



Staff Emergency Preparedness Plan

Establish a Family Preparedness Plan:

- Have a family communication plan
- Identify a point of contact that is out-of-town or in another state
- Identify escape routes
- Identify evacuation plan
- Plan for pets

Know your Facility's Emergency Preparedness Plan:

- Know who to report to and procedures to follow
- Communicate your plan to the facility
- Be prepared to assume tasks/roles out of your ordinary job description
- Ensure credentials (identification cards, professional license, any local or state credential needed to move around restricted areas) are up to date and with you
- Know the facility communication tree

Have the Automobile Equipped:

- Full tank of gas – identify gas stations that have emergency/backup power
- Maps of the area
- Shovel
- Blankets
- Portable battery operated or crank flashlight
- Booster cables
- Bottled water and non-perishable high energy foods, such as granola bars, raisins and peanut butter
- Flares
- Water/energy bars
- Tie repair kit
- Fire extinguisher
- First aid kit (Appendix A)

Have Alternative Communication Devices Available for Use:

- Charged cell phone
- Portable phone
- Satellite phone

Family Emergency Preparedness Plan

A Family Emergency Plan Should Address the Following:

- Evacuation routes
- Family communications
- Utility shut-off and safety
- Insurance and vital records
- Evacuation plan
- Caring for animals

Evacuation Routes:

Draw a floor plan of your home. Use a blank sheet of paper for each floor. Mark two escape routes from each room. Make sure children understand the drawings. Post a copy of the drawings at eye level in each child's room. Establish a place to meet in the event of an emergency, such as a fire.

Family Communications:

Your family may not be together when disaster strikes, so plan how you will contact one another. Think about how you will communicate in different situations. Complete a contact card for each family member. Have family members keep these cards handy in a wallet, purse, backpack, etc. You may want to send one to school with each child to keep on file. Pick a friend or relative who lives out-of-state for household members to notify they are safe.

Utility Shut-off and Safety:

In the event of a disaster, you may be instructed to shut off the utility service at your home.

- **Natural Gas** – Natural gas leaks and explosions are responsible for a significant number of fires following disasters. It is vital that all household members know how to shut off natural gas. If you smell gas or hear a blowing or hissing noise, open a window and get everyone out quickly. Turn off the gas, using the outside main valve if you can, and call the gas company from a neighbor's home. Because there are different gas shut-off procedures for different gas meter configurations, it is important to contact your local gas company for guidance on preparation and response regarding gas appliances and gas service to your home. When you learn the proper shut-off procedure for your meter, share the information with everyone in your household.
CAUTION – If you turn off the gas for any reason, a qualified professional must turn it back on. NEVER attempt to turn the gas back on yourself.

- **Water** – Water quickly becomes a precious resource following many disasters. It is vital that all household members learn how to shut off the water at the main house valve. Cracked lines may pollute the water supply to your house. It is wise to shut off your water until you hear from authorities that it is safe for drinking. The effects of gravity may drain the water in your hot water heater and toilet tanks unless you trap it in your house by shutting off the main house valve.
 - **Preparing to Shut Off Water** – Locate the shut-off valve for the water line that enters your house. Make sure this valve can be completely shut off. Your valve may be rusted open, or it may only partially close. Replace it if necessary. Label this valve with a tag for easy identification, and make sure all household members know where it is located.

- **Electrical** – Electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all responsible household members where and how to shut off the electricity.
 - **Preparing to Shut Off Electricity** – Locate your electricity circuit box. Teach all responsible household members how to shut off the electricity to the entire house.

- **Insurance and Vital Records** – Obtain property, health, and life insurance if you do not have them. Review existing policies for the amount and extent of coverage to ensure that what you have in place is what is required for you and your family for all possible hazards.
 - **Flood Insurance** – If you live in a flood-prone area, consider purchasing flood insurance to reduce your risk of flood loss. Buying flood insurance to cover the value of a building and its contents will not only provide greater peace of mind, but will speed the recovery if a flood occurs. You can call 1(888) FLOOD 29 to learn more about flood insurance.

- **Money** – Consider saving money in an emergency savings account that could be used in any crisis. It is advisable to keep a small amount of cash or traveler’s checks at home in a safe place where you can quickly access them in case of evacuation.

- **Evacuation: More Common than You Realize** – Ask local authorities about emergency evacuation routes and see if maps may be available with evacuation routes marked (see Evacuation Guidelines in Appendix C).

- **Caring for Pets** – Animals also are affected by disasters. Use the guidelines below to prepare a plan for caring for pets. Plan for pet disaster needs by:
 - Identifying a shelter
 - Gathering pet supplies
 - Ensuring your pet has proper ID and up-to-date veterinarian records
 - Providing a pet carrier and leash

- **Emergency Kit Locations** – Since you do not know where you will be when an emergency occurs, prepare supplies for home, work and vehicles (Appendix D)
 - **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.

- **Practicing and Maintaining Your Plan** – Once you have developed your plan, you need to practice and maintain it. For example, ask questions to make sure your family remembers meeting places, phone numbers and safety rules. Conduct drills such and test fire alarms. Replace and update disaster supplies.

For additional information on emergency preparedness go to the following website:
http://www.fema.gov/pdf/areyouready/basic_preparedness.pdf

Appendix

Appendix A-1

Comprehensive First Aid Kit

Assemble a first aid kit for your home and one for each car. The following are recommended items to be included in a comprehensive first aid kit. *Contact your local American Red Cross chapter to obtain a basic first aid manual.*

- 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
- Waterless alcohol based hand sanitizer
- Antiseptic
- Thermometer
- Tongue blades (2)
- Tube of petroleum jelly or other lubricant
- Assorted sizes of safety pins
- Cleansing agent/soap
- Sterile gloves (2 pair)
- Non-prescription drugs
- Sunscreen
- 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)
- Bug spray

Source: American Red Cross

Appendix A-2

Basic First Aid Kit

The following are recommended items to be included in a basic first aid kit.

- Two pairs of Latex or other sterile gloves
- Sterile dressings
- Cleansing agent/soap
- Antibiotic ointment
- Adhesive tape
- Adhesive bandages (variety of sizes)
- Eye wash solution
- Thermometer
- Scissors
- Prescription medication and/or supplies
- Aspirin and non-aspirin pain relievers
- Sun screen and bug spray

Source: The Department of U.S. Homeland Security
www.ready.gov/america/getakit/firstaidkit.html

Additional resources:

www.pep-c.org

www.72hours.org

Appendix B

Emergency Supply Kit

From the Department of Homeland Security:

<http://www.ready.gov/america/getakit/index.html>

Recommended Items to Include in a Basic Emergency Supply Kit:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, Store at least a three-day supply of non-perishable food
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Can opener for food
- Local maps
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries
- Flashlight and extra batteries
- Whistle to signal for help
- Sterile gloves (if you are allergic to Latex)
- Sterile dressing to stop bleeding
- Cleansing agent/soap, alcohol based hand gel and antibiotic towelettes to disinfect
- Antibiotic ointment to prevent infection
- Adhesive bandages in a variety of sizes
- Eye wash solution to flush the eyes or as general decontaminant
- Prescription medications you take every day such as insulin, heart medicine and asthma inhalers. You should periodically rotate medicines to account for expiration dates.
- Prescribed medical supplies

Additional Items to Consider Adding to an Emergency Supply Kit:

- Glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from www.ready.gov

- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate
- Sun screen and bug spray
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate
- Household chlorine bleach and medicine dropper-When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzle or other activities for children

Emergency Supply Kits for Purchase:

Emergency Preparedness Service

<http://www.emprep.com>

1-888-626-0889 – 206-762-0889

Homeland Preparedness

<http://www.homelandpreparedness.com/>

1-800-350-1489

Emergency Essentials

<http://beprepared.com/Default.asp>

1-800-999-1863

Appendix C

Evacuation Guidelines

Always	If Time Permits
Keep a full tank of gas in your car if an evacuation seems likely. Gas stations may be closed during emergencies and unable to pump gas during power outages. Plan to take one car per family to reduce congestion and delay.	Gather your disaster supply kit.
Make transportation arrangements with friends or your local government if you do not own a car.	Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts and a cap.
Listen to a battery powered radio and follow local evacuation instructions.	Secure your home: <ul style="list-style-type: none"> • Close and lock doors and windows. • Unplug electrical equipment, such as radios and televisions, and small appliances, such as toasters and microwaves. • Leave freezers and refrigerators plugged in unless there is a risk of flooding.
Gather your family and go if you are instructed to evacuate immediately.	Let others know what you are doing and where you are going.
Leave early enough to avoid being trapped by severe weather.	
Follow recommended evacuation routes. Do not take shortcuts, they may be blocked.	
Be alert for washed-out roads and bridges. Do not drive into flooded areas.	
Stay away from downed power lines.	

Appendix D

Emergency Preparedness Kits

Prepare Different Kits for Different Places and Situations:

Keep important items in a consistent, convenient and secured place, so you can quickly and easily get to them. This includes items such as teeth, hearing aids, prostheses, canes, crutches, walkers, wheelchairs, respirators, communication devices, artificial larynx, sanitary aids, batteries, eyeglasses, contact lens with cleaning solutions, etc.

- **Carry-on You Kit** – This is for the essential items such as medications, contact names and phone numbers, health information etc., you need to keep with you at all times.
- **Grab-and-Go Kits** – These are easy-to-carry kits you can grab if you have to leave home (or school, workplace, etc.) in a hurry. They have the things you cannot do without but are not so big or heavy that you cannot manage them.
- **Home Kit** – This is your large kit with water, food, first aid supplies, clothing, bedding, tools, emergency supplies and disability-specific items. It includes all the things you would most likely need if you had to be self-sufficient for days either at home or in an evacuation shelter.
- **Bedside Kit** – This has items you will need if you are trapped in or near your bed and unable to get to other parts of your home.
- **Car Kit** – This has items you will need if stranded in your car.

Supplies for Emergency Preparedness Kits:

- Emergency health information
- Cell phone
- Standard telephone (does not need to be plugged into an electric outlet)
- Essential medications
- Other medications
- Flashlights and extra batteries – people with limited reach or hand movement should consider low cost battery-operated touch lamps
- Extra batteries for oxygen, breathing devices, hearing aids, cochlear implants, cell phone, radios, pagers, PDAs.
- Copies of prescriptions
- Emergency food
- Assorted sizes of re-closeable plastic bags for storing, food, waste, etc.

- Sturdy work gloves to protect your hands from sharp objects you may try to lift or touch by mistake while walking or wheeling over glass and rubble
- Lightweight flashlight (on key ring, etc.)
- Small battery-operated radio and extra batteries
- Signaling device you can use to draw attention to you if you need emergency assistance (whistle, horn, beeper, bell(s), screecher)
- A patch kit or can of “sealant” to repair flat tires and/or an extra supply of inner tubes for non-puncture-proof wheelchair/scooter tires – keep needed equipment close to you so you can get to it quickly
- If available, keep a lightweight manual wheelchair for backup

Source: <http://www.ready.gov/>