

# FAMILY PREPAREDNESS GUIDE



## CHATHAM EMERGENCY MANAGEMENT AGENCY

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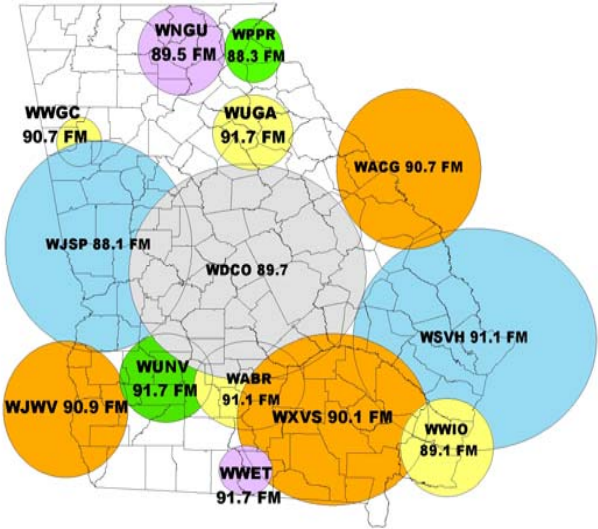


**FAMILY PREPAREDNESS GUIDE**

**EVACUATION INFORMATION**

Georgia's Public Broadcast System (GPBS), which includes Peach State Public Radio (PSPR), will be collaborating with GEMA and other state agencies to broadcast "real-time" information regarding the rapidly changing events of a hurricane threat. The PSPR stations are:

Albany	91.7FM WUNV
Athens	91.7/97.9FM WUGA
Augusta	90.7FM WACG
Brunswick	89.1FM WWIO
Carrollton	90.7FM WWGC
Columbus	88.1FM WJSP
Demorest	88.3FM WPPR
Dahlonega	89.5FM WNGU
Fort Gaines	90.9FM WJWV
Macon	89.7FM WDCO
Savannah	91.1FM WSVH
Tifton	91.1FM WABR
Valdosta	91.7FM WWET
Waycross	90.1FM WXVS



With a few exceptions Chatham County has been spared the hardships of hurricanes threatening or striking our community. Should we be seriously threatened, families must be prepared to evacuate and live independently for a prolonged period of time. Recent history has provided us examples of families remaining away from their homes for several weeks following a major disaster; in many instances the damage has been so severe that some families will never be able to return to their original homes.

Experience has also proven that families that have prepared for the worst case scenario are far more adaptable to separation and disruption from their normal way of life. Communications interruption is guaranteed; families must expect that cell phones will not function and that they will be unable to resolve the many issues that plague their daily lives. Basic services such as water, gas and electricity will be cut off and local officials will not be able to reach every resident immediately.

Families can and do cope with disaster by preparing in advance and working together as a team. Knowing what to do is your best protection and your responsibility.

The following areas are suggested for review prior to the occurrence of an event; they may not all be applicable but they are certainly well worth your consideration.

*Joe*  
Clayton S. Scott

## **SHELTERS**

### **PRIMARY SHELTER COMMUNITIES**

Augusta    Douglas    Dublin    Macon    Statesboro  
                  Tifton            Waycross

(Shelters will be opened as required)

- Shelter locations will be broadcast on radio and TV.
- Shelters are operated by the American Red Cross to provide safety and shelter.
- Food, water and temporary shelters are available at no cost.
- Only limited medical care will be available.
- Public shelters are basic; bring your own creature comforts.
- Do not expect a bed; be ready to set up a home away from home on the floor.

### **PETS**

- Make evacuation plans for your pet.
- Evacuees requiring transportation can bring dogs and cats on public buses if the animals are in owner-provided travel carriers.
- Public shelters will not accept pets; but, pet shelters are in every county that has public shelter. Shelter staff will help locate a pet shelter.
- Public shelters will only be available for people who do NOT have a place to go. They should only be used as a last resort.

**FAMILY PREPAREDNESS GUIDE**

**GETTING TO THE CIVIC CENTER**

Once a Mandatory Evacuation Order has been issued in anticipation of a hurricane threatening Chatham County:

- Chatham Area Transit (CAT) will continue to operate its routine bus routes but all buses will go by the Civic Center.
- Passengers with no other means of transportation to evacuate will be taken to the Civic Center as their initial destination.
- No parking will be allowed in the vicinity of the Civic Center.
- If you drive to the civic center or ride with a family member or friend, don't expect to board a bus.

**Evacuation buses** are for people with no other means of transportation.

**GETTING TO THE SHELTER**

- Evacuees will be directed to a registration area at the Civic Center.
- Evacuees will be seated by bus assignment on Board of Education buses and will be transported to inland shelters for the duration of the evacuation.
- The earliest buses go to the closest shelters and therefore have the shortest trips.
- The buses will be crowded. Be reasonable with what you take; no more than two hand-carry bags per person.
- School buses aren't air-conditioned, expect some discomfort.
- Several seats are left empty on each bus to accommodate stranded motorists.

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## WHAT TO TAKE

- Wills, insurance policies, contracts, powers of attorney, deeds, appraisals, critical computer files, stocks & bonds.
- Passports, Social Security cards, & medical records.
- Military records.
- Bank account records.
- Credit card names & numbers.
- Inventory & household goods photos/video.
- Important phone numbers.

## PUBLIC SHELTER

Public shelters are basic; bring your own creature comforts. Shelter locations will be broadcast on radio and TV. Medical care is generally not available. Shelters will have food but it is best to bring your own. Do not expect a bed; be ready to set up a home away from home on the floor. Do not bring more than two hand-carry bags per person; consider:

- Lightweight folding chairs, cots and bedding.
- Dry milk, fruit juice, canned meat/fish, canned beans, bread, crackers, peanut butter, dried fruit, granola bars, cookies, dry cereals & other non-perishables.
- Spare eyeglasses, prescription medicine, special diet and baby foods, diapers, blankets and sleeping bags, flashlights with extra batteries, cash or travelers checks.
- Extra clothing, personal care items and toilet paper.
- Quiet games or toys for the children.
- Identification; to prove residency or ownership in order to gain reentry.
- No weapons, alcohol or illegal drugs.

## WARNING ACTIONS

- Closely monitor radio and TV weather reports.
- Follow instructions from local officials.
- Leave immediately if ordered to do so.
- Rush to complete preparation activities.
- Evacuate areas that may flood from storm surge.
- Leave mobile homes.
- Notify neighbors and family members outside the warning area of your evacuation plan.
- Stay with friends or relatives or at an inland hotel or motel outside the flood zone.
- Take your pet and its medical records. Take collar, carrier, dishes, medication, food & water. Most public shelters do not allow pets.
- Public shelters will only be available for people who do not have a place to go. They should only be used as a last resort.

## WHEN TO EVACUATE

Long before a hurricane becomes an immediate threat, you should have already decided where you will go if an evacuation is necessary: friends and relatives, motel or hotel outside the threatened area, or public shelter. Don't wait to decide. Use the following guidelines:

- The more hazards there are in your location, the more important it is that you leave even if it is only precautionary.
- If you live in a mobile home (even if it is well away from the coast and tied down) the wind can pose a threat to your safety.
- If you live in a hurricane evacuation zone you should leave as early as possible; preferably when the Voluntary Evacuation Order is announced.

## FAMILY DISASTER PLANNING

Disasters can strike quickly and without warning and 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 must prepare for an emergency in advance so that they understand what they must do and where they must go if and when an emergency arises. It is your responsibility to prepare you and your family for an emergency and this guide is designed to assist you in your effort.

### Awareness Information

A NOAA Weather Radio with a tone-alert feature is the best way to receive warnings from the National Weather Service (NWS). The NWS continuously broadcasts up to date weather warnings and forecasts that can be received by NOAA Weather Radios, which are sold in many stores. NOAA Weather Radio now broadcasts warning and post-event information for all types of hazards both natural, such as weather and flooding, and technological such as chemical releases or oil spills. Working with other Federal agencies and the Federal Communications Commission's Emergency Alert System, NOAA Weather Radio is an "all hazards" radio network, making it the single source for the most comprehensive weather and emergency information available to the public. The NWS recommends purchasing a NOAA Weather Radio that has both a battery backup and a Specific Area Message Encoder (SAME) feature, which automatically alerts you when a WATCH or WARNING is issued for your county, giving you immediate information about a life-threatening situation.

- A NWS WATCH is a message alert that indicates conditions favor the occurrence of a certain type of hazardous weather. For example, a tornado watch is issued when conditions are right for tornado development. The NWS Storm Prediction Center issues such watches. Local NWS forecast offices issue other watches (flash flood, winter weather, etc.) 12 to 36 hours in advance of a possible hazardous-weather or flooding event.

- An NWS WARNING indicates that a hazardous event is occurring or is imminent in about 30 minutes to an hour. Local NWS forecast offices issue warnings on a county-by-county basis.

**Step 1: Identify Hazards**

Identifying the hazards that threaten you and your family is the first step in any effort to reduce vulnerability. Hazard identification determines which areas within the community are affected by disasters, how likely it is that a disaster may occur and how intense the disaster might be.

Although coastal counties may be subject to a variety of hazards, not all neighborhoods face all the threats, or even the same level of threat intensity. For example, while barrier islands and low-lying coastal areas may be subject to hurricane storm surge, a far greater threat to the downtown historic district may be from structural fires.

While national security and civil unrest are certainly preparedness concerns, more probable threats and hazards exist from climate and technology. List the hazards that may affect the neighborhood in which you and your family live and work or go to school; the following types of threats should be considered:

**MANMADE**

Hazardous Materials Accidents  
Fires  
Residential  
Wildfires

**NATURAL**

Floods  
Hurricanes  
Tornadoes  
Thunderstorms

Review existing as well as historical hazard information in your area of influence:

- What has happened in the past?
- Have changes occurred to alter historical patterns, such as the construction of levees, drainage projects, establishment of new industry or transportation corridors.
- Does the hazard still pose a threat to the area?
- Are new hazards present?
- Can the hazard be compounded by another threat?

**Step 2: Profile Hazards**

Consider the following information about each hazard:

**EVACUATION**

**WHEN A WATCH IS POSTED**

When a Hurricane Watch is issued conditions pose a possible threat to a specific area within 36 hours. Recommended actions to take:

- Monitor radio, TV, NOAA weather radios for information on storm progression.
- Fuel and service family vehicles.
- Inspect and secure mobile home tie-downs.
- Determine your evacuation destination.
- Prepare to cover window and door openings with shutters or other protective materials. If you have not pre-cut plywood for your windows, do it now.
- Check food and water supplies. Have clean airtight containers on hand to store water.
- Keep a small cooler with frozen jell packs for refrigerated items.
- Check supplies of prescription medicine.
- Check and stock up on radio, flashlight and lantern batteries.
- Secure outdoor lawn furniture and other loose, lightweight objects such as garbage cans, garden tools, potted plants, etc.
- Check and replenish first aid supplies.
- Have an extra supply of cash.

**WHEN A WARNING IS POSTED**

When a Hurricane Warning is issued, winds of 74 mph or higher are expected to affect a specified area within 24 hrs. This Warning is the signal to take immediate action to prepare for the full impact of a hurricane. The consequences for coastal communities could be devastating if proper emergency actions are not taken.

## VITAL DOCUMENTS (In a To-Go Box)

- Shot records for all family members (including pets)
- Medical & Dental records
- Copies of all prescriptions
- Bank account & safe deposit box information
- Monthly bill information and addresses
- Pay check information and addresses/phone numbers
- Vehicle and insurance documentation
- Marriage certificate
- Birth certificates for all family members
- Citizenship papers
- Adoption papers
- Passports with any required visas
- List of social security numbers for family members
- Powers of Attorney
- State and Federal Tax records
- Wills
- Insurance policies
- List of immediate family addresses & phone numbers
- Court orders: divorce, child support, child custody, etc.
- Real estate documents, e.g. leases, deeds, & mortgages
- Copies of any installment contracts (car, furniture, etc.)
- Pet records and supplies

- Frequency of occurrence-how often is it likely to occur.
- Magnitude and potential intensity-how bad can it get?
- Location-where is it likely to strike.
- Probable spatial extent-how large an area is it likely to effect.
- Duration-how long can it be expected to last?
- Seasonal pattern-time of year during which it is more likely to occur.
- Speed of onset-how fast is it likely to occur.
- Availability of warnings-is there a system, how much warning can be expected.

### Step 3: Develop a Neighborhood Profile

Combine the information from steps 1 and 2 with the following information pertaining specifically to your neighborhood:

- Geography-coastlines, tidal marsh, creeks, rivers, woodlands, etc., that relate to disaster occurrence or response efforts.
- Property-characteristics such as land use, type construction, manufactured homes, and secondary hazards such as nearby chemical storage facilities.
- Infrastructure-utilities, communications system, major highway transportation routes such as bridges and bus routes.
- Demographics-population size, distribution and concentrations, animal populations.
- Response agencies-locations, facilities, services and resources available.

### Step 4: Prioritize Risk

Risk is the predicted impact that a hazard will have on the people, services, facilities and structures in the area evaluated.

Review your vulnerability to the hazards that you have considered. Quantify the risk to your home and family and prioritize the threats that should receive your highest attention. Follow the subsequent steps and base your response plan on the actions that will be required under each condition that threatens you, your family or your home.

### Step 5: Create a Plan

Once you know what disasters are possible in your area, consider how to prepare and respond if one occurs. As you discuss this information with

your family, make checklists of steps you can take. Here is how to create your Family Disaster Plan:

- Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire and severe weather to children. Plan to share responsibilities and work together as a team. Keep it simple enough so people can remember the important details. A disaster is an extremely stressful situation that can create confusion. The best emergency plans are those with very few details.
- Discuss the types of disasters that are most likely to happen. Explain what to do in each case. Everyone should know what to do in case all family members are not together. Discussing disasters ahead of time will help reduce fear and anxiety and will help everyone know how to respond.
- Pick two places to meet:
  - Right outside of your home in case of a sudden emergency, like a fire.
  - Outside of your neighborhood in case you can't return home or are asked to leave your neighborhood. Everyone must know the address and phone number of the meeting locations.
- Develop an emergency communication plan. In case family members are separated from one another during floods or other disasters, have a plan for getting back together. Separation is a real possibility during the day when adults are at work and children are at school.
- Ask an out-of-town relative or friend to be your "family contact." Your contact should live outside of your area. After a disaster, it is often easier to make a long distance call than a local call. Family members should call the contact and tell him or her where they are. Everyone must know the contact's name, address, and phone number.
- Discuss what to do if authorities ask you to evacuate. Make arrangements for a place to stay with a friend or relative who lives out of town and/or learn about shelter locations.
- Be familiar with escape routes. Depending on the type of disaster, it may be necessary to evacuate your home. Plan several escape routes in case certain roads are blocked or closed. Remember to follow the advice of local officials during evacuation situations. They will direct you to the safest route; some roads may be blocked or put you in further danger.
- Plan how to take care of your pets. Other than service animals, pets are not permitted in places where food is served. Plan where you would take your pets if you had to go to a public shelter.

- You can also have a lawyer draw up a power of attorney for you. A power of attorney is a document that lets a designated person act as your legal agent for such matters as:**
  - Moving household goods,
  - Obtaining medical care for your children, and
  - Handling your financial affairs.
- Make sure your beneficiary information is correct on your**
  - Insurance
  - Bank accounts
  - Investments (including Individual Retirement Accounts or IRAs)
  - Individuals you have designated have access to all the needed accounts and information
  - If you are married, consider having joint accounts so both you and your spouse have access
  - Discuss your monthly budget and establish an emergency fund to cover several months of unexpected expenses that might occur
  - Consider paying your bills automatically through direct debit or online bill paying.

## VITAL DOCUMENTS

It is vital for a family to have copies of important documents and other valuable information in a safe file. It is equally important that the family jointly organize this file so that each knows how and where to find the documents when they are needed. At a minimum, the following documents should be included:

- Contact information for friends, family and next of kin**

Name:	Name:
Address:	
Name:	Name:
Address:	
Name:	Name:
Address:	
Name:	Name:

## PETS

- Do you have the following supplies and equipment to evacuate your pets?**
  - Extra collars and tags, harnesses and leashes for all pets
  - Muzzles for aggressive dogs
  - A manual can opener
  - A supply of stored drinking water
  - Food and water containers for each pet
  - Fresh food and water for each pet (extra pet food to avoid diet changes in stressful situations)
  - Paper towels, plastic bags & disinfectant for waste cleanup
  - Copies of your pet's medical and vaccination records. Dogs must have proof of current vaccinations for rabies, DHLP, Bordetella and corona. Cats require proof of current vaccinations for rabies, feline leukemia, and FVRCP
  - If your pet is on medication, ask your veterinarian about an extra supply of medication or keep a copy of the prescription in your kit
  - Include a recent photo of your pet
  - Your crate should be easily accessible and large enough for your pet to stand up and turn around; include a blanket or sleeping mat. Label the crate with your pet's name, your name and where you can be reached. Ideally the crate will be lightweight and capable of being folded when not in use.

## HELPFUL HINTS AND RESOURCES

- Consult a lawyer to help you update or write a new will. Your will is important because it:**
  - Gives your beneficiaries control over your estate,
  - Lets you divide your estate as you see fit, and
  - Allows a guardian to be named for minor children.

- 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 childcare in case parents can't get home.

### Step 6: Develop Checklists

- Take the steps outlined in the checklists you made when you created your Family Disaster Plan. Remember to include the following items on your checklists.
- Post emergency telephone numbers by your phones (fire, police, ambulance, etc.) You may not have time in an emergency to look up critical numbers.
  - Teach all responsible family members how and when to turn off the water, gas, and electricity at the main switches or valves. Keep necessary tools near gas and water shut-off valves. Turn off utilities only if you suspect a leak or damaged lines, or if you are instructed to do so by authorities. If you turn the gas off, you will need a professional to turn it back on. Paint shut-off valves with white or fluorescent paint to increase visibility. Attach a shut-off valve wrench or other special tool in a conspicuous place close to the gas and water shut-off valves.
  - Check if you have adequate insurance coverage. Ask your insurance agent to review your current policies to ensure that they will cover your home and belongings adequately. Homeowner's insurance does not cover flood losses. If you are a renter, your landlord's insurance does not protect your personal property; it only protects the building. Renters' insurance pays if a renter's property is damaged or stolen. Renters' insurance costs less than \$15 a month in most areas of the country. Contact your insurance agent for more information.
  - Conduct a 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, during an earthquake or a tornado, a hot water heater or a bookshelf could turn over or pictures hanging over a couch could fall and hurt someone.

Look for electrical, chemical, and fire hazards. Contact your local fire department to learn about home fire hazards. Inspect your home at least once a year and fix potential hazards.

- Stock emergency supplies and assemble a Disaster Supply Kit. (See the "Disaster Supply Kit" Annex.) Keep enough supplies in your home to meet your needs for at least three days. Assemble a Disaster Supply Kit with items you may need in case of an evacuation. Store supplies in sturdy, clearly labeled, easy-to-carry containers.
- Keep a smaller Disaster Supply Kit in the trunk of your car. (See the "Disaster Supply Kit" Annex.) If you become stranded or are not able to return home, these items will help you to be more comfortable.
- Keep a portable, battery-operated radio or television and extra batteries. Maintaining a communications link with the outside is a step that can mean the difference between life and death. Make sure that all family members know where the portable, battery-operated radio or television is located, and always keep a supply of extra batteries.
- Consider using a NOAA Weather Radio with a tone alert feature; this is the best means to receive WATCHES and WARNINGS from the NWS.
- Take Red Cross first aid and CPR classes. Have your family learn basic safety measures, such as CPR and first aid.
- Plan home escape routes. Determine the best escape routes from your home in preparation for a fire or other emergency that would require you to leave the house quickly. Find two ways out of each room.
- Find the safe places in your home for each type of disaster. Different disasters often require different types of safe places. While basements are appropriate for tornadoes, they could be deadly in a major chemical emergency.
- Make two photocopies of vital documents and keep the originals in a safe deposit box. Keep one copy in a safe place in the house, and give the second copy to an out-of-town friend or relative. Vital documents such as birth and marriage certificates, tax records, credit card numbers, financial records, and wills and trusts can be lost during disasters.
- Make a complete inventory of your home, garage, and surrounding property. The inventory can be either written or videotaped. Include information such as serial numbers, make and model numbers,

Name:	Location:
Name:	Location:

**Do I have a copy of our marriage certificate? Do I know where it is located?**

Location:
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**Do I have copies of adoption papers? Do I know where they are kept?**

Document:	Location:
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**Do I have Social Security Cards for myself and my family? Do I know where they are?**

Name:	Location:
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**Do I have copies of our federal and state tax records? Do I know where they are kept?**

Document:	Location:
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**Do I know where all of our life insurance policies are kept?**

Document:	Location:
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**Do I know where any stocks, bonds or other securities that we own are kept?**

Item:	Location:
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**Do I know where any real estate deeds (or title papers) are kept?**

Document:	Location:
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**Do we have up-to-date wills? Do I know where the originals are kept?**

Document Date of Last Update:	Location:
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**Do I have copies of credentials, diplomas, military, and school records?**

Document:	Location:
Document:	Location:
Document:	Location:

## HOUSING

- Do I have duplicate keys to our residence and know where they are located?**

Location:	Number of Keys:
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- Do I have a listing of all important agencies contact numbers in the event of an emergency (include: Community Services, Clergy, attorney, Red Cross, etc.)?**

Name:	Phone:
Name:	Phone:
Name:	Phone:
Name:	Phone:

## LEGAL/ADMINISTRATIVE

- Do I know where all citizenship papers (if any) are kept?**

Document:	Location:
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- Do I know the location of all passports for my family (if any)?**

Document:	Location:
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- Do I have a special power of attorney so I can take necessary action on important family matters during my absence?**
- Do I have a special power of attorney so that I can cash monthly checks?**
- Have we made arrangements to have checks sent to an address located outside a danger zone? Where?**

<b>New check delivery address:</b>
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- Do I know where all general and special powers of attorney are kept?**

Document:	Location:
Document:	Location:

- Do I have birth certificates for my family and myself? Do I know where they are kept?**

Name:	Location:
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physical descriptions, and price of purchases (receipts, if possible). This list could help you prove the value of what you owned if your possessions are damaged or destroyed and can help you to claim deductions on taxes. Be sure to include expensive items such as sofas, chairs, tables, beds, chests, wall units, and any other furniture too heavy to move. Do this for all items in your home, on all levels. Then store a copy of the record somewhere away from home, such as in a safe deposit box.

## Step 7: Practice and Maintain the Plan

Practicing your plan will help you instinctively make the appropriate response during an actual emergency. You will need to review your plan periodically and you may need to change some parts.

- Quiz your kids every six months so they remember what to do, meeting places, phone numbers, and safety rules.
- Conduct fire and emergency evacuation drills at least twice a year. Actually drive evacuation routes so each driver will know the way. Select alternate routes in case the main evacuation route is blocked during an actual disaster. Mark your evacuation routes on a map; keep the map in your Disaster Supply Kit. Remember to follow the advice of local officials during evacuation situations. They will direct you to the safest route, away from roads that may be blocked or put you in further danger.
- Replace stored food and water every six months. Replacing your food and water supplies will help ensure freshness.
- Install smoke alarms on each level of your home, especially near bedrooms. Smoke alarms cut nearly in half your chances of dying in a home fire. Smoke alarms sense abnormal amounts of smoke or invisible combustion gasses in the air and can detect smoldering and flaming fires. Many areas now require hard-wired smoke alarms in new homes.
  - Use the test button to test your smoke alarms once a month. This feature tests all electronic functions and is safer than testing with a controlled fire (matches, lighters, or cigarettes). If necessary, replace batteries. Make sure children know what your smoke alarm sounds like.
  - If you have battery-powered smoke alarms, replace batteries at least once a year. Some agencies recommend you replace

batteries when the time changes from standard daylight savings each spring and again in the fall. "Change your clock, change your batteries," is a positive theme and has become a common phrase. While replacing batteries this often certainly will not hurt, available data show that batteries will last at least a year, so more frequent replacement is not necessary.

- Replace your smoke alarms every 10 years. Smoke alarms become less sensitive over time. Replacing them every 10 years is a joint recommendation by the National Fire Protection Association and the US Consumer Products Safety Commission.
- Get training from the fire department on how to use your fire extinguisher and show family members where extinguishers are kept. Different extinguishers operate in different ways. Unless responsible family members know how to use your particular model, they may not be able to use it effectively. There is no time to read directions during an emergency. Only adults should handle and use extinguishers.
- Periodically check your fire extinguisher to ensure it is properly charged. Fire extinguishers will not work properly if they are not properly charged. Use the gauge or test button to check proper pressure. Follow manufacturer's instructions for replacement or recharging fire extinguishers. If the unit is low on pressure, damaged, or corroded, replace it or have it professionally serviced.

### Step 8: What to Tell Children

Tell children that a disaster is something that happens that could hurt people, cause damage, or cut off utilities such as water, telephones, or electricity. Explain to them that nature sometimes provides "too much of a good thing"--fire, rain, wind, snow. Talk about typical effects that children can relate to, such as loss of electricity, water, and telephone service.

- Give examples of several disasters that could happen in your community. Help children recognize the warning signs for the disasters that could happen in your community. Discussing disaster ahead of time reduces fear and anxiety and lets everyone know how to respond.
- Teach children how and when to call for help. Check the telephone directory for local emergency telephone numbers. Teach children to call 9-1-1. At home, post emergency telephone numbers by all phones and explain when to call each number. Even very young

- Do I know the renewal date for the license plate and inspection sticker?**

<b>Vehicle #1:</b>	License Plate Number:
Plate Renewal Date:	
<b>Vehicle #2:</b>	License Plate Number:
Plate Renewal Date:	

- Am I insured to drive all of our vehicles?**
- Do I have a valid state driver's license? When does it expire?**

Driver's License Number:	Expiration Date:
Issuing State:	Restrictions:

- Is each vehicle in good operating condition? Do I know where to go for maintenance and repairs?**
- Can I make emergency repairs on the car if necessary (i.e., overheating, flat tire, dead battery, etc.)? Do we have a membership in any roadside assistance organizations (e.g., AAA, "Volvo On-Call," etc.)?**

<b>Company Name:</b>	Membership Number:
Phone Number:	Expiration Date:
<b>Company Name:</b>	Membership Number:
Phone Number:	Expiration Date:

- Do I have sufficient emergency supplies in the trunk of the vehicle (e.g., flares, tire jack, inflated spare tire, blanket, motor oil, coolant, etc.)?**
- Do I have a duplicate set of car/truck keys? Can I locate them if needed?**

<b>Vehicle #1:</b>	Number of Duplicate Keys:
Location of Duplicate Keys:	
<b>Vehicle #2:</b>	Number of Duplicate Keys:
Location of Duplicate Keys:	

- Do I have copies of any sales or installment contracts and finance agreements? Do I know where they are located?**

Name of sales contract:	Location:
Name of sales contract:	Location:
Name of sales contract:	Location:

## **AUTOMOBILE / TRANSPORTATION**

- If my vehicle is financed, do I know the name and address of the loan company?**

<b>Vehicle #1</b>	Account Number:
Lender:	Phone:
Address:	
<b>Vehicle #2:</b>	Account Number:
Lender:	Phone :
Address:	

- Do I have the vehicle's title or know its location?**

<b>Vehicle #1:</b>	Title Number:
Location:	
<b>Vehicle #2:</b>	Title Number:
Location:	

- Do I have the vehicle's registration and insurance policy and know where they are located?**

<b>Vehicle #1:</b>	Registration Number:
Registration Location:	Renewal Date:
Insurance Carrier:	Policy Number:
Policy Location:	Renewal Date:
<b>Vehicle #2:</b>	Registration Number:
Registration Location:	Renewal Date:
Insurance Carrier:	Policy Number:
Policy Location:	Renewal Date:

children can be taught how and when to call for emergency assistance. If a child can't read, make an emergency telephone number chart with pictures that may help the child identify the correct number to call.

- Explain that when people know what to do and practice in advance, everyone is better able to handle emergencies. That's why you need to create a Family Disaster Plan.
- Have older children take a first aid and CPR course. These are critical skills, and learning can be a fun activity.
- Tell children that in a disaster there are many people who can help them. Talk about ways that an emergency manager, Red Cross volunteer, police officer, firefighter, teacher, neighbor, doctor, or utility worker might help following a disaster.
- Teach children to call your family contact in case they are separated from the family in an emergency. Help them memorize the telephone number, or write it down on a card that they can keep with them.

### **Step 9: Evacuation**

Evacuate immediately if told to do so. Authorities do not ask people to leave unless they truly feel lives may be in danger. Follow their advice.

- Listen to local radio or television and follow the instructions of local emergency officials. Local officials will provide you with the most appropriate advice for your particular situation.
- Lock your home by securing your house as you normally would when leaving for extended periods.
- Use travel routes specified by local authorities. Don't use shortcuts because certain areas may be impassable or dangerous.
- If you have only moments before leaving, grab the following items and go:
  - First aid kit, including prescription medications, dentures, extra eyeglasses, and hearing aid batteries.
  - Disaster Supply Kit basics and Evacuation. (See Disaster Supply Kit and Evacuation Annexes for detailed information.)
  - A change of clothes and a sleeping bag or bedroll and pillow for each household member.
  - Car keys and keys to the place you may be going such as a friend or relative's home.
- If you're sure you have time and if local officials haven't advised an immediate evacuation, but there's a chance the weather may get

worse or flooding may happen, take steps to protect your home and belongings.

- Bring all pets into the house and confine them to one room, if you can. If necessary, make arrangements for your pets. Pets may try to run if they feel threatened. Keeping them inside and in one room will allow you to find them quickly if you need to leave.
- Put your Disaster Supply Kit basics and Evacuation Supply Kit (see Annexes) in your vehicle, or by the door if you may be leaving on foot.
- Notify your family contact where you are going and when you expect to get there. Relatives and friends will be concerned about your safety. Letting someone know your travel plans will help relieve the fear and anxiety of those who care.
- Bring things indoors. Lawn furniture, trash cans, children’s toys, garden equipment, clotheslines, hanging plants, and any other objects that may be blown around or swept away should be brought indoors.
- Look for potential hazards. If you have not already cut away dead or diseased branches or limbs from trees and shrubs, leave them alone. Local rubbish collection services will not have time before the storm to pick anything up.
- If you turn gas off, a licensed professional is required to turn it back on, and it may take weeks for a professional to respond.
- Turn off propane gas service. Propane tanks often become damaged or dislodged in disasters.
- If strong winds are expected, cover the outside of all the windows of your home. Use shutters that are rated to provide significant protection from windblown debris, or pre-fit plywood coverings over all windows.
- If flooding is expected, consider using sand bags to keep water away from your home. It takes two people about one hour to fill and place 100 sandbags, giving you a wall one foot high and 20 feet long. Make sure you have enough sand, burlap, or plastic bags, shovels, strong helpers, and time to place them properly.

**Step 10: During a Disaster**

- Remain calm and put your plan into action.
- Check for injuries.

Due Date:	Phone & Contact:
Address:	
Notes:	
<b>Automobile #1 Loan:</b>	Company:
Account Number:	Amount:
Due Date:	Phone & Contact:
Address:	
Notes:	
<b>Automobile #2 Loan:</b>	Company:
Account Number:	Amount:
Due Date:	Phone & Contact:
Address:	
Notes:	
<b>Cable TV:</b>	Company:
Account Number:	Amount:
Due Date:	Phone & Contact:
Address:	
Notes:	
<b>Child Care:</b>	Company:
Account Number:	Amount:
Due Date:	Phone & Contact:
Address:	
Notes:	
<b>Other:</b>	Company:
Account Number:	Amount:
Due Date:	Phone & Contact:
Address:	
Notes:	

**Do I know whom to contact if my weekly/monthly check (or direct deposit) does not arrive on time?**

<b>Water/Sewer:</b>	Company:
Account Number:	Amount:
Due Date:	Phone & Contact Person:
Address:	
Notes:	
<b>Electricity:</b>	Company:
Account Number:	Amount:
Due Date:	Phone & Contact Person:
Address:	
Notes:	
<b>Trash Disposal:</b>	Company:
Account Number:	Amount:
Due Date:	Phone & Contact Person:
Address:	
Notes:	
<b>Car Insurance:</b>	Company:
Account Number:	Amount:
Due Date:	Phone & Contact Person:
Address:	
Notes:	
<b>Property Insurance:</b>	Company:
Account Number:	Amount:
Due Date:	Phone & Contact Person:
Address:	
Notes:	
<b>Health Insurance</b>	Company:
Account Number:	Amount:
Due Date:	Phone & Contact Person:
Address:	
Notes:	
<b>Natural Gas:</b>	Company:
Account Number:	Amount:

- 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.

#### Step 11: After a Disaster

- Remain calm and patient. Staying calm and rational will help you move safely and avoid delays or accidents caused by irrational behavior. Many people will be trying to accomplish the same things you are for their family's safety. Patience will help everyone get through a difficult situation more easily.
- Put your plan into action. Having specific steps to take will keep you working toward your family's safety.
- Listen to local radio or television for news and instructions. Local authorities will provide the most appropriate advice for your particular situation.
- Give first aid and get help for seriously injured people. Taking care of yourself first will allow you to help others safely until emergency responders arrive.
- Help your neighbors who may require special assistance--infants, elderly people, and people with disabilities--and the people who care for them or for large families who may need additional help in an emergency situation.
- Wear protective clothing and sturdy shoes. Disaster areas and debris contain many hazards. The most common injury following disasters is cut feet.
- Use battery-powered lanterns or flashlights when examining buildings. Battery-powered lighting is the safest and easiest and does not present a fire hazard for the user, occupants, or building.
- Candles can easily cause fires; they are quiet and easily forgotten. They can tip over in a gust of wind. Candles invite fire play by children. More than three times as many people have died in residential fires caused by using candles after a disaster than from the direct impact of the disaster itself.
- Look for fire hazards such as broken or leaking gas lines, flooded electrical circuits, or submerged furnaces or electrical appliances. Fire is the most frequent hazard following floods.
- Check for gas leaks. Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, open a window and get everyone

outside quickly. 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, a professional must turn it back on.

- Look for electrical damage. If you see sparks or broken or frayed wires, or if you smell burning insulation, turn off the electricity at the main fuse box. If you have to step in water to get to the fuse box, call an electrician first for advice. Electrical equipment should be checked and dried before being returned to service.
- 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 from undamaged water heaters or by melting ice cubes.
- Clean up spills immediately including medicines, bleach, gasoline, and other flammable liquids.
- Watch for loose plaster and ceilings that could fall.
- For insurance claims, take pictures of both building and content damage.
- Confine or secure your pets. They may be frightened and try to run.
- Let your family contact know you have returned home and then do not use the telephone again unless it is a life-threatening emergency. Telephone lines are frequently overwhelmed in disaster situations. They need to be clear for emergency calls to get through.
- Make sure you have an adequate water supply in case service is cut off. Water is often contaminated after major disasters. An undamaged water heater may be your best source of drinking water.
- Stay away from downed power lines and report them immediately. Getting damaged utilities turned off will prevent further injury or damage. If possible, set out a flare and stay on the scene to warn others until authorities arrive.

<b>Credit Card:</b>
Phone Number:
Minimum Monthly Payment:
Credit Limit:
Address:
Location of Card(s):
<b>Credit Card:</b>
Phone Number:
Minimum Monthly Payment:
Credit Limit:
Address:
Location of Card(s):

- Am I prepared to take complete control over our checking accounts, know the balances at all times, and never write a check unless I am sure there is enough money in the bank to cover it?**
- Do I know all payments that must be made, to whom they are made, due dates, account numbers, etc.?**

<b>Mortgage/Rent:</b>	Company:
Account Number:	Amount:
Due Date:	Phone & Contact:
Address:	
Notes:	
<b>Telephone:</b>	Company:
Account Number:	Amount:
Due Date:	Phone & Person:
Address:	
Notes:	

- Do I know the location of our bankbooks and check registers for all bank accounts (checking, savings, etc.)?**

Bankbook:	Location:
Bankbook:	Location:
Bankbook:	Location:

- If we have a safe deposit box, do I know where the key is?**

Box Location:	Key Location:
Box Location:	Key Location:

- Do I know the location of each of our credit cards? Do I have the contact information for each so I can notify them immediately of any loss?**

<b>Credit Card:</b>
Phone Number:
Minimum Monthly Payment:
Credit Limit:
Address:
Location of Card(s):
<b>Credit Card:</b>
Phone Number:
Minimum Monthly Payment:
Credit Limit:
Address:
Location of Card(s):
<b>Credit Card:</b>
Phone Number:
Minimum Monthly Payment:
Credit Limit:
Address:
Location of Card(s):
<b>Credit Card:</b>
Phone Number:
Minimum Monthly Payment:
Credit Limit:
Address:
Location of Card(s):

## ESSENTIAL INFORMATION

This checklist should be reviewed and updated periodically and always prior to an evacuation. It is very important for families to keep copies of important documents and other valuable information in a safe place. It is equally important that families jointly organize this file so that each family member knows how and where to find the documents when they are needed.

Your out-of-town point of contact should have most of this information. Please sit down with him/her and gather this information and these documents. The hour you spend going over this will save you time later. Keep the following documents in a special container that you can find immediately and take during an evacuation.

A system of "letter codes" may be used to identify the location of certain documents in order to simplify the process (e.g., A = Residence, B = Safe Deposit Box, C = Office, etc.). Designate letter codes below if so desired:

A = Home (specify location): \_\_\_\_\_

B = Office (specify location): \_\_\_\_\_

C = Safe Deposit Box (specify bank and branch): \_\_\_\_\_

## MEDICAL

- Are all the immunizations for each member of the family up-to-date?**

Name:	Last Checked:

- Do I know where all of these immunization records are maintained?**

Name:	Location of Records:

- Do I know where the medical and dental records are kept for each family member?**

Name:	Location of Records:

- Do I know how to get medical assistance if it is needed?**

<b>Routine Medical:</b>	Phone
Address:	
<b>Specialist:</b>	Phone
Address:	
<b>Dental:</b>	Phone
Address:	
<b>Veterinary:</b>	Phone
Address:	

- Do I know the names and dosages of all medications taken by my family members?**

Name:	Medication/Dose;	Prescribed by:	Pharmacy:	Phone:

## FINANCIAL

- Will I have money available to me on a continuing basis?
- Have we initiated arrangements for money to be sent to me/directly to the bank monthly?
- Will these arrangements provide me with enough money to buy the necessities needed to maintain a household? If not, do we have enough savings to relocate? Can we borrow money from relatives, the bank or credit cards to relocate?
- Do I have a copy of all current pay vouchers? Do I have a Power of Attorney to get these pay vouchers and know where to get them?
- Do I know the address, account numbers, point of contact, etc. for the bank(s) we use?**

Name/Branch:	Phone:
Address:	
Notes:	
Name/Branch:	Phone:
Address:	
Notes:	