

**NLWJC - Kagan**

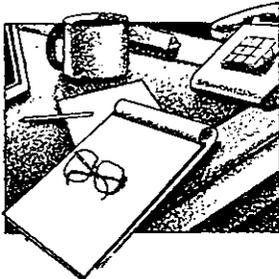
**DPC - Box 074 - Folder-002**

**[Family Emergency Preparedness  
materials (L-181, L-189, L-196)]**

# Your Family Disaster Plan



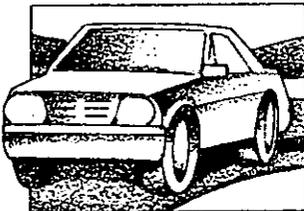
**W**here will your family be when disaster strikes? They could be anywhere—



**at work**



**at school**



**or in the car.**

**How will you find each other? Will you know if your children are safe?**

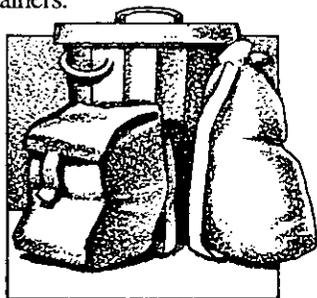
Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services—water, gas, electricity or telephones—were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away.

Families can—and do—cope with disaster by preparing in advance and working together as a team. Follow the steps listed in this brochure to create your family's disaster plan. Knowing what to do is your best protection and your responsibility.



**EMERGENCY SUPPLIES**

Keep enough supplies in your home to meet your needs for at least three days. Assemble a Disaster Supplies Kit with items you may need in an evacuation. Store these supplies in sturdy, easy-to-carry containers such as backpacks, duffle bags or covered trash containers.



Include:

- A three-day supply of water (one gallon per person per day) and food that won't spoil.
- One change of clothing and footwear per person, and one blanket or sleeping bag per person.
- A first aid kit that includes your family's prescription medications.
- Emergency tools including a battery-powered radio, flashlight and plenty of extra batteries.
- An extra set of car keys and a credit card, cash or traveler's checks.
- Sanitation supplies.
- Special items for infant, elderly or disabled family members.
- An extra pair of glasses.

Keep important family documents in a waterproof container. Keep a smaller kit in the trunk of your car.

**UTILITIES**

Locate the main electric fuse box, water service main and natural gas main. Learn how and when to turn these utilities off. Teach all responsible family members. Keep necessary tools near gas and water shut-off valves.

Remember, turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so. *If you turn the gas off, you will need a professional to turn it back on.*

# 4 Steps to Safety

## 1

### Find Out What Could Happen to You

Contact your local emergency management or civil defense office and American Red Cross chapter — be prepared to take notes:

- Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
- Learn about your community's warning signals: what they sound like and what you should do when you hear them.
- Ask about animal care after disaster. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out how to help elderly or disabled persons, if needed.
- Next, find out about the disaster plans at your workplace, your children's school or daycare center and other places where your family spends time.

## 2

### Create a Disaster Plan

Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather and earthquakes to children. Plan to share responsibilities and work together as a team.

- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet:
  1. Right outside your home in case of a sudden emergency, like a fire.
  2. Outside your neighborhood in case you can't return home. Everyone must know the address and phone number.
- Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to take care of your pets.

**Fill out, copy and distribute to all family members**



**Family Disaster Plan**

Emergency Meeting Place \_\_\_\_\_  
outside your home

Meeting Place \_\_\_\_\_ Phone \_\_\_\_\_  
outside your neighborhood

Address \_\_\_\_\_  
\_\_\_\_\_

Family Contact \_\_\_\_\_  
(name)

Phone ( ) \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
day evening

## 3

### Complete This Checklist

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
- Teach children how and when to call 911 or your local Emergency Medical Services number for emergency help.
- Show each family member how and when to turn off the water, gas and electricity at the main switches.
- Check if you have adequate insurance coverage.
- Teach each family member how to use the fire extinguisher (ABC type), and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt.
- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Take a Red Cross first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find the safe spots in your home for each type of disaster.

## 4

### Practice and Maintain Your Plan

- Quiz your kids every six months so they remember what to do.
  - Conduct fire and emergency evacuation drills.
- |            |                  |
|------------|------------------|
| Year _____ | Drill Date _____ |
| _____      | _____            |
| _____      | _____            |
- Replace stored water every three months and stored food every six months.
  - Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
  - Test your smoke detectors monthly and change the batteries at least once a year.
- |                               |                               |
|-------------------------------|-------------------------------|
| Jan. <input type="checkbox"/> | July <input type="checkbox"/> |
| Feb. <input type="checkbox"/> | Aug. <input type="checkbox"/> |
| Mar. <input type="checkbox"/> | Sep. <input type="checkbox"/> |
| Apr. <input type="checkbox"/> | Oct. <input type="checkbox"/> |
| May <input type="checkbox"/>  | Nov. <input type="checkbox"/> |
| June <input type="checkbox"/> | Dec. <input type="checkbox"/> |
- Change batteries in \_\_\_\_\_ (month) each year.

## NEIGHBORS HELPING NEIGHBORS

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for child care in case parents can't get home.

## HOME HAZARD HUNT

During a disaster, ordinary objects in your home can cause injury or damage. Anything that can move, fall, break or cause a fire is a home hazard. For example, a hot water heater or a bookshelf can fall. Inspect your home at least once a year and fix potential hazards.

*Contact your local fire department to learn about home fire hazards.*



## EVACUATION

**Evacuate immediately if told to do so:**

- Listen to your battery-powered radio and follow the instructions of local emergency officials.
- Wear protective clothing and sturdy shoes.
- Take your Disaster Supplies Kit.
- Lock your home.
- Use travel routes specified by local authorities — don't use shortcuts because certain areas may be impassable or dangerous.

**If you're sure you have time:**

- Shut off water, gas and electricity before leaving, if instructed to do so.
- Post a note telling others when you left and where you are going.
- Make arrangements for your pets.

**IF DISASTER STRIKES**

**If disaster strikes**

Remain calm and patient. Put your plan into action.

**Check for injuries**

Give first aid and get help for seriously injured people.

**Listen to your battery powered radio for news and instructions**

Evacuate, if advised to do so. Wear protective clothing and sturdy shoes.

**Check for damage in your home. . .**

- Use flashlights — do not light matches or turn on electrical switches, if you suspect damage.
- Check for fires, fire hazards and other household hazards.
- Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.
- Shut off any other damaged utilities.
- Clean up spilled medicines,

bleaches, gasoline and other flammable liquids immediately.

**Remember to . . .**

- Confine or secure your pets.
- Call your family contact — do not use the telephone again unless it is a life-threatening emergency.
- Check on your neighbors, especially elderly or disabled persons.
- Make sure you have an adequate water supply in case service is cut off.
- Stay away from downed power lines.



The Federal Emergency Management Agency's Family Protection Program and the American Red Cross' Disaster Education Program are nationwide efforts to help citizens prepare for disasters of all types. For more information, please contact your local emergency management or civil defense office, and your local American Red Cross chapter. Start planning now.

Request free family protection publications by writing to: FEMA, P.O. Box 70274, Washington, D.C. 20024.

Ask for: *Are You Ready?*, *Your Family Disaster Supplies Kit* and *Emergency Food and Water Supplies*.

Local sponsorship provided by:

FEMA L-191  
ARC 4466  
September 1991

EARTHQUAKE • TORNAO • WINTERSTORM • FIRE

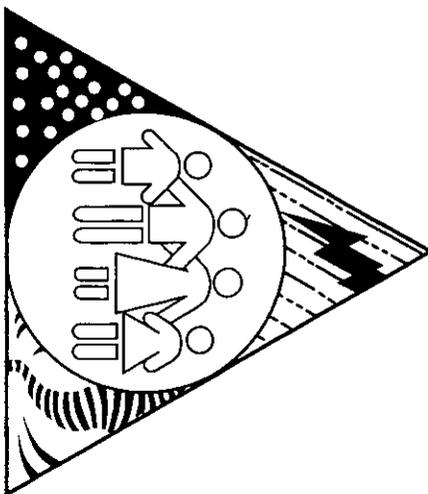
Federal Emergency  
Management Agency



American  
Red Cross



FAMILY EMERGENCY PREPAREDNESS



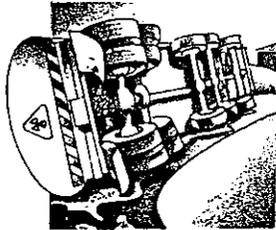
Your  
**Family Disaster Plan**

HURRICANE • FLASH FLOOD • HAZARDOUS MATERIALS SPILL

# Your Family Disaster Supplies Kit



**D**isasters happen anytime and anywhere. And when disaster strikes, you may not have much time to respond.

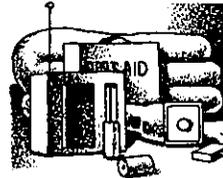


**A highway spill of hazardous material could mean instant evacuation.**



**A winter storm could confine your family at home. An earthquake, flood, tornado or any other disaster could cut off basic services—gas, water, electricity and telephones—for days.**

After a disaster, local officials and relief workers will be on the scene, but they cannot reach everyone immediately. You could get help in hours, or it may take days. Would your family be prepared to cope with the emergency until help arrives?



Your family will cope best by preparing for disaster *before* it strikes. One way to prepare is by assembling a Disaster Supplies Kit. Once disaster hits, you won't have time to shop or search for supplies. But if you've gathered supplies in advance, your family can endure an evacuation or home confinement.



## To prepare your kit

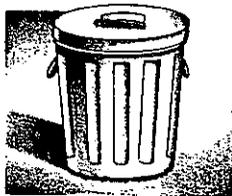
- Review the checklist in this brochure.
- Gather the supplies that are listed. You may need them if your family is confined at home.
- Place the supplies you'd most likely need for an evacuation in an easy-to-carry container. These supplies are listed with an asterisk (\*).



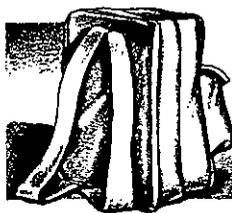
**SUPPLIES**



**Here are six basics you should stock in your home: water, food, first aid supplies, clothing and bedding, tools and emergency supplies and special items. Keep the items that you would most likely need during an evacuation in an easy-to-carry container—suggested items are marked with an asterisk(\*). Possible containers include**



**a large, covered trash container,**



**a camping backpack,**



**or a duffel bag.**

**Water**

Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers and ill people will need more.

- Store one gallon of water per person per day (two quarts for drinking, two quarts for food preparation/sanitation)\*
- Keep at least a three-day supply of water for each person in your household.



**Food**

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight.

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

- Ready-to-eat canned meats, fruits and vegetables
- Canned juices, milk, soup (if powdered, store extra water)
- Staples – sugar, salt, pepper
- High energy foods – peanut butter, jelly, crackers, granola bars, trail mix
- Vitamins
- Foods for infants, elderly persons or persons on special diets
- Comfort/stress foods – cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags



**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 nonaspirin 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)

Contact your local American Red Cross chapter to obtain a basic first aid manual.

## Tools and Supplies

- |   |   |
|---|---|
| <input type="checkbox"/> Mess kits, or paper cups, plates and plastic utensils* | <input type="checkbox"/> Needles, thread                                      |
| <input type="checkbox"/> Emergency preparedness manual*                         | <input type="checkbox"/> Medicine dropper                                     |
| <input type="checkbox"/> Battery operated radio and extra batteries*            | <input type="checkbox"/> Shut-off wrench, to turn off household gas and water |
| <input type="checkbox"/> Flashlight and extra batteries*                        | <input type="checkbox"/> Whistle  |
| <input type="checkbox"/> Cash or traveler's checks, change*                     | <input type="checkbox"/> Plastic sheeting                                     |
| <input type="checkbox"/> Non-electric can opener, utility knife*                | <input type="checkbox"/> Map of the area (for locating shelters)              |
| <input type="checkbox"/> Fire extinguisher: small canister, ABC type            |   |
| <input type="checkbox"/> Tube tent  |   |
| <input type="checkbox"/> Pliers   |   |
| <input type="checkbox"/> Tape   |   |
| <input type="checkbox"/> Compass  |   |
| <input type="checkbox"/> Matches in a waterproof container                      |   |
| <input type="checkbox"/> Aluminum foil  |   |
| <input type="checkbox"/> Plastic storage containers                             |   |
| <input type="checkbox"/> Signal flare   |   |
| <input type="checkbox"/> Paper, pencil  |   |

### Sanitation

- Toilet paper, towelettes\*
- 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

## Clothing and Bedding

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

- |  |  |
|--|--|
| <input type="checkbox"/> Sturdy shoes or work boots* | <input type="checkbox"/> Hat and gloves    |
| <input type="checkbox"/> Rain gear*                  | <input type="checkbox"/> Thermal underwear |
| <input type="checkbox"/> Blankets or sleeping bags*  | <input type="checkbox"/> Sunglasses        |

## Special Items

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

### For Baby\*

- Formula
- Diapers
- Bottles
- Powdered milk
- Medications

### For Adults\*

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

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

## SUGGESTIONS AND REMINDERS

- **Store your kit in a convenient place known to all family members. Keep a smaller version of the Disaster Supplies Kit in the trunk of your car.**



- **Keep items in air tight plastic bags.**
- **Change your stored water supply every six months so it stays fresh.**
- **Rotate your stored food every six months.**
- **Re-think your kit and family needs at least once a year. Replace batteries, update clothes, etc.**
- **Ask your physician or pharmacist about storing prescription medications.**



# CREATE A FAMILY DISASTER PLAN

## To get started...

### Contact your local emergency management or civil defense office and your local American Red Cross chapter.

- Find out which disasters are most likely to happen in your community.
- Ask how you would be warned.
- Find out how to prepare for each.

### Meet with your family.

- Discuss the types of disasters that could occur.
- Explain how to prepare and respond.
- Discuss what to do if advised to evacuate.
- Practice what you have discussed.

### Plan how your family will stay in contact if separated by disaster.

- Pick two meeting places:
  - 1) a location a safe distance from your home in case of fire.
  - 2) a place outside your neighborhood in case you can't return home.
- Choose an **out-of-state** friend as a "check-in contact" for everyone to call.

### Complete these steps.

- Post emergency telephone numbers by every phone.
- Show responsible family members how and when to shut off water, gas and electricity at main switches.

- Install a smoke detector on each level of your home, especially near bedrooms; test monthly and change the batteries two times each year.
- Contact your local fire department to learn about home fire hazards.
- Learn first aid and CPR. Contact your local American Red Cross chapter for information and training.

### Meet with your neighbors.

Plan how the neighborhood could work together after a disaster. Know your neighbors' skills (medical, technical). Consider how you could help neighbors who have special needs, such as elderly or disabled persons. Make plans for child care in case parents can't get home.

## Remember to practice and maintain your plan.



The Federal Emergency Management Agency's Family Protection Program and the American Red Cross Disaster Education Program are nationwide efforts to help people prepare for disasters of all types. For more information, please contact your local or State Office of Emergency Management, and your local American Red Cross chapter. Ask for "Your Family Disaster Plan" and the "Emergency Preparedness Checklist."

Or write to:

FEMA  
P.O. Box 70274  
Washington, D.C. 20024

Local sponsorship provided by:

FEMA L- 189  
ARC 4463

Federal Emergency  
Management Agency

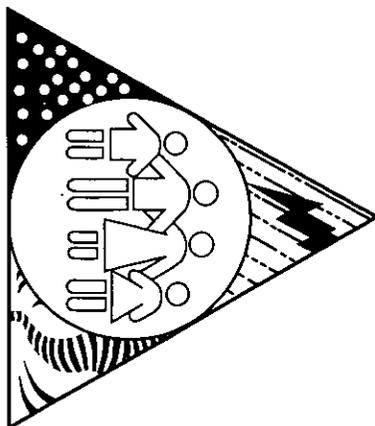


American  
Red Cross



EARTHQUAKE • TORNAADO • WINTERSTORM • FIRE

FAMILY EMERGENCY PREPAREDNESS



Your  
Family Disaster Supplies Kit

HURRICANE • FLASH FLOOD • HAZARDOUS MATERIALS SPILL

# Helping Children Cope with Disaster



## **Earthquakes...Tornadoes...Fires... Floods...Hurricanes... Hazardous Materials Spills**

Disasters may strike quickly and without warning. These events can be frightening for adults, but they are traumatic for children if they don't know what to do.

During a disaster, your family may have to leave your home and daily routine. Children may become anxious, confused or frightened. As an adult, you'll need to cope with the disaster in a way that will help children avoid developing a permanent sense of loss. It is important to give children guidance that will help them reduce their fears.

The Federal Emergency Management Agency (FEMA) and the American Red Cross have prepared this brochure to help *you* help your children cope. Ultimately, you should decide what's best for your children, but consider using these suggestions as guidelines.

### **Children and Their Response to Disaster**

Children depend on daily routines: They wake up, eat breakfast, go to school, play with friends. When emergencies or disasters interrupt this routine, children may become anxious.

In a disaster, they'll look to you and other adults for help. How *you* react to an emergency gives them clues on how to act. If you react with alarm, a child may become more scared. They see our fear as proof that the danger is real. If you seem overcome with a sense of loss, a child may feel their losses more strongly.

Children's fears also may stem from their imagination, and you should take these feelings seriously. A child who *feels* afraid *is* afraid. Your words and actions can provide reassurance. When talking with your child, be sure to present a realistic picture that is both honest and manageable.

Feelings of fear are healthy and natural for adults and children. But as an adult, you need to keep control of the situation. When you're sure that danger has passed, concentrate on your child's emotional needs by asking the child what's uppermost in his or her mind. Having children participate in the family's recovery activities will help them feel that their life will return to "normal." Your response during this time may have a lasting impact.

Be aware that after a disaster, children are *most afraid* that —

- the event will happen again.
- someone will be injured or killed.
- they will be separated from the family.
- they will be left alone.



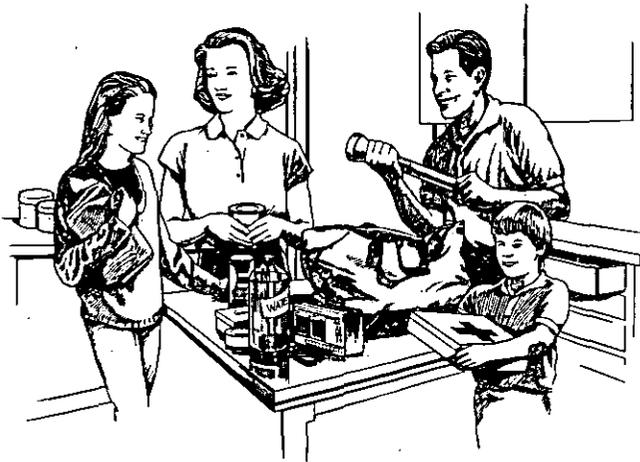
## HELPING CHILDREN COPE WITH DISASTER

### Advice to Parents: Prepare for Disaster



You can create a Family Disaster Plan by taking four simple steps. First, learn what hazards exist in your community and how to prepare for each. Then meet with your family to discuss what you would do, as a group, in each situation. Next, take steps to prepare your family for disaster such as: posting emergency phone numbers, selecting an out-of-state family contact, assembling disaster supplies kits for each member of your household and installing smoke detectors on each level of your home. Finally, practice your Family Disaster Plan so that everyone will remember what to do when a disaster does occur.

- ❑ **Develop and practice a Family Disaster Plan.** Contact your local emergency management or civil defense office, or your local Red Cross chapter for materials that describe how your family can create a disaster plan. *Everyone in the household, including children, should play a part in the family's response and recovery efforts.*
- ❑ **Teach your child how to recognize danger signals.** Make sure your child knows what smoke detectors, fire alarms and local community warning systems (horns, sirens) sound like.



- ❑ **Explain how to call for help.** Teach your child how and when to call for help. Check the telephone directory for local emergency phone numbers and post these phone numbers by all telephones. If you live in a 9-1-1-service area, tell your child to call 9-1-1.
- ❑ **Help your child memorize important family information.** Children should memorize their family name, address and phone number. They should also know where to meet in case of an emergency. Some children may not be old enough to memorize the information. They could carry a small index card that lists emergency information to give to an adult or babysitter.

### TEACHING YOUR CHILDREN HOW TO CALL FOR HELP

Teach your child how and when to call for help. They should call 9-1-1 if you live in a 9-1-1-service area. If not, check the telephone directory for local emergency numbers.

Even very young children can be taught how and when to call for emergency assistance. If your child can't read, the chart on the next page has pictures that may help them identify the correct number to call in the event of an emergency.

As you explain each picture, have your child color the symbol on the emergency phone number chart. Doing so may help your child remember who they should call in an emergency.

# Emergency Phone Numbers



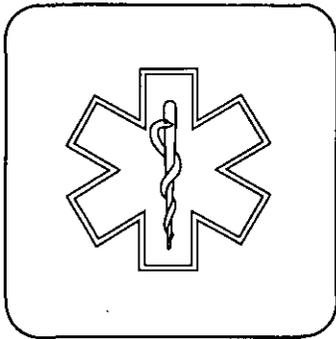
My Family Name: \_\_\_\_\_

My Phone Number: \_\_\_\_\_

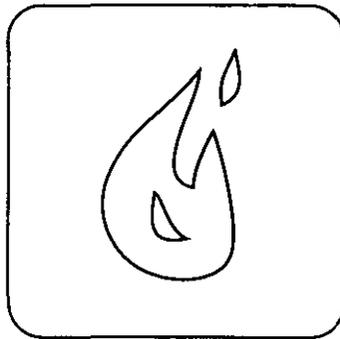
My Address: \_\_\_\_\_

My Town: \_\_\_\_\_

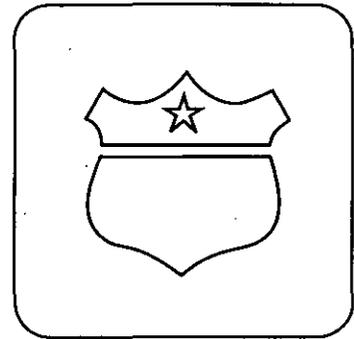
My County: \_\_\_\_\_



Ambulance



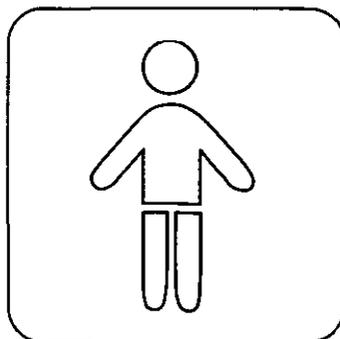
Fire



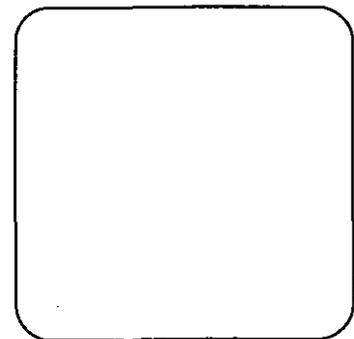
Police/Sheriff



Mother



Father



Other

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## AFTER THE DISASTER: TIME FOR RECOVERY

Immediately after the disaster, try to reduce your child's fear and anxiety.

### Keep the family together.

While you look for housing and assistance, you may want to leave your children with relatives or friends. Instead, keep the family together as much as possible and make children a part of what you are doing to get the family back on its feet. Children get anxious, and they'll worry that their parents won't return.

Calmly and firmly explain the situation. As best as you can, tell children what you know about the disaster. Explain what will happen next. For example, say, "Tonight, we will all stay together in the shelter." Get down to the child's eye level and talk to them.

Encourage children to talk. Let children talk about the disaster and ask questions as much as they want. Encourage children to describe what they're feeling. Listen to what they say. If possible, include the entire family in the discussion.

Include children in recovery activities. Give children chores that are their responsibility. This will help children feel they are part of the recovery. Having a task will help them understand that everything will be all right.

You can help children cope by understanding what causes their anxieties and fears. Reassure them with firmness and love. Your children will realize that life will eventually return to normal. If a child does not respond to the above suggestions, seek help from a mental health specialist or a member of the clergy.



The Federal Emergency Management Agency's Family Protection Program developed this brochure in cooperation with the American Red Cross' Community Disaster Education Program. Both are national efforts to help people prepare for disasters of all types. For more information on how to prepare for and respond to disaster, contact your local or State office of emergency management and your local Red Cross chapter. Ask for "Your Family Disaster Plan." Or, write to: FEMA, P.O. Box 70274, Washington, D.C. 20024

FEMA L-196  
February 1993  
ARC 4499

Local Sponsorship:

HURRICANE • FIRE • HAZARDOUS MATERIAL SPILL

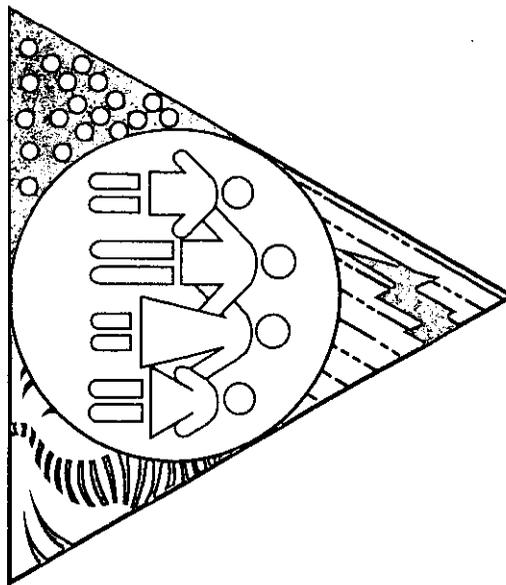
Federal Emergency  
Management Agency



American  
Red Cross



FAMILY EMERGENCY PREPAREDNESS



Helping Children  
Cope with Disaster

TORNADO • FLOOD • EARTHQUAKE • WINTER STORM