

DISASTER PREPARENESS PLAN

JANUARY 2012

This document has been prepared as a guide to protect your family in the event of a disaster. It includes directions from your local body of Elders and suggestions from the FEMA website.

PREPARE IN ADVANCE

The first step to surviving a disaster begins with preparing for one. Therefore please begin now by compiling a "Disaster Supply Kit" as described on page of this manual. Maintain the kit every year to verify that it is up to date and will handle your needs.

IF DISASTER STRIKES OR YOU ARE INSTRUCTED TO EVACUATE BY AUTHORITIES:

1) Christian qualities should readily come to the fore, moving you to take care of your family's Immediate physical needs. (John 13:35)

2) Help others who are in distress.

3) As soon as possible, try to establish contact with your service group overseer or if he is not available, contact another congregation elder explaining your circumstances and present location

4) What if you cannot contact my congregation elders?

Contact your "emergency Contact" and Inform them of:

1) Your circumstances

2) Your location

3) Any method available of reaching you

4) Ask them to contact one of the elders as soon as possible to relay your information to them.

5) If you do not make contact with the congregation elder by noon the day after the disaster, please proceed to the Kingdom Hall and wait there if it safe to do so. The Congregation Coordinator will dispatch a brother to meet all there who were unable to contact the elders. This Is a LAST RESORT. All efforts should be made to contact the elders before proceeding to the Kingdom Hall.

It is imperative that you follow these instructions as soon as possible after a disaster strikes. The body of elders will be doing all they can to account for every single member of the congregation. Should you reach safety and fail to follow those steps, valuable time could be wasted trying to contact you when it could be better spent accounting for those who require assistance.

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CONTACT LIST ELDERS

Full Name

Home Phone

Mobile Phone

Home Address

Instructions to fill out Disaster Form

Attn: Service Group Overseer, These instructions should be read and forms passed out and when completed will be collected and given to the Secretary ASAP. The Service Group Overseer may assist friends as needed, needing information explained or to ask questions about the program.

Each family head or parent should fill out as much information as possible in the form. This will allow the elders in the congregation the ability to contact you and your family members in the event of an emergency. This information will be kept confidential in congregation files and will not be used for other purposes

In filling out the form we ask that you print all the information in the boxes provided. It will allow us to have clear and accurate information. In the area of Relatives and friends listed the head of house should list at least one or two outside your local area and at least one or two in this area that you spend time with.

In the event of an national emergency or an local emergency we are to follow the instructions of the government. (Romans 13:1) We realize that there is no blanket to cover all the possibilities and scenarios that may come upon us.

It is the responsibility of the family heads to protect their family and to look out for their welfare. (1Cor. 11:3) It is encouraged that families sit and discuss their plans for an unexpected emergency.

The Service Group Overseers will make every effort to contact the family heads first at their homes. Those family heads need to be mindful that the Service Group Overseers (SGO) will be looking for them. If the (SGO) cannot find them at their Job and their child's school, they will contact the closest relative that you listed on the Disaster Form. If we are asked to leave the disaster area, we should be mindful that the (SGO) will make every effort to make contact with you and your family. If you happen to be with other friends from the congregation encourage the friends to stay together.

Your Brothers

Disaster Worksheet

Head of Household

Last Name _____
First Name _____

Home Address _____
City _____ State _____ Zip _____
Home Phone Number _____
Cell Phone Number _____
Secondary Phone Numbers _____
Personal e-mail address _____
Name of Business _____
Address of Business _____
City _____ State _____ Zip _____
Phone Number _____

Spouse

Last Name _____
First Name _____

Home Address _____
City _____ State _____ Zip _____
Home Phone Number _____
Cell Phone Number _____
Secondary Phone Numbers _____
Personal e-mail address _____
Name of Business _____
Address of Business _____
City _____ State _____ Zip _____
Phone Number _____

Names of Children

1 _____
2 _____
3 _____

School Name

1 _____
2 _____
3 _____

School Address

1 _____
2 _____
3 _____

City or Location

1 _____
2 _____
3 _____

School phone number

1 _____
2 _____
3 _____

Names of After School Care Givers

1 _____
2 _____
3 _____

School Name

1 _____
2 _____
3 _____

School Address

1 _____
2 _____
3 _____

City or Location

1 _____
2 _____
3 _____

School phone number

1 _____
2 _____
3 _____

Outside Emergency Contact

Last Name _____
First Name _____

Home Address _____
City _____ State _____ Zip _____
Home Phone Number _____
Cell Phone Number _____
Secondary Phone Numbers _____
Personal e-mail address _____

Name of Contact Relative

Last Name _____
First Name _____

Home Address _____
City _____ State _____ Zip _____
Home Phone Number _____
Cell Phone Number _____
Secondary Phone Numbers _____
Personal e-mail address _____

Please Print carefully as much Information as possible so the Congregation may assist you in event of an emergency.

This information is to be kept confidential.

Flood

Floods are one of the most common hazards in the United States. Flood effects can be local, impacting a neighborhood or community, or very large, affecting entire river basins and multiple states.

However, all floods are not alike. Some floods develop slowly, sometimes over a period of days. But flash floods can develop quickly, sometimes in just a few minutes and without any visible signs of rain. Flash floods often have a dangerous wall of roaring water that carries rocks, mud, and other debris and can sweep away most things in its path. Overland flooding occurs outside a defined river or stream, such as when a levee is breached, but still can be destructive. Flooding can also occur when a dam breaks, producing effects similar to flash floods.

Be aware of flood hazards no matter where you live, but especially if you live in a low-lying area, near water or downstream from a dam. Even very small streams, gullies, creeks, culverts, dry streambeds, or low-lying ground that appear harmless in dry weather can flood. Every state is at risk from this hazard.

What to Do Before a Dam Failure

Knowing your risk, making sure an Emergency Action Plan (EAP) is in place, and evacuating when directed by emergency response officials are the most important steps you can take to staying safe from a dam failure.

Ways to Plan Ahead

- Know your risk. Do you live downstream from a dam? Is the dam a high-hazard or significant-hazard potential dam? To find out, contact your state or county emergency management agency or visit the [National Inventory of Dams \(NID\)](#) or the [Association of State Dam Safety Officials \(ASDSO\)](#).
- Find out who owns the dam and who regulates the dam. This information also should be available from your state or county emergency management agency, [NID](#), or [ASDSO](#).
- Once you determine that you live downstream from a high-hazard or significant-hazard potential dam and find out who owns the dam, see if a current EAP is in place for the dam. An EAP is a formal document that identifies potential emergency conditions at a dam and specifies preplanned actions to be followed to reduce property damage and loss of life. An EAP specifies actions the dam owner should take to take care of problems at the dam. It also includes steps to assist the dam owner in issuing early warning and notification messages to responsible downstream emergency management authorities of the emergency.
- If there is a dam failure or an imminent dam failure and you need to evacuate, know your evacuation

route and get out of harm's way. In general, evacuation planning and implementation are the responsibility of the state and local officials responsible for your safety. However, there may be situations where recreational facilities, campgrounds, or residences are located below a dam and local authorities will not be able to issue a timely warning. In this case, the dam owner should coordinate with local emergency management officials to determine who will warn you and in what priority.

Before a Flood

To prepare for a flood, you should:

- Avoid building in a floodplain unless you elevate and reinforce your home.
- Elevate the furnace, water heater, and electric panel if susceptible to flooding.
- Install "check valves" in sewer traps to prevent flood water from backing up into the drains of your home.
- Construct barriers (levees, beams, floodwalls) to stop floodwater from entering the building.
- Seal walls in basements with waterproofing compounds to avoid seepage.

During a Flood

If a flood is likely in your area, you should:

- Listen to the radio or television for information.
- Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.

If you must prepare to evacuate, you should do the following:

- Secure your home. If you have time, bring in outdoor furniture. Move essential items to an upper floor.
- Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

If you have to leave your home, remember these evacuation tips:

- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.

- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.

Driving Flood Facts

The following are important points to remember when driving in flood conditions:

- Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
- A foot of water will float many vehicles.
- Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups.

After a Flood

The following are guidelines for the period following a flood:

- Listen for news reports to learn whether the community's water supply is safe to drink.
- Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage. Water may also be electrically charged from underground or downed power lines.
- Avoid moving water.
- Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
- Stay away from downed power lines, and report them to the power company.
- Return home only when authorities indicate it is safe.
- Stay out of any building if it is surrounded by floodwaters.
- Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.
- Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible. Damaged sewage systems are serious health hazards.
- Clean and disinfect everything that got wet. Mud left from floodwater can contain sewage and chemicals.

After a Flood: The First Steps

Your home has been flooded. Although floodwaters may be down in some areas, many dangers still exist. Here are some things to remember in the days ahead.

- Roads may still be closed because they have been damaged or are covered by water. Barricades have been placed for your protection. If you come upon a barricade or a flooded road, go another way.
- Keep listening to the radio for news about what to do, where to go, or places to avoid.
- Emergency workers will be assisting people in flooded areas. You can help them by staying off the roads and out of the way.
- If you must walk or drive in areas that have been flooded
 - Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.
 - Flooding may have caused familiar places to change. Floodwaters often erode roads and walkways. Flood debris may hide animals and broken bottles, and it's also slippery. Avoid walking or driving through it.
- Play it safe. Additional flooding or flash floods can occur. Listen for local warnings and information. If your car stalls in rapidly rising waters, get out immediately and climb to higher ground.

Staying Healthy

A flood can cause emotional and physical stress. You need to look after yourself and your family as you focus on cleanup and repair.

- Rest often and eat well.
- Keep a manageable schedule. Make a list and do tasks one at a time.
- Discuss your concerns with others and seek help. Contact Red Cross for information on emotional support available in your area.

Cleaning Up and Repairing Your Home

Turn off the electricity at the main breaker or fuse box, even if the power is off in your community. That way, you can decide when your home is dry enough to turn it back on.

Get a copy of the book [Repairing Your Flooded Home](#). It will tell you:

- How to enter your home safely.
- How to protect your home and belongings from further damage.
- How to record damage to support insurance claims and requests for assistance.

- How to check for gas or water leaks and how to have service restored.
- How to clean up appliances, furniture, floors and other belongs.
- Listen to your radio for information on assistance that may be provided by the state or federal government or other organizations.
- If you hire cleanup or repair contractors, be sure they are qualified to do the job. Be wary of people who drive through neighborhoods offering help in cleaning up or repairing your home. Check references.

Landslide and Debris Flow (Mudslide)

Landslides occur in all U.S. states and territories. In a landslide, masses of rock, earth, or debris move down a slope. Landslides may be small or large, slow or rapid. They are activated by:

- storms,
- earthquakes,
- volcanic eruptions,
- fires,
- alternate freezing or thawing,
- and steepening of slopes by erosion or human modification.

Debris and mud flows are rivers of rock, earth, and other debris saturated with water. They develop when water rapidly accumulates in the ground, during heavy rainfall or rapid snowmelt, changing the earth into a flowing river of mud or "slurry." They can flow rapidly, striking with little or no warning at avalanche speeds. They also can travel several miles from their source, growing in size as they pick up trees, boulders, cars, and other materials.

Landslide problems can be caused by land mismanagement, particularly in mountain, canyon, and coastal regions. In areas burned by forest and brush fires, a lower threshold of precipitation may initiate landslides. Land-use zoning, professional inspections, and proper design can minimize many landslide, mudflow, and debris flow problems.

Before a Landslide or Debris Flow

Protect yourself from the effects of a landslide or debris flow:

- Do not build near steep slopes, close to mountain edges, near drainage ways, or natural erosion valleys.
- Get a ground assessment of your property.
- Contact local officials, state geological surveys or departments of natural resources, and university departments of geology. Landslides occur where they have before, and in identifiable hazard

locations. Ask for information on landslides in your area, specific information on areas vulnerable to landslides, and request a professional referral for a very detailed site analysis of your property, and corrective measures you can take, if necessary.

- If you are at risk from a landslide talk to your insurance agent. Debris flow may be covered by flood insurance policies from the [National Flood Insurance Program \(NFIP\)](#).
- Minimize home hazards:
 - Have flexible pipe fittings installed to avoid gas or water leaks, as flexible fittings are more resistant to breakage (only the gas company or professionals should install gas fittings).
 - Plant ground cover on slopes and build retaining walls.
 - In mudflow areas, build channels or deflection walls to direct the flow around buildings.
 - Remember: If you build walls to divert debris flow and the flow lands on a neighbor's property, you may be liable for damages.

Recognize Landslide Warning Signs

- Changes occur in your landscape such as patterns of storm-water drainage on slopes (especially the places where runoff water converges) land movement, small slides, flows, or progressively leaning trees.
- Doors or windows stick or jam for the first time.
- New cracks appear in plaster, tile, brick, or foundations.
- Outside walls, walks, or stairs begin pulling away from the building.
- Slowly developing, widening cracks appear on the ground or on paved areas such as streets or driveways.
- Underground utility lines break.
- Bulging ground appears at the base of a slope.
- Water breaks through the ground surface in new locations.
- Fences, retaining walls, utility poles, or trees tilt or move.
- A faint rumbling sound that increases in volume is noticeable as the landslide nears.

- The ground slopes downward in one direction and may begin shifting in that direction under your feet.
- Unusual sounds, such as trees cracking or boulders knocking together, might indicate moving debris.
- Collapsed pavement, mud, fallen rocks, and other indications of possible debris flow can be seen when driving (embankments along roadsides are particularly susceptible to landslides).

During a Landslide or Debris Flow

What you should do if a landslide or debris flow occurs:

- **Stay alert and awake.** Many debris-flow fatalities occur when people are sleeping. Listen to a NOAA Weather Radio or portable, battery-powered radio or television for warnings of intense rainfall. Be aware that intense, short bursts of rain may be particularly dangerous, especially after longer periods of heavy rainfall and damp weather.
- **If you are in areas susceptible to landslides and debris flows, consider leaving if it is safe to do so.** Remember that driving during an intense storm can be hazardous. If you remain at home, move to a second story if possible. Staying out of the path of a landslide or debris flow saves lives.
- **Listen for any unusual sounds that might indicate moving debris, such as trees cracking or boulders knocking together.** A trickle of flowing or falling mud or debris may precede larger landslides. Moving debris can flow quickly and sometimes without warning.
- **If you are near a stream or channel, be alert for any sudden increase or decrease in water flow and for a change from clear to muddy water.** Such changes may indicate landslide activity upstream, so be prepared to move quickly. Don't delay! Save yourself, not your belongings.
- **Be especially alert when driving.** Embankments along roadsides are particularly susceptible to landslides. Watch the road for collapsed pavement, mud, fallen rocks, and other indications of possible debris flows.

What to Do if You Suspect Imminent Landslide Danger

- **Contact your local fire, police, or public works department.** Local officials are the best persons able to assess potential danger.
- **Inform affected neighbors.** Your neighbors may not be aware of potential hazards. Advising them of a potential threat may help save lives. Help neighbors who may need assistance to evacuate.
- **Evacuate.** Getting out of the path of a landslide or debris flow is your best protection.

- **Curl into a tight ball and protect your head if escape is not possible.**

After a Landslide or Debris Flow

Guidelines for the period following a landslide:

- **Stay away from the slide area.** There may be danger of additional slides.
- **Listen to local radio or television stations** for the latest emergency information.
- **Watch for flooding,** which may occur after a landslide or debris flow. Floods sometimes follow landslides and debris flows because they may both be started by the same event.
- **Check for injured and trapped persons near the slide** without entering the direct slide area. Direct rescuers to their locations.
- **Help a neighbor who may require special assistance** - infants, elderly people, and people with disabilities. Elderly people and people with disabilities may require additional assistance. People who care for them or who have large families may need additional assistance in emergency situations.
- **Look for and report broken utility lines and damaged roadways and railways to appropriate authorities.** Reporting potential hazards will get the utilities turned off as quickly as possible, preventing further hazard and injury.
- **Check the building foundation, chimney, and surrounding land for damage.** Damage to foundations, chimneys, or surrounding land may help you assess the safety of the area.
- **Replant damaged ground as soon as possible** since erosion caused by loss of ground cover can lead to flash flooding and additional landslides in the near future.
- **Seek advice from a geotechnical expert for evaluating landslide hazards or designing corrective techniques to reduce landslide risk.** A professional will be able to advise you of the best ways to prevent or reduce landslide risk, without creating further hazard.

Know Your Earthquake Terms

Familiarize yourself with these terms to help identify an earthquake hazard:

Aftershock

An earthquake of similar or lesser intensity that follows the main earthquake.

Earthquake

A sudden slipping or movement of a portion of the earth's crust, accompanied and followed by a series of vibrations.

Epicenter

The place on the earth's surface directly above the point on the fault where the earthquake rupture began. Once fault slippage begins, it expands along the fault during the earthquake and can extend hundreds of miles before stopping.

Fault

The fracture across which displacement has occurred during an earthquake. The slippage may range from less than an inch to more than 10 yards in a severe earthquake.

Magnitude

The amount of energy released during an earthquake, which is computed from the amplitude of the seismic waves. A magnitude of 7.0 on the Richter Scale indicates an extremely strong earthquake. Each whole number on the scale represents an increase of about 30 times more energy released than the previous whole number represents. Therefore, an earthquake measuring 6.0 is about 30 times more powerful than one measuring 5.0.

Seismic Waves

Vibrations that travel outward from the earthquake fault at speeds of several miles per second. Although fault slippage directly under a structure can cause considerable damage, the vibrations of seismic waves cause most of the destruction during earthquakes.

What to Do Before an Earthquake

Earthquakes strike suddenly, violently and without warning. Identifying potential hazards ahead of time and advance planning can reduce the dangers of serious injury or loss of life from an earthquake. Repairing deep plaster cracks in ceilings and foundations, anchoring overhead lighting fixtures to the ceiling, and following local seismic building standards, will help reduce the impact of earthquakes.

Six Ways to Plan Ahead

1. Check for Hazards in the Home

- Fasten shelves securely to walls.
- Place large or heavy objects on lower shelves.
- Store breakable items such as bottled foods, glass, and china in low, closed cabinets with latches.

- Hang heavy items such as pictures and mirrors away from beds, couches, and anywhere people sit.
- Brace overhead light fixtures.
- Repair defective electrical wiring and leaky gas connections. These are potential fire risks.
- Secure a water heater by strapping it to the wall studs and bolting it to the floor.
- Repair any deep cracks in ceilings or foundations. Get expert advice if there are signs of structural defects.
- Store weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves.

2. Identify Safe Places Indoors and Outdoors

- Under sturdy furniture such as a heavy desk or table.
- Against an inside wall.
- Away from where glass could shatter around windows, mirrors, pictures, or where heavy bookcases or other heavy furniture could fall over.
- In the open, away from buildings, trees, telephone and electrical lines, overpasses, or elevated expressways.

3. Educate Yourself and Family Members

- Contact your local emergency management office or American Red Cross chapter for more information on earthquakes. Also read the "How-To Series" for information on how to protect your property from earthquakes.
- Teach children how and when to call 9-1-1, police, or fire department and which radio station to tune to for emergency information.
- Teach all family members how and when to turn off gas, electricity, and water.

4. Have Disaster Supplies on Hand

- Flashlight and extra batteries.
- Portable battery-operated radio and extra batteries.
- First aid kit and manual.
- Emergency food and water.
- Nonelectric can opener.
- Essential medicines.
- Cash and credit cards.
- Sturdy shoes.

5. Develop an Emergency Communication Plan

- In case family members are separated from one another during an earthquake (a real possibility during the day when adults are at work and children are at school), develop a plan for reuniting after the disaster.
- Ask an out-of-state relative or friend to serve as the "family contact." After a disaster, it's often easier to call long distance. Make sure everyone in the family

knows the name, address, and phone number of the contact person.

6. Help Your Community Get Ready

- Publish a special section in your local newspaper with emergency information on earthquakes. Localize the information by printing the phone numbers of local emergency services offices, the American Red Cross, and hospitals.
- Conduct a week-long series on locating hazards in the home.
- Work with local emergency services and American Red Cross officials to prepare special reports for people with mobility impairments on what to do during an earthquake.
- Provide tips on conducting earthquake drills in the home.
- Interview representatives of the gas, electric, and water companies about shutting off utilities.
- Work together in your community to apply your knowledge to building codes, retrofitting programs, hazard hunts, and neighborhood and family emergency plans.

What to Do During an Earthquake

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

If indoors

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.

If outdoors

Stay there.

- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

What to Do After an Earthquake

- **Expect aftershocks.** These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- **Listen to a battery-operated radio or television.** Listen for the latest emergency information.
- **Use the telephone only for emergency calls.**
- **Open cabinets cautiously.** Beware of objects that can fall off shelves.
- **Stay away from damaged areas.** Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.
- **Be aware of possible tsunamis if you live in coastal areas.** These are also known as seismic sea waves (mistakenly called "tidal waves"). When local authorities issue a tsunami warning, assume that a series of dangerous waves is on the way. Stay away from the beach.
- **Help injured or trapped persons.** Remember to help your neighbors who may require special

assistance such as infants, the elderly, and people with disabilities. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.

- **Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately.** Leave the area if you smell gas or fumes from other chemicals.
- **Inspect the entire length of chimneys for damage.** Unnoticed damage could lead to a fire.
- **Inspect utilities.**
 - **Check for gas leaks.** If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if you can and call the gas company from a neighbor's home. If you turn off the gas for any reason, it must be turned back on by a professional.
 - **Look for electrical system damage.** If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.
 - **Check for sewage and water lines damage.** If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can obtain safe water by melting ice cubes.

Know Your Winter Storm and Extreme Cold Terms

Familiarize yourself with these terms to help identify a winter storm hazard:

Freezing Rain

Rain that freezes when it hits the ground, creating a coating of ice on roads, walkways, trees, and power lines.

Sleet

Rain that turns to ice pellets before reaching the ground. Sleet also causes moisture on roads to freeze and become slippery.

Winter Storm Watch

A winter storm is possible in your area. Tune in to NOAA Weather Radio, commercial radio, or television for more information.

Winter Storm Warning

A winter storm is occurring or will soon occur in your area.

Blizzard Warning

Sustained winds or frequent gusts to 35 miles per hour or greater and considerable amounts of falling or blowing snow

(reducing visibility to less than a quarter mile) are expected to prevail for a period of three hours or longer.

Frost/Freeze Warning

Below freezing temperatures are expected.

Before Winter Storms and Extreme Cold

Add the following supplies to your disaster supplies kit:

- **Rock salt** to melt ice on walkways
- **Sand** to improve traction
- **Snow shovels** and other snow removal equipment.

Prepare your home and family

- **Prepare for possible isolation in your home** by having sufficient heating fuel; regular fuel sources may be cut off. For example, store a good supply of dry, seasoned wood for your fireplace or wood-burning stove.
- **Winterize your home** to extend the life of your fuel supply by insulating walls and attics, caulking and weather-stripping doors and windows, and installing storm windows or covering windows with plastic.
- **Winterize your house, barn, shed or any other structure that may provide shelter** for your family, neighbors, livestock or equipment. Clear rain gutters; repair roof leaks and cut away tree branches that could fall on a house or other structure during a storm.
- **Insulate pipes** with insulation or newspapers and plastic and allow faucets to drip a little during cold weather to avoid freezing.
- **Keep fire extinguishers on hand**, and make sure everyone in your house knows how to use them. House fires pose an additional risk, as more people turn to alternate heating sources without taking the necessary safety precautions.
- **Learn how to shut off water valves** (in case a pipe bursts).
- **Know ahead of time what you should do to help elderly or disabled friends, neighbors or employees.**
- **Hire a contractor to check the structural ability of the roof** to sustain unusually heavy weight from the accumulation of snow - or water, if drains on flat roofs do not work.

Prepare your car

- **Check or have a mechanic check the following items on your car:**
 - **Antifreeze levels** - ensure they are sufficient to avoid freezing.
 - **Battery and ignition system** - should be in top condition and battery terminals should be clean.
 - **Brakes** - check for wear and fluid levels.
 - **Exhaust system** - check for leaks and crimped pipes and repair or replace as necessary. *Carbon monoxide is deadly and usually gives no warning.*
 - **Fuel and air filters** - replace and keep water out of the system by using additives and maintaining a full tank of gas.
 - **Heater and defroster** - ensure they work properly.
 - **Lights and flashing hazard lights** - check for serviceability.
 - **Oil** - check for level and weight. Heavier oils congeal more at low temperatures and do not lubricate as well.
 - **Thermostat** - ensure it works properly.
 - **Windshield wiper equipment** - repair any problems and maintain proper washer fluid level.
- **Install good winter tires.** Make sure the tires have adequate tread. All-weather radials are usually adequate for most winter conditions. However, some jurisdictions require that to drive on their roads, vehicles must be equipped with chains or snow tires with studs.
- **Maintain at least a half tank of gas** during the winter season.
- **Place a winter emergency kit in each car** that includes:
 - a shovel
 - windshield scraper and small broom
 - flashlight
 - battery powered radio
 - extra batteries
 - water
 - snack food
 - matches
 - extra hats, socks and mittens
 - First aid kit with pocket knife
 - Necessary medications
 - blanket(s)

- tow chain or rope
- road salt and sand
- booster cables
- emergency flares
- fluorescent distress flag

Dress for the Weather

- **Wear several layers** of loose fitting, lightweight, warm clothing rather than one layer of heavy clothing. The outer garments should be tightly woven and water repellent.
- **Wear mittens**, which are warmer than gloves.
- **Wear a hat.**
- **Cover your mouth** with a scarf to protect your lungs.

During a Winter Storm

Guidelines

- **Listen to your radio, television, or NOAA Weather Radio** for weather reports and emergency information.
- **Eat regularly and drink ample fluids**, but avoid caffeine and alcohol.
- **Conserve fuel, if necessary**, by keeping your residence cooler than normal. Temporarily close off heat to some rooms.
- **If the pipes freeze**, remove any insulation or layers of newspapers and wrap pipes in rags. Completely open all faucets and pour hot water over the pipes, starting where they were most exposed to the cold (or where the cold was most likely to penetrate).
- **Maintain ventilation when using kerosene heaters** to avoid build-up of toxic fumes. Refuel kerosene heaters outside and keep them at least three feet from flammable objects.

If you are outdoors

- **Avoid overexertion when shoveling snow.** Overexertion can bring on a heart attack—a major cause of death in the winter. If you must shovel snow, stretch before going outside.
- **Cover your mouth.** Protect your lungs from extremely cold air by covering your mouth when outdoors. Try not to speak unless absolutely necessary.
- **Keep dry.** Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating value and transmits heat rapidly.

- **Watch for signs of frostbite.** These include loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.
- **Watch for signs of hypothermia.** These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion.
- **If symptoms of hypothermia are detected:**
 - get the victim to a warm location
 - remove wet clothing
 - put the person in dry clothing and wrap their entire body in a blanket
 - warm the center of the body first
 - give warm, non-alcoholic or non-caffeinated beverages if the victim is conscious
 - get medical help as soon as possible.
- **Drink fluids to avoid dehydration.**
- **Be careful not to waste battery power.** Balance electrical energy needs - the use of lights, heat, and radio - with supply.
- **Turn on the inside light at night** so work crews or rescuers can see you.
- **If stranded in a remote area,** stomp large block letters in an open area spelling out HELP or SOS and line with rocks or tree limbs to attract the attention of rescue personnel who may be surveying the area by airplane.
- **Leave the car and proceed on foot - if necessary** - once the blizzard passes.

If you are driving

- **Drive only if it is absolutely necessary. If you must drive, consider the following:**
 - Travel in the day, don't travel alone, and keep others informed of your schedule.
 - Stay on main roads; avoid back road shortcuts.
- **If a blizzard traps you in the car:**
 - **Pull off the highway.** Turn on hazard lights and hang a distress flag from the radio antenna or window.
 - **Remain in your vehicle where rescuers are most likely to find you.** Do not set out on foot unless you can see a building close by where you know you can take shelter. Be careful; distances are distorted by blowing snow. A building may seem close, but be too far to walk to in deep snow.
 - **Run the engine and heater about 10 minutes each hour to keep warm.** When the engine is running, open a downwind window slightly for ventilation and periodically clear snow from the exhaust pipe. *This will protect you from possible carbon monoxide poisoning.*
 - **Exercise to maintain body heat, but avoid overexertion.** In extreme cold, use road maps, seat covers, and floor mats for insulation. Huddle with passengers and use your coat for a blanket.
 - **Take turns sleeping.** One person should be awake at all times to look for rescue crews.

What to Do Before a Thunderstorm

To prepare for a thunderstorm, you should do the following:

- Remove dead or rotting trees and branches that could fall and cause injury or damage during a severe thunderstorm.
- Remember the 30/30 lightning safety rule: Go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.

The following are guidelines for what you should do if a thunderstorm is likely in your area:

- Postpone outdoor activities.
- Get inside a home, building, or hard top automobile (not a convertible). Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.
- Remember, rubber-soled shoes and rubber tires provide NO protection from lightning. However, the steel frame of a hard-topped vehicle provides increased protection if you are not touching metal.
- Secure outdoor objects that could blow away or cause damage.
- Shutter windows and secure outside doors. If shutters are not available, close window blinds, shades, or curtains.
- Avoid showering or bathing. Plumbing and bathroom fixtures can conduct electricity.
- Use a corded telephone only for emergencies. Cordless and cellular telephones are safe to use.

- Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage.
- Use your battery-operated NOAA Weather Radio for updates from local officials.

Avoid the following:

- Natural lightning rods such as a tall, isolated tree in an open area.
- Hilltops, open fields, the beach, or a boat on the water.
- Isolated sheds or other small structures in open areas.
- Anything metal—tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.

What to Do After a Thunderstorm

Call 9-1-1 for medical assistance as soon as possible.

The following are things you should check when you attempt to give aid to a victim of lightning:

- **Breathing** - if breathing has stopped, begin mouth-to-mouth resuscitation.
- **Heartbeat** - if the heart has stopped, administer CPR.
- **Pulse** - if the victim has a pulse and is breathing, look for other possible injuries. Check for burns where the lightning entered and left the body. Also be alert for nervous system damage, broken bones, and loss of hearing and eyesight.

What to do Before a Tornado

Be alert to changing weather conditions.

- Listen to [NOAA Weather Radio](#) or to commercial radio or television newscasts for the latest information.
- Look for approaching storms
- Look for the following danger signs:
 - Dark, often greenish sky
 - Large hail
 - A large, dark, low-lying cloud (particularly if rotating)
 - Loud roar, similar to a freight train.

If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

What to Do During a Tornado

If you are under a tornado WARNING, seek shelter immediately!

What to do Before a Wildfire

If you see a wildfire, call 9-1-1. Don't assume that someone else has already called. Describe the location of the fire, speak slowly and clearly, and answer any questions asked by the dispatcher.

Before the Fire Approaches Your House

- Evacuate. Evacuate your pets and all family members who are not essential to preparing the home. Anyone with medical or physical limitations and the young and the elderly should be evacuated immediately.
- Wear Protective Clothing.
- Remove Combustibles. Clear items that will burn from around the house, including wood piles, lawn furniture, barbecue grills, tarp coverings, etc. Move them outside of your defensible space.
- Close/Protect Openings. Close outside attic, eaves and basement vents, windows, doors, pet doors, etc. Remove flammable drapes and curtains. Close all shutters, blinds or heavy non-combustible window coverings to reduce radiant heat.
- Close Inside Doors/Open Damper. Close all doors inside the house to prevent draft. Open the damper on your fireplace, but close the fireplace screen.
- Shut Off Gas. Shut off any natural gas, propane or fuel oil supplies at the source.
- Water. Connect garden hoses. Fill any pools, hot tubs, garbage cans, tubs or other large containers with water.
- Pumps. If you have gas-powered pumps for water, make sure they are fueled and ready.
- Ladder. Place a ladder against the house in clear view.
- Car. Back your car into the driveway and roll up the windows.
- Garage Doors. Disconnect any automatic garage door openers so that doors can still be opened by hand if the power goes out. Close all garage doors.
- Valuables. Place valuable papers, mementos and anything "you can't live without" inside the car in the garage, ready for quick departure. Any pets still with you should also be put in the car.

What to do During a Wildfire

Survival in a Vehicle

- This is dangerous and should only be done in an emergency, but you can survive the firestorm if you stay in your car. It is much less dangerous than trying to run from a fire on foot.
- Roll up windows and close air vents. Drive slowly with headlights on. Watch for other vehicles and pedestrians. Do not drive through heavy smoke.
- If you have to stop, park away from the heaviest trees and brush. Turn headlights on and ignition off. Roll up windows and close air vents.
- Get on the floor and cover up with a blanket or coat.
- Stay in the vehicle until the main fire passes.
- Stay in the car. Do not run! Engine may stall and not restart. Air currents may rock the car. Some smoke and sparks may enter the vehicle. Temperature inside will increase. Metal gas tanks and containers rarely explode.

If You Are Trapped at Home

- Stay calm. As the fire front approaches, go inside the house. You can survive inside. The fire will pass before your house burns down.

If Caught in the Open

- The best temporary shelter is in a sparse fuel area. On a steep mountainside, the back side is safer. Avoid canyons, natural "chimneys" and saddles.
- If a road is nearby, lie face down along the road cut or in the ditch on the uphill side. Cover yourself with anything that will shield you from the fire's heat.
- If hiking in the back country, seek a depression with sparse fuel. Clear fuel away from the area while the fire is approaching and then lie face down in the depression and cover yourself. Stay down until after the fire passes!

Preparing to Leave

- Lights. Turn on outside lights and leave a light on in every room to make the house more visible in heavy smoke. The area will be isolated and patrolled by sheriff's deputies or police

Don't Lock Up. Leave doors and windows closed but unlocked. It may be necessary for firefighters to gain quick entry into your home to fight fire.

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What to do After a Wildfire

- Check the roof immediately. Put out any roof fires, sparks or embers. Check the attic for hidden burning sparks.
- If you have a fire, get your neighbors to help fight it.
- The water you put into your pool or hot tub and other containers will come in handy now. If the power is out, try connecting a hose to the outlet on your water heater.
- For several hours after the fire, maintain a "fire watch." Re-check for smoke and sparks throughout the house.

Hazardous Materials

Chemicals are found everywhere. They purify drinking water, increase crop production, and simplify household chores. But chemicals also can be hazardous to humans or the environment if used or released improperly. Hazards can occur during production, storage, transportation, use, or disposal. You and your community are at risk if a chemical is used unsafely or released in harmful amounts into the environment where you live, work, or play.

Hazardous materials in various forms can cause death, serious injury, long-lasting health effects, and damage to buildings, homes, and other property. Many products containing hazardous chemicals are used and stored in homes routinely. These products are also shipped daily on the nation's highways, railroads, waterways, and pipelines.

Chemical manufacturers are one source of hazardous materials, but there are many others, including service stations, hospitals, and hazardous materials waste sites.

Varying quantities of hazardous materials are manufactured, used, or stored at an estimated 4.5 million facilities in the United States--from major industrial plants to local dry cleaning establishments or gardening supply stores.

Hazardous materials come in the form of explosives, flammable and combustible substances, poisons, and radioactive materials. These substances are most often released as a result of transportation accidents or because of chemical accidents in plants.

What to do Before a Hazardous Materials Incident

Many communities have [Local Emergency Planning Committees](#) (LEPCs) whose responsibilities include collecting information about hazardous materials in the community and making this information available to the public upon request. The LEPCs also are tasked with developing an emergency plan to prepare for and respond to chemical emergencies in the community. Ways the public will be notified and actions the public must take in the event of a release are part of the plan.

Contact the LEPCs to find out more about chemical hazards and what needs to be done to minimize the risk to individuals and the community from these materials. Your local emergency management office can provide contact information on the LEPCs. [Find your state office or agency of emergency management](#)

You should add the following supplies to your disaster kit:

- Plastic sheeting
- Duct tape
- Scissors

What to do During a Hazardous Materials Incident

Listen to local radio or television stations for detailed information and instructions. Follow the instructions carefully. You should stay away from the area to minimize the risk of

contamination. Remember that some toxic chemicals are odorless.

Shelter Safety for Sealed Rooms

Ten square feet of floor space per person will provide sufficient air to prevent carbon dioxide build-up for up to five hours, assuming a normal breathing rate while resting.

However, local officials are unlikely to recommend the public shelter in a sealed room for more than 2-3 hours because the effectiveness of such sheltering diminishes with time as the contaminated outside air gradually seeps into the shelter. At this point, evacuation from the area is the better protective action to take.

Also you should ventilate the shelter when the emergency has passed to avoid breathing contaminated air still inside the shelter.

What to do After a Hazardous Materials Incident

The following are guidelines for the period following a hazardous materials incident:

- Return home only when authorities say it is safe. Open windows and vents and turn on fans to provide ventilation.
- Act quickly if you have come in to contact with or have been exposed to hazardous chemicals. Do the following:
 - Follow decontamination instructions from local authorities. You may be advised to take a thorough shower, or you may be advised to stay away from water and follow another procedure.
 - Seek medical treatment for unusual symptoms as soon as possible.
 - Place exposed clothing and shoes in tightly sealed containers. Do not allow them to contact other materials. Call local authorities to find out about proper disposal.
 - Advise everyone who comes in to contact with you that you may have been exposed to a toxic substance.
- Find out from local authorities how to clean up your land and property.
- Report any lingering vapors or other hazards to your local emergency services office.

General Information About Terrorism

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion, or ransom.

Terrorists often use threats to:

- Create fear among the public.
- Try to convince citizens that their government is powerless to prevent terrorism.
- Get immediate publicity for their causes.

Acts of terrorism include threats of terrorism; assassinations; kidnappings; hijackings; bomb scares and bombings; cyber attacks (computer-based); and the use of chemical, biological, nuclear and radiological weapons.

High-risk targets for acts of terrorism include military and civilian government facilities, international airports, large cities, and high-profile landmarks. Terrorists might also target large public gatherings, water and food supplies, utilities, and corporate centers. Further, terrorists are capable of spreading fear by sending explosives or chemical and biological agents through the mail.

Within the immediate area of a terrorist event, you would need to rely on police, fire, and other officials for instructions. However, you can prepare in much the same way you would prepare for other crisis events.

General Safety Guidelines:

- Be aware of your surroundings.
- Move or leave if you feel uncomfortable or if something does not seem right.
- Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. You should promptly report unusual behavior, suspicious or unattended packages, and strange devices to the police or security personnel.
- Learn where emergency exits are located in buildings you frequent. Plan how to get out in the event of an emergency.
- Be prepared to do without services you normally depend on—electricity, telephone, natural gas, gasoline pumps, cash registers, ATMs, and Internet transactions.
- Work with building owners to ensure the following items are located on each floor of the building:
 - Portable, battery-operated radio and extra batteries.
 - Several flashlights and extra batteries.
 - First aid kit and manual.
 - Hard hats and dust masks.

- Fluorescent tape to rope off dangerous areas.

Explosions

Terrorists have frequently used explosive devices as one of their most common weapons. Terrorists do not have to look far to find out how to make explosive devices; the information is readily available in books and other information sources. The materials needed for an explosive device can be found in many places including variety, hardware, and auto supply stores. Explosive devices are highly portable using vehicles and humans as a means of transport. They are easily detonated from remote locations or by suicide bombers.

Conventional bombs have been used to damage and destroy financial, political, social, and religious institutions. Attacks have occurred in public places and on city streets with thousands of people around the world injured and killed.

During an Explosion

If there is an explosion, you should:

- Get under a sturdy table or desk if things are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways. As you exit from the building, be especially watchful of falling debris.
- Leave the building as quickly as possible. Do not stop to retrieve personal possessions or make phone calls.
- Do not use elevators.

Once you are out:

- Do not stand in front of windows, glass doors, or other potentially hazardous areas.
- Move away from sidewalks or streets to be used by emergency officials or others still exiting the building.

If you are trapped in debris:

- If possible, use a flashlight to signal your location to rescuers.
- Avoid unnecessary movement so you don't kick up dust.
- Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
- Tap on a pipe or wall so rescuers can hear where you are.
- If possible, use a whistle to signal rescuers.

- Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

Biological Threats

Biological agents are organisms or toxins that can kill or incapacitate people, livestock, and crops. The three basic groups of biological agents that would likely be used as weapons are bacteria, viruses, and toxins. Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others, such as anthrax spores, are very long lived. Biological agents can be dispersed by spraying them into the air, by infecting animals that carry the disease to humans, and by contaminating food and water. Delivery methods include:

- Aerosols - biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.
- Animals - some diseases are spread by insects and animals, such as fleas, mice, flies, mosquitoes, and livestock.
- Food and water contamination - some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water. Most microbes are killed by boiling water for one minute, but some require longer. Follow official instructions.
- Person-to-person - spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague, and the Lassa viruses.

Before a Biological Attack

What you should do to prepare:

Check with your doctor to ensure all required or suggested immunizations are up to date. Children and older adults are particularly vulnerable to biological agents.

Consider installing a High Efficiency Particulate Air (HEPA) filter in your furnace return duct. These filters remove particles in the 0.3 to 10 micron range and will filter out most biological agents that may enter your house. If you do not have a central heating or cooling system, a stand-alone portable HEPA filter can be used.

Filtration in buildings

Building owners and managers should determine the type and level of filtration in their structures and the level of protection it provides against biological agents. The National Institute of Occupational Safety and Health (NIOSH) provides technical guidance on this topic in their publication *Guidance for Filtration and Air-Cleaning Systems to Protect Building Environments from Airborne Chemical, Biological, or*

Radiological Attacks. To obtain a copy, call 1 (800) 35NIOSH or visit the [National Institute for Occupational Safety and Health Web site](#) and request or download NIOSH Publication 2003-136.

During a Biological Attack

In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. It will take time to determine what the illness is, how it should be treated, and who is in danger. Watch television, listen to radio, or check the Internet for official news and information including signs and symptoms of the disease, areas in danger, if medications or vaccinations are being distributed, and where you should seek medical attention if you become ill.

The first evidence of an attack may be when you notice symptoms of the disease caused by exposure to an agent. Be suspicious of any symptoms you notice, but do not assume that any illness is a result of the attack. Use common sense and practice good hygiene.

If you become aware of an unusual and suspicious substance nearby:

- Move away quickly.
- Wash with soap and water.
- Contact authorities.
- Listen to the media for official instructions.
- Seek medical attention if you become sick.

If you are exposed to a biological agent:

- Remove and bag your clothes and personal items. Follow official instructions for disposal of contaminated items.
- Wash yourself with soap and water and put on clean clothes.
- Seek medical assistance. You may be advised to stay away from others or even quarantined.

Using HEPA Filters

HEPA filters are useful in biological attacks. If you have a central heating and cooling system in your home with a HEPA filter, leave it on if it is running or turn the fan on if it is not running. Moving the air in the house through the filter will help remove the agents from the air. If you have a portable HEPA filter, take it with you to the internal room where you are seeking shelter and turn it on.

If you are in an apartment or office building that has a modern, central heating and cooling system, the system's filtration should provide a relatively safe level of protection from outside biological contaminants.

After a Biological Attack

In some situations, such as the case of the anthrax letters sent in 2001, people may be alerted to potential exposure. If this is the case, pay close attention to all official warnings and instructions on how to proceed. The delivery of medical services for a biological event may be handled differently to respond to increased demand. The basic public health procedures and medical protocols for handling exposure to biological agents are the same as for any infectious disease. It is important for you to pay attention to official instructions via radio, television, and emergency alert systems.

Chemical Threats

Chemical agents are poisonous vapors, aerosols, liquids, and solids that have toxic effects on people, animals, or plants. They can be released by bombs or sprayed from aircraft, boats, and vehicles. They can be used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (2 to 48 hours). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents also are difficult to produce.

A chemical attack could come without warning. Signs of a chemical release include people having difficulty breathing; experiencing eye irritation; losing coordination; becoming nauseated; or having a burning sensation in the nose, throat, and lungs. Also, the presence of many dead insects or birds may indicate a chemical agent release.

Before a Chemical Attack

What you should do to prepare for a chemical threat:

- Check your disaster supplies kit to make sure it includes:
 - A roll of duct tape and scissors.
 - Plastic for doors, windows, and vents for the room in which you will shelter in place. To save critical time during an emergency, pre-measure and cut the plastic sheeting for each opening.
- Choose an internal room to shelter, preferably one without windows and on the highest level.

During a Chemical Attack

What you should do in a chemical attack:

If you are instructed to remain in your home or office building, you should:

- Close doors and windows and turn off all ventilation, including furnaces, air conditioners, vents, and fans.

- Seek shelter in an internal room and take your disaster supplies kit.
- Seal the room with duct tape and plastic sheeting.
- Listen to your radio for instructions from authorities.

If you are caught in or near a contaminated area, you should:

- Move away immediately in a direction upwind of the source.
- Find shelter as quickly as possible.

After a Chemical Attack

Decontamination is needed within minutes of exposure to minimize health consequences. Do not leave the safety of a shelter to go outdoors to help others until authorities announce it is safe to do so.

A person affected by a chemical agent requires immediate medical attention from a professional. If medical help is not immediately available, decontaminate yourself and assist in decontaminating others.

Decontamination guidelines are as follows:

- Use extreme caution when helping others who have been exposed to chemical agents.
- Remove all clothing and other items in contact with the body. Contaminated clothing normally removed over the head should be cut off to avoid contact with the eyes, nose, and mouth. Put contaminated clothing and items into a plastic bag and seal it. Decontaminate hands using soap and water. Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate them, and then rinse and dry.
- Flush eyes with water.
- Gently wash face and hair with soap and water before thoroughly rinsing with water.
- Decontaminate other body areas likely to have been contaminated. Blot (do not swab or scrape) with a cloth soaked in soapy water and rinse with clear water.
- Change into uncontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
- Proceed to a medical facility for screening and professional treatment.

Nuclear Blast

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave, and widespread radioactive material that can contaminate the air, water, and ground surfaces for miles around. A nuclear device can range from a weapon carried by an intercontinental missile launched by a hostile nation or terrorist organization, to a small portable nuclear device transported by an individual. All nuclear devices cause deadly effects when exploded, including blinding light, intense heat (thermal radiation), initial nuclear radiation, blast, fires started by the heat pulse, and secondary fires caused by the destruction.

Hazards of Nuclear Devices

The extent, nature, and arrival time of these hazards are difficult to predict. The geographical dispersion of hazard effects will be defined by the following:

- Size of the device. A more powerful bomb will produce more distant effects.
- Height above the ground the device was detonated. This will determine the extent of blast effects.
- Nature of the surface beneath the explosion. Some materials are more likely to become radioactive and airborne than others. Flat areas are more susceptible to blast effects.
- Existing meteorological conditions. Wind speed and direction will affect arrival time of fallout; precipitation may wash fallout from the atmosphere.

Radioactive Fallout

Even if individuals are not close enough to the nuclear blast to be affected by the direct impacts, they may be affected by radioactive fallout. Any nuclear blast results in some fallout. Blasts that occur near the earth's surface create much greater amounts of fallout than blasts that occur at higher altitudes. This is because the tremendous heat produced from a nuclear blast causes an up-draft of air that forms the familiar mushroom cloud. When a blast occurs near the earth's surface, millions of vaporized dirt particles also are drawn into the cloud. As the heat diminishes, radioactive materials that have vaporized condense on the particles and fall back to Earth. The phenomenon is called radioactive fallout. This fallout material decays over a long period of time, and is the main source of residual nuclear radiation.

Fallout from a nuclear explosion may be carried by wind currents for hundreds of miles if the right conditions exist. Effects from even a small portable device exploded at ground level can be potentially deadly.

Protection from a Nuclear Blast

The danger of a massive strategic nuclear attack on the United States is predicted by experts to be less likely today. However, terrorism, by nature, is unpredictable.

If there were threat of an attack, people living near potential targets could be advised to evacuate or they could decide on their own to evacuate to an area not considered a likely target. Protection from radioactive fallout would require taking shelter in an underground area or in the middle of a large building.

In general, potential targets include:

- Strategic missile sites and military bases.
- Centers of government such as Washington, DC, and state capitals.
- Important transportation and communication centers.
- Manufacturing, industrial, technology, and financial centers.
- Petroleum refineries, electrical power plants, and chemical plants.
- Major ports and airfields.

The three factors for protecting oneself from radiation and fallout are distance, shielding, and time.

- **Distance** - the more distance between you and the fallout particles, the better. An underground area such as a home or office building basement offers more protection than the first floor of a building. A floor near the middle of a high-rise may be better, depending on what is nearby at that level on which significant fallout particles would collect. Flat roofs collect fallout particles so the top floor is not a good choice, nor is a floor adjacent to a neighboring flat roof.
- **Shielding** - the heavier and denser the materials - thick walls, concrete, bricks, books and earth - between you and the fallout particles, the better.
- **Time** - fallout radiation loses its intensity fairly rapidly. In time, you will be able to leave the fallout shelter. Radioactive fallout poses the greatest threat to people during the first two weeks, by which time it has declined to about 1 percent of its initial radiation level.

Remember that any protection, however temporary, is better than none at all, and the more shielding, distance, and time you can take advantage of, the better.

Before a Nuclear Blast

To prepare for a nuclear blast, you should do the following:

- Find out from officials if any public buildings in your community have been designated as fallout shelters. If none have been designated, make your own list of potential shelters near your home, workplace, and school. These places would include basements or the windowless center area of middle floors in high-rise buildings, as well as subways and tunnels.
- If you live in an apartment building or high-rise, talk to the manager about the safest place in the building for sheltering and about providing for building occupants until it is safe to go out.
- During periods of increased threat increase your disaster supplies to be adequate for up to two weeks.

Taking shelter during a nuclear blast is absolutely necessary. There are two kinds of shelters - blast and fallout. The following describes the two kinds of shelters:

- **Blast shelters** are specifically constructed to offer some protection against blast pressure, initial radiation, heat, and fire. But even a blast shelter cannot withstand a direct hit from a nuclear explosion.
- **Fallout shelters** do not need to be specially constructed for protecting against fallout. They can be any protected space, provided that the walls and roof are thick and dense enough to absorb the radiation given off by fallout particles.

During a Nuclear Blast

The following are guidelines for what to do in the event of a nuclear explosion.

If an attack warning is issued:

- Take cover as quickly as you can, below ground if possible, and stay there until instructed to do otherwise.
- Listen for official information and follow instructions.

If you are caught outside and unable to get inside immediately:

- Do not look at the flash or fireball - it can blind you.
- Take cover behind anything that might offer protection.
- Lie flat on the ground and cover your head. If the explosion is some distance away, it could take 30 seconds or more for the blast wave to hit.
- Take shelter as soon as you can, even if you are many miles from ground zero where the attack occurred - radioactive fallout can be carried by the

winds for hundreds of miles. Remember the three protective factors: Distance, shielding, and time.

After a Nuclear Blast

Decay rates of the radioactive fallout are the same for any size nuclear device. However, the amount of fallout will vary based on the size of the device and its proximity to the ground. Therefore, it might be necessary for those in the areas with highest radiation levels to shelter for up to a month.

The heaviest fallout would be limited to the area at or downwind from the explosion, and 80 percent of the fallout would occur during the first 24 hours.

People in most of the areas that would be affected could be allowed to come out of shelter within a few days and, if necessary, evacuate to unaffected areas.

Remember the following when returning home:

- Keep listening to the radio and television for news about what to do, where to go, and places to avoid.
- Stay away from damaged areas. Stay away from areas marked "radiation hazard" or "HAZMAT." Remember that radiation cannot be seen, smelled, or otherwise detected by human senses.

Radiological Dispersion Device

Terrorist use of an RDD—often called "dirty nuke" or "dirty bomb"—is considered far more likely than use of a nuclear explosive device. An RDD combines a conventional explosive device—such as a bomb—with radioactive material. It is designed to scatter dangerous and sub-lethal amounts of radioactive material over a general area. Such RDDs appeal to terrorists because they require limited technical knowledge to build and deploy compared to a nuclear device. Also, the radioactive materials in RDDs are widely used in medicine, agriculture, industry, and research, and are easier to obtain than weapons grade uranium or plutonium.

The primary purpose of terrorist use of an RDD is to cause psychological fear and economic disruption. Some devices could cause fatalities from exposure to radioactive materials. Depending on the speed at which the area of the RDD detonation was evacuated or how successful people were at sheltering-in-place, the number of deaths and injuries from an RDD might not be substantially greater than from a conventional bomb explosion.

The size of the affected area and the level of destruction caused by an RDD would depend on the sophistication and size of the conventional bomb, the type of radioactive material used, the quality and quantity of the radioactive material, and the local meteorological conditions—primarily wind and precipitation. The area affected could be placed off-limits to the public for several months during cleanup efforts.

Before a Radiological Dispersion Device Event

There is no way of knowing how much warning time there will be before an attack by terrorists using a Radiological Dispersion Device (RDD), so being prepared in advance and knowing what to do and when is important.

To prepare for an RDD event, you should do the following:

- Find out from officials if any public buildings in your community have been designated as fallout shelters. If none have been designated, make your own list of potential shelters near your home, workplace, and school. These places would include basements or the windowless center area of middle floors in high-rise buildings, as well as subways and tunnels.
- If you live in an apartment building or high-rise, talk to the manager about the safest place in the building for sheltering and about providing for building occupants until it is safe to go out.
- During periods of increased threat increase your disaster supplies to be adequate for up to two weeks.

Taking shelter during an RDD event is absolutely necessary. There are two kinds of shelters - blast and fallout. The following describes the two kinds of shelters:

- **Blast shelters** are specifically constructed to offer some protection against blast pressure, initial radiation, heat, and fire. But even a blast shelter cannot withstand a direct hit from a nuclear explosion.
- **Fallout shelters** do not need to be specially constructed for protecting against fallout. They can be any protected space, provided that the walls and roof are thick and dense enough to absorb the radiation given off by fallout particles.

During a Radiological Dispersion Device Event

While the explosive blast will be immediately obvious, the presence of radiation will not be known until trained personnel with specialized equipment are on the scene. Whether you are indoors or outdoors, home or at work, be extra cautious. It would be safer to assume radiological contamination has occurred—particularly in an urban setting or near other likely terrorist targets—and take the proper precautions. As with any radiation, you want to avoid or limit exposure. This is particularly true of inhaling radioactive dust that results from the explosion. As you seek shelter from any location (indoors or outdoors) and there is visual dust or other contaminants in the air, breathe through the cloth of your shirt or coat to limit your exposure. If you manage to avoid breathing radioactive dust, your proximity to the radioactive particles may still result in some radiation exposure.

If the explosion or radiological release occurs inside, get out immediately and seek safe shelter. Otherwise, if you are:

After a Radiological Dispersion Device (RDD) Event

After finding safe shelter, those who may have been exposed to radioactive material should decontaminate themselves. To do this, remove and bag your clothing (and isolate the bag away from you and others), and shower thoroughly with soap and water. Seek medical attention after officials indicate it is safe to leave shelter.

Contamination from an RDD event could affect a wide area, depending on the amount of conventional explosives used, the quantity and type of radioactive material released, and meteorological conditions. Thus, radiation dissipation rates vary, but radiation from an RDD will likely take longer to dissipate due to a potentially larger localized concentration of radioactive material.

Follow these additional guidelines after an RDD event:

- Continue listening to your radio or watch the television for instructions from local officials, whether you have evacuated or sheltered-in-place.
- Do not return to or visit an RDD incident location for any reason.

Ensure your safety

Find out how to care for your safety after a disaster

Your first concern after a disaster is your family's health and safety. You need to consider possible safety issues and monitor family health and well-being.

Aiding the Injured

Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.

- If the victim is not breathing, carefully position the victim for artificial respiration, clear the airway, and commence mouth-to-mouth resuscitation.
- Maintain body temperature with blankets. Be sure the victim does not become overheated.
- Never try to feed liquids to an unconscious person.

Health

- Be aware of exhaustion. Don't try to do too much at once. Set priorities and pace yourself. Get enough rest.
- Drink plenty of clean water.. Eat well.. Wear sturdy work boots and gloves.
- Wash your hands thoroughly with soap and clean water often when working in debris.

Safety Issues

- Be aware of new safety issues created by the disaster. Watch for washed out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged electrical wiring, and slippery floors.
- Inform local authorities about health and safety issues, including chemical spills, downed power lines, washed out roads, smoldering insulation, and dead animals.

Assemble a Disaster Supplies Kit

You may need to survive on your own after a disaster. This means having your own food, water, and other supplies in sufficient quantity to last for at least three days. Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone immediately. You could get help in hours, or it might take days.

Basic services such as electricity, gas, water, sewage treatment, and telephones may be cut off for days, or even a week or longer. Or, you may have to evacuate at a moment's notice and take essentials with you. You probably will not have the opportunity to shop or search for the supplies you need.

A disaster supplies kit is a collection of basic items that members of a household may need in the event of a disaster.

How Much Water do I Need?

You should have at least a three-day supply of water and you should store at least one gallon of water per person per day. A normally active person needs at least one-half gallon of water daily just for drinking.

Additionally, in determining adequate quantities, take the following into account:

- Individual needs vary, depending on age, physical condition, activity, diet, and climate.
- Children, nursing mothers, and ill people need more water.
- Very hot temperatures can double the amount of water needed.
- A medical emergency might require additional water.

How Should I Store Water?

To prepare safest and most reliable emergency supply of water, it is recommended you purchase commercially bottled water. Keep bottled water in its original container and do not open it until you need to use it.

Observe the expiration or "use by" date.

If you are Preparing Your Own Containers of Water

It is recommended you purchase food-grade water storage containers from surplus or camping supplies stores to use for

water storage. Before filling with water, thoroughly clean the containers with dishwashing soap and water, and rinse completely so there is no residual soap. Follow directions below on filling the container with water.

If you choose to use your own storage containers, choose two-liter plastic soft drink bottles – not plastic jugs or cardboard containers that have had milk or fruit juice in them. Milk protein and fruit sugars cannot be adequately removed from these containers and provide an environment for bacterial growth when water is stored in them. Cardboard containers also leak easily and are not designed for long-term storage of liquids. Also, do not use glass containers, because they can break and are heavy.

If storing water in plastic soda bottles, follow these steps. Thoroughly clean the bottles with dishwashing soap and water, and rinse completely so there is no residual soap. Sanitize the bottles by adding a solution of 1 teaspoon of non-scented liquid household chlorine bleach to a quart of water. Swish the sanitizing solution in the bottle so that it touches all surfaces. After sanitizing the bottle, thoroughly rinse out the sanitizing solution with clean water.

Filling Water Containers

Fill the bottle to the top with regular tap water. If the tap water has been commercially treated from a water utility with chlorine, you do not need to add anything else to the water to keep it clean. If the water you are using comes from a well or water source that is not treated with chlorine, add two drops of non-scented liquid household chlorine bleach to the water. Tightly close the container using the original cap. Be careful not to contaminate the cap by touching the inside of it with your finger. Place a date on the outside of the container so that you know when you filled it. Store in a cool, dark place. Replace the water every six months if not using commercially bottled water.

Guidelines for Managing Water Supplies

Essentials

1. **Allow people to drink according to their needs.** Many people need even more than the average of one-half gallon, per day. The individual amount needed depends on age, physical activity, physical condition, and time of year.
2. **Never ration water unless ordered to do so by authorities.** Drink the amount you need today and try to find more for tomorrow. Under no circumstances should a person drink less than one quart (four cups) of water each day. You can minimize the amount of water your body needs by reducing activity and staying cool.
3. **Drink water that you know is not contaminated first.** If necessary, suspicious water, such as cloudy water from regular faucets or water from streams or ponds, can be used after it has been treated. If water treatment is not possible, put off drinking suspicious water as long as possible, but do not become dehydrated.

4. **Do not drink carbonated beverages instead of drinking water.** Carbonated beverages do not meet drinking-water requirements. Caffeinated drinks and alcohol dehydrate the body, which increases the need for drinking water.
5. **Turn off the main water valves.** You will need to protect the water sources already in your home from contamination if you hear reports of broken water or sewage lines, or if local officials advise you of a problem. To close the incoming water source, locate the incoming valve and turn it to the closed position. Be sure you and other family members know how to perform this important procedure.
 - To use the water in your pipes, let air into the plumbing by turning on the faucet in your home at the highest level. A small amount of water will trickle out. Then obtain water from the lowest faucet in the home.
 - To use the water in your hot-water tank, be sure the electricity or gas is off, and open the drain at the bottom of the tank. Start the water flowing by turning off the water intake valve at the tank and turning on the hot water faucet. Refill the tank before turning the gas or electricity back on. If the gas is turned off, a professional will be needed to turn it back on.

Water Sources

Safe Sources

- Melted ice cubes
- Water drained from the water heater (if the water heater has not been damaged)
- Liquids from canned goods such as fruit or vegetable juices
- Water drained from pipes

Unsafe Sources

- Radiators
- Hot water boilers (home heating system)
- Water beds (fungicides added to the water or chemicals in the vinyl may make water unsafe to use)
- Water from the toilet bowl or flush tank
- Swimming pools and spas (chemicals used to kill germs are too concentrated for safe drinking but can be used for personal hygiene, cleaning, and related uses)

Water Treatment

Treat all water of uncertain quality before using it for drinking, food washing or preparation, washing dishes, brushing teeth, or making ice. In addition to having a bad odor and taste, contaminated water can contain microorganisms (germs) that

cause diseases such as dysentery, cholera, typhoid, and hepatitis.

There are many ways to treat water. None is perfect. Often the best solution is a combination of methods. Before treating, let any suspended particles settle to the bottom or strain them through coffee filters or layers of clean cloth.

Make sure you have the necessary materials in your disaster supplies kit for the chosen water treatment method.

There are three water treatment methods. They are as follows:

- [Boiling](#)
- [Chlorination](#)
- [Distillation](#)

These instructions are for treating water of uncertain quality in an emergency situation, when no other reliable clean water source is available, or you have used all of your stored water.

Boiling

Boiling is the safest method of treating water. In a large pot or kettle, bring water to a rolling boil for 1 full minute, 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 also will improve the taste of stored water.

Chlorination

You can use household liquid bleach to kill microorganisms. Use only regular household liquid bleach that contains 5.25 to 6.0 percent sodium hypochlorite. Do not use scented bleaches, color safe bleaches, or bleaches with added cleaners. Because the potency of bleach diminishes with time, use bleach from a newly opened or unopened bottle.

Add 16 drops (1/8 teaspoon) of bleach per gallon of water, stir, and let stand for 30 minutes. The water should have a slight bleach odor. If it doesn't, then repeat the dosage and let stand another 15 minutes. If it still does not smell of chlorine, discard it and find another source of water.

Other chemicals, such as iodine or water treatment products sold in camping or surplus stores that do not contain 5.25 to 6.0 percent sodium hypochlorite as the only active ingredient, are not recommended and should not be used.

Distillation

While the two methods described above will kill most microbes in water, distillation will remove microbes (germs) that resist these methods, as well as heavy metals, salts, and most other chemicals.

Food

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking with little or no water. If you must heat food, pack a

can of Sterno. Select food items that are compact and lightweight. Avoid foods that will make you thirsty. Choose salt-free crackers, whole grain cereals, and canned foods with high liquid content.

*Include a selection of the following foods in your Disaster Supplies Kit:

Note: Be sure to include a manual can opener.

- 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, trail mix
- Vitamins
- Foods for infants, elderly persons or persons with special dietary needs
- Comfort/stress foods--cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags

Guidelines for Managing Food Supplies

Safety and Sanitation

Do:

- Keep food in covered containers.
- Keep cooking and eating utensils clean.
- Keep garbage in closed containers and dispose outside, burying garbage if necessary.
- Keep your hands clean by washing them frequently with soap and water that has been boiled or disinfected.
- Use only pre-prepared canned baby formula for infants.
- Discard any food that has come into contact with contaminated floodwater.
- Discard any food that has been at room temperature for two hours or more.
- Discard any food that has an unusual odor, color, or texture.

Don't

- Eat foods from cans that are swollen, dented, or corroded, even though the product may look safe to eat.
- Eat any food that looks or smells abnormal, even if the can looks normal.
- Use powdered formulas with treated water.
- Let garbage accumulate inside, both for fire and sanitation reasons.

Note: Thawed food usually can be eaten if it is still "refrigerator cold." It can be re-frozen if it still contains ice crystals. To be safe, remember, "When in doubt, throw it out."

Cooking

- Alternative cooking sources in times of emergency include candle warmers, chafing dishes, fondue pots, or a fireplace.
- Charcoal grills and camp stoves are for outdoor use only.
- Commercially canned food may be eaten out of the can without warming.
- To heat food in a can:
 1. Remove the label
 2. Thoroughly wash and disinfect the can. (Use a diluted solution of one part bleach to ten parts water.)
 3. Open the can before heating.

Managing without Power

Here are two options for keeping food safe if you are without power for a long period:

- Look for alternate storage space for your perishable food.
- Use dry ice. Twenty-five pounds of dry ice will keep a 10-cubic-foot freezer below freezing for 3-4 days. Use care when handling dry ice, and wear dry, heavy gloves to avoid injury.

First Aid Kit

Assemble a first aid kit for your home and one for each car. A first aid kit* should include:

- Sterile adhesive bandages in assorted sizes
- 2-inch sterile gauze pads (4-6)
- 4-inch sterile gauze pads (4-6)
- Hypoallergenic adhesive tape
- Triangular bandages (3)
- 2-inch sterile roller bandages (3 rolls)
- 3-inch sterile roller bandages (3 rolls)
- Scissors
- Tweezers
- Needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Tongue blades (2)
- Tube of petroleum jelly or other lubricant
- Assorted sizes of safety pins
- Cleansing agent/soap
- Latex gloves (2 pair) Sunscreen

Non-prescription drugs

- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication
- Antacid (for stomach upset)
- Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- Laxative
- Activated charcoal (use if advised by the Poison Control Center)

Clothing, Bedding and Sanitation Supplies

Clothing and Bedding

If you live in a cold climate, you must think about warmth. It is possible that you will not have heat.

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

- Jacket or coat
- Long pants
- Long sleeve shirt
- Sturdy shoes or work boots
- Hat, gloves and scarf
- Rain gear
- Thermal underwear
- Blankets or sleeping bags
- Sunglasses

Sanitation

- Toilet paper
- Soap, liquid detergent
- Feminine supplies
- Personal hygiene items
- Plastic garbage bags, ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach

Tools

- Mess kits, or paper cups, plates and plastic utensils
- [Emergency preparedness manual](#)
- Portable, battery-operated radio or television and extra batteries
- Flashlight and extra batteries
- Cash or traveler's checks, change
- Non electric can opener, 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, pencil
- Needles, thread
- Medicine dropper
- Shut-off wrench, to turn off household gas and water
- Whistle
- Plastic sheeting
- Map of the area (for locating shelters)

Special Items

Remember family members with special needs, such as infants and elderly or disabled persons.

• For Baby

- Formula
- Diapers
- Bottles
- Pacifiers
- Powdered milk
- Medications

• For Adults

- Heart and high blood pressure medication
- Insulin
- Prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eye glasses
- Hearing aid batteries

• Important Family Documents

- Keep these records in a waterproof, portable container.
- Will, insurance policies, contracts, deeds, stocks and bonds
- Photo IDs, passports, social security cards, immunization records
- Bank account numbers
- Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)
- Photocopies of credit and identification cards

• Cash and coins.

• Entertainment--games and books.

Kids Activity Survival Kit

You may have to leave your house during a disaster and may sleep somewhere else for a while. It's smart to put together your own Kid's Activity Survival Kit so you will have things to do and share with other kids. These can all be stored in a backpack or duffel bag. Just make sure you can carry it easily. Some suggested items for your Activity Survival Kit:

- A few of your favorite books
- Crayons, pencils or marking pens and plenty of paper
- Scissors and glue
- Two favorite toys such as a doll or action figure
- One or two board games
- A deck of cards
- A puzzle (One with lots of pieces is good -- it takes a long time to do!)
- Small people figures and play vehicles that you can use to play out what is happening during your disaster -- such as ambulance, fire truck, helicopter, dump truck, police car, small boats.
- Favorite stuffed animal or puppet
- Favorite blanket or pillow
- Pictures of the family and pet
- A "keep safe" box with a few treasures that make you feel special.

Disaster Supplies Kit Locations

Home

- Your disaster supplies kit should contain essential food, water, and supplies for at least three days.
- Keep this kit in a designated place and have it ready in case you have to leave your home quickly. Make sure all family members know where the kit is kept.
- Additionally, you may want to consider having supplies for sheltering for up to two weeks.

Work

- This kit should be in one container, and ready to "grab and go" in case you are evacuated from your workplace.
- Make sure you have food and water in the kit. Also, be sure to have comfortable walking shoes at your workplace in case an evacuation requires walking long distances.

Car

- In case you are stranded, keep a kit of emergency supplies in your car.
- This kit should contain food, water, first aid supplies, flares, jumper cables, and seasonal supplies.

Disaster Supplies Kit Maintenance

Just as important as putting your supplies together is maintaining them so they are safe to use when needed. Here are some tips to keep your supplies ready and in good condition:

- Keep canned foods in a dry place where the temperature is cool.
- Store boxed food in tightly closed plastic or metal containers to protect from pests and to extend its shelf life.
- Throw out any canned good that becomes swollen, dented, or corroded.
- Use foods before they go bad, and replace them with fresh supplies.
- Place new items at the back of the storage area and older ones in the front.
- Change stored food and water supplies every six months. Be sure to write the date you store it on all containers.
- Re-think your needs every year and update your kit as your family needs change.
- Keep items in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers, such as an unused trashcan, camping backpack, or duffel bag.

Shelter

Taking shelter is critical in times of disaster. Sheltering is appropriate when conditions require that you seek protection

in your home, place of employment, or other location where you are when disaster strikes. Sheltering outside the hazard area would include staying with friends and relatives, seeking commercial lodging, or staying in a mass care facility operated by disaster relief groups in conjunction with local authorities.

To effectively shelter, you must first consider the hazard and then choose a place in your home or other building that is safe for that hazard. For example, for a tornado, a room should be selected that is in a basement or an interior room on the lowest level away from corners, windows, doors and outside walls. Because the safest locations to seek shelter vary by hazard, sheltering is discussed in the various hazard sections. These discussions include recommendations for sealing the shelter if the hazard warrants this type of protection.

Even though mass care shelters often provide water, food, medicine, and basic sanitary facilities, you should plan to take your disaster supplies kit with you so you will have the supplies you require. Mass care sheltering can involve living with many people in a confined space, which can be difficult and unpleasant. To avoid conflicts in this stressful situation, it is important to cooperate with shelter managers and others assisting them. Keep in mind that alcoholic beverages and weapons are forbidden in emergency shelters and smoking is restricted.

The length of time you are required to shelter may be short, such as during a tornado warning, or long, such as during a winter storm. It is important that you stay in shelter until local authorities say it is safe to leave. Additionally, you should take turns listening to radio broadcasts and maintain a 24-hour safety watch.

During extended periods of sheltering, you will need to manage water and food supplies to ensure you and your family have the required supplies and quantities.

Individuals with Special Needs

Preparing and Planning

If you or someone close to you has a disability or a special need, you may have to take additional steps to protect yourself and your family in an emergency.

If you have special needs: Find out about special assistance that may be available in your community. Register with the office of emergency services or the local fire department for assistance so needed help can be provided.

Check for hazards in the home

During and right after a disaster, ordinary items in the home can cause injury or damage. Anything that can move, fall, break or cause fire is a home hazard. Check for items such as bookcases, hanging pictures, or overhead lights that could fall in an earthquake or a flood and block an escape path.

Be ready to evacuate

Have a plan for getting out of your home or building (ask your family or friends for assistance, if necessary). Also, plan two evacuation routes because some roads may be closed or blocked in a disaster.

- Create a network of neighbors, relatives, friends, and coworkers to aid you in an emergency. Discuss your needs and make sure everyone knows how to operate necessary equipment.
- Discuss your needs with your employer.
- If you are mobility impaired and live or work in a high-rise building, have an escape chair.
- If you live in an apartment building, ask the management to mark accessible exits clearly and to make arrangements to help you leave the building.
- Keep specialized items ready, including extra wheelchair batteries, oxygen, catheters, medication, prescriptions, food for service animals, and any other items you might need.
- Be sure to make provisions for medications that require refrigeration.
- Keep a list of the type and model numbers of the medical devices you require.
- Wear medical alert tags or bracelets to identify your disability.
- Know the location and availability of more than one facility if you are dependent on a dialysis machine or other life-sustaining equipment or treatment.

Coping with Disaster

The emotional toll that disaster brings can sometimes be even more devastating than the financial strains of damage and loss of home, business, or personal property.

Understand Disaster Events

- Everyone who sees or experiences a disaster is affected by it in some way.
- It is normal to feel anxious about your own safety and that of your family and close friends.
- Profound sadness, grief, and anger are normal reactions to an abnormal event.
- Acknowledging your feelings helps you recover.
- Focusing on your strengths and abilities helps you heal.
- Accepting help from community programs and resources is healthy.
- Everyone has different needs and different ways of coping.
- It is common to want to strike back at people who have caused great pain.

Children and older adults are of special concern in the aftermath of disasters. Even individuals who experience a

disaster “second hand” through exposure to extensive media coverage can be affected.

Contact local faith-based organizations, voluntary agencies, or professional counselors for counseling. Additionally, FEMA and state and local governments of the affected area may provide crisis counseling assistance.

Recognize Signs of Disaster Related Stress

When adults have the following signs, they might need crisis counseling or stress management assistance:

- Difficulty communicating thoughts.
- Difficulty sleeping.
- Difficulty maintaining balance in their lives.
- Low threshold of frustration.
- Increased use of drugs/alcohol.
- Limited attention span.
- Poor work performance.
- Headaches/stomach problems.
- Tunnel vision/muffled hearing.
- Colds or flu-like symptoms.
- Disorientation or confusion.
- Difficulty concentrating.
- Reluctance to leave home.
- Depression, sadness.
- Feelings of hopelessness.
- Mood-swings and easy bouts of crying.
- Overwhelming guilt and self-doubt.
- Fear of crowds, strangers, or being alone.

Easing Disaster-Related Stress

The following are ways to ease disaster-related stress:

- Talk with someone about your feelings - anger, sorrow, and other emotions - even though it may be difficult.
- Seek help from professional counselors who deal with post-disaster stress.
- Do not hold yourself responsible for the disastrous event or be frustrated because you feel you cannot help directly in the rescue work.
- Take steps to promote your own physical and emotional healing by healthy eating, rest, exercise, relaxation, and meditation.
- Maintain a normal family and daily routine, limiting demanding responsibilities on yourself and your family.
- Spend time with family and friends.
- Participate in memorials.
- Use existing support groups of family, friends, and religious institutions.
- Ensure you are ready for future events by restocking your disaster supplies kits and updating your family disaster plan. Doing these positive actions can be comforting.

Helping Children Cope with Disaster

Disasters can leave children feeling frightened, confused, and insecure. Whether a child has personally experienced trauma, has merely seen the event on television, or has heard it discussed by adults, it is important for parents and teachers to be informed and ready to help if reactions to stress begin to occur.

Children may respond to disaster by demonstrating fears, sadness, or behavioral problems. Younger children may return to earlier behavior patterns, such as bedwetting, sleep problems, and separation anxiety. Older children may also display anger, aggression, school problems, or withdrawal. Some children who have only indirect contact with the disaster but witness it on television may develop distress.

Who is at Risk?

For many children, reactions to disasters are brief and represent normal reactions to "abnormal events." A smaller number of children can be at risk for more enduring psychological distress as a function of three major risk factors:

- Direct exposure to the disaster, such as being evacuated, observing injuries or death of others, or experiencing injury along with fearing one's life is in danger.
- Loss/grief: This relates to the death or serious injury of family or friends.
- On-going stress from the secondary effects of disaster, such as temporarily living elsewhere, loss of friends and social networks, loss of personal property, parental unemployment, and costs incurred during recovery to return the family to pre-disaster life and living conditions.

What Creates Vulnerabilities in Children?

In most cases, depending on the risk factors above, distressing responses are temporary. In the absence of severe threat to life, injury, loss of loved ones, or secondary problems such as loss of home, moves, etc., symptoms usually diminish over time. For those that were directly exposed to the disaster, reminders of the disaster such as high winds, smoke, cloudy skies, sirens, or other reminders of the disaster may cause upsetting feelings to return. Having a prior history of some type of traumatic event or severe stress may contribute to these feelings.

Children's coping with disaster or emergencies is often tied to the way parents cope. They can detect adults' fears and sadness. Parents and adults can make disasters less traumatic for children by taking steps to manage their own feelings and plans for coping. Parents are almost always the best source of support for children in disasters. One way to establish a sense of control and to build confidence in children before a disaster is to engage and involve them in preparing a family disaster plan. After a disaster, children can contribute to a family recovery plan.

A Child's Reaction to Disaster by Age

Below are common reactions in children after a disaster or traumatic event.

Birth through 2 years. When children are pre-verbal and experience a trauma, they do not have the words to describe the event or their feelings. However, they can retain memories of particular sights, sounds, or smells. Infants may react to trauma by being irritable, crying more than usual, or wanting to be held and cuddled. The biggest influence on children of this age is how their parents cope. As children get older, their play may involve acting out elements of the traumatic event that occurred several years in the past and was seemingly forgotten.

Preschool - 3 through 6 years. Preschool children often feel helpless and powerless in the face of an overwhelming event. Because of their age and small size, they lack the ability to protect themselves or others. As a result, they feel intense fear and insecurity about being separated from caregivers. Preschoolers cannot grasp the concept of permanent loss. They can see consequences as being reversible or permanent. In the weeks following a traumatic event, preschoolers' play activities may reenact the incident or the disaster over and over again.

School age - 7 through 10 years. The school-age child has the ability to understand the permanence of loss. Some children become intensely preoccupied with the details of a traumatic event and want to talk about it continually. This preoccupation can interfere with the child's concentration at school and academic performance may decline. At school, children may hear inaccurate information from peers. They may display a wide range of reactions—sadness, generalized fear, or specific fears of the disaster happening again, guilt over action or inaction during the disaster, anger that the event was not prevented, or fantasies of playing rescuer.

Pre-adolescence to adolescence - 11 through 18 years. As children grow older, they develop a more sophisticated understanding of the disaster event. Their responses are more similar to adults. Teenagers may become involved in dangerous, risk-taking behaviors, such as reckless driving, or alcohol or drug use. Others can become fearful of leaving home and avoid previous levels of activities. Much of adolescence is focused on moving out into the world. After a trauma, the view of the world can seem more dangerous and unsafe. A teenager may feel overwhelmed by intense emotions and yet feel unable to discuss them with others.

Meeting the Child's Emotional Needs

Children's reactions are influenced by the behavior, thoughts, and feelings of adults. Adults should encourage children and adolescents to share their thoughts and feelings about the incident. Clarify misunderstandings about risk and danger by listening to children's concerns and answering questions. Maintain a sense of calm by validating children's concerns and perceptions and with discussion of concrete plans for safety.

Listen to what the child is saying. If a young child is asking questions about the event, answer them simply without the elaboration needed for an older child or adult. Some children are comforted by knowing more or less information than others; decide what level of information your particular child needs. If a child has difficulty expressing feelings, allow the child to draw a picture or tell a story of what happened.

Try to understand what is causing anxieties and fears. Be aware that following a disaster, children are most afraid that:

- The event will happen again.
- Someone close to them will be killed or injured.
- They will be left alone or separated from the family.

Reassuring Children After a Disaster

Suggestions to help reassure children include the following:

- Personal contact is reassuring. Hug and touch your children.
- Calmly provide factual information about the recent disaster and current plans for insuring their safety along with recovery plans.
- Encourage your children to talk about their feelings.
- Spend extra time with your children such as at bedtime.
- Re-establish your daily routine for work, school, play, meals, and rest.
- Involve your children by giving them specific chores to help them feel they are helping to restore family and community life.
- Praise and recognize responsible behavior.
- Understand that your children will have a range of reactions to disasters.
- Encourage your children to help update your a family disaster plan.

If you have tried to create a reassuring environment by following the steps above, but your child continues to exhibit stress, if the reactions worsen over time, or if they cause interference with daily behavior at school, at home, or with other relationships, it may be appropriate to talk to a professional. You can get professional help from the child's primary care physician, a mental health provider specializing in children's needs, or a member of the clergy.

Monitor and Limit Your Family's Exposure to the Media

News coverage related to a disaster may elicit fear and confusion and arouse anxiety in children. This is particularly true for large-scale disasters or a terrorist event where significant property damage and loss of life has occurred. Particularly for younger children, repeated images of an event may cause them to believe the event is recurring over and over.

If parents allow children to watch television or use the Internet where images or news about the disaster are shown, parents should be with them to encourage communication and provide explanations. This may also include parent's monitoring and appropriately limiting their own exposure to anxiety-provoking information.

Use Support Networks

Parents help their children when they take steps to understand and manage their own feelings and ways of coping. They can do this by building and using social support systems of family, friends, community organizations and agencies, faith-based institutions, or other resources that work for that family. Parents can build their own unique social support systems so that in an emergency situation or when a disaster strikes, they can be supported and helped to manage their reactions. As a result, parents will be more available to their children and better able to support them. Parents are almost always the best source of support for children in difficult times. But to support their children, parents need to attend to their own needs and have a plan for their own support.

Preparing for disaster helps everyone in the family accept the fact that disasters do happen, and provides an opportunity to identify and collect the resources needed to meet basic needs after disaster. Preparation helps; when people feel prepared, they cope better and so do children.

Helping Others

The compassion and generosity of the American people is never more evident than after a disaster. People want to help. Here are some general guidelines on helping others after a disaster:

- [Volunteer!](#) Note: Until volunteers are specifically requested, stay away from disaster areas.
- **Bring your own food, water, and emergency supplies to a disaster area if you are needed there.** This is especially important in cases where a large area has been affected and emergency items are in short supply.
- **Give a check or money order to a recognized disaster relief organization.** These groups are organized to process checks, purchase what is needed, and get it to the people who need it most.
- **Do not drop off food, clothing, or any other item to a government agency or disaster relief organization unless a particular item has been requested.** Normally, these organizations do not have the resources to sort through the donated items.
- **Donate a quantity of a given item or class of items (such as nonperishable food) rather than a mix of different items.** Determine where your donation is going, how it's going to get there, who is going to unload it, and how it is going to be distributed. Without sufficient planning, much needed supplies will be left unused.

Personal Notes:

*** km 1/07 p. 4 Are You Prepared for a Natural Disaster? ***

Why is it prudent to be prepared for disasters?

1 Each year, millions of people around the world, including many of our brothers and sisters, are affected by earthquakes, tsunamis, monsoons, hurricanes, tornadoes, and floods. Since natural disasters occur unexpectedly and could affect any of us, it is the course of wisdom to be prepared.— Prov. 21:5.

- Why should we keep the elders informed of our current address and telephone number(s)?

2 In Advance: Sometimes the authorities are able to warn of impending disasters. It is important to pay attention to those warnings. (Prov. 22:3) In such situations the elders will try to contact all in the congregation to help them to make necessary preparations. After a disaster, the elders will also endeavor to contact all who are associated with the congregation to see if they are safe and to discern what assistance may be needed. Valuable time can be lost if the elders do not have up-to-date contact information. So it is good for publishers to keep the secretary and their book study overseer informed of their current address and telephone number(s).

3. How may we cooperate with the elders if we live in a disaster-prone area?

3 If the congregation is located in a disaster-prone area, the elders may ask publishers to provide the name and telephone number of a relative or friend who does not live in the vicinity and who should be contacted in case of an emergency. This will enable the elders to locate those who have evacuated. The elders may also wish to develop a contingency plan for the congregation that includes such things as a simple checklist of emergency supplies to keep on hand, evacuation arrangements, and plans for assisting those with special needs. Cooperation with these loving arrangements is important.— Heb. 13:17.

4. What should we do if a disaster strikes in our area?

4 After a Disaster: What should you do if a disaster strikes in your area? Make sure that your family's immediate physical needs are cared for. As you are able, give necessary assistance to others who have been affected. Endeavor to contact your book study overseer or another elder as soon as possible. This should be done even if you are safe and do not need help. If you need assistance, be assured that your brothers are making every effort to help you. (1 Cor. 13:4, 7) Remember that Jehovah is aware of your situation; rely on him to sustain you. (Ps. 37:39; 62:8) Be alert to opportunities to provide spiritual and emotional support to others. (2 Cor. 1:3, 4) Resume your theocratic routine as soon as possible.— Matt. 6:33.

5. How are we as Christians affected by the threat of disaster?

5 While the threat of disaster causes the world much anxiety, we can look to the future with confidence. Soon all disasters will be a thing of the past. (Rev. 21:4) In the meantime, we can take reasonable steps to prepare for times of trouble and difficulties as we maintain our zeal in declaring the good news to others.

How Can We Help?

1 The question “How can we help?” is often raised by Jehovah’s Witnesses, when they hear of a disaster that has occurred in some part of the world. As the account at Acts 11:27-30 shows, Christians in the first century provided a relief ministrations to the brothers dwelling in Judea because of a famine that took place.

2 In modern times, our organizational charters have permitted money to be used for charitable activity and to provide humanitarian assistance to those suffering from natural or man-made disasters and in other times of need.

3 For example, last year many brothers contributed toward helping those affected by the tsunami disaster in South Asia. This heartfelt response in the way of donations to the organization’s relief funds was very much appreciated. However, when donations are earmarked specifically for a certain disaster, it is necessary in some countries to use such funds only for the purpose specified by the donor and within a certain period of time, whether the needs of our brothers have been cared for locally or not.

4 Consequently, it is recommended that donations for humanitarian and relief assistance be made to the worldwide work. This fund is used for relief efforts as well as for advancing the spiritual needs of the Christian brotherhood. If, for some reason, a person wishes to make a relief donation separate from contributions to the worldwide work, it will still be accepted and used wherever there is a need for relief assistance. However, it would be appreciated if such donations are made without restrictions as to where and how the funds may be used.

5 Our directing donations primarily to the worldwide work allows for more funds to be available for use in connection with all features of the Kingdom work rather than being held only for future relief needs. This is in harmony with the spirit of Ephesians 4:16, that we work together to give what is needed “for the growth of the body for the building up of itself in love.”

Disaster Supply Checklist

Water- An absolute necessity! Having an ample supply of clean water is a top priority in any emergency. Plan to store two gallons of water per person per day, one gallon for drinking and one gallon for washing. Remember to rotate this supply every two months to insure you always have a clean, fresh supply in the event of an emergency.

Food – Store at least a three day supply of non-perishable food for each person in your household. Select foods that do not require 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
- High energy food – peanut butter, nuts, Trail Mix, dried apricots or other fruits
- Staples – sugar, salt, pepper

Non-Prescription medication

- 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 car. Each kit should contain:

- Sterile adhesive bandages in assorted sizes
- 2-inch sterile gauze pads (8-12)
- 3-inch sterile gauze pads (8-12)
- Hypo-allergenic adhesive tape

- Moistened towelettes (8-10 packages)
- 2 and 3-inch sterile roller bandages (3 rolls each)
- Scissors
- Tweezers
- Needle
- Safety-razor blade
- Bar of soap
- Triangular bandages
- Antiseptic spray
- Thermometer
- Tube of petroleum jelly or other lubricant
- Tongue depressors and wooden applicator sticks
- Assorted sizes of safety pins
- Cleansing agents
- Latex gloves

Tools and Supplies

- Mess kits, or paper cups, plates and plastic utensils
- Emergency preparedness plan for families
- Battery operated radio and extra batteries
- Flashlight and extra batteries
- Cash or travelers check, change
- Safe deposit box key
- Extra set of car keys
- Non-electric can opener
- 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
- Papers, pencils
- Needles, thread
- Medicine dropper
- Whistle
- Shut-off wrench for gas and water
- Plastic sheeting
- Dust mask and work gloves
- Leaf and lawn bags

Sanitation

- Toilet paper, paper towels, soap, liquid detergent
- Feminine supplies
- Personal hygiene items
- Plastic garbage bags, ties
- Small shovel
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach
- Antibacterial wipes

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 and clothing for layering
- Sunglasses

Special items for family members with special needs such as infants, elderly, or disabled individuals (3-7 day supply). Remember to rotate perishable medication supplies regularly to maintain optimum effectiveness.

Adults

- Heart and high blood pressure medication or other prescribed medications
- Insulin
- Prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eye glasses

For Babies

- Formula
- Diapers
- Bottles
- Powdered milk
- Medications

For Pets

- Medications and vaccination records
- Sturdy leashes or carriers to transport pets
- Current photos of your pets (for use in the event they become missing)
- One week supply of food (if dry, in airtight container), bowls, cat litter/pan, 1 week's supply litter, and can opener
- Two week supply of water (rotate every two months)
- Pet beds, blankets, and toys if easily transportable
- Pooper scooper and/or small plastic bags

Entertainment

- Games for children, crayons, books; books or magazines for adults

Keep these records in a waterproof, portable container.

Important family documents

- Wills, insurance policies, contracts, deeds, stock and bonds
- Passports, Social Security cards, immunization records
- Bank account numbers
- Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death, certificates)

PLEASE COMPLETE AND RETURN TO YOUR SERVICE GROUP OVERSEER PROMPTLY

Please Print carefully as much Information as possible so the Congregation may assist you in event of an emergency

Disaster Worksheet

Head of Household

Last Name _____
First Name _____

Home Address _____
City _____ State _____ Zip _____
Home Phone Number _____
Cell Phone Number _____
Secondary Phone Numbers _____
Personal e-mail address _____
Name of Business _____
Address of Business _____
City _____ State _____ Zip _____
Phone Number _____

Spouse

Last Name _____
First Name _____

Home Address _____
City _____ State _____ Zip _____
Home Phone Number _____
Cell Phone Number _____
Secondary Phone Numbers _____
Personal e-mail address _____
Name of Business _____
Address of Business _____
City _____ State _____ Zip _____
Phone Number _____

Names of Children

1 _____
2 _____
3 _____

School Name:

1 _____
2 _____
3 _____

School Address:

1 _____
2 _____
3 _____

City or Location:

1 _____
2 _____
3 _____

School phone number:

1 _____
2 _____
3 _____

Date: _____ Family Head: _____

This information is to be kept confidential.

Names of After School Care Givers

1 _____
2 _____
3 _____

Location:

1 _____
2 _____
3 _____

Location Address:

1 _____
2 _____
3 _____

City or Location

1 _____
2 _____
3 _____

Location phone number:

1 _____
2 _____
3 _____

Outside Emergency Contact

Last Name _____
First Name _____

Home Address _____
City _____ State _____ Zip _____
Home Phone Number _____
Cell Phone Number _____
Secondary Phone Numbers _____
Personal e-mail address _____

Name of Contact Relative

Last Name _____
First Name _____

Home Address _____
City _____ State _____ Zip _____
Home Phone Number _____
Cell Phone Number _____
Secondary Phone Numbers _____
Personal e-mail address _____

This information is to be kept confidential.

Personal Notes: