

CREATE A FAMILY DISASTER PLAN

To get started...

Contact your local emergency management or 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 family 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 once 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 neighbor's 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 Community and Family Preparedness Program and the American Red Cross Community Disaster Education Program are nationwide efforts to help people prepare for disasters of all types. For more information, please contact your local emergency management office and American Red Cross chapter. This brochure and other preparedness materials are available by calling FEMA at 1-800-480-2520, or writing: FEMA, P.O. Box 2012, Jessup, MD 20794-2012. Publications are also available on the World Wide Web at:

FEMA's Web site: <http://www.fema.gov>

American Red Cross Web site: <http://www.redcross.org>

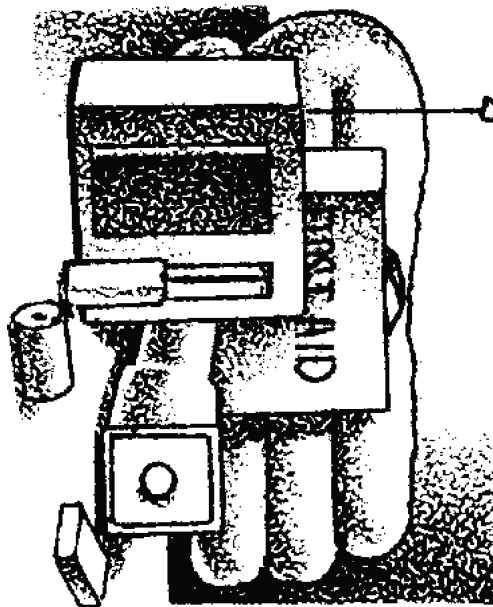
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FEMA L- 189
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EARTHQUAKE • TORNADO • WINTER STORM • FIRE

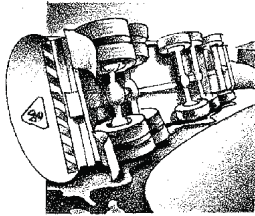


YOUR
Family Disaster Kit

HURRICANE • FLASH FLOOD • HAZARDOUS MATERIALS SPILLS

Your Family Disaster Supplies Kit

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

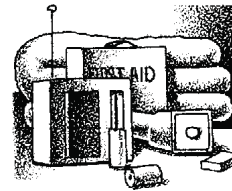


A highway spill of hazardous material could mean instant evacuation.

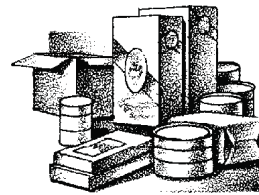


A winter storm could confine your family at home. An earthquake, flood, tornado or any other disaster could cut off basic services—gas, water, electricity and telephones—for days.

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 (*).

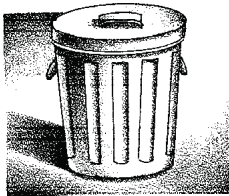
SUPPLIES



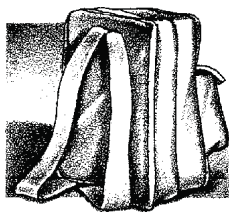
here are six basics you should stock in your home: *water,*

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,



camping backpack,



or a duffle 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 only 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"/> Battery operated radio and extra batteries* | <input type="checkbox"/> Medicine dropper |
| <input type="checkbox"/> Flashlight and extra batteries* | <input type="checkbox"/> Shut-off wrench, to turn off household gas and water |
| <input type="checkbox"/> Cash or traveler's checks, change* | <input type="checkbox"/> Whistle |
| <input type="checkbox"/> Non-electric can opener, utility knife* | <input type="checkbox"/> Plastic sheeting |
| <input type="checkbox"/> Fire extinguisher: small canister, ABC type | <input type="checkbox"/> Map of the area (for locating shelters) |
| <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

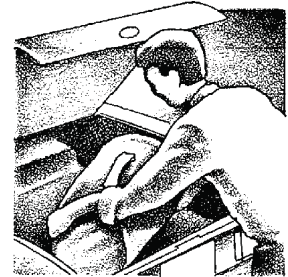
- Entertainment** - games and books

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.**



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.



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ARC 4466

EARTHQUAKE • TORNADO • WINTER STORM • FIRE



Your
Family Disaster Plan

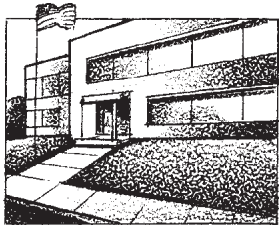
HURRICANE • FLASH FLOOD • HAZARDOUS MATERIALS SPILLS

Your Family Disaster Plan

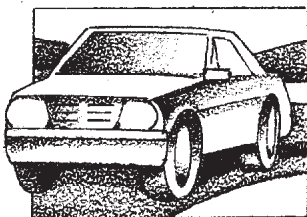
Where will your family be when disaster strikes? They could be anywhere –



at work



at school



or in the car.

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

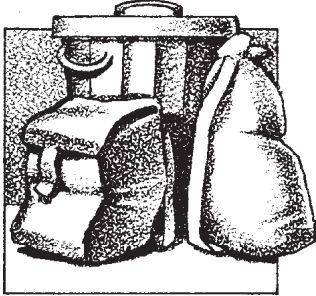
Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services—water, gas, electricity or telephones—were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot 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 _____
Address _____	
Family Contact _____	
Phone () _____	Phone () _____
day	evening

3

Complete This Checklist

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
- Install smoke detectors on each level of your home, especially near bedrooms.
- Teach children how and when to call 911 or your local Emergency Medical Services number for emergency help.
- Conduct a home hazard hunt.
- Show each family member how and when to turn off the water, gas and electricity at the main switches.
- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Check if you have adequate insurance coverage.
- Take a Red Cross first aid and CPR class.
- Teach each family member how to use the fire extinguisher (ABC type), and show them where it's kept.
- 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.
 - Test your smoke detectors monthly and change the batteries at least once a year.
 - Conduct fire and emergency evacuation drills.
- | | | | |
|--|------------|-------------------------------|-------------------------------|
| Year | Drill Date | 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"/> |
| <input type="checkbox"/> Replace stored water every six months and stored food every year. | | May <input type="checkbox"/> | Nov. <input type="checkbox"/> |
| | | June <input type="checkbox"/> | Dec. <input type="checkbox"/> |
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Change batteries in _____ (month) each year.

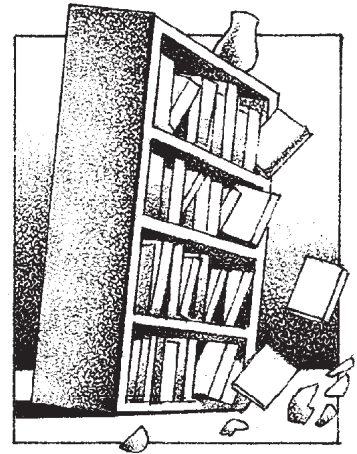
NEIGHBORS HELPING NEIGHBORS

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.

WHEN DISASTER STRIKES KNOW YOUR

OUT OF AREA PHONE CONTACT



Talk with your family before the disaster and discuss why you need to prepare and what types of disasters could keep you apart. Emergency services will be overwhelmed following a disaster. Be prepared to take care of yourself and those around you for at least 3 days. For more information, contact: Seattle Office of Emergency Management at 206-233-5076.

Your Name _____

Your Address _____

home phone: (_____) _____

work phone: (_____) _____

Out of Area Family Contact: _____

(_____) _____ (name) (day)

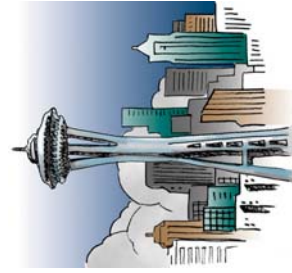
(_____) _____ (eve)

E-Mail _____

After a disaster, the long distance lines are more reliable than local lines. Ask a friend or relative who lives out of Washington State to be your "family contact". After a disaster, your family contact becomes a relay point to share information with all household members. Your plan depends on everyone knowing your contact's phone number.

Seattle Neighborhood Preparedness Program

Getting Ready, Getting Connected, Getting Strong



The Seattle Area could experience a major disaster at any time. While it is difficult to predict when disasters will happen, the consequences of disasters are very predictable and therefore, the efforts you make to prepare yourself, your family, your workplace and your neighborhood will go a long way in improving both the response and the recovery of our community.

Earthquakes are the largest and most complex disaster we will have to face. If you and your neighbors are prepared for and ready to respond to an earthquake, you're ready for the consequences of other events such as severe weather and even terrorism.

The City of Seattle has a comprehensive Disaster Readiness and Response plan. This plan allows the City to coordinate resources to assist the needs of the community as quickly and efficiently as possible. However, the nature of disaster itself means there will not be enough resources to reach everyone who needs help.

That's why it's so important to be able to take care of yourself for a minimum of three days. It may take three days or more to open a shelter in your area, or to restore City services such as electricity, natural gas or water.

Disaster preparedness is a partnership between the City of Seattle and its citizens. Preparing in advance and organizing to take care of each other will help the City utilize its resources to help the most people as soon as possible.

Benefits of organizing your neighborhood:

- You and your family become personally prepared.
- Creates an opportunity to get to know your neighbors.
- Increases efficiency of responding to the immediate needs of neighbors following a disaster.
- Gives you peace of mind knowing that you are able to take care of yourselves.
- It's Fun!

Personal Preparedness Check List:

Be prepared to be on your own for a minimum of three days in these three ways!

- Put together a disaster supplies kit
- Have a family disaster plan
- Get organized to help yourself and others. For more information on how to get prepared for disasters:



www.seattle.gov/emergency
206-233-7123

Seattle Office of Emergency Management
2320 4th Ave
Seattle, WA 98121-1718



Seattle Neighborhoods Actively Prepare

“Working together to be the best prepared city in the Nation.”

Mayor Greg Nickels

Getting Prepared is a SNAP.
Telephone: (206) 233-7123

SNAP #1 Getting Connected

Invite your neighbors to get prepared with you!



It doesn't really matter how many households are in your neighborhood group; however, the ideal number seems to be 10 to 20 households. If you already have a Neighborhood Block Watch program, that's a good start.

Once you have identified the neighbors who want to be included in the preparedness efforts, create a list of names, addresses, phone numbers and emails. Choose a neighborhood leader and someone who will be the point of contact with the Seattle Office of Emergency Management (OEM).

These two contacts will be on an e-mail distribution list for receiving newsletters and other program information from the Seattle OEM to share with the rest of the neighbors in your group. E-mail your neighborhood information and your two neighborhood contacts to snap@seattle.gov.

SNAP #2 Getting Organized

Now that you've identified your neighborhood, it's time to get organized. This is actually the most beneficial part of the program because it helps the neighborhood build relationships and a sense of "team". There are a few tasks that need to be accomplished in this step:

Task 1: Create a map of your neighborhood and identify the houses that are part of the program. On your map:

- Identify the houses that have natural gas and where the shut-offs are located. Also locate the shut-offs for the water to the house (at the house, not at the street) and the electrical panel.



- Identify a house or location in the neighborhood where everyone will meet after they have taken care of themselves, their family and their house.
- Identify a house or location where first aid will be given.

SNAP #3 Getting Confident

Now comes the fun part and the most important part of the Neighborhood Preparedness Program. If you never practice your plan, the chance of it working on the day of the disaster is limited. Practicing will insure that people will know their roles and responsibilities, that the mapping of your neighborhood is accurate and that you have the safety equipment needed to accomplish the tasks. When you are ready to practice your plan, contact the Seattle OEM office at snap@seattle.gov or 206-233-7123 and request a neighborhood drill kit. The kit will include directions for how to administer the drill in your neighborhood, the scenario and objectives for the drill and directions for evaluating the drill. Once you have received the drill kit, look over the objectives and have a pre-drill meeting to discuss the objectives and finalize any steps that need to be taken in order to have a successful drill. Then the neighborhood decides on the date and time of the drill and maybe even a celebration party after the event is done! The drills are designed to take no more than one hour to complete. Afterwards, it's important to make time to talk about the drill, the lessons learned and make any changes to the plan if needed.

- Identify a "shelter house" where neighbors who need special attention and shelter will be taken.

Task 2: Complete a neighborhood survey, identifying those in your neighborhood who might need additional assistance. This might be people with limited mobility, sight or hearing impaired, children, etc. These are the neighbors who will be taken to the "shelter house" during the immediate response. Also identify any pets that are in the neighborhood that may need care if the disaster happens when the homeowners are not at home.

Task 3: Create a plan to respond to the disaster. The response plan is based on the types of consequences or problems you anticipate will be happening in your neighborhood. The jobs will be broken into two basic categories:

Response Team Tasks: These are tasks that require teams of at least two to accomplish. This includes Utility Control, Search and Rescue and Damage Assessment.

Care Team Tasks: These are tasks that involve taking care of people. This includes First Aid, Shelter and Care, and Communications.

How you organize is up to your neighborhood. Some neighborhood groups are large enough to have a team for each of the tasks listed above. Smaller neighborhoods combine tasks together so they can be accomplished with less people. Others have two groups and a leader for each. The choice is yours. There are checklists for each of the tasks on the Seattle OEM website to help you better understand each of the tasks and identify any safety equipment necessary for the tasks.

