

Being Prepared With Life Contingency and Emergency Planning and Preparation

Section II

Introduction to Personal & Family Emergency Plans & Kits

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Family Emergency Plan (<i>Two pages</i>).....	Page 4

R * U * PREPARED – a summary.

Household/Family

Talk with your family about potential disasters and why it's necessary to prepare for them. Involve each member of your family in the planning process. By showing them simple steps that can increase their safety, you can help reduce their anxiety about emergencies.

- Make sure everyone knows where to find your disaster supply kit and Go-bags.
- Have a flashlight and a pair of shoes under everyone's bed in case there is an earthquake during the night. Use a plastic bag tied to the leg of the bed to keep these items from moving during an earthquake.
- Plan where to meet after a disaster if your home becomes unsafe. Choose two places, one just outside your home and one outside your neighborhood in case you are told to evacuate. Be sure your gas tank is always at least half full.
- Determine the best escape routes from your home. Try to identify two escape routes.
- Make sure each member knows who your family's out-of-state contact is and instruct them to call this person and tell him/her where they are.
- Locate the gas main and other utilities and make sure family members know when and how to turn them off.
- Practice your evacuation routes, Drop, Cover & Hold and Stop, Drop & Roll drills.
- Teach each member of your family how to use a fire extinguisher.
- Create emergency response cards for each of your family members.
- Take into account the special needs of children, seniors or people with disabilities, family members that don't speak English and pets.

Children

- Include your children in family discussions and planning for emergency safety.
- Teach your children their basic personal information so they can identify themselves and get help if they become separated from a parent or guardian.
- Prepare an emergency card with information for each child, including his/her full name, address, phone number, parent's work number and out of state contact.
- Know the policies of the school or daycare center your children attend. Make plans to have someone pick them up if you are unable to get to them.
- Regularly update your child's school with current emergency contact information and persons authorized to pick up your child from school.
- Make sure each child knows the family's alternate meeting sites if you are separated in a disaster and cannot return to your home.
- Make sure each child knows how to reach your family's out-of-state contact person.
- Teach children to dial their home telephone number and Emergency 9-1-1.
- Teach children what gas smells like and advise them to tell an adult if they smell gas after an emergency.
- Warn children never to touch wires on poles or lying on the ground.
- Role-play with children to help them remain calm in emergencies and to practice basic emergency responses such as evacuation routes, Drop, Cover & Hold and Stop, Drop & Roll.
- Role-play with children as to what they should do if a parent is suddenly sick or injured.
- Role-play with children on what to say when calling Emergency 9-1-1
- Include a family picture and a favorite toy, game or book for each child in his/her Go-bag.
- Include your child's emergency card and include information on reunification locations and out-of-area contact.
- Provide comfort food and treats for each child in your family disaster supplies kit.
- Keep a recent photo of your children in your Go-bag

Seniors & Disabled

- **Set up a Personal Support Network:** Designate someone to check on you in an emergency and to help with evacuation or sheltering-in-place.
- **Prepare and carry with you an emergency health information card:** This will help you to communicate if you are found unconscious or incoherent. Include information about your medications, adaptive equipment, blood type, allergies and sensitivities, insurance numbers, immunization dates, communication difficulties and preferred treatment, as well as contact information for your health providers, personal support network and emergency contacts.
- **Personal Care Assistance:** If you receive assistance from a home healthcare agency or in-home support provider, find out how the provider will respond in an emergency. Designate backup or alternative providers that you can contact in an emergency.
- **For Persons Using a Wheelchair:** Plan for how you will evacuate in an emergency and discuss it with your care providers. If you use a motorized wheelchair, have a manual wheelchair as a backup.
- **For Persons who are Blind or Visually Impaired:** Keep an extra cane by your bed. Attach a whistle; in case you need to attract attention. Exercise caution when moving, paths may have become obstructed.
- **For Persons who are Hearing Impaired:** Keep extra batteries for your hearing aids with emergency supplies. Consider storing your hearing aids in a container attached to your nightstand or bedpost, so you can locate them quickly after a disaster.
- **For persons with Communication Disabilities:** Store paper, writing materials, copies of a word or letter board and preprinted key phrases in your emergency kit, your wallet, purse, etc.

Pets

- Keep a collar, current license and up-to date ID tags on your pet at all times. Consider having your pet micro-chipped.
- Make sure your pet is comfortable being in a crate, box, cage, or carrier for transport.
- Keep an updated list of trusted neighbors who could assist your animals in case of an emergency.
- Tighten and secure latches on birdcages. Fasten down aquariums on low stands or tables.
- **Make a Go-bag for each pet. Include:**
 - Sturdy leashes and pet carriers. A pillowcase is a good option for transporting cats and other small animals. Muzzles for dogs. Food, potable water and medicine for **at least one week**
 - Non-spill bowls, manual can opener and plastic lid
 - Plastic bags, litter box and litter
 - Recent photo of each pet
 - Names and phone numbers of your emergency contact, emergency veterinary hospitals and animal shelters
 - Copy of your pet's vaccination history and any medical problems
 - Portable fencing or baby gates
- Remember that animals react differently under stress. Keep dogs securely leashed and transport cats in carriers or pillowcases.
- If your pet is lost, contact the nearest animal shelter to report your pet missing. When it is safe, return to your neighborhood to search and distribute "Lost Pet" posters; include a current picture of your pet.

Locate all your animals and keep them with you. Be aware of which that shelters allow animals. If you must leave your pets behind:

- Inform animal rescue workers of your pets' status: On your front door or in a highly visible window, use chalk, paint or marker to write the number and types of pets in your residence. Include their location in your home and the date that you evacuated.
- Leave plenty of water in a large, open container that cannot be tipped over.
- Leave plenty of food in timed feeders to prevent your pet from overeating.
- Do not tie up your pet in your home.

First Aid

In any emergency, you or a family member may be cut, burned or suffer other injuries. Keep the following basic first aid supplies so you are prepared to help when someone is hurt.

- Two pairs of disposable gloves
- Sterile dressings to stop bleeding
- Cleansing agent/soap and antibiotic towelettes to disinfect
- Antibiotic ointment to prevent infection
- Burn ointment
- Adhesive bandages in a variety of sizes
- Eye wash solution to flush the eyes or as general decontaminant
- Scissors
- Over-the-counter medicines such as Aspirin or other pain reliever, laxative, anti-diarrhea medication
- Prescription medications you take every day such as insulin, heart medicine, or asthma inhaler
- Prescribed medical supplies such as glucose monitoring equipment or blood pressure monitors

Go-bag

A component of your disaster kit is your Go-bag. Put the following items together in a backpack or another easy to carry container in case you must evacuate quickly. Prepare one Go-bag for each family member and make sure each has an I.D. tag. You may not be at home when an emergency strikes so keep some additional supplies in your car and at work, considering what you would need for your immediate safety.

- Flashlight
- Radio – battery operated
- Batteries
- Whistle
- Dust mask
- Pocket knife
- Emergency cash in small denominations and quarters for phone calls
- Sturdy shoes, a change of clothes, and a warm hat
- Local map
- Some water and food
- Permanent marker, paper and tape
- Photos of family members and pets for re-identification purposes
- List of emergency point-of -contact phone numbers
- List of allergies to any drug (especially antibiotics) or food
- Copy of health insurance and identification cards
- Extra prescription eye glasses, hearing aid or other vital personal items
- Prescription medications and first aid supplies
- Toothbrush and toothpaste
- Extra keys to your house and vehicle
- Any special-needs items for children, seniors or people with disabilities. Don't forget to make a Go-bag for your pets.

FAMILY EMERGENCY PLAN

MAKE A PLAN

Your family may not be together when a disaster strikes so it is important to plan in advance: how you will get to a safe place; how you will contact one another; how you will get back together; and what you will do in different situations. You should also inquire about emergency plans at places where your family spends time: work, daycare and school, faith organizations, sports events and commuting.

FAMILY COMMUNICATIONS

Your family may not be together when disaster strikes, so plan how you will contact one another. Think about how you will communicate in different situations. Complete a contact card for each adult family member. Have them keep these cards handy in a wallet, purse or briefcase, etc. Additionally, complete contact cards for each child in your family. Put the cards in their backpacks or book bags. Check with your children's day care or school. Facilities designed for children should include identification planning as part of their emergency plans.

Family Communication Tips

Identify a contact such as a friend or relative who lives out-of-state for household members to notify they are safe. It may be easier to make a long-distance phone call than to call across town, so an out-of-town contact may be in a better position to communicate among separated family members. Be sure every member of your family knows the phone number and has a cell phone, coins or a prepaid phone card to call the emergency contact. If you have a cell phone, program that person(s) as "ICE" (In Case of Emergency) in your phone. If you are in an accident, emergency personnel will often check your ICE listings in order to get a hold of someone you know. Make sure to tell your family and friends that you've listed them as emergency contacts. Teach family members how to use text messaging (also known as SMS or Short Message Service). Text messages can often get around network disruptions when a phone call might not be able to get through. Subscribe to alert services. Many communities now have systems that will send instant text alerts or e-mails to let you know about bad weather, road closings, local emergencies, etc. Sign up by visiting your local Office of Emergency Management web site.

Remember the unique needs of your family members when making your emergency supply kit and family emergency plan.

For Baby, include: Formula, Diapers, Bottles, Powdered milk, Medications, Moist towelettes and Diaper rash ointment.

For Animals: If you are like millions of animal owners nationwide, your pet is an important member of your household. Unfortunately, animals are also affected by disaster. The likelihood that you and your animals will survive an emergency such as a fire or flood, tornado or terrorist attack depends largely on emergency planning done today. Some of the things you can do to prepare for the unexpected, such as assembling an animal emergency supply kit and developing a pet care buddy system, are the same for any emergency. Whether you decide to stay put in an emergency or evacuate to a safer location, you will need to make plans in advance for your pets. Keep in mind that what's best for you is typically what's best for your animals. If you evacuate your home, **DO NOT LEAVE YOUR PETS BEHIND!** Pets most likely cannot survive on their own and if by some remote chance they do, you may not be able to find them when you return. If you are going to a public shelter, it is important to understand that animals may not be allowed inside. Plan in advance for shelter alternatives that will work for both you and your pets; consider loved ones or friends outside of your immediate area who would be willing to host you and your pets in an emergency. Make a back-up emergency plan in case you can't care for your animals yourself. Develop a buddy system with neighbors, friends and relatives to make sure that someone is available to care for or evacuate your pets if you are unable to do so. Be prepared to improvise and use what you have on hand to make it on your own for at least three days, maybe longer.

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For Individuals with Disabilities or Access & Functional Needs: If you have a disability or an access and functional need, you may need to take additional steps to prepare for emergencies.

1. **Stock a basic disaster supply kit.**
2. **Inventory what you use every day to live independently.** Identify the essential things that you will need to be able to survive for 3 to 5 days or longer, if people cannot get to you.
3. **Stock these custom essentials in your kit.** For example, your kit may contain items such as durable medical equipment, assistive technology, food for special diets, prescription medicines, diabetic supplies, hearing aids and batteries, a TTY, manual wheelchair, and supplies for a service animal.
4. One of the biggest challenges to your safety and access to information is loss of electrical power. You should plan alternate ways to charge your communication and assistive technology devices before disaster strikes.
 - A. Call your power company before rolling blackouts occur if you use a battery-operated wheelchair, life-support system or other power-dependent equipment. Many utility companies keep a list and map of the locations of power-dependent customers in case of an emergency. Ask them what alternatives are available in your area. Contact the customer service department of your local utility company(ies) to learn if this service is available in your community.
 - B. Have an extra battery if you use a motorized wheelchair or scooter. A car battery also can be used with a wheelchair but will not last as long as a wheelchair's deep-cycle battery. If available, have a lightweight manual wheelchair for backup.
 - C. Have a talking or Braille clock or large-print timepiece with extra batteries if you are blind or have a visual disability.
 - D. Consider getting a small portable battery-operated television set if you are deaf or have a hearing loss. Emergency broadcasts may give information in American Sign Language (ASL) or open captioning.