

NEIGHBORHOOD ACTION PLAN:

IMMEDIATELY FOLLOWING A DISASTER

3-18 SA

AT HOME.....

Complete these 6 Steps first:

1. **Assess the condition** of self, family members, home. Take care of your loved ones.
Use the *Family and Home Assessment* Form included in your Family "TAKE ACTION" Packet as a check list and help sheet.
2. **Establish Communications.**
Turn FRS/GMRS Radio to assigned Neighborhood Main Channel and Sub-Channel. (If this has been established)
3. **Dress for safety.**
A **hard hat** or bicycle helmet protects from falling debris.
Sturdy shoes protect from broken glass, wood splinters, sharp metal.
Leather gloves protect from sharp, hot or cold objects.
Safety Goggles and **N95 Face Mask** are also recommended.
4. Check the **natural gas or propane** at your home. Shut off only if necessary or if instructed to do so.
5. Shut off **water** at the house main to trap water in your home and to keep pollutants out of possible drinking water, like that in your water heater.
6. Place the appropriate **colored Rapid Assessment Card** on your front door or window. Posting the Assessment Card helps your neighbors and/or Emergency Response Personnel locate those who need help first.
7. Put your **Fire Extinguisher** on the sidewalk or where neighbors/emergency personnel can see it. If a small fire is detected in the immediate area, extinguishers are readily available.

Work through Steps 7 - 9

8. After Steps 1-6 are completed, **go to the location** of the pre-determined Neighborhood Gathering Site. (If this location has been determined)
 - While in route –fill in the blanks on the *Neighborhood Damage Assessment Form* detailing any observed hazards and/or damage.
 - Make note of homes with Colored Assessment Cards displayed and those with no Card displayed.
 - Call-in/Turn in this information to the acting Leadership personnel at the Gathering site. Quickly compile information from Damage Assessment Forms and determine highest priority of needs within your neighborhood.
9. Under the direction of the Response Personnel, Teams will be formed. Teams will be made up of 2 to 6 members. Team size and assignment will depend on the situation, available personnel, safety issues, available resources, etc.

The situation will determine Team types and assignments.

General Guidelines for Teams:

- **COMMUNICATION TEAM** will be made up of at least **2-3 people**. They will be responsible for all incoming, outgoing communications, and to record and track all communications. All information going up-line and down-line goes through this Team. This Team functions in every situation.
 - **ASSESSMENT TEAMS** will check on homes with no Colored Assessment Card posted and on neighbors who are elderly, those with disabilities, or children who may be home alone.
They will complete a more detailed size-up of each home and family situation.
 - **UTILITY TEAMS** will check all natural gas meters and propane tanks, and shut off the gas only as necessary.
If Necessary Or If Instructed To Do So: Turn off Gas, Water, or Electricity to minimize further or additional damage.
 - **MEDICAL TEAM members** will check on all homes with Medical Assessment Cards posted. Homes with RED cards posted are highest priority.
 - **SEARCH AND RESCUE TEAM members** will be assigned to help as needed – according to personal skill level, available experienced and trained personnel and damage assessment reviews.
10. During the emergency the designated Team Leader and Communications Team will continue working together to relay vital information up-line to the Emergency Response Command Center. Instructions and directions will come back down-line from official authorities at the Command Center.

FOLLOW THESE INSTRUCTIONS AND DIRECTIONS

Family and Home Assessment Following a Disaster

Area ID: _____ District Letter: _____ Block #: _____ House #: _____

Date: _____ Time: _____ FAMILY NAME: _____

Address: _____

Name of Family Member	Briefly Describe Injuries

Number of Persons: Injured _____ Missing _____ Evacuated _____ Hospitalized _____
 Totals from Household Dead _____ Receiving Medical Care _____

Condition of House: circle one **Good** **Light Damage** **Moderate Damage** **UNSAFE**

Describe:

Condition of Property: circle one **No Damage** **Light Damage** **Moderate Damage** **UNSAFE**

Describe:

Condition of <u>Utilities</u>: Propane or Oxygen used in the home? Circle if present / used	Water	Gas	Phones	Electrical Power	Sewer
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List any other HAZARDS: **List other MEDICAL Issues:** **Any other VITAL Information**

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Specific Assistance Required:	Actions Being Taken:
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MEDICAL

Display a visible location.

YELLOW = NON Life-Threatening MEDICAL situation

MEDICAL

Display in a visible location. RED = Life Threatening MEDICAL situation

Available

To

HELP

RAPID ASSESSMENT CARDS

PURPOSE: TO PROVIDE AN EFFECTIVE, RAPID AND VISUAL METHOD OF INDICATING RESULTS OF THE ASSESSED SITUATION OF HOUSEHOLD MEMBERS AND THE HOME FOLLOWING AN EMERGENCY OR DISASTER.

GENERAL PROCEDURES:

EMERGENCY OR DISASTER HAPPENS!

1. HOUSEHOLD MEMBERS CONDUCT AN ASSESSMENT OF THE CONDITION OF EACH PERSON IN THE HOME AND THE HOME AS QUICKLY AS POSSIBLE.
2. BASED ON THE HIGHEST (MOST CRITICAL) LEVEL OF NEED – POST THE APPROPRIATE COLOR-CODED CARD IN THE MOST VISIBLE, FRONT FACING WINDOW OR DOOR OF THE HOME. (Choose A Location That Can Be Easily Spotted By Your Block Captain And/Or Emergency Response Personnel)
3. EACH KIT CONTAINS 3 (THREE) COLORED CARDS. 1 RED. 1 YELLOW. 1 GREEN. EACH CARD HAS A PLAIN SIDE AND A PRINTED SIDE.
4. USE THE FOLLOWING INFORMATION TO DETERMINE WHICH COLOR CARD AND WHICH SIDE OF THE CARD TO DISPLAY:

RED MEDICAL (PRINTED SIDE): There is a *life threatening* medical emergency in the home. Someone is not breathing, having difficulty breathing, severe bleeding, in shock. This card indicates that MEDICAL help is needed IMMEDIATELY.

RED (BLANK SIDE): Example: Someone trapped in basement with rising water – creating a life threatening situation. Help is needed IMMEDIATELY.

YELLOW MEDICAL (PRINTED SIDE): Controlled bleeding, broken bones, injuries that an hour delay would *not be life threatening*.

YELLOW (BLANK SIDE): Structure problems that could force evacuation, but intervention could either assist in the evacuation or mediate the problem.

GREEN (BLANK SIDE): Minor problems, but nothing family members cannot handle by themselves, but must be resolved before assistance can be offered to others.

GREEN “AVAILABLE TO HELP” (PRINTED SIDE): No or minor problems that could wait while assistance is given to others, and one or more family members available to help.

MESSAGE FORM

MESSAGE FORM

To:

To:

Location:

Location:

From:

From:

Time:

Time:

Location:

Location:

Message Center Use Only

Incident: _____

Date: _____

Time: _____

Incoming: Written Phone FRS Ham
(Circle correct incoming method)

Outgoing: Written Phone FRS Ham
(Circle correct outgoing method)

Reply Time: _____

Written Phone FRS Ham

(Circle correct reply method)

Message Center Use Only

Incident: _____

Date: _____

Time: _____

Incoming: Written Phone FRS Ham
(Circle correct incoming method)

Outgoing: Written Phone FRS Ham
(Circle correct outgoing method)

Reply Time: _____

Written Phone FRS Ham

(Circle correct reply method)

Message Text: _____

Message Text: _____

REPLY: Action Taken: _____

REPLY: Action Taken: _____

FOR USE BY ALL

USE CLEAR CONCISE TEXT

Runners: Deliver completed Message Form to assigned location and to Authorized Personnel.

Communication Center Personnel – Record/Document all information prior to forwarding.

CERT 3-16 SA

FOR USE BY ALL

USE CLEAR CONCISE TEXT

Runners: Deliver completed Message Form to assigned location and to Authorized Personnel.

Communication Center Personnel – Record/Document all information prior to forwarding.

CERT 3-16 SA

INCIDENT:

Neighborhood Damage Assessment Form

Date:	Person Reporting:	Page #
Time Received:	Person Receiving:	
	Current Location:	

Fill out this form on your way to the Command Post
 Call in/Report any **LIFE THREATENING** situations immediately.
 Hand in to Command Post Personnel
 Include all hazards spotted in route
 Use backside for additional details

Time	Location/Address	FIRES		HAZARDS			STRUCTURES		PEOPLE			ROADS		ANIMALS			Notes		
		BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRICAL	CHEMICAL	DAMAGE *	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED		ROAMING	DEAD

HOME ESCAPE & EVACUATION PLANNING



As part of your escape plan:

- Consider the needs of children and physically challenged individuals. Designate who is to help them in an emergency situation.
- Develop an escape plan that provides 2 escape routes from every room and from every level of your home.
- Plan how your family will stay in contact if separated. Designate who will account for other household members.
 - Designate two meeting places:
 - ▼ A location a safe distance from your home in case of fire.
 - ▼ A place outside your neighborhood in case you can't return home.
 - Choose an out-of-area contact as a "check-in contact" for everyone to call.
- Determine who will shut off electricity, water and fuel sources to your home. Locate these utilities and teach/learn correct shut-off procedures. Have proper tools in place to do so.
- Determine who is responsible for taking your 72-Hour kit from the home when you evacuate.
- Inform all family members of the plan.
- Run practice escape drills --- with everyone at home, when some members are away, at night and different seasons.

If our family must evacuate we will do the following: (List **who** is to do **what**)

DRAW out your escape route plan(s). Use the backside to draw out plans for other levels of your home. Make copies of each plan and post the copies in different areas of your home.

Escape Routes Floor Plan for the main level:

**DRAW out your escape routes plan. Use this side to draw out plans for other levels of your home.
Make copies of each plan and post the copies in different areas of your home.**

Escape Routes Floor Plan for the SECOND LEVEL of your home:

Escape Routes Floor Plan for the BASEMENT of your home:

EVACUATION



What to Take with You.....

These are suggested items – for when returning home is not an option

5 Minute Evacuation Time:

1. 72 Hour Kits
2. WATER – if not included in 72 hour kit. *(1 gallon/person/day)*
3. Prescription medications
4. Bring pets indoors with food/water *(Reminder: Pets are not allowed in shelters)*
5. Important papers – (RED FILE) *Birth/Marriage certificates, passports, SSN cards, deeds, home insurance policies, inventory of valuable household items, wills, stocks & bonds, immunization records, bank account numbers and pins, important telephone numbers, emergency contact information.*
6. Back up discs- *flash drives/external hard drives/jump drive/memory stick*
7. Portable sanitation supplies *(Port-A-Potty)*
8. Post “Evacuation Notice” from *Family Take Action Kit* on front door

15 Minute Evacuation Time:

1. All of the above 5 minute items – plus:
2. Comprehensive Family 1st Aid Kit – *kit made to meet needs of YOUR family*
3. Extended survival supplies *(MREs, dehydrated food, folding shovel, ax, folding saw, water purification system, tarps, pop up tents, infant & elderly nutritional needs, outdoor winter/summer needs, basic outdoor cooking supplies)*
4. One (or more) priceless beloved items. *(heirlooms, pictures, books, jewelry, quilts)*
5. “Fire Safe” safes or similar security storage containers.

30 Minute Evacuation Time:

1. All of the above items – plus:
2. Camping trailers, RVs. (*Load with survival gear: car carriers, sports/equipment and/or horse trailers.*)
3. Computer tower.
4. Pets in carriers with supplies.
5. Extended camping supplies. (*Large tents, blankets, pillows, cots, food utensils, pots, cooking stove, food storage items, clothing, generators, extension cords*)
6. Tax returns/business records
7. Photo Albums, Family history & videos, journals, scriptures, scrapbooks

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Comprehensive Emergency Preparedness Recommendations for Your Family

Place this list on your refrigerator & check off each item when completed:

Obtain Smoke and Carbon Monoxide alarms. *Learn how to install and use them. Recognize their warning sounds. Change batteries and practice fire drills annually.*

Obtain good quality ABC Type Fire Extinguishers. (*Minimum: 1 for each level of your home and 1 for each vehicle.*) Learn how to use a fire extinguisher. *Check pressure (needle in green area) at least once a year.*

Obtain a Natural Gas Shut-off Tool and a Main Water Meter Shut-off Tool. *Learn how and when to use the tools. Secure the tools in a place close to the meters.*

Obtain a “Family Emergency Take Action” Packet. Review all instructions and paper work with all family members. Keep the packet in an easily accessible location.

Complete a Grab-N-Go “RED FILE” containing important papers and documents.

Establish an “Out-Of-Area” Emergency Contact person. *A person with whom all family members can call/text and “check-in” with.*

Develop a detailed list of items to take with you in event of evacuation based upon the time allowed to evacuate. *Practice evacuation drills (with items) once a year.*

Collect, organize and place emergency supplies in easily accessible locations around your home and property in the event some parts of your home are not accessible in a disaster situation.

Prepare a 72 Hour Kit for each family member (including pets) that includes: water, food, shelter, heat, light and communication. Check ALL 72 Hour Kit items at least once a year. Rotate and restock as needed.

Definition: To sustain life without assistance for 72 hours

Common mistakes: Too many items, too heavy to carry

Optional (but NICE) items for each 72 Hour Kit:

- o Mini First Aid Kit (highly recommended)

- o Work Gloves, Rope, Knife
- o Personal Hygiene Kit - Feminine Hygiene/Infant/Toddler/Elderly supplies
- o High Energy Candy (Hard Tac) or similar hard candies
- o Children's Activity Pack w/ cards, games, paper, crayons
- o Extra change of clothing w/ shoes and socks
- o Personal needs - contact lenses, solutions, hearing aids, batteries, eye glasses
- o Emotional/Religious/Relaxation Helps (Consecrated oil, journals, scriptures, deck of cards, Rosary Beads, small stitchery projects, etc.)
- o Cell phone cords, chargers and extra battery packs
- o Portable solar panel charging kit
- o Money - in small bills and coins in a secure place in kit.

Obtain AM/FM Radio for emergency information (Best if it has multiple power sources: batteries, solar, hand crank) At least one radio per family.

Obtain and supply a portable Sanitation Kit (Port-A-Potty, 1 per family)

Build a comprehensive family 1st Aid Kit that meets the needs of your family. Check expiration dates of all medications, salves, creams, etc. at least once a year.

EVACUATION INSTRUCTIONS and HELPS

In the event an evacuation is ordered, Emergency Service Officials will direct you concerning which areas are to be evacuated and which evacuation routes are to be used.

Listen Carefully To All Instructions. If possible WRITE THEM DOWN.

In final preparation to leave your home: **Complete the information on the back side of this paper and tape the paper to your front door.**

THEN: ***GRAB-N-GO*** with your RED FILE and prepared 72-HOUR EVACUATION KITS and Supplies

Include last minute items such as **Money** (Cash) and all needed **Medications**

****** Call your Out-of-Area Contact – inform them of situation***

Evacuate Immediately If Told To Do So.

- **Wear protective clothing and sturdy shoes.**
- **Lock doors and windows**
- **Continue to listen to a battery-powered radio/phone or car radio for additional follow-up information and instructions.**
- **Use travel routes specified by local authorities – don't use shortcuts. Certain areas may be impassable or dangerous.**
- **If specifically instructed to report to a shelter – DO SO. Check-in with Shelter personnel. Follow accounting procedures for yourself and those with you.**

****** Check-in with Out-Of-Area Contact***

- **If relocation is optional, go to a safe home of family or friends if you can do so. If not, report to a shelter. **** Check-in with Out-Of-Area Contact***
- **If you do not own a vehicle or you do not drive, follow pre-planned neighborhood evacuation procedures.**

If there is time, *and only if there is time*, do these things to

Secure Your Home.

- Turn down heat/turn off the air conditioner.
- Shut off gas appliances.
Note: Remember to turn off utilities **only** if you suspect the lines are damaged or if you are instructed to do so.
- Disconnect all electrical appliances except the refrigerator and freezer.
- Park other cars in garages, or driveways; close car windows and lock doors.
- Follow pre-planned procedures for pet and animal care.

Remember: Once you leave the area – you **cannot** return until the evacuation order is lifted.

DATE:

TIME:

FAMILY NAME: _____

Address: _____

Cell Phone #s and/or Other Phones Numbers where you can be reached: _____

List the names of those who are evacuating from this location: _____

List the names of family members not accounted for: _____

Method of departure:

Personal/Family Vehicle: _____

With Neighbor: Name: _____ Vehicle Type: _____

Provided Transportation: Type: _____

Public Transportation: Type: _____

On Foot: _____

OTHER: _____

Where do you anticipate going:

Relatives: Name & Location: _____

Friends: Name & Location: _____

We have been instructed to go to this location: _____

Out-of Area Contact: Name: _____

Phone Numbers: _____

Give any additional details:

Complete this form. Slip inside the clear protector sheet. Peel the self-stick labels and use them to Post this EVACUATION NOTE on front door or other highly visible location

SHELTER-IN-PLACE INFORMATION AND HELPS

Depending on your circumstances and the nature of the event, accident or attack, the first important decision is whether you stay put or get away. You should understand and plan for both possibilities. Use common sense and available information to determine if there is immediate danger.

In any emergency, local authorities may or may not immediately be able to provide information on what is happening and what you should do. However, you should monitor TV or radio news reports for information or official instructions as they become available. If you're specifically told to evacuate or seek medical treatment, do so immediately.



Staying Put

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 all available information to assess the situation to the best of your abilities. 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 to create a barrier between you and potentially contaminated air outside. **It is a type of sheltering in place that requires preplanning and preparation.**

To "Shelter in Place and Seal the Safe Room"

- Bring your family and pets **inside**.
- **Lock** doors, **close** windows, air vents and fireplace dampers.
- **Turn off** fans, air conditioning and forced air heating systems.
- **Locate your emergency supply kit** and take it with you unless you have reason to believe it has been contaminated. *Include a good Radio and/or small TV. (Battery/alternate powered)
- **Go into an interior room** with few or no windows, if possible. (Safe Room)
- **Seal** all windows, doors and air vents with (3 or 4 mil weight) plastic sheeting and duct tape. Consider measuring and cutting the plastic sheeting in advance. Stock duct tape and other room sealing supplies together in an easily accessible location in the Safe Room.
- Be prepared to **improvise** and use what you have on hand to **seal gaps and spaces** 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:

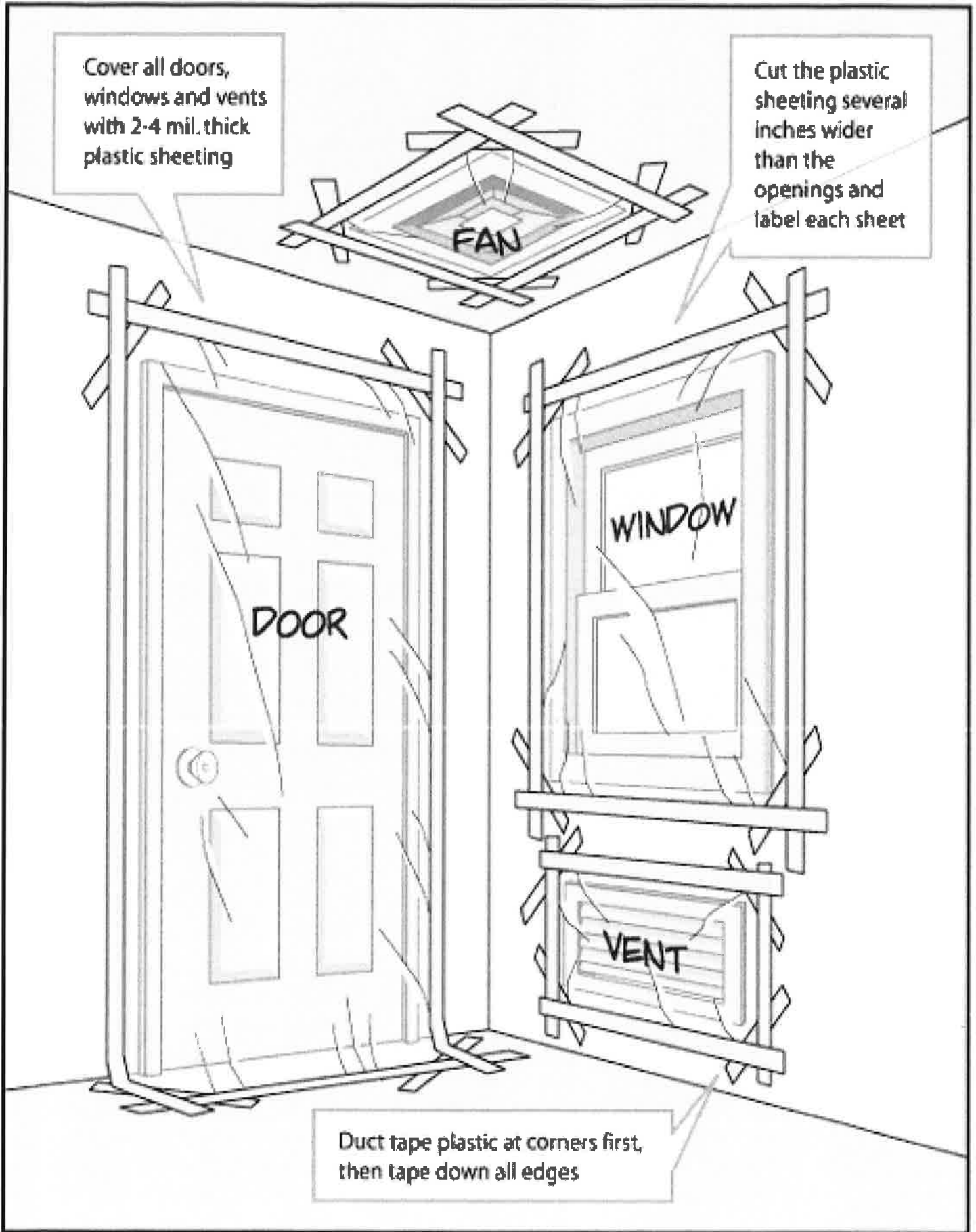
If there is damage to your home or if you are instructed to turn off your utilities:

- 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. Do not attempt to do this yourself.**

SHELTER-IN-PLACE DIAGRAM

Cover all doors, windows and vents with 2-4 mil. thick plastic sheeting

Cut the plastic sheeting several inches wider than the openings and label each sheet



Duct tape plastic at corners first, then tape down all edges

Required Materials:

- Plastic Sheeting; 3 or 4 mil – enough to cover all doors, windows, and vents of your safe room
- Duct Tape - 2+ rolls
- Bath Size Cloth Towels
- Face Masks – N95
- Non-Latex or other protective gloves
- Battery or crank powered Radio or TV for official emergency broadcasts
- Lanterns (Battery or Crank operated) or Flashlights with spare batteries and bulbs (Light Sticks)
- Modeling Clay –to fill in cracks
- Necessary Prescription Medications
- Drinking Water
- Non-perishable Food or Snack Items

Optional Materials:

- Sleeping bags, blankets, pillows
- Coats, jackets
- Books, games or other diversions
- Cordless or Cellular Telephone
- Drinking Water, 1 gal / person / day
- Drinking Water, Food, Sanitation products for sheltered pets
- 72-Hour Kit for each person
- Port-A-Potty
- Plastic or rubber Weather Stripping



*** NOTE: The "Required Materials" are minimums and should be expanded based on your plan

Sanitation Kit (Port-a-Potty)

- 1 5-gallon bucket with tight fitting lid
- 1 Toilet Seat (fitted)
- 2+ Rolls Toilet Paper
- 10 13-gallon heavy duty garbage bags – bucket liners
- 5+ Plastic Grocery Bags – use for garbage –tie closed
- 2+ Liters water
- RV Holding tank chemicals, kitty litter, or pail of dirt
- Feminine Hygiene Products
- Diapers
- Disinfectant Spray
- Hand Sanitizer
- Wet Wipes Witch Hazel
- Hand Soap
- Non-Latex Gloves
- Hand Towels/Paper Towels
- Plastic/Metal Wash Basin
- Metal Scoop or small Shovel

You may want to add other personal hygiene items to this kit:

- Toothpaste
- Tooth Brushes
- Comb/Brush, Lotion,
- Deodorant, Shampoo
- Shaver & Cream, Chap Stick, etc.

First Aid Kit

- First Aid Manual (Boy Scout 1st Aid Merit Badge booklet is an excellent resource)
- Several Pair Non-Latex Gloves
- 2 Face Masks (N95 – preferred)
- 1 pair Bandage Scissors (5")
- 1 Pair Tweezers (3" diagonal)
- 50 Band-Aids (Assorted ¾" and 1")
- 10 Gauze Dressing (4" X 4")
- 2 Gauze Dressing (8" X 10)
- 2 Rolls conforming gauze roller bandage (2")
- 3 Rolls conforming gauze roller bandage (4")
- 1 Roll Tape
- 2 triangular bandages 6 Safety Pins (2")
- 2 Eye Pads (individually packaged, sterile)
- 1 Cold Pack (Instant Ice or equivalent)
- 1 CPR Pocket Mask
- 1 Bottle Tincture Green Soap (2oz.)
- 12 Providine Iodine Wipes
- 6 Capsules aromatic ammonia
- 1 Bottle Syrup of Ipecac

Other Items used by your family. Such as:
 Pepto Bismol, Milk of Magnesia, Anti-Acid Tablets, Alka Seltzer
 Vitamin D Ointment, Polysporin, Vaseline, Neosporin, other creams/ointments
 Insect Repellent, Cadadryl Cream or Lotion
 Hay Fever/Allergy Medications
 Asthma Inhalers and Medications
 Aspirin, Ibuprofen, Naproxen, Tylenol

Quarantine/Pandemic Kit Items: Disposable Tissues Hand Sanitizer Disinfectant Spray Protective Clothing Protective Gloves N95 Face Masks Nonprescription drugs, including pain relievers, cough/cold medicines, stomach remedies, lots of fluids with electrolytes, vitamins and other health supply items that are used by your family. Tie / Twist close Garbage Bags

YOUR FAMILY DISASTER SUPPLIES KIT - 72-HOUR KIT

Water

- Store water in plastic containers such as soft drink bottles. Avoid using containers that will break or decompose. A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers, and ill people will need more.
- Store one gallon of water per person, per day. (Two quarts for drinking, 1 quart for food preparation, 1 quart for sanitation - for each person in your household per day)
- Keep at least a three-day supply of water per person. (Store more if storage space is available)
- Don't forget water for your pets.
- Treat all water if unsure of its purity before using it for drinking, food preparation or hygiene. Before treating, let any suspected particles settle to the bottom or strain through layers of paper towels or cloth. Water can be safely treated by:
 - Boiling gently for 10-12 minutes; or
 - Adding 6-10 drops of bleach per gallon of water (don't use scented or color-safe bleach). More bleach is not better, too much will make you ill.
- Rotate your water storage annually. Do not store containers in direct contact with cement. Store in cool, dark area.

Food

- Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking, and little or no water. If you must heat food, pack a can of Sterno or a backpacking stove. Select food items that are compact and lightweight. Include a selection of these following foods in your supply kit:
 - Ready-to-eat canned meats, fruits, and vegetables
 - Canned juices, milk, soup (if powdered, store extra water)
 - Staples - sugar, salt, pepper
 - High energy foods - peanut butter, jelly, crackers, granola bars, and trail mix
 - Vitamins
 - Food for infants/elder persons or persons on special diets
 - Comfort/stress foods - cookies, hard candy, sweetened cereals, and instant coffee
 - Disposable utensils, utility knife, can opener

Tools and Supplies

- Emergency Preparedness Manual ▪ First Aid Manual and Kit
- Mess kits OR paper cups, plates, and plastic utensils
- Battery-operated radio and extra batteries, or solar powered/hand-crank radio
- Flashlight and lots of extra batteries
- Cash or traveler's checks, change
- Non-electric can opener, utility knife ▪ Pliers ▪ Shut-off wrench, to turn off gas and water
- Fire extinguisher: small canister ABC type
- Tent ▪ Compass ▪ Whistle ▪ Aluminum foil ▪ Needles, thread
- Map of the area (for locating shelters)
- Matches in a waterproof container ▪ Signal flares ▪ Medicine dropper
- Tape/Duct tape
- Plastic storage containers ▪ Plastic sheeting (3 or 4 mil)
- Paper, pencil
- Extra set of house and storage area keys ▪ Extra keys for all vehicles (Snow Mobiles, 4 Wheelers, Boats, etc.)

Clothing, Personal Hygiene and Bedding

- One complete change of clothing and footwear per person
- Hygiene Items: Tooth Brush & Paste, Comb, Hand/Body Soap, Wash Cloth, Towel, Deodorant, Hand Sanitizer
- Blankets or sleeping bags
- Hat and gloves and thermal underwear ▪ Rain gear ▪ Sunglasses ▪ Sturdy shoes or work boots

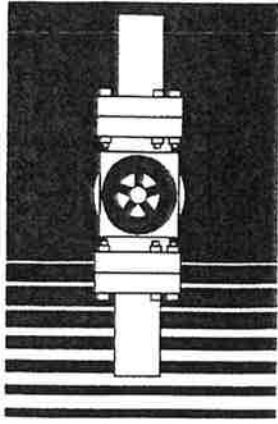
Reminders:

- Don't forget other special need items: Feminine Hygiene items, Infant diapers, formula, bottles. For Older Adults: oxygen, wheelchairs, hearing aids and batteries, extra eye glasses, contact lenses and supplies, etc.
- Grab-N-Go Red File with important family documentation (If evacuation is necessary)

- Don't forget your Pets. Water, food and sanitation supplies. (Pets are not allowed in shelters - make prior boarding arrangements with out of area family or friends)

Turning Off the Utilities

When disaster strikes, it often affects one or more of the utility systems in your home. Therefore, it is important to know where the main controls are located and when and how to turn them off.



It is best to learn how to turn off household utilities before disaster strikes.

Electricity

- Locate your main electrical switch or fuse panel, and learn how to turn off the electrical power system.
- If a generator is used as a backup power supply, remember to follow the manufacturer's instructions. Connect lights and appliances directly to the generator and not to the electrical system.

Water

- Turn off water at the main meter or at the water main leading into the house. This will prevent contaminated water from entering your water heater and plumbing.
- Turn off the valve — turn to the right. This will require a special valve wrench, available from a hardware store. Make sure you have the tool readily available.

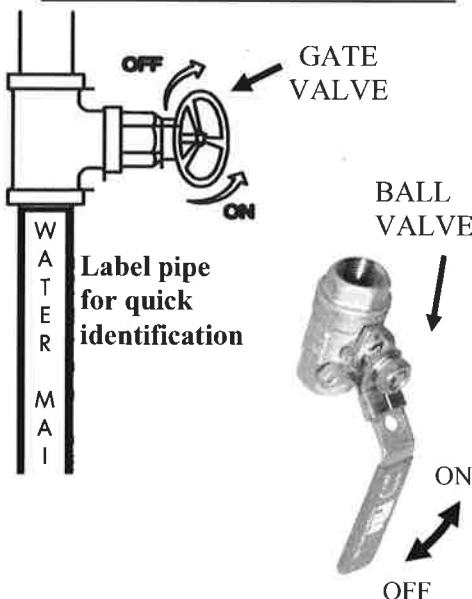
Sewer system

- Make sure your sewer system is functioning properly before using it. This will prevent the contamination of your home and possibly the drinking water supply.

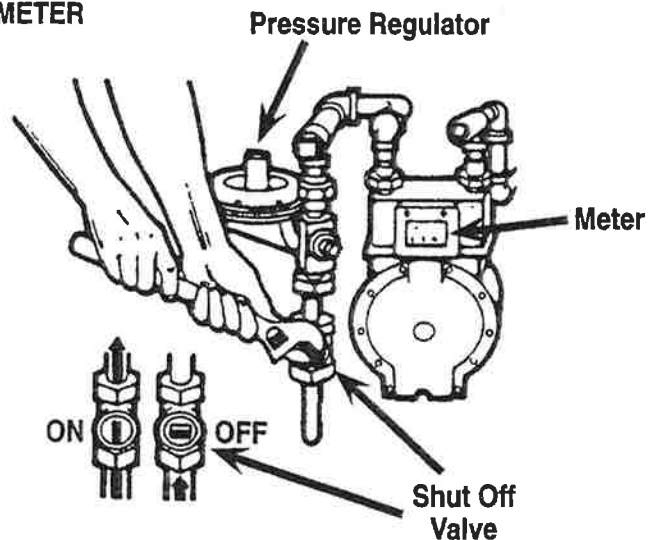
Gas meter (illustration below)

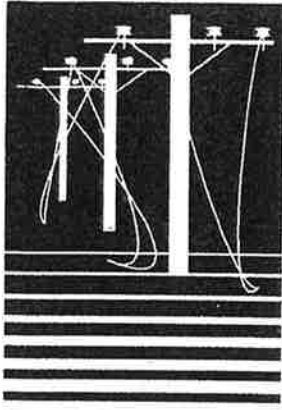
- Locate your gas meter and valve.
- Have a wrench immediately available for turning off the gas supply.
- If you smell natural gas, evacuate immediately. Do not use matches, lighters, open flame appliances, or operate electrical switches. Sparks could ignite gas causing an explosion.
- Shut off gas ONLY if you smell gas or hear a hissing noise. Contact the gas company to turn the gas back on.

MASTER WATER MAIN



GAS METER





Solar Yard Lights

are a great source for indoor lighting—Bring them inside at dark. Fill an empty 20 ounce or 2 liter plastic pop bottle one third full with sand or dirt for stability. Light will fit in the neck of the bottle. Don't forget to put them back outside in the morning to recharge.

Power Outages

Power outages can cause a number of safety concerns. Knowing the following information can help.

Before a power outage

- Register life-sustaining and medical equipment with your utility company.
- Consider buying a generator. When installing a generator, follow the instructions carefully. Keep your generator outside and run a cord inside. Don't connect your generator to main service panels—it's dangerous!
- Make sure your disaster preparedness kit contains light sticks, flashlights, a battery-powered radio with extra batteries, and a wind-up clock.
- Have a corded telephone available
cordless phones will not work when the power is out.
- Have an alternative heat source and supply of fuel.
- If you own an electric garage door opener, know how to open the door without power.

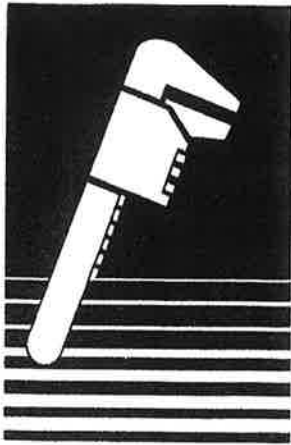
During a power outage

- Turn off lights and electrical appliances except for the refrigerator and freezer. Even if it is dark, turn light switches and buttons on lamps or appliances to the "off" position.
- Unplug computers and other sensitive equipment to protect them from possible surges when the power is restored.
- Leave one lamp on so you will know when power is restored. Wait at least 15 minutes after power is restored before turning on other appliances.
- Conserve water, especially if you use well water.
- Never use gas ovens, gas ranges, barbecues or portable or propane heaters for indoor heating—they use oxygen and create carbon monoxide that can cause suffocation.

- Candles can cause a fire. It's far better to use battery-operated flashlights or glow sticks for lighting.
- Using a kerosene heater, gas lantern or stove inside the house can be dangerous. Maintain proper ventilation at all times to avoid a build up of toxic fumes.
- Stay away from downed power lines and sagging trees with broken limbs.

Keep food safe

- Use and store food carefully to prevent food-borne illness when power outages make refrigeration unavailable.
- Use foods first that can spoil most rapidly.
- Keep doors to refrigerators and freezers closed. Your refrigerator's freezer will keep food frozen for up to a day. A separate fully-loaded freezer will keep food frozen for two days.
- Use an ice chest packed with ice or snow to keep food cold. Buy dry ice to save frozen food. Do not handle dry ice with your bare hands. Use blocks or bags of ice to save refrigerator foods.
- Use caution if storing food outside during winter to keep it cold. The outside temperature varies, especially in the sun. Frozen food may thaw and refrigerator food may become warm enough to grow bacteria. Food stored outside must be secured from contamination by animals.
- **If in doubt, throw it out.** Throw out meat, seafood, dairy products and cooked food that does not feel cold.
- Never taste suspect food. Even if food looks and smells fine, illness-causing bacteria may be present.

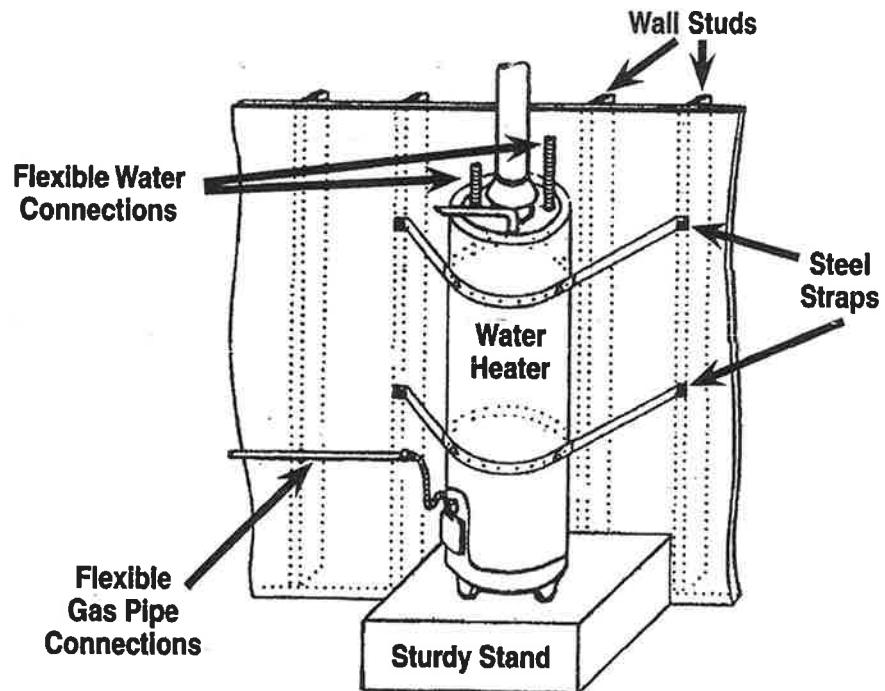


Secure your water heater to minimize damage during a disaster.

Securing Your Water Heater

Securing a water heater

- Mark your water heater at the front center, about one-third of the way down from the top and approximately one-third of the way up from the bottom.
- Be sure that the bottom mark is at least 4 inches above the water controls.
- Secure the water heater with two 16- to 20-gauge, pre-drilled steel straps at the points you've marked (see diagram).
- If you place the water heater on a pedestal, you must secure the pedestal to the wall or floor to keep it from moving out from under the water heater during an earthquake.
- For more information on securing your water heater, contact your local emergency management office or utility.



Getting water from a water heater

- The water heater, if strapped properly, can be used as a backup source of drinking water in addition to the water you have already stored for emergencies.
- To get water out of your water heater when the water is turned off, you will need to turn off the gas or electric supply to the heater.
- Open a faucet located in the highest point of your home and then open the faucet at the bottom of the water heater. This allows the water to gravity-feed from the tank.
- The water that first comes from the tank may be full of rust and other deposits. This is normal for a water heater that has been in a home for a few years. Discard the discolored water. When the water becomes clear, it should be safe to drink.
- If there is any question as to water purity — purify it.

Handout provided by
Willard City C.E.R.T.





If there is any question as to water purity – Purify it.

Purifying Household Water

The treatments described below work only in situations where the water is unsafe because of the presence of bacteria. If you suspect the water is unsafe because of chemicals, oils, poisonous substances, sewage, etc., do not use the water for drinking.

Storing water safely

- Store one gallon of water per person per day.
- Store at least a three-day supply of water per person.
- Collect the water from a safe supply.
- Store water in thoroughly washed plastic, fiberglass or metal containers that are lined with enamel.
- Never reuse a container that contained toxic materials such as pesticides, solvents, chemicals, oil, antifreeze, etc.
- Plastic containers such as soft drink bottles are best. You can also purchase food-grade plastic buckets or drums.
- Seal water containers tightly, label with date, and store in a cool, dark place.
- Replace water every six months.

Water purification

There are two primary ways of treating water: boiling and adding bleach. If the supply has been made unsafe because of untreated surface water (from floods, streams or lakes), boiling is the best method.

- Cloudy water should be filtered before boiling or adding bleach.

- Filter water using coffee filters, paper towels, cheese cloth, or a cotton plug in a funnel.

Boiling

- Boiling is the safest method of purifying water.
- Bring the water to a rolling boil for 3-5 minutes.
- Let the water cool before drinking.

Purifying by adding liquid chlorine bleach

- If boiling is not possible, water can be made safe for drinking by treating with liquid household chlorine bleach, such as Clorox, Purex, etc. Household bleach is typically between 5 percent and 6 percent chlorine. Avoid using bleaches that contain perfumes, dyes, and other additives. Be sure to read the label.
- Place the water (filtered, if necessary) in a clean container. Add the amount of bleach according to the table below. Mix thoroughly and allow to stand for at least 30 minutes before using (60 minutes if the water is cloudy or very cold).
- Purifying tablets or chemicals designed for use when camping or backpacking can also be an effective way to treat water. Always follow the directions on the package.

Treating Water with a 5-6 Percent Liquid Chlorine Bleach Solution		
Volume of Water to be Treated	Treating Clear Water: Bleach Solution to Add	Treating Cloudy, Very Cold, or Surface Water: Bleach Solution to Add
1 quart/1 liter	3 drops	5 drops
1/2 gallon/2 quarts/2 liters	5 drops	10 drops or 1/8 tsp
1 gallon	10 drops or 1/8 tsp	20 drops or 1/4 tsp
5 gallons	50 drops or 2.5 ml or 1/2 tsp	5 ml or 1 tsp
10 gallons	5 ml or 1 tsp	10 ml or 2 tsp

tsp = teaspoon; ml = milliliter

Sanitation and Hygiene During an Emergency

During an emergency, it is important to your survival to keep yourself healthy. The best way to maintain health is to keep yourself and your living area clean and sanitary. Poor hygiene and unsanitary conditions can cause sickness.

Sanitation items are easy to gather. You may prefer to buy a pre-assembled emergency kit which contains necessary items for grooming and sanitation. Because many kit items are sold as a unit, you may find that purchasing this type kit is an inexpensive and convenient way to prepare all that you'll need during an emergency.

Another option may be to assemble your own emergency kit so you can choose brands or items your family is accustomed to using. Often, you can purchase your favorite brand of soap, toothpaste, shampoo, toilet paper, deodorant and other items in bulk or extra saving packages so you can afford to set some aside for your emergency kit a little at a time.

Here some areas of consideration:

- *Toilet paper.* When it comes to emergencies, any kind of toilet paper--smooth, soft, rough, printed, colored, plain, or scented is a luxury. By preparing ahead of time, you can insure that you don't experience unneeded discomfort by having to get used to a new texture of paper. Also keep in mind that it is common for those in emergency situations to develop stress and diet related stomach problems that can intensify your sanitation difficulties.
- *Toothbrush.* People with sensitive teeth may want to store their preferred

brand of toothbrush in their emergency kit. It is probably a wise idea to store several toothbrushes to give away to someone who neglected to store one. They may also have other useful purpose such as cleaning or scrubbing.

- *Toothpaste, mouthwash, and breath fresheners.* Emergencies present stressful situations where human communication is crucial. Sometimes water is scarce or unavailable which causes dryness in your mouth. A breath freshener may be a nice addition to your preparedness supplies.
- *Feminine hygiene products.* It is important to be prepared in all areas. These items are definitely important to have available in any emergency situation. May also come in handy as First Aid supplies.
- *Deodorant.* With several choices of deodorants including antiperspirants, made-for-a-woman brands, gelled, etc., you may want to decide ahead of time what you'll need during an emergency. Air fresheners or deodorants may also increase your level of comfort during an emergency.
- *Hair supplies.* Shampoo, conditioner, hairspray, combs, brushes, and other items may not be necessary for survival, but they can help make an emergency situation more comfortable and clean. Be sure to store smaller sanitation items in your emergency kit. Be aware that you can overstuff your emergency kit. If it is too heavy, you may not be able to leave with it during an emergency.

Medications

For people who take prescription medications for heart disease, diabetes, asthma, depression, or any other condition that requires regular medication, you should talk to your physician about having a back-up supply on hand for emergencies. Medications for diarrhea, constipation, headaches, allergy and other minor conditions should also be included in kits for added comfort.

Laundry Detergent and Soap

During some emergencies, you may be required to evacuate the area or may be stranded in some remote area. Because you won't have lots of clothing, you will want detergent to clean your clothes and soap for bathing and for washing utensils. Hand sanitizers are also great to have on hand (no pun intended).

Washing

You can prevent illness by washing your hands often; before eating, after using the bathroom, after you change a diaper, and any other time you may need to freshen up. Because water is such a precious commodity during an emergency, you should remember to use purified drinking water first for drinking, cooking, washing dishes and then for other purposes. Be organized and choose a designated bathing area. If you wash in a river or stream use biodegradable soap and always be aware of others who may be down stream. With a little soap you can also wash yourself in the rain. Other washing alternatives include moist towelettes, a spray bottle, sanitizing lotions, or a wet washcloth. Be sure to wear shoes to prevent parasitic infections and to protect you from cuts and puncture wounds that can easily become infected.

Sanitation Area

Choosing the right location for your sanitation needs is as important as staying clean. Your waste place must be located downhill from any usable water source. It should also be a few hundred feet from any river, stream, or lake. It also helps to have your waste place downwind from your living area, and yet not too far from your camp that the distance discourages people from using it.

Makeshift Toilets

With a little preparation, you can have a decent emergency bathroom. If you have a medium sized plastic bucket (5-6 gallon), lined with a heavy-duty garbage bags, you have a toilet. Make sure you have a lid to cover it. A plastic toilet seat can be purchased to fit on the bucket for a more comfortable seat. If you don't have an extra plastic bucket available, you can make a latrine by digging a long trench approximately one foot wide and 6-8 inches deep. Remove and save sod or ground cover. Organisms in the top layers of earth will break down human waste and small amounts of toilet paper. Sprinkle a layer of dirt in the latrine after each use to keep away flies and hold down the odors. Lengthen the trench if it becomes full. When finished, fill the hole with soil and replace any sod or ground cover.

You can make a seat for your latrine by laying logs across the hole, leaving an area open for you to use. After each use, cover the waste with small amounts of dirt to decrease the odor. (Use Toilet enzymes if available). A covered toilet reduces more of the odor than an open one. Make a toilet cover with wood or a large leaf. If the odor becomes unbearable, fill in the latrine completely with dirt and dig a new one. Build a new seat and burn the old wood that you used for the last toilet.

Privacy is another topic to be considered. Privacy shelters of all types are available for purchase or you can make your own from flat sheets, tarps, heavy plastic, clothes line & clothes pins.

Keeping Food Sanitary

Keep all your food covered and off the ground or floor. Replace all lids on water bottles and other containers immediately after use. Do not wash your dishes in the area where you get your drinking water supply. Wash your dishes away from food prep area. Use clean plates or eat out of the original food containers to prevent the spread of germs. Wash and peel all fruits and vegetables before eating. Prepare only as much as will be eaten at each meal. All food scraps should be either burned or buried in a pit far from your living area.

Getting Rid of Refuse

If you cannot dispose of refuse in the normal manner, you will want to consider alternatives. Biodegradable garbage and human waste will need to be disposed of to avoid the spread of disease by rats and insects.

If possible, burn all leftover food scraps, paper and cardboard. DO NOT burn plastic bags, utensils or other plastic items. Wash or burn out cans and other metal items. Cool, remove top & bottom lids, smash and then bag. Last resort: Dig a pit 12 to 18 inches deep and at least 100 feet but preferably 200 plus feet downhill and away from any well, spring, river, or other water supply. Fill the pit only with the biodegradable garbage and refuse and cover well with dirt.

WATER

Your body needs plenty of fluids to keep you cool, digest your food and maintain your health. Drink at least 2 quarts of fluid (6-8 glasses) each day, in cold weather as well as warm.

You will also need water for cooking and cleaning and personal hygiene. Plan 1 gallon of water per person per day. More for babies and older adults.

In addition to your stored water supplies, these are other sources:

Snow. During the winter, clean snow may be a valuable source of water. Add clean snow to a bottle or cup that has water in it. The water will help the snow melt. You can also gently heat a pot of snow on a stove or over a fire. A few cups of water in the bottom of the pot will speed the process.

Open Water. Even the clearest water taken from streams and lakes contain bacteria, viruses and parasites too small for you to see. Drinking impure water can make you ill. ALWAYS disinfect any water that does not come from a known pure source.

Methods of Disinfecting Water:

Boiling: Heat kills organisms. Bringing water to a rolling boil is the surest way to disinfect it. Boil for 5 minutes. Boiled water can taste flat. Freshen it after it has cooled by pouring it back and forth between two pots.

Iodine: Water can also be disinfected with iodine tablets. The label usually instructs you to drop one or two tablets into a quart of water and then wait 30 minutes before drinking. Iodine tablets rapidly lose their effectiveness after opening. Within 2 or 3 months, tablets may be useless. Check date on bottle and use only fresh tablets.

Filters: Camping stores and catalogues offer water purification filters. Some pump the water through pores small enough to strain out bacteria. Others contain iodine or other chemicals. Like iodine tablets, they may lose strength over time. Carefully follow instructions that come with any filter.

Treating muddy water: If the only water available is clouded with dirt or silt, strain the water through clean cloth (bandanna, handkerchief) into a pot. Let stand 1 hour. Mud should to the bottom. Use a cup to carefully dip the clear water into another pot. Then boil it, treat with iodine or run through a filter.

SANITATION KIT

Port-a-Potty Plus

COUNT	ITEM	DESCRIPTION	SIZE	DATE STOCKED	DATE CHECKED	DATE CHECKED	NOTES:
1	PLASTIC BUCKET	With tight fit lid	6 (Tall) GALLON				
1	TOILET SEAT	Snap-on, Plastic					
12	GARBAGE BAGS - Heavy Duty	Use as bucket liners. Double	13 GALLON				
3-4	ROLLS TOILET PAPER						
1	PORT-A-POTTY ENZYME PACKET	Follow packet directions					
1-2	BIO-HAZARD BAG	WASTE BAG					
10+	GROCERY BAGS	USE FOR TRASH					
2 Liters	WATER	POP BOTTLES	2 LITER				
1	HAND SOAP	ANTIBACTERIAL	8 OZ				
1	HAND SANITIZER	60% +	8 OZ				
10+ PR	NON-LATEX GLOVES	VARIETY SIZES					
2-3	FACE MASKS	N95					
1	DISINFECTANT SPRAY		12 OZ				
1	HAND TOWEL/PAPER TOWEL ROLL						
1	METAL SCOOP OR CAMPER'S TROWEL						
1-2	PLASTIC/METAL WASH BASIN	Ice Cream Bucket					
1	WET WIPES - 90 Count Pack						
1	WITCH HAZEL - Topical Cleanser & Refresh	Wet Wipes 1 Pt.					
	BABY DIAPERS & SUPPLIES	As needed					
	FEMININE HYGIENE	As needed					
1	SOLAR SHOWER KIT		5 GALLON				