

**MAKE A PLAN
GET A KIT
BE INFORMED
GET INVOLVED**

Family **EMERGENCY**
PREPAREDNESS *Plan*



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FAMILY NAME

DATE PREPARED

NEXT REVIEW DATE



Why Plan?

While we all hope disasters never happen, it has been shown time and time again that being prepared for disasters is prudent. Emergency services and government agencies may not be able to respond to your needs immediately. Their buildings, equipment, personnel, communications and mobility may be severely hampered by the event. They will be overwhelmed. Experts tell us to plan to be on our own for a minimum of three days.

We cannot stop these disasters from occurring, but we can limit their impact on us and those we love. Contrary to what you may think, the chances of being killed or injured in a disaster are very low. More likely you will be unable to live normally in your home. It may be damaged and let in the weather. It may be cold with no heat. You may have no power or water. It may not even be safe for you to go back into. In short, disasters make life very uncomfortable. Proper planning and preparation will help you and your family to be more comfortable in the event that your home is damaged, or you can't get back into it.

In the following pages you will find a step-by-step guide to disaster planning along with other essential information you will need in building a comprehensive family emergency preparedness plan. Be sure to involve all the members of your household when developing your preparedness plan. A plan will only work when everyone knows about it and agrees to operate within its guidelines.

Once your family is prepared, it is time to look to your neighbors. In times of disaster your neighbors will probably be the first ones available to come to your aid. Find out before disaster strikes what resources you share and how you can work together for the good of one another. Good luck! And don't forget to review your plan annually.

Four Steps to Disaster Planning



FIND OUT WHICH DISASTERS COULD HAPPEN

- Which disasters are most likely to happen in your area?

- Learn about your community's warning signals: What are they and what should you do when you hear them? Also, learn which radio stations will provide emergency information for your area.

- Which special preparations will I need to make (animals, elderly persons, disabled persons, etc.)?

- What is the disaster plan in my workplace? in kids' schools?

CREATE A DISASTER PLAN

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Meet with your family and discuss why you need to prepare for disaster. Plan to share responsibilities and work together as a team.

- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.

- Discuss what to do in an evacuation. Plan to take care of your pets.

- Ask an out-of-area friend or relative to be your 'Family Contact.' It's often easier to call long distance following a disaster.

- Pick two places to meet:

1. Right outside your home in case of a fire.

2. Outside your neighborhood in case you can't return home. Everyone must know the address and phone number.

Address: _____

Phone: _____

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PUT YOUR PLAN INTO ACTION

- Post emergency telephone numbers by phones.
- Teach children how and when to call 911 or your local emergency medical services number for emergency help.
- Show each family member how and when to turn off the water, gas and electricity at the main switches.
- Check for adequate insurance coverage.
- Install an ABC type fire extinguisher in your home, teach each family member to use it and show them where it is kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt. (Found later in this manual)
- Stock emergency supplies and assemble a disaster supplies kit.
- Take a first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find safe spots in your home for each type of disaster.

PRACTICE AND MAINTAIN YOUR PLAN



- Review your plans every six months so everyone remembers what to do.
Next review – _____
- Conduct fire and emergency evacuation drills.
Date of last drill – _____
Date of next drill – _____
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
Date inspected – _____
Next inspection due – _____
- Test your smoke detectors monthly. Change the batteries every six months and clean the dust from the detector each time you change the batteries.
Date of last battery change – _____
Next battery change due – _____
- Replace stored water and food every six months.
Date of last rotation – _____
Date of next rotation – _____

Hint – When you set your clocks in the fall and the spring, also replace your stored water and food, change your smoke detector batteries and do other things necessary to maintain your plan.

Disaster Supplies Kit

There are six basics you should stock in your home: water, food, first aid, clothing and bedding, tools, and emergency supplies and special items. Keep the items you will most likely need during an evacuation in an easy-to-carry container such as a large, covered trash container, camping backpack or duffle bag. Keep a smaller version of the disaster supplies kit in the trunk of your car.

WATER

- Have purifying agents available
- Store one gallon of water per person per day

FOOD

Store at least a three day supply of non-perishable food for each person. Select foods that require no refrigeration, cooking or preparation. Select food items that are compact and lightweight and rotate the food supply every six months.

- High energy foods – peanut butter, nuts, trail mix, etc
- Juices – canned, powered or crystallized
- Milk – powered or canned
- Ready to eat canned meats, fruits and vegetables
- Smoked or dried meats such as beef jerky
- Soups – bouillon cubes or dried soups in a cup
- Staples – sugar, salt, pepper
- Stress foods – sugar cookies, hard candy
- Vitamins

FIRST AID KIT

You should have two first aid kits — one for your home and the other for your car. The kit should include:

- 2 & 3-inch sterile roller bandages (3 rolls each)
- 2-inch sterile gauze pads (8-12)
- 3-inch sterile gauze pads (8-12)
- Antiseptic spray
- Assorted sizes of safety pins
- Bar of soap
- Cleansing agent – soap
- Hypoallergenic adhesive tape
- Latex gloves
- Moistened towelettes (8-10 packages)
- Non-breakable thermometer
- Safety razor blade
- Scissors
- Sewing needle
- Sterile adhesive bandages in assorted sizes
- Tongue blades and wooden applicator sticks
- Triangular bandages (3)
- Tube of petroleum jelly or other lubricant
- Tweezers

NON-PRESCRIPTION MEDICATIONS

- Activated charcoal
- Antacid
- Anti-diarrhea medication
- Antiseptic or hydrogen peroxide
- Aspirin or non-aspirin pain reliever
- Emetic (to induce vomiting)
- Eye wash
- Laxative
- Rubbing alcohol

TOOLS AND SUPPLIES

- Aluminum foil
- Battery operated radio and extra batteries
- Cash or traveler's checks, change
- Compass
- Dust mask and work gloves
- Family emergency preparedness plan
- Fire extinguisher, small canister, ABC type
- Flashlight and extra batteries
- Matches in a waterproof container
- Medicine dropper
- Mess kits, or paper cups, plates and plastic utensils
- Needles, thread
- Non-electric can opener, utility knife
- Paper, pencil
- Plastic sheeting
- Plastic storage containers
- Pliers
- Shut-off wrench for gas and water
- Signal flare
- Tape
- Tube tent
- Whistle

SANITATION

- Disinfectant
- Feminine supplies
- Household chlorine bleach
- Personal hygiene items
- Plastic bucket with tight lid
- Plastic garbage bags, ties
- Small shovel, to dig expedient latrine
- Soap, liquid detergent
- Toilet paper, towelettes

CLOTHING AND BEDDING

Include at least one complete change of clothing and footwear per person

- Blankets or sleeping bags
- Hat and gloves
- Rain gear
- Sturdy shoes or work boots
- Sunglasses
- Thermal underwear

SPECIAL ITEMS

For Baby

- Bottles
- Diapers
- Formula
- Medications
- Powdered milk

For Adults

- Contact lenses and supplies
- Denture needs
- Entertainment — games for children; books for adults.
- Extra eye glasses
- Heart and high blood pressure medications
- Insulin
- Prescription drugs

Important Family Documents

Keep these records in a waterproof, portable container.

- Will, insurance policies, contracts, deeds, stocks and bonds
- Passports, social security cards
- Bank and credit card account numbers
- Inventory of valuable goods, important telephone numbers
- Family records (birth, household marriage, death certificates)

Emergency Telephone Numbers

OUT OF AREA CONTACT

Name – _____

City – _____

Telephone (day) (___) _____ (evening) (___) _____

LOCAL CONTACT

Name – _____

City – _____

Telephone (day) (___) _____ (evening) (___) _____

NEAREST RELATIVE

Name – _____

City – _____

Telephone (day) (___) _____ (evening) (___) _____

FAMILY WORK NUMBERS

Father – _____ Mother – _____

Other – _____

EMERGENCY AGENCY NUMBERS

In a life threatening emergency, dial 911.

Police Department – _____

Fire Department – _____

Hospital – _____

FAMILY DOCTOR

Name – _____ Telephone – _____

Name – _____ Telephone – _____

Name – _____ Telephone – _____

REUNION LOCATION

1. Right outside your home – _____

2. Away from the neighborhood, in case you cannot return home –

Address – _____

Telephone – _____

Route to try first – _____

Hazard Hunt

Conduct a hazard hunt to identify hazards in your home. State the action required to correct each problem. When the hazard has been corrected, put a check mark in the box.

- Water heater – _____

- Top heavy free standing furniture – _____

- Heavy or breakable objects – _____

- Electronic equipment/appliances – _____

- Hanging plants – _____

- Mirrors/heavy pictures – _____

- Unsecured cupboard doors – _____

- Poisons, toxics and solvents – _____

- House foundation – _____

- Chimney roof – _____

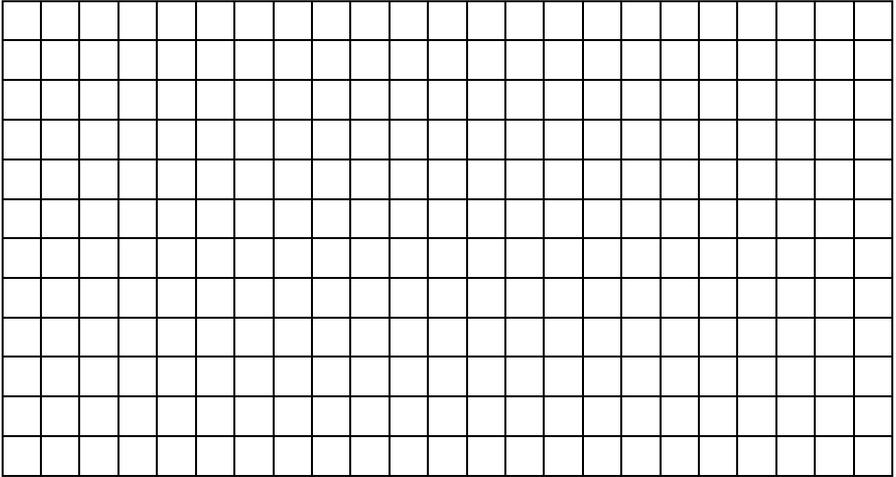
- Utilities (gas connections, electrical wiring, shut off valves) – _____

- Date completed – _____
- Date of next review – _____

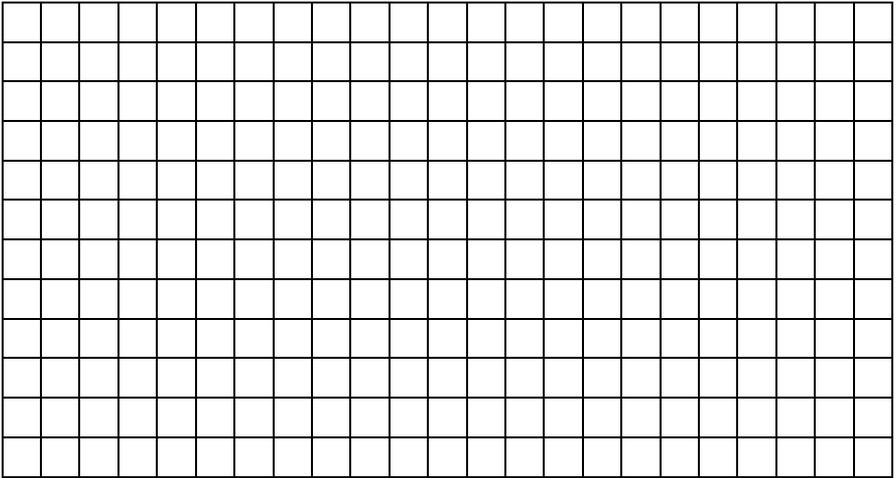
Floor Plan

Sketch the floor plan of your home and establish two exit routes.

Floor One



Floor Two



Planning For Specific Disasters

FIRE

More than 24 million fires are reported annually, resulting in over \$11 billion in property damage. The United States has one of the highest fire death rates per capita in the world. At least 6,000 people die in fires each year, and an additional 100,000 are injured. Senior citizens and children under 5 are at highest risk. Fire is fast, dark and deadly, emitting smoke and gases that can render a person unconscious within minutes. It is the most likely disaster that families will experience. Most of these fires are caused by man. If you live in wildland areas, where flammable vegetation is abundant — your house could be a target for wildland fire.

Getting Prepared

- Install smoke detectors, according to the manufacturer's directions, on every level of your house: outside bedrooms on the ceiling or high on the wall, at the top of open stairways, or at the bottom of enclosed stairs and near (but not in) the kitchen.
- Clean smoke detectors once a month and change batteries at two specified times each year, when you set your clocks for Daylight Savings or Standard Time.
- Plan two escape routes out of each room. Contact your local fire authority for help in planning for the safe escape of those with disabilities.
- Make sure windows are not nailed or painted shut and security grating on windows have a fire safety opening feature.
- Teach everyone to stay low to the floor when escaping from a fire.
- Pick a meeting place outside your home for the family to meet after escaping from a fire. ONCE OUT, STAY OUT!
- Practice your escape plans at least twice a year.

- Clean out storage areas. Store flammable and combustible liquids in approved containers. Keep containers in the garage or an outside storage area.
- Inspect electrical appliances and extension cords for bare wires, worn plugs and loose connections annually.
- Clean and inspect primary and secondary heating equipment annually.
- Learn how to turn off the gas and electricity in an emergency.
- Install A-B-C type fire extinguishers: teach family members how to use them.
- Inspect or service your fire extinguisher annually.

In Case of Fire

- Do not attempt to extinguish a fire that is rapidly spreading.
- Use water or a fire extinguisher to put out small fires.
- Never use water on a electrical fire.
- Smother oil and grease fires in the kitchen with baking soda or salt, or put a lid over the flame if it is burning in a pan.
- If your clothes catch fire — Stop–Drop–Roll — until the fire is out.
- Sleep with your door closed.
- If the smoke alarm sounds, crouch down low, feel the bottom of the door with the palm of your hand before opening it. If the door is hot, escape through the window. If the door is not hot and this route is your only means of escape, crawl below the level of the smoke and use the first available exit door to escape. If you cannot escape, leave the door closed, stay where you are and hang a white or light-colored sheet outside the window.

After the Fire

- Stay out of the burned structure.
- Notify your local disaster relief service if you need housing, food, etc.
- Call your insurance agent.

- Ask the fire department for assistance in retrieving important documents.
- Keep records of all clean-up and repair costs.
- Secure personal belongings.
- If you are a tenant, notify the landlord.

FLOODING

Floods are the most common and widespread of all natural disasters and can occur nearly anywhere in the United States. Flooding has been responsible for the deaths of more than 10,000 people since 1900. Property damage attributable to flooding now totals over \$1 billion each year. The sheer force of just six inches of swiftly moving water can knock people off their feet. Cars are easily swept away in just two feet of water. Flash floods can occur with little or no warning — and can reach full peak within minutes. Rapidly rising walls of water can reach heights of 30 feet or more and are generally accompanied by a deadly cargo of debris.

Getting Prepared

- Find out if you live in a flood-prone area and identify dams in your area.
- Ask your local emergency manager about official flood warning signals.
- Know the terms Flood Watch, Flash Flood Watch, Flood Warning, Flash Flood Warning, and Urban and Small Stream Warning.
- Plan for evacuation.
- Consider purchasing flood insurance.
- Take steps to floodproof your home. Call your local building department or emergency management office for information.
- Keep all insurance policies and your household inventory in a safe place.

In Case of Heavy Rain

- Be aware of flash floods.
- Listen to radio or television stations for local information.
- Be aware of streams, drainage channels and areas known to flood suddenly.
- If local authorities issue a flood watch, prepare to evacuate.
- Secure your home. If time permits, secure items located outside the house.
- If instructed, turn off utilities at the main switches or valves.

- Fill your car with fuel.
- Fill the bathtub with water in case water becomes contaminated or services are cut off. Sterilize the bathtub first.
- Stay away from flood waters.
- When deep flooding is likely, permit the flood waters to flow freely into your basement to avoid structural damage to the foundation and the house.

After a Flood

- Stay away from flood waters.
- Stay away from moving water. Moving water six inches deep can sweep you off your feet.
- Be aware of areas where flood waters have receded and may have weakened road surfaces.
- Stay away from and report downed power lines.
- Stay away from disaster areas unless authorities ask for volunteers.
- Continue listening to the radio for information about where to get assistance.
- Consider health and safety needs. Wash your hands frequently with soap and clean water if you come in contact with flood waters.
- Throw away food that has come in contact with flood waters.
- Call your insurance agent.
- Keep records of all clean-up and repair costs.
- Take photos of or videotape your belongings and your home.
- Don't throw away damaged goods until an official inventory has been taken.

EARTHQUAKE

Seventy million people in 39 states are at high risk from earthquakes. People in all states, however, are at some risk. Earthquakes can cause buildings to collapse, disrupt utilities and trigger landslides, avalanches, flash floods, fires, tsunamis and volcanoes. In Utah, hundreds of earthquakes occur every year; catastrophic earthquakes will occur in the future.

Getting Prepared

- Securely fasten water heaters and gas appliances.
- Repair defective electrical wiring, leaky gas and inflexible utility connections.
- Place large or heavy objects on lower shelves. Fasten shelves to walls. Brace high and top-heavy objects.
- Store bottle foods, glass, china and other breakables on low shelves or in cabinets that can fasten shut.
- Anchor overhead lighting fixtures.
- Be sure house is firmly anchored to its foundation.
- Know where and how to shut off all utilities.
- Locate safe spots in each room.
- Identify danger zones in each room.
- Consider buying earthquake insurance.

When the Ground Moves

- If indoors — take cover under sturdy furniture or against an inside wall, and hold on. Drop, Cover & Hold. Stay away from the kitchen!
- If outdoors — stay there. Move away from buildings, street lights and utility wires.
- In a high-rise building — take cover under sturdy furniture away from windows and outside walls. Stay in the building on the same floor. An evacuation may not be necessary. Wait for instructions from safety personnel.
- Do not use elevators.

- In a vehicle — stop as quickly as safety permits, and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses or utility wires.

After the Shaking Stops

- If the electricity is out — use flashlights or battery powered lanterns.
- If you smell gas or hear a hissing or blowing sound — open a window and leave the building. Shut off the main gas valve outside.
- Be prepared for aftershocks.
- Check for injuries; yourself and those around you.
- If there is electrical damage — switch off the power at the main control panel.
- If water pipes are damaged — shut off the water supply at the main valve.
- Wear sturdy shoes in areas covered with fallen debris and broken glass.
- Check your home for structural damage. Check chimneys for damage.
- Clean up spilled medicines, bleaches, gasoline and other flammable liquids.
- Visually inspect utility lines and appliances for damage.
- Do not flush toilets until you know that sewage lines are intact.
- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Use the phone only to report a life threatening emergency.
- Listen to news reports for the latest emergency information.
- Stay off the streets.
- Stay away from damaged areas, unless your assistance has been specifically requested by proper authorities.
- Be aware of a possible tsunami. Go to high ground and remain there until you are told it is safe to return to home.

WINTER STORM

Heavy snowfall and extreme cold can immobilize an entire region. Even areas which normally experience mild winters can be hit with a major snow storm or extreme cold. The results can range from isolation to the havoc of cars and trucks sliding on icy highways.

Getting Prepared

- Know the terms used by weather forecasters.
- Consider purchasing a battery-powered NOAA weather radio and stock extra batteries.
- Keep rock salt to melt ice on walkways and sand to improve traction.
- Make sure you have sufficient heating fuel.
- Make sure you have an alternate heat source and a supply of fuel.
- Install storm windows or cover windows with plastic.
- Insulate walls and attics.
- Caulk and weatherstrip doors and windows.
- Keep your car “winterized” with antifreeze. Use snow tires.

During a Winter Storm

- Listen to the radio or television for weather reports and emergency information.
- Wear several layers of loose-fitting, light-weight, warm clothing rather than one layer of heavy clothing.
- Wear mittens instead of gloves.
- Wear a hat — most body heat is lost through the top of the head.
- Avoid overexertion.
- Watch for signs of frostbite. If symptoms are detected, get medical help immediately.
- Watch for signs of hypothermia. If symptoms are detected, get medical help immediately.
- Conserve fuel if necessary by keeping your house cooler than normal.

- Refuel kerosene heaters outside and keep them at least three feet from flammable objects.
- If you must travel consider using public transportation.

Caught in a Car During a Blizzard

- Pull off the highway and set your hazard lights to flash. Hang a distress flag from the radio antenna.
- Run the engine and heater about ten minutes each hour to keep warm. While the engine is running, slightly open a window and keep the exhaust pipe free of snow.
- Exercise lightly to maintain body heat. Huddle with passengers to stay warm.
- Take turns sleeping.
- Be careful not to run the car battery down.
- If stranded in a remote rural or wilderness area, spread a large cloth over the snow to attract attention of rescue personnel.
- Once the blizzard passes, you may need to leave the car and proceed on foot.

POWER OUTAGES

Everyone experiences power interruptions from time to time. Unfortunately, many of these outages come at times of weather extremes or accompany various disasters. When the power is out we lose our primary source of artificial light and many lose their source of heat and water as well. When the power is out, safety becomes a major concern.

Getting Prepared

- Register life-sustaining equipment with your utility.
- Consider purchasing a small generator or know where to rent one if you use life sustaining equipment that requires electrical power.
- Post the telephone number of the New Construction, Repairs and Power Outage listing of your local utility.
- If you own an electric garage door opener, learn how to open the door without power.
- Prepare a power outage kit. For short duration outages consider having glow light sticks, flashlights, battery powered radio, extra batteries and a wind-up clock on hand.
- Make sure you have an alternate heat source and a supply of fuel.
- Have a corded telephone available.
- When installing generators, follow the manufacturer's instructions and have it inspected by the utility company and the state electrical inspector.

When the Lights Go Out

- If your house is the only one without power, check your fuse box or circuit breaker panel. Turn off large appliances before replacing fuses or resetting circuits.
- If power is out in the neighborhood, disconnect all electrical heaters and appliances to reduce the initial demand and protect the motors from possible low voltage damage.
- If you leave home, turn off or unplug heat producing appliances.

- Unplug computers and other voltage sensitive equipment to protect them against possible surges when power is restored.
- Conserve water, especially if you are on a well.
- Keep doors, windows and draperies closed to retain heat in your home.
- Keep refrigerator and freezer doors closed. If the door remains closed, a fully loaded freezer can keep foods frozen for two days.
- Be extremely careful of fire hazards caused by candles or other flammable light sources.
- When using kerosene heaters, gas lanterns or stoves inside the house, maintain ventilation to avoid a build-up of toxic fumes. Never use charcoal or gas barbeques inside; they produce carbon monoxide.
- Connect lights and appliances directly to a generator, not to an existing electrical system.

Hint – Leave one light switch in the on position to alert you when service is restored.

