF SAFE FROM PRIOR TO EVACUATION

### ***PROOF OF PROPERTY***

- ❑ TAKE PHOTOS OF THE HOUSE, VEHICLES, AND ALL BELONGINGS AS PROOF OF THEIR CONDITION PRIOR TO THE DISASTER

### ***ITEMS FOR CHILDREN OR BABIES***

- ❑ COLORING BOOKS AND ENTERTAINMENT
- ❑ BABY FORMULA
- ❑ DIAPERS
- ❑ MEDICATIONS

**\*\* THIS LIST IS NOT ALL-INCLUSIVE AND FAMILIES SHOULD CONSIDER THEIR SPECIFIC NEEDS WHEN BUILDING AN EMERGENCY OR DISASTER SUPPLY KIT.**

## **ANNEX D: MEDICAL SUPPLY KIT CHEKLIST**

**\*\* THESE MEDICAL ITEMS SHOULD BE STORED IN THE DISASTER SUPPLY KIT IN THE STORAGE AREA OF THE HOUSE. A MEDICAL KIT CAN ALSO BE STORED IN EACH VEHICLE.**

- PAIN RELIEVER
- ANTI-DIARRHEA MEDICINE
- ANTACID
- ACTIVATED CHARCOAL
- PERSONAL MEDICATIONS FOR FAMILY MEMBERS AND PETS
- 20 ADHESIVE BANDAGES OF VARIOUS SIZES
- THREE (3) 5" x 9" STERILE DRESSINGS
- THREE (3) CONFORMING ROLLER GAUZE BANDAGES
- SIX (6) TRIANGULAR BANDAGES
- SIX (6) 3 X 3 STERILE GAUZE PADS
- SIX (6) 4 X 4 STERILE GAUZE PADS
- TWO (2) ROLLS OF 3" COHESIVE BANDAGE
- SIX (6) BOTTLES OF GERMICIDAL HAND WASH
- TWO (2) BOXES OF ANTISEPTIC HAND WIPES
- BOX OF LATEX GLOVES
- TWO (2) ROLLS OF 2" MEDICAL TAPE
- COLD PACK
- SMALL SCISSORS
- TWEEZERS
- CPR BREATHING BARRIER

## **ANNEX E: WATER PURIFICATION MEASURES**

According to the American Red Cross (ARC), “All water of uncertain purity should be treated before use” (ARC, 2006). Disasters can often produce stagnant water that should be considered unsafe. The ARC suggests the following steps for treating water.

1. Filter the water using a piece of cloth or coffee filter to remove solid particles.
2. Bring it to a rolling boil for about one full minute.
3. Let it cool at least 30 minutes. Water must be cool or the chlorine treatment described below will be useless.
4. Add 16 drops of liquid chlorine bleach per gallon of water, or 8 drops per 2-liter bottle of water. Stir to mix. Sodium hypochlorite of the concentration of 5.25% to 6% should be the only active ingredient in the bleach. There should not be any added soap or fragrances. A major bleach manufacturer has also added Sodium Hydroxide as an active ingredient, which they state does not pose a health risk for water treatment.
5. Let stand 30 minutes.
6. If it smells of chlorine you can use it. If it does not smell of chlorine, add 16 more drops of chlorine bleach per gallon of water (or 8 drops per 2-liter bottle of water), let stand 30 minutes, and smell it again. If it smells of chlorine, you can use it. If it does not smell of chlorine, discard it and find another source of water.

**\*\* IF LOCAL EMERGENCY MANAGEMENT OR PUBLIC HEALTH SUGGESTS A DIFFERENT METHOD OF TREATING WATER, USE THAT METHOD INSTEAD.**

## **ANNEX F: PREPAREDNESS Q&A**

### **WHAT TYPES OF DISASTERS SHOULD I PREPARE FOR?**

Each area has specific hazards, however, this guide will cover fire, floods, storms, and hurricanes. Households should be familiarized with procedures to take in the event of hazards specific to their area.

### **HOW DO WE KNOW OF IMPENDING DISASTERS OR EMERGENCIES?**

Citizens can learn about local emergency alert messaging systems by accessing the emergency management/disaster preparedness web site for their local communities. Many communities have systems in place that will automatically send emails, text messages, or automated phone calls to residents. However, residents must access the web site and register for these services. Your family's safety could be a couple clicks away.

### **HOW WILL WE KNOW WHERE TO GO FOR SHELTER?**

Family members should consider friends and family when considering locations for shelter. Hotels and motels outside of the affected area can also be used for shelter. School buildings in the county usually serve as shelters, but the particular emergency will have an effect on shelter locations as well. Local television, radio, and newspapers will announce particular shelters during emergencies.

### **WHAT PLANS SHOULD WE MAKE?**

Families should be familiar with the best escape routes from their homes. Try to find two ways out of each room. Also, different areas of the house allow for better protection during some disasters. Learn the safest place in your home for each disaster and teach your family those places. Have a discussion with the family and mention items that must be brought during an evacuation. The family should know the location and importance of the family disaster kit and/or first aid kit. These simple discussions will improve the chances that someone in the house will remember to grab an important item during the stress of an evacuation.

### **WHAT ABOUT PETS?**

Evacuation shelters won't allow pets with the exception of service animals. This means that extra research should be done to locate area hotels that allow pets. This should be a major concern for families with multiple pets. Pet food, extra water, medication and pet supplies should be stocked up and included in the emergency supply kit.

### **WHAT ABOUT FIREARMS?**

Employees should take steps to secure the firearms or bring them during evacuations. Credentials should also be secured prior to a household evacuation.

### **WHAT IS AN EMERGENCY SUPPLY KIT?**

Annex C is a disaster supply checklist. These are recommended items for a two-person household. Larger families should increase supplies as necessary. Also, the items in the kit should be inspected regularly to ensure operability. Families should consider purchasing a fireproof safe and keep important documents in it. Also, take photos of belongings and the house for insurance purposes.