



# Family Support Planning Guide

*September, 2011*



**FEMA**



# FOREWORD

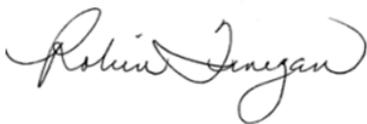
Hi, Federal Family.

When a disaster strikes our communities, Federal employees face a unique challenge. We must ensure our own loved ones are safe from the impact of the disaster while continuing to serve the public by providing essential community services.

Creating a disaster preparedness plan for our families and loved ones to follow is an important first step to giving each of us the peace of mind necessary during a disaster. A minimal investment of time and money can go a long way toward that peace of mind for both you and your loved ones. A family disaster plan is the key.

To help you get started on your family preparedness journey, FEMA Region VIII, in partnership with the Colorado Federal Executive Board, has developed this guide to serve as a reference to help prepare you and your family for disasters and emergencies.

Gay and I appreciate your support as we work together to create resilient communities by starting at home.



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# SECTION 1: Family Disaster Supply Kit

The first step toward preparedness is the creation of a family disaster supply kit. Because disaster assistance may not be readily available in the first few days of a disaster, supply kits are a very important factor in ensuring that your family can be self-sufficient while at home during this period. Not only are kits helpful when sheltering-in-place, but also when staying in a public shelter where some of your family's basic necessities may not be provided.

## Starting your own kit

Taking the time to create your own specialized disaster supply kit can provide a level of comfort during challenging events. Store your kit in a convenient airtight bag or container in an easily accessible place that is familiar to all family members.

## Purchasing a kit

An alternative to creating your own kit is purchasing one online. Many online resources offer quality pre-packaged disaster supply kits for your convenience. These kits are generally inexpensive, but often require some personalization. Most standard kits are limited to very basic survival items such as food, water and first-aid supplies. If you choose to purchase a pre-packaged kit, be sure to supplement it with the additional items listed in Sections 1.1 and 1.2.

See **Attachment 1** for a list of websites that sell pre-packaged disaster supply kits.

## 1.1 Recommended Items: Basic Emergency Supply Kit

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation.
- Food, at least a three-day supply of non-perishable food for the entire family.
- Battery-powered or hand-crank radio and a NOAA Weather Radio with tone alert and extra batteries for both.
- Flashlight and extra batteries.
- First-aid kit.
- Whistle to signal for help.
- Dust mask.
- Plastic sheeting and duct tape to shelter-in-place.
- Moist towelettes and garbage bags.
- Wrench or pliers to turn off utilities.
- Hand-crank can opener for food.
- Local maps.
- Cell phone with charger.



## 1.2 Additional Items to Consider



### Bedding/Clothing/Eating Needs

- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- 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.
- Kits that contain paper cups, plates, plastic utensils, and paper towels.
- Rotate stored food to ensure safety.

### General Health Needs

- Prescription medications and glasses.
- Rotate prescription and non-prescription medicine.
- Household chlorine bleach and medicine dropper. (When diluted nine-parts water to one part bleach, bleach can be used as a disinfectant. In an emergency, you also can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water.) Do not use scented or color-safe bleaches.
- Feminine supplies and personal hygiene items.



### Child Needs

- Infant formula and diapers.
- Books, games, puzzles or other activities.



### Safety Needs

- Emergency reference material such as a first-aid book or information from [www.ready.gov](http://www.ready.gov).
- Fire extinguisher.
- Matches in a waterproof container.
- Paper and pencil.



### Financial Needs

- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container.
- Cash or traveler's checks.



### Pet Needs

- Pet food and extra water for your pet.
- Pet medications.
- Rotate medications consistently.
- Leash and collar.



## SECTION 2: Developing a Five-Step Family Preparedness Plan

In addition to your family disaster supply kit, develop a preparedness plan with all family members. A basic preparedness plan has five steps:

1. Do your homework.
2. Create a family disaster plan.
3. Make a checklist and periodically update it.
4. Practice and maintain your plan.
5. Get involved in community preparedness.

### 2.1 Do Your Homework

Research the hazards that are present in your area. Contact your local emergency manager or American Red Cross chapter to:

- Learn which disasters are possible where you live and how these disasters might affect your family. Some of the most prevalent local hazards are listed below (A list of tips and information on these hazards is located in **Attachment 3**):

- Flooding
- Thunderstorms
- Tornadoes
- Winter Storms
- Wildfires



- Request information on how to prepare and respond to each potential disaster.
- Learn about your community's warning signals, what they sound like, what they mean and what actions you should take when they are activated. Learn about local, state or Federal disaster assistance plans.
- Find out about the emergency response plan for your children's school or day-care center, as well as other places where your family spends time.
- Develop a list of important telephone numbers (doctor, work, school, relatives) and keep it in a prominent place in your home.

### REGION VIII EMPLOYEE INFORMATION NOTIFICATION

The Emergency Notification System (ENS) is used to make large numbers of notifications quickly to predetermined region-specific groups and subgroups such as the Regional Support Team or Incident Management Team. The Emergency Notification System is also used for region-wide calls.



## State of Colorado Emergency Alert System

The Emergency Alert System (EAS) is a nationwide method of alerting the public to natural and manmade disasters. Current Federal Communications Commission regulations require all broadcast stations and cable systems to participate in EAS tests and activation. EAS is the fastest and most reliable way to alert large areas or isolated locations of live threatening emergencies. State and local officials along with broadcasters and cable casters have planned for and regularly test their emergency communications systems. For more information, visit State of Colorado's EAS website at [www.startcolorado.com/eas](http://www.startcolorado.com/eas).

### Other help:

**Federal Emergency Management Agency:** [www.fema.gov](http://www.fema.gov)

**National Weather Service:** [www.crh.noaa.gov](http://www.crh.noaa.gov)

**Society of Broadcast Engineers:** [www.sbe.org](http://www.sbe.org)

**Society of Telecommunications Engineers:** [www.scte.org](http://www.scte.org)

**Federal Communications Commission:** [www.fcc.gov](http://www.fcc.gov)

**KOA Radio:** [www.850koa.com](http://www.850koa.com)

## 2.2 Create a Family Disaster Plan (Attachments 4, 5, 6)

Discuss with your family the need to prepare for disasters. The discussion should explain the dangers of fire, severe weather (such as tornadoes and winter storms) and floods, as well as the necessity of preparedness. Develop a plan to share responsibilities and how to work together as a team. Online planning tools are available at [www.ready.gov](http://www.ready.gov).



- Discuss the types of disasters that are most likely to occur and how to respond.
- Include a reunification plan for all family members.
- Establish meeting places inside and outside your home, as well as outside the neighborhood. Make sure everyone knows when and how to contact each other if separated.
- Decide on best escape routes from your home. Identify 2 ways out of each room.

- Establish a family contact out of town (friend or relative). In some cases an out-of-state contact may also be appropriate. Call this person after the disaster to let them know where you are and if you are okay. Make sure everyone knows the contact's phone number.
- Learn what to do if you are advised to evacuate.
- Plan how to take care of your pets.

## **2.3 Make a Checklist and Periodically Update It**

- Post emergency telephone numbers (fire, police, ambulance, etc.) by phones.
- Teach your children how and when to call 9-1-1 or your local EMS number for help.
- Show each responsible family member how to turn off the water, gas and electricity at the main valves or switches.
- Teach each family member how to use a fire extinguisher and have a central place to keep it. Check it each year. Call your local fire department for training.
- Install smoke detectors on each level of your home, especially near bedrooms. Many fire stations offer free detectors as well as detectors with strokes for people with hearing impairments.
- Stock emergency supplies and assemble a disaster supply kit. Visit [www.ready.gov](http://www.ready.gov) for more information.
- Learn basic first aid. At the very least, each family member should know CPR, how to help someone who is choking, and first aid for severe bleeding and shock. The Red Cross and American Heart Association offers basic training of this nature.
- Check to be sure you have adequate insurance coverage for various types of disasters including flood insurance.
- Conduct a home hazard hunt. In a disaster, ordinary items in the home can cause injury and damage. Take time now to look around your home for potential hazards and correct any dangerous situations.
  - ◆ Repair defective electrical wiring and leaky gas connections.
  - ◆ Fasten all shelves securely.
  - ◆ Place large, heavy objects on lower shelves.
  - ◆ Hang pictures and mirrors away from beds.
  - ◆ Brace overhead light fixtures.
  - ◆ Secure your water heater by strapping it to wall studs.

## 2.4 Practice and Maintain Your Plan

- Test children's knowledge of the plan every six months so they remember what to do.
- Conduct regular fire and emergency evacuation drills.
- Replace stored water and food every six months.
- Test your smoke detectors monthly and change the batteries twice a year.

### 5 Tips for Effective Home Drills

- 1) Before your first drill teach your family what you expect of them. This can include where to go, whom to call and what exit path to take. You may run through different scenarios with your family before you complete the drill.
- 2) You should time the drills and try to complete it faster each time without sacrificing accuracy or safety.
- 3) It is important to vary the timing of the drills. After the first drill, you should not notify your family that there is going to be another drill. At first you may practice your drills once a week, until your family becomes comfortable with what to do. After that you can hold your drills once a month.
- 4) If you have seasonal occurrences such as tornadoes you should hold a review session just before the season begins. You may also want to review winter safety and pool safety with your children at the appropriate times.
- 5) Involve your children with planning the drills. You may have the children rotate through being in charge of conducting the drills for the month. Young children will enjoy being able to be in control of something like this.
- 6) Discuss alternative "what if" plans.



## 2.5 Get Involved in Community Preparedness

In conjunction with the preparedness plan, working with your neighbors can save lives and property. Meet with neighbors to plan how the neighborhood could work together after a disaster until help arrives. Members of a neighborhood organization, such as a home association, Community Emergency Response Team (CERT) or neighborhood watch group, can introduce disaster preparedness as an activity. If you are not sure if you have any of these types of organizations in your neighborhood, check the national Citizen Corps website for information on local organizations at [www.citizencorps.gov/](http://www.citizencorps.gov/).

Know your neighbors' special skills (medical, technical) and consider how to help neighbors with disabilities and elderly persons. Make several alternative plans for child care in case parents can't get home.



# SECTION 3: Considering Whole Family Needs

## 3.1 Children and Youth

**As you develop your preparedness plan, include children in the planning process.**



- Teach your children how to recognize danger signals inside and outside the home.
- Make sure they know what smoke detectors and other alarms such as weather sirens sound like. \*
- Make sure they know how and when to call for help. If you live in a 9-1-1 service area, teach your child to call 9-1-1. If not, check your telephone directory or Internet for the correct emergency number. Keep all emergency numbers posted by the phone.
- Help your children memorize important family information, including their family name, phone number and address. If children are not old enough to memorize the information, they should carry a small index card to give to an adult or babysitter that lists their emergency information. If children go to day care, inquire about whether the center has child care disaster plans, whether they coordinate with local emergency management, and what their plan is for family reunification.
- Children should also know where to meet in case of an emergency. Designate places inside and outside the home, around school locations, and hold practice drills regularly. Always discuss alternatives.
- Be aware of the potential to frighten children when discussing and preparing for disasters and emergencies. Avoid worst-case scenarios and assure children that being prepared helps keep the family safe. Special blankets, favorite stuffed animals, books or toys that are included in the family disaster kit can provide an extra level of comfort.

## 3.2 Aging Family and Neighbors

### Living in Your Home

With aging family members in the home, it is important that they also fully understand the preparedness measures that your family puts in place as well as any emergency plans, especially if they are ever home alone. Here are some things you can do to help plan for these family members:

- Use large print easily seen without glasses for emergency numbers and directions.
- Communicate the channels and radio stations for emergency information.

- Get emergency supplies that include extra doses of medications, extra glasses, hearing aid batteries, and ensure medications and batteries are rotated regularly.
- Consider if they have special diets when stocking emergency rations of food and have a plan to regularly rotate food items.
- Make plans for speedy evacuation for them in the event that you cannot return home quickly, such as with a friend or neighbor.
- Register people with dementia in the Alzheimer's Association Safe Return program. [www.alz.org/safetycenter/we can help safety medicalert safereturn.asp](http://www.alz.org/safetycenter/we-can-help-safety-medicalert-safereturn.asp)
- Create reunification plans.



\* If there are people in the household with deafness, hearing loss or vision impairments, ensure alternative methods/procedures/devices are in place for them to be aware of in an emergency situation. Install visual/strobe alarms for children who are deaf or have hearing loss and vibrating alarms for children who are blind or have impaired vision.

### 3.3 People in Nursing Homes

Even though they may not live at home with you, loved ones residing in nursing homes must also be considered when planning for emergencies. It is very important to learn and understand the preparedness measures that are being taken at their home, and to recommend improvements when they are needed. You will want to make sure all of your family members' needs are planned for in the event of an emergency, and the only way to do that is to communicate with their nursing home administration.

#### Things to Research:

**Planning:** Find out if the facility has an all-hazards preparedness plan. Ask to see a copy and ask questions if you are unclear about any of it.

**Training:** Inquire about how often drills are conducted and if so, what type. Research has shown that a majority of nursing home drills are based on fire situations, neglecting all other hazards that could occur.

**Evacuation Transportation:** Find out how residents are transported in the event of an emergency and where residents will be taken. Ask if families are notified when residents are being evacuated and if families have the option of picking up residents to evacuate.

**Notification:** Discover the agency's plan for emergency notification or how to contact them with post-event contact information.

Taking these measures before a disaster will help you feel more secure in handling an emergency situation by easing the burden of worrying for your family member.



### 3.4 People with Disabilities

People with disabilities need to take additional steps to prepare for disaster. If you have disabilities or know someone who does, the following extra precautions should be taken:

- Ask about assistance in an emergency. Many communities ask people with disabilities to register, usually with the fire department or emergency management office.
- Make personal readiness plans.
- If you or someone in your household uses a wheelchair, make more than one exit from your home wheelchair accessible in case the primary exit is blocked.
- Have a cell phone with an extra battery.

- If you currently use services from an agency, check to see if the agency has special provisions for emergencies. Determine what you will need to do for each type of emergency. For example, most people head for a basement or interior room when there is a tornado warning, but many rooms are not accessible to all persons. Determine in advance what your alternative shelter will be and how you will get there. Learn what to do in case of power outages and personal injuries. Know how to connect or start a back-up power supply for essential medical equipment.
- Consider getting a medical alert system that will allow you to call for help if you are immobilized in an emergency.
- Store back-up equipment at a neighbor's home, school or your workplace.
- Avoid possible hazards by fastening shelves to the wall and placing large, heavy objects on the lower shelves or near the wall. Also hang pictures or mirrors away from beds. Bolt large pictures or mirrors to the wall. Secure water heaters by strapping them to a nearby wall.
- If you rely on a service animal, pre-identify a replacement source for emergency situations.
- Keep medicines, medical supplies and copies of medical records in waterproof containers. Rotate medications and supplies as appropriate.
- Ensure use of strobe/visual and vibrating alarms instead of relying on sight or sound alert systems.

### **3.4.1 People with Deafness or Hearing Loss**

Deaf or hearing-impaired individuals may have communication challenges after a disaster due to loss of technology and/or routine communication options. People may not realize deaf or hearing-impaired family members can't receive audible warning signals and instructions.

To avoid potential problems you should:

- Make sure people with deafness/hearing loss have a flashlight, pad and pencil by their bed at home.
- Ask a neighbor to be a source of information if you are not home.
- Remind friends, neighbors and family members about people in your home who can't hear an evacuation order.
- Communicate to them that if they are trapped in a room, that they should knock on the door or hit objects together to let others know they are there.

### **3.4.2 People with Vision Impairments**

Blind or visually impaired individuals may have a difficult time after a disaster if surroundings have been greatly disrupted. In addition, service animals may be too frightened or injured to be reliable. Have an extra cane at home and work, even if a service animal is in the home. Communicate to people with vision impairments they should make noise to alert others if trapped.

### 3.4.3 Service Animals

The Americans with Disabilities (ADA) Act amendments of 2010 define only two types of Services Animals; dogs and miniature horses. Service animals may not be excluded from local shelters.

Service Animals provide specific services for people with a wide array of disabilities. Most everyone is acquainted with a guide dog used by people who are blind or have low vision but services animals also assist people with seizure disorders, PTSD (post traumatic stress disorder), retrieving items for people who use wheelchairs and as alert/guide dogs for people who are deaf or hard of hearing.

Preparation and plans for Service Animals are about the same as outlined in section **3.5 for Pets**. According to the ADA people who use Service Animals must ensure positive control of their animals and animals are required to have harness/collars with leashes. Popular extension leashes may not represent positive control.



## 3.5 Pets

Pets are important members of the family. The likelihood that you and your pet will survive an emergency largely depends on the emergency planning done today.



Some things you can do to ensure your pet's safety are:

1. Assemble a pet emergency supply kit that contains the following items:
  - Three-days of food in an airtight, waterproof container.
  - Three-days of water separate from the family's water supply.
  - Medicines and medical records. (rotate medicines)
  - First aid kit with bandages, antibiotic ointment, flea and tick prevention, latex gloves and isopropyl alcohol.
  - Collar with ID tag, harness or leash.
  - Crate or other pet carrier.
  - Litter and litter boxes, plastic bags, newspapers and paper towels.
  - Current picture of your pet in case you get separated.
2. Develop a pet care buddy system with neighbors, friends or relatives.
3. Research veterinarians and dog day care centers that can accept your pet if you need to evacuate.

For public health reasons, many emergency shelters cannot accept pets. Find out which hotels in the area you plan to evacuate to allow pets, well in advance.

When evacuating, try to attach the address and/or phone number of your evacuation site. If your pet gets lost, this will be helpful.

You may want to get a microchip identification system for your pet. This system is used widely by animal shelters, kennels and veterinarians to return lost or stolen pets to their owners. Your local veterinarian can assist you with the process.

If you cannot evacuate with your pet, here are some tips for helping them survive:

- Leave your pet inside, NEVER chained outside. Give them space to be able to move around in a safe area.
- Leave them plenty of food and water. To ensure they can still drink, leave the toilet tank lid off and brace the bathroom door open so they can drink from there if needed.
- Place a notice outside your home indicating that you have left pets inside and give contact information for yourself and your vet.

# SECTION 4: Deciding to Stay or Go: Evacuations

## 4.1 Shelter-in-Place (Staying Where You Are)

Whether you are at home, work or elsewhere, there may be situations when it's simply best to stay where you are and avoid any uncertainty outside. There are other circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside — a process known as "sealing the room" is a matter of survival. Use available information to assess the situation. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to take this kind of action. The process used to seal the room is considered a temporary protective measure and requires preplanning.

### To "Shelter-in-Place and Seal the Room" (see diagram in **Attachment 2**)

- Bring your family and pets **inside**. Have provisions for pet hygiene and waste disposal.
- **Lock** doors, **close** windows, air vents and fireplace dampers.
- **Turn off** fans, air conditioning and forced-air heating systems.
- **Have your emergency supply kit** available unless you have reason to believe it has been contaminated.
- **Go into an interior room** with few windows, if possible.
- **Seal** all windows, doors and air vents with plastic sheeting and duct tape.
- Be prepared to **improvise** and use what you have on hand to **seal gaps** so that you create a barrier between yourself and any contamination.
- Local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should **watch TV, listen to the radio or check the Internet often for official news** and instructions as they become available.

### Learn how and when to turn off utilities

If there is damage to your home or you are instructed to turn off your utilities:

- Locate the electric, gas and water shut-off valves.
- Keep necessary tools near gas and water shut-off valves.
- Teach family members how to turn off utilities.
- **If you turn the gas off, a professional must turn it back on.**

### If you have mobility impairments:

- Make plans with at least three different nearby people to see if you need assistance.
- Contact local fire, police and emergency management staff to ensure they are aware you may need help if sheltering-in-place becomes necessary.

## 4.2 Evacuations

Evacuations during a disaster are a common event. Evacuation procedures vary by location and disaster. Contact your local emergency management office for specific evacuation plans. The amount of time you will have to evacuate depends on the disaster. Some disasters may allow several days to prepare. Hazardous materials accidents or wildfires may only allow moments to leave. This means that preparation is essential since there may not be time to collect the basic necessities. Evacuations can last for several days. During this time you may be responsible for part or all of your own necessities.



### 4.2.1 Preparing for Evacuation

First, you should have your family disaster supply kit and plan ready. Additional steps that can aid preparedness include:

1. Review possible evacuation procedures with your family.
  - Ask a friend or relative outside your area to be the check-in contact so that everyone in the family can call that person to say they are safe.
  - Find out where children will be sent if they are in school when an evacuation is announced.
2. Plan now where you would go if you had to evacuate.
  - Consider the homes of relatives or friends who live nearby, but outside the area of potential disaster.
  - Contact the local emergency management office for community evacuation plans. Review public information to identify reception areas and shelter areas.
3. Keep fuel in your car's gas tank at all times. Never store extra fuel in the garage.
4. If you do not have a car or other vehicle, make transportation arrangements with friends, neighbors or your local emergency management office.
5. Know where and how to shut off electricity, gas and water at main switches and valves. Make sure you have the tools needed to do this and have had instruction.
6. If you have mobility impairments, ensure you put in place plans for evacuation.

### 4.2.2 Leaving

When you are told to evacuate there are Four steps you need to take:

1. If there is time, secure your house. (Unplug appliances. Turn off the main water valve. Take actions needed to prevent damage to water pipes by freezing weather. Securely close and lock all doors, windows and garage.)
2. Follow recommended evacuation routes. Do not take shortcuts!
3. Listen to the radio for emergency shelter information.
4. Carry your family disaster supply kit.

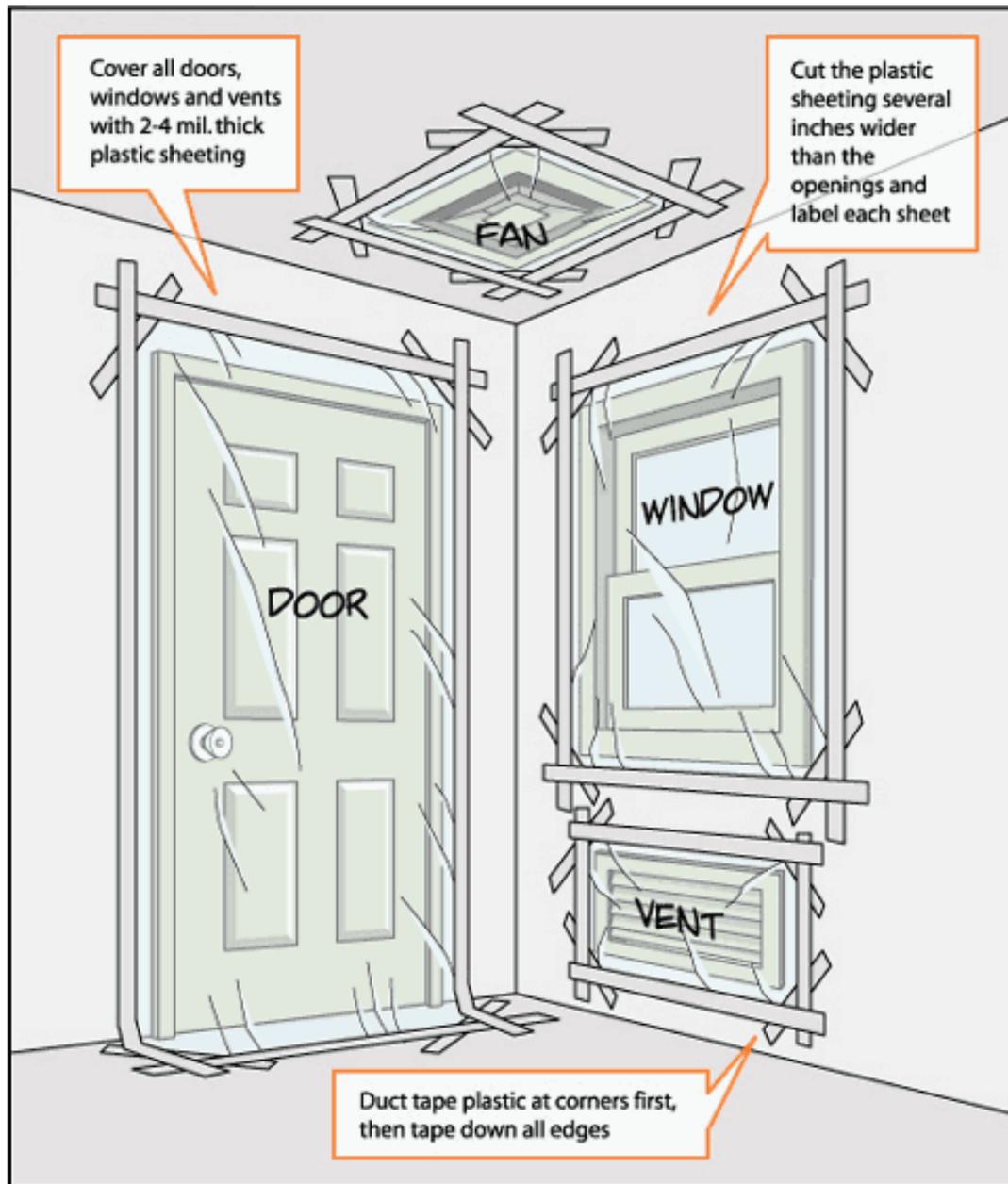
## **SECTION 5: Returning Home**

If the proper procedures are not taken, returning home can become a dangerous event. To ensure that you keep yourself and your family safe, be sure to take the following steps:

1. Do not return until the local authorities say it is safe.
2. Continue listening to the radio for information and instructions.
3. Use extreme caution when entering or working in buildings -- structures may have been damaged or weakened. Watch for poisonous snakes in flooded structures and debris.
4. Do not take lanterns, torches or any kind of flame into a damaged building. There may be leaking gas or other flammable materials present. Use battery-operated flashlights for light. If you suspect a gas leak, do not use any kind of light. The light itself could cause an explosion.
5. If you smell leaking gas, turn off the main gas valve at the meter. If you can open windows safely, do so. Do not turn on lights — they can produce sparks that may ignite gas. Leave the house immediately and notify the gas company or fire department. Do not re-enter the house until an authorized person tells you it is safe to do so.
6. Notify the power company or fire department if you see fallen or damaged electrical wires.
7. If any of your appliances are wet, turn off the main electrical power switch in your home before you unplug them. Dry out appliances, wall switches and sockets before you plug them in again. Call utility companies for assistance.
8. Check food and water supplies for contamination and spoilage before using them.
9. Wear sturdy shoes when walking through broken glass or debris, and use heavy gloves when removing debris.
10. After the emergency is over, notify your family and friends you are safe.
11. If you rely on powered equipment or assistive devices, ensure utilities are functioning before you return home.
12. Pre-determine which entity in your community is responsible to remove debris, especially if you use assistive mobility devices or have vision impairments.



## Attachment 2: Shelter-in-Place Diagram



## Attachment 3: Local Hazard Tips and Information

### Extreme Heat Tips

- Install window air conditioners snugly; insulate if necessary.
- Check air-conditioning ducts for proper insulation.
- Install temporary window reflectors, such as aluminum foil-covered cardboard, to reflect heat back outside.
- Weather-strip doors and sills to keep cool air in.
- Cover windows that receive morning or afternoon sun with drapes, shades, or awnings (Outdoor awnings can reduce heat that enters a home by up to 80 percent).
- Keep storm windows up all year.
- Ensure pets and service animals are properly hydrated and not left outdoors.

### Thunderstorm Hazard Information

- **Thunderstorm Watch** means there's a possibility of a thunderstorm in your area.
- **Thunderstorm Warning** means a thunderstorm is occurring or will likely occur soon. If you are advised to take shelter, do so immediately. Remove dead or rotting trees and branches that could fall and cause injury or damage during a severe thunderstorm.
- Secure outdoor objects that could blow away or cause damage.
- Shutter windows and secure outside doors. If shutters are not available, close window blinds, shades or curtains.

### Tornado Hazard Information

- **Tornado Watch** means a tornado is possible in your area.
- **Tornado Warning** means a tornado is actually occurring. Take shelter now.
- Determine in advance where you will take shelter in case of a tornado warning:
  - Storm cellars or basements provide the best protection. If this is not available, go into an interior room or hallway on the lowest floor possible.
  - In a high-rise building, go to a small interior room or hallway on the lowest floor possible.
  - Stay away from windows, doors and outside walls. Go to the center of the room. Stay away from corners because they attract debris.
  - A vehicle, trailer or mobile home does not provide good protection. Plan to go quickly to a building with a strong foundation, if possible.
  - If shelter is not available, lie flat in a ditch or other low-lying area. Do not get under an overpass or bridge. You are safer in a low, flat location.
  - Plan to stay in the shelter location until the danger has passed.

## Winter Storm Precautions

- Make sure your home is well-insulated and that you have weather stripping around your doors and windowsills to keep the warm air inside.
- Insulate pipes with insulation or newspapers and plastic. Allow faucets to drip a little during cold weather to avoid freezing.
- Learn how to shutoff water valves (in case a pipe bursts).
- Keep fire extinguishers on hand, and make sure everyone in your house knows how to use them.
  - Never discard hot ashes inside or near the home. Place them in a metal container outside and well away from the house.
  - Never use a range or an oven as a supplemental heating device. Not only is it a safety hazard, it can be a source of potentially toxic fumes.
  - If you use an electric heater, be sure not to overload the circuit. Only use extension cords which have the necessary rating to carry an amp load.
  - Avoid using electrical space heaters in bathrooms or other areas where they may come in contact with water.
  - Never try to thaw out frozen water pipes with a blow torch or other open flame, as the pipe could conduct the heat and ignite the wall structure inside the wall space. Use hot water or a lab-tested device such as a handheld dryer for thawing.
- Hire a contractor to check the structural stability of the roof to sustain unusually heavy weight from the accumulation of snow or water, if drains on flat roofs do not work.
- If you have a car, fill the gas tank in case you have to leave. In addition, check, or have a mechanic check, the following items on your car:
  - Antifreeze levels - ensure they are sufficient to avoid freezing.
  - Battery and ignition system - should be in top condition and clean.
  - Brakes - check for wear and fluid levels.
  - Exhaust system - check for leaks and crimped pipes, repair or replace as necessary. **Carbon monoxide is deadly and usually gives no warning.**
  - Fuel and air filters - replace and keep water out of the system by using additives and maintaining a full tank of gas.
  - Heater and defroster - ensure they work properly.
  - Lights and flashing hazard lights - check for serviceability.
  - Oil - check for level and weight. Heavier oils congeal more quickly at low temperatures and do not lubricate as well.
  - Thermostat - ensure it works properly.
  - Tires - make sure the tires have adequate tread. All-weather radials are usually adequate for most winter conditions. However, some jurisdictions require that to drive on their roads, vehicles must be equipped with chains or snow tires with studs.
  - Windshield wiper equipments - repair problems and maintain fluid levels.

## **Familiarize yourself with the terms that are used to identify winter weather:**

- **Freezing Rain** creates a coating of ice on roads, bridges and walkways.
- **Sleet** is rain that turns to ice pellets before reaching the ground. Sleet also causes roads to freeze and become slippery.
- **Winter Weather Advisory** means cold, ice and snow are expected.
- **Winter Storm Watch** means severe weather such as heavy snow or ice is possible in the next day or two.
- **Winter Storm Warning** means severe winter conditions have begun or will begin very soon.
- **Blizzard Warning** means heavy snow and strong winds will produce blinding snow, near zero visibility, deep drifts and life-threatening wind chill.
- **Frost/Freeze Warning** means below freezing temperatures are expected.
- When a **Winter Storm Watch** is issued:
  - Listen to NOAA Weather Radio, local radio and television stations, or cable television such as The Weather Channel for further updates.
  - Be alert to changing weather conditions.
  - Avoid unnecessary travel.
- When a **Winter Storm Warning** is issued:
  - Stay indoors during the storm.
  - If you must go outside, several layers of lightweight clothing will keep you warmer than a single heavy coat. Gloves (or mittens) and a hat will prevent loss of body heat. Cover your mouth to protect your lungs.
  - Walk carefully on snowy or icy walkways.
  - If the pipes freeze, remove any insulation or layers of newspapers and wrap pipes in rags. Completely open all faucets and pour hot water over the pipes, starting where they were most exposed to the cold (or where the cold was most likely to penetrate).
  - Maintain ventilation when using kerosene heaters to avoid build-up of toxic fumes. Refuel kerosene heaters outside and keep them at least three feet from flammable objects.
  - Avoid traveling by car in a storm, but if you must...
    - ◇ Carry an emergency supply kit in the trunk.
    - ◇ Keep your car's gas tank full for emergency use and to keep the fuel line from freezing.
    - ◇ Let someone know your destination, your route and when you expect to arrive. If your car gets stuck along the way, help can be sent along your predetermined route.
    - ◇ Eat regularly and drink ample fluids, but avoid caffeine and alcohol.
    - ◇ Conserve fuel, if necessary, by keeping your residence cooler than normal.
    - ◇ Temporarily close off heat to some rooms.



# Family Emergency Plan

Prepare. Plan. Stay Informed.



Make sure 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: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Neighborhood Meeting Place: \_\_\_\_\_

Phone: \_\_\_\_\_

Out-of-Neighborhood Meeting Place: \_\_\_\_\_

Phone: \_\_\_\_\_

Out-of-Town Meeting Place: \_\_\_\_\_

Phone: \_\_\_\_\_

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: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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 about.

### Work Location One

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### School Location One

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### Work Location Two

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### School Location Two

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### Work Location Three

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### School Location Three

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### Other place you frequent

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### Other place you frequent

Address: \_\_\_\_\_

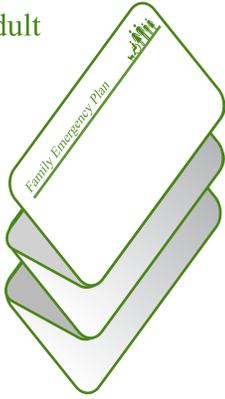
Phone: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

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

Dial 911 for Emergencies

Adult



# Family Emergency Plan



Personal ID

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Address 1: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Address 2: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Other E-mail: \_\_\_\_\_

Special Needs, Medical Conditions, Allergies, Important Information:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Ready ✓

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Work

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_  
 Point of Contact or Special Instructions:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Work Emergency Plan:  
 \_\_\_\_\_  
 \_\_\_\_\_

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Children

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Sex: \_\_\_\_\_  
 Identifying Characteristics: \_\_\_\_\_  
 School/Daycare: \_\_\_\_\_ Address: \_\_\_\_\_  
 School Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Sex: \_\_\_\_\_  
 Identifying Characteristics: \_\_\_\_\_  
 School/Daycare: \_\_\_\_\_ Address: \_\_\_\_\_  
 School Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Sex: \_\_\_\_\_  
 Identifying Characteristics: \_\_\_\_\_  
 School/Daycare: \_\_\_\_\_ Address: \_\_\_\_\_  
 School Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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Neighborhood Emergency Meeting Place

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Point of Contact or Special Instructions: \_\_\_\_\_

Out of Neighborhood Emergency Meeting Place

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Point of Contact or Special Instructions: \_\_\_\_\_

Out of Town Emergency Meeting Place

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Point of Contact or Special Instructions: \_\_\_\_\_

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Important Numbers or Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Type: \_\_\_\_\_ Age: \_\_\_\_\_ **Pets**  
 Name: \_\_\_\_\_ Type: \_\_\_\_\_ Age: \_\_\_\_\_  
 Veterinarian Phone: \_\_\_\_\_

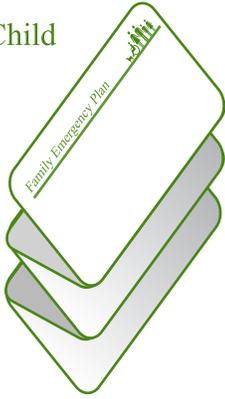
DIAL 911 FOR EMERGENCIES



Place additional information on the reverse side as needed.



Child



# Family Emergency Plan



Personal ID

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Address 1: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Address 2: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Other E-mail: \_\_\_\_\_

Special Needs, Medical Conditions, Allergies, Important Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ready ✓

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School / Daycare

School Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_  
 Point of Contact or Special Instructions: \_\_\_\_\_  
 \_\_\_\_\_  
 School Emergency Plan: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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Parent / Guardian / Care Giver

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Address 1: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Address 2: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Other E-mail: \_\_\_\_\_  
 Identifying Characteristics: \_\_\_\_\_  
 Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Address 1: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Address 2: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Other E-mail: \_\_\_\_\_  
 Identifying Characteristics: \_\_\_\_\_

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Neighborhood Emergency Meeting Place

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Point of Contact or Special Instructions: \_\_\_\_\_

Out of Neighborhood Emergency Meeting Place

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Point of Contact or Special Instructions: \_\_\_\_\_

Out of Town Emergency Meeting Place

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Point of Contact or Special Instructions: \_\_\_\_\_

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Important Numbers or Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Type: \_\_\_\_\_ Age: \_\_\_\_\_ **Pets**  
 Name: \_\_\_\_\_ Type: \_\_\_\_\_ Age: \_\_\_\_\_  
 Veterinarian Phone: \_\_\_\_\_

DIAL 911 FOR EMERGENCIES



Place additional Information on the reverse side as needed.





Prepare. Plan. Stay Informed.

# Family Emergency Plan



## ADDITIONAL FAMILY MEMBERS INFORMATION

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_  
Important Medical Information: \_\_\_\_\_