Family Emergency Preparedness Plan
For University of Missouri Health Care employees
Family Emergency Preparedness Plan

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Credits
The Family Emergency Preparedness Plan was jointly developed by the Office of Emergency Preparedness at Group Health Cooperative of Puget Sound, the Seattle-King County Chapter of The American Red Cross and the Washington State Military Department, Emergency Management Division.
Why plan?

Communities throughout the Midwest are subject to a number of potential natural disasters such as fires, floods, severe storms, earthquakes and dam failures. Being prepared for disasters is important. 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. Experts tell us to plan to be on our own for a minimum of three days.

While we cannot stop these disasters from occurring, we can limit their impact on us and those we love. The chances of being killed or injured in a disaster are actually very low. You will more likely 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, or it may not even be safe for you to go back into your home. In short, disasters make life very uncomfortable. Proper planning and preparation will help you and your family be more comfortable in the event that your home is damaged or you cannot get back into it.

The most important concept in developing a family emergency preparedness plan is communication. Every member of the family needs to be involved so that when disaster strikes, everyone will know what to do. How well you manage the aftermath of a disaster depends greatly on your level of preparedness when disaster strikes.

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. Be sure to review your plan each year.

Prepare … because you care!
Four Steps to Disaster Planning

1. Find out what disasters could happen to you.
   - Ask what types of disasters are most likely to happen in your area.
   - Learn about your community’s warning signals: what they sound like and what you should do when you hear them. Also, learn which radio stations will provide emergency information for your area.
   - Ask about animal care after a disaster.
   - Find out how to help elderly or disabled persons, if needed.
   - Find out about the disaster plan at your workplace, your children’s school or childcare center and other places your family frequents.

2. Create a disaster plan.
   - 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. (See page 26.)

   - Pick two places to meet:
     1. Right outside your home in case of fire.
     2. Outside your neighborhood in case you cannot return home.
        Everyone must know the address and phone number.

Address ___________________________________________ Phone ________________________
3. 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.
- 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 how to use it and show everyone where it is kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt (see page 9).
- Stock emergency supplies and assemble a disaster supplies kit (see page 5).
- Take a first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room. (Complete escape diagram on page 10).
- Find safe spots in your home for each type of disaster.

4. 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 extinguishers 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 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 take other steps 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

- Store one gallon of water per person per day
- Have purifying agents available
- See page 25 for purification information.

**How to store water:** Store your water in thoroughly washed plastic, fiberglass or enamel-lined metal containers. Never use a container that has held toxic substances. Plastic containers, such as soft drink bottles, are the best. You can also purchase food-grade plastic buckets or drums. Seal water containers tightly, label them and store in a cool, dark place. Replace every six months.

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.

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

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

You should have two first aid kits – one for your home and one for your vehicle. The kits should each include:

- Sterile adhesive bandages in assorted sizes
- 2-inch sterile gauze pads (8-12)
- 3-inch sterile gauze pads (8-12)
- Hypoallergenic adhesive tape
- Triangular bandages (3)
- 2-inch and 3-inch sterile roller bandages (3 rolls each)
- Scissors
- Tweezers
- Needle
- Safety razor blade

- Bar of soap
- Moistenied towelettes (8-10 packages)
- Antiseptic spray
- Non-breakable thermometer
- Tongue blades and wooden applicator sticks
- Tube of petroleum jelly or other lubricant
- Assorted sizes of safety pins
- Cleansing agent – soap
- Latex gloves

Tools and Supplies

- Family emergency preparedness plan
- Mess kits or paper cups, plates and plastic utensils
- Battery operated radio and extra batteries
- Flashlight and extra batteries
- Cash or travelers’ checks, change
- Non-electric can opener and utility knife
- Fire extinguisher, small canister, ABC type
- Tube tent
- Pliers

- Tape
- Compass
- Matches in a waterproof container
- Aluminum foil
- Plastic storage containers
- Signal flare
- Paper and pencil
- Needles, thread
- Medicine dropper
- Shut-off wrench for gas and water
- Whistle
- Plastic sheeting
- Dust mask and work gloves

Sanitation

- Toilet paper and towelettes
- Soap, liquid detergent
- Feminine supplies
- Personal hygiene items
- Plastic garbage bags and ties

- Small shovel to dig expedient latrine
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach
Clothing and Bedding
Include at least one complete change of clothing and footwear per person.
- Sturdy shoes or work boots
- Rain gear
- Blankets or sleeping bags
- Hat and gloves
- Thermal underwear
- Sunglasses

Special Items
Remember family members with special needs such as infants, the elderly or disabled individuals.

For Baby
- Formula
- Diapers
- Bottles
- Powdered milk
- Medications

For Adults
- Heart and high blood pressure medications
- Insulin
- Prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eyeglasses
- Entertainment – games for children and books for adults

Important Family Documents
- Keep these records in a waterproof, portable container.
- Will, insurance policies, contracts, deeds, stocks and bonds
- Passports, social security cards, immunization records
- Bank account numbers
- Credit card account numbers and companies
- Inventory of valuable household goods
- Family records (birth, marriage and death certificates)
- Important telephone numbers
Pet Disaster Supplies Kit

Know what to do as a disaster approaches. Warnings are often listed hours or even days in advance. Do not disregard warnings. Make sure you know where your pet disaster supplies are and be ready to grab them at a moment’s notice. Bring all pets into the house so that you do not have to search for them.

Make sure all pets are wearing identification. Some veterinarians microchip animals to keep track of them. If microchipping is not available to you, have a collar with all pertinent information for your pet. If you are not home when the warning comes, see whether a neighbor or friend can take the animals and meet you at a prearranged location. Remember, animals react very differently under stress. Keep dogs on leashes and cats in carriers, and do not leave them unattended. Even the most trustworthy pet might panic, hide, bite or scratch.

Birds also should be transported in carriers; wrap a blanket around the cage in cold weather. Snakes can be transported in pillowcases but must be transferred to a more secure site upon reaching your final destination. Hamsters and gerbils can be transported in carriers, but make sure to take bedding, food, etc.

Have a safe place to take pets

- Contact hotels and check policies on having pets in your room.
- Ask friends and relatives if they can shelter your pets.
- Have a list of boarding facilities, including 24-hour telephone numbers, and find out from local shelters and sanctuaries if they provide emergency care.

Assemble a portable pet disaster supplies kit

- Medical records — Make a record of any medical problems and the name and phone number of the pet’s veterinarian.
- Leashes and collars
- Current photos
- Food and water bowls
- Cat litter and cat litter pan

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Hazard Hunt

Conduct a hazard hunt to identify hazards in your home. Record the action required to correct each problem below. Check the box once the hazard has been corrected.

- Water heater
- Top-heavy, freestanding furniture
- Heavy or breakable objects
- Electronic equipment and appliances
- Hanging plants
- Mirrors and heavy pictures
- Unsecured cupboard doors
- Poisons, toxics and solvents
- House foundation
- Chimney and roof
- Utilities (flexible gas connections, electrical wiring, shut off valves and switches)

Date completed: _______________________
Date of next review: ___________________
Floor Plan

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

**Floor One**

![Floor One Diagram](#)

**Floor Two**

![Floor Two Diagram](#)
Utilities

Gas

Locate your gas meter shut-off valve and learn how to turn the gas off. If you suspect the shut-off valve is corroded and not working properly, call your utility company for an operational check of the valve.

Make sure a wrench is immediately available to turn the gas meter off in an emergency.

If you smell natural gas, get everyone out and away from the home immediately. Do not use matches, lighter, open flame appliances or operate electrical switches. Sparks could ignite gas and cause an explosion.

Shut off the gas ONLY if you smell gas and cannot locate the leak. Let the gas company turn the gas back on.

Seek the assistance of a plumber to repair gas pipe damage.

Sewer

Your sewer system could be damaged in a disaster such as an earthquake, landslide or flood. Make sure the system is functioning as designed before using it to prevent contamination of your home and possibly the drinking water supply.

Have a bucket or portable toilet available for disposal of human waste. Plastic bags placed in the toilet bowl will also work.
Electricity

Locate your main electrical switch or fuse panel and learn how to turn the electrical power off. Remember, electrical sparks can cause a fire or explosion.

If you are using a generator as a backup power supply, be sure to:
- Follow the generator manufacturer’s instructions.
- Connect lights and appliances directly to the generator and not the electrical system.

Generators connected to a utility company’s electrical system must be inspected by the utility and the state electrical inspector. Failure to have the system inspected may result in death or injury to utility crews trying to restore service to the area.

Water

Label the water shut-off valve and learn to turn off the water supply to your home. Identify the valve with a large tag.

Make sure the valve can be fully turned off. If the water valve requires the use of a certain tool, make sure the tool is readily available.

Shut off the main valve to prevent contamination of the water supply in your water heater and plumbing.
Planning for Specific Disasters

Fire
More than 24 million fires are reported annually, resulting in more than $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 the age of five 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.

Wildland fires in the Pacific Northwest burn thousands of acres in an average year. 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.

Tornadoes
The United States has the highest occurrence of tornadoes of any nation in the world. During the last ten years, an average of 1,200 tornadoes occurred across the continental United States. Nearly a third of these tornadoes occur in the states of Texas, Oklahoma, Kansas and Nebraska, an area known as “Tornado Alley.” Conditions often combine in this area during spring and early summer for the formation of supercell thunderstorms and tornadoes. More than 55 percent of a year’s tornadoes occur between the months of April and June, when cool dry air from Canada clashes with warm moist air from the Gulf of Mexico.

Floods
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 more than $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 often accompanied by a deadly cargo of debris.
Earthquakes

Seventy million people in 39 states are at high risk to be affected by 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.

Winter Storms

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

Power Outage

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 may lose our source of heat and water as well. Safety becomes a major concern when there is a power outage.

Hazardous Materials

As many as 500,000 products pose physical or health hazards and can be defined as hazardous materials. Accidents involving toxic substances have occurred in communities across the country. For example, tankers containing toxic substances derailed and burned in Kentucky, forcing 7,500 area residents to evacuate. A train derailment near Marysville, Wash., resulted in a hazardous materials fire and the evacuation of more than 100 homes.

Nuclear Power

In the United States, nuclear power plants have been generating power for more than 35 years. Nuclear power plants operate in most states in the country and produce about 20 percent of the nation's power.

Please note: The University of Missouri operates a nuclear reactor within the city limits of Columbia. In addition, the Callaway nuclear reactor is located approximately 40 miles east of Columbia.

The following pages provide specific instructions on what to do in the case of fire, tornadoes, flood, earthquakes, winter storms, power outages, hazardous materials or nuclear power accidents. The preparedness steps in this section are in addition to those identified in the section “Four Steps to Disaster Planning” on page 3. You should first complete “Four Steps to Disaster Planning.”
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 people 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 each year.
• Clean and inspect primary and secondary heating equipment each year.
• 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 each year.

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 an 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.

Working smoke detectors double your chance of surviving a fire.
• If the smoke alarm sounds, crouch down low and feel the bottom of the door with the palm of your hand. If the door is hot, do not open it. Escape through the window. If the door is not hot and this route is your only means of escape, open the door and crawl below the level of the smoke. 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.

**Do not throw away damaged goods until an official inventory has been taken.**

**After a Fire**

• Stay out of the burned structure.
• Notify your local disaster relief service if you need housing or food.
• 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.

**Tornadoes**

**Getting Prepared**

• Prepare a home tornado plan. Designate a place where family members can gather if a tornado is headed your way. A basement is ideal. If there is no basement, choose a center hallway, bathroom or closet on the lowest floor. Keep this place free of clutter.
• If you are in a high-rise building, you may not have enough time to go to the lowest floor. Designate a place in a hallway in the center of the building.

**Know the differences between a tornado watch and a tornado warning.**

**In case of a tornado watch**

• Tornado watches and warnings are issued by the county and/or the city.
• A watch means a tornado is possible in your area.
• When a watch is issued, listen to local radio and TV stations for updates. Be alert to changing weather conditions.
• Blowing debris or the sound of an approaching tornado may alert you. Many people say it sounds like a freight train.
During a tornado
- A warning means a tornado has been sighted and may be headed for your area. Go to safety immediately.
- If you are inside when a warning is issued, go to a safe place to protect yourself from glass and other flying objects. The tornado may be approaching your area.
- If you are outside, hurry to the basement of a nearby sturdy building or lie flat in a ditch or low-lying area.
- If you are in a car or a mobile home, get out immediately and head for safety.
- Never try to out drive a tornado in a vehicle. Tornadoes can change direction quickly and can lift up a vehicle and toss it through the air.

After a tornado
- Help injured or trapped persons.
- Give first aid when appropriate. Do not try to move the seriously injured unless they are in immediate danger of further injury. Call for help.
- Turn on a radio or television to get the latest emergency information.
- Stay out of damaged buildings. Return home only when authorities say it is safe.
- Use the telephone only for emergency calls.
- Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately. Leave the building if you smell gas or chemical fumes.
- Take pictures of the damage – both to the house and its contents – for insurance purposes.
- Remember to help your neighbors who may require special assistance, such as infants, the elderly and people with disabilities.

Floods

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.
- Take steps to flood proof 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 Rains

- 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.
- Sterilize the bathtub. Fill the bathtub with water in case water becomes contaminated or services are cut off.
- 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.
- Do not throw away damaged goods until an official inventory has been taken.
- Know the meaning of the terms flood watch, flash flood watch, flood warning, flash flood warning, and urban and small stream warning.
- Plan for evacuation

If there is any possibility of a flash flood, move immediately to higher ground.

Flood waters may be contaminated by oil, gasoline or raw sewage. The water may also be electrically charged from underground or downed power lines.
Earthquakes

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 bottled 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.
- If 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.
- If 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.

When 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 yourself and those around you for injuries.
- 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.

**Winter Storms and Extreme Cold**

**Getting Prepared**

• Know the terms used by weather forecasters.
• Consider purchasing a battery-powered National Oceanic and Atmospheric Administration (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 weather-strip 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, lightweight, 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.

*Do not use candles, matches or open flames indoors because of the possibility of gas leaks.*
• 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.
• Consider using public transportation if you must travel.

Caught in Your 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

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. Consider having on hand glow light sticks, flashlights, a battery powered radio, extra batteries and a wind-up clock for short duration outages.
• 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 using kerosene heaters, maintain ventilation to avoid a build-up of toxic fumes.

Remain in your vehicle and wait to be found.
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 your water source is a well.
- Keep doors, windows and draperies closed to retain heat in your home.
- Keep refrigerator and freezer doors closed. A fully loaded freezer can keep foods frozen for two days if the door remains closed.
- 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 buildup 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.
- NOTE: Leave one light switch in the on position to alert you when service is restored.

Hazardous Material Accidents

Getting Prepared

- Ask your local fire department about emergency warning procedures.
- Find out precise information about where reportable quantities of extremely hazardous substances are stored and where they are used.
- Ask your Local Emergency Planning Committee (LEPC) about community plans for responding to hazardous material accidents.
- Determine how close you are to freeways, railroads or factories which may produce or transport toxic materials.
- Be prepared to evacuate.
- Have materials available to seal off your residence from airborne contamination.
Responding to a Hazardous Material Incident

- If you are a witness — call 911 or your local fire department.
- If you hear a warning signal — listen to local radio or television stations for further information. Follow all instructions.
- Stay away from the incident site to minimize the risk of contamination.
- If caught outside — stay upstream, uphill or upwind. Try to go one-half mile (10 city blocks) from the danger area.
- If you are in a car — close windows and shut off ventilation.
- Evacuate if told to do so.
- If local officials say there is time, close all windows, shut vents, and turn off attic fans and other ventilation systems to minimize contamination.
- To reduce the possibility of toxic vapors entering your home, seal all entry routes as efficiently as possible.
- If an explosion is imminent — close drapes, curtains and shades.
- If you suspect gas or vapor contamination — take shallow breaths through a cloth or towel.
- Avoid contact with any spilled liquid materials, airborne mist or condensed solid chemical deposits.
- Do not eat or drink any food or water that may have been contaminated.

After a Hazmat Incident

- Seek medical help for unusual symptoms.
- If medical help is not immediately available and you suspect contamination — remove all clothing and shower thoroughly.
- Place exposed clothing and shoes in tightly sealed containers without allowing them to contact other materials. Get directions for proper disposal.
- Advise others of your possible contamination.
- Get direction from local authorities on how to clean up your land and property.
- Return home only when directed to do so.
- Ventilate the house upon returning home.
- Report lingering vapors or other hazards.
Nuclear Power Plants

Getting Prepared

• Know the terms that describe a nuclear emergency:
  – Notification of Unusual Event
  – Alert
  – Site Area Emergency
  – General Emergency

• Learn your community’s warning system. Commercial nuclear power plants are required to install sirens and other warning systems within a 10-mile area.

• Get public emergency information materials from the company operating the plant.

• Learn the emergency plans for schools, day care centers, nursing homes and other places where members of your family might be.

• Be prepared to evacuate.

Time, distance and shielding are the keys to minimizing radioactive exposure.

Responding to a Power Plant Emergency

• Keep calm. Not all incidents result in the release of radiation.

• Stay tuned to your local radio or television stations for information.

• Evacuate if you are advised to do so.
  – Close and lock home doors and widows.
  – Keep car windows and vents closed; use recirculating air.
  – Listen to the radio for evacuation routes and other information.

• If not ordered to evacuate — stay indoors.
  – Close doors and windows.
  – Turn off air conditioner, ventilation fans, furnace and other air intakes.
  – Go to a basement or other underground area if possible.
  – Keep a battery-powered radio handy at all times.
  – If you must go outdoors — cover your nose and mouth with a handkerchief.

• If time permits, shelter livestock and give them stored feed.

• Do not use the telephone unless absolutely necessary.

• If you have just been outdoors — shower and change clothes. Put clothing and shoes in a plastic bag; seal it up and store it out of the way.

Local instructions take precedence over advice in this handbook.
Three ways to purify water

In addition to having a bad odor and taste, contaminated water can contain microorganisms that cause diseases such as dysentery, typhoid and hepatitis. You should purify all water of uncertain purity before using it for drinking, food preparation or hygiene.

There are many ways to purify water. None is perfect. Often the best solution is a combination of methods. Two easy purification methods are outlined below. These measures will kill most microbes but will not remove other contaminants such as heavy metals, salts and most other chemicals. Before purifying, let any suspended particles settle to the bottom, or strain them through layers of paper towel or clean cloth.

1. **Boiling** is the safest method of purifying water. Bring water to a rolling boil for 3-5 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking. Boiled water will taste better if you put oxygen back into it by pouring the water back and forth between two clean containers. This will also improve the taste of stored water.

2. **Disinfection.** You can use household liquid bleach to kill microorganisms. Use only regular household liquid bleach that contains 5.25 percent sodium hypochlorite. Do not use scented bleaches, colorsafe bleaches or bleaches with added cleaners. The only agent used to purify water should be household liquid bleach. Other chemicals, such as iodine or water treatment products sold in camping or surplus stores that do not contain 5.25 percent sodium hypochlorite as the only active ingredient, are not recommended and should not be used.

   Add 16 drops of bleach per gallon of water, stir and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dosage and let stand another 15 minutes.

   **NOTE:** While the two methods described above will kill most microbes in water, distillation will remove microbes that resist these methods, and heavy metals, salts and most other chemicals.

3. **Distillation** involves boiling water and then collecting the vapor that condenses back to water. The condensed vapor will not include salt and other impurities. To distill, fill a pot halfway with water. Tie a cup to the handle on the pot’s lid so that the cup will hang right-side-up when the lid is upside-down. Make sure the cup is not dangling into the water. Boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.
Emergency Telephone Numbers

Out-of-Area Contact
The Out-Of-Area Contact is one of the most important concepts in your disaster plan. When disaster occurs, you will be concerned about the welfare of your loved ones.

Name ___________________________ City ________________
Telephone (day) ________________ (Evening) ________________

Local Contact
In a disaster, local telephone service may be disrupted. However, long distance lines, because they are routed many different ways out of your community, may be open. It is also important to remember that the telephone company’s emergency telephone network is the pay telephone system. They will restore it before the rest of the system. So, if you have change to make a pay telephone call and an out-of-area contact, you may be able to communicate with loved ones in the disaster area indirectly through your out-of-area contact.

Name ___________________________ City ________________
Telephone (day) ________________ (Evening) ________________

Nearest Relative

Name ___________________________ City ________________
Telephone (day) ________________ (Evening) ________________

Family Work Numbers
Father ___________________________ Mother ___________________________
Other ________________________________

Emergency Telephone Numbers
In a life threatening emergency, dial 911 or the local emergency medical services system number.

Police Department ___________________________
Fire Department ___________________________
Hospital ________________________________
Family Physicians

Name __________________________ Telephone __________________
Name __________________________ Telephone __________________
Name __________________________ Telephone __________________

Reunion Locations

After a disaster it may be impossible for family members to return home for one reason or another. It is very important that you select a meeting point in the community where you can once again join the members of your household.

1. Right outside your home __________________________

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

Address __________________________ Telephone __________________
Route to try first __________________________

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives.

Notes

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