

1.

Understand What Could Happen

Look Around Where You Live

Emergencies such as terrorism, fire, hazardous materials spills, power outages or those caused by natural disasters such as tornadoes and hurricanes can happen anywhere to anyone. Disasters such as hurricanes and flash floods can affect most regions of the state. Look around where you live. Are you near an interstate that could have a hazardous materials spill? Are you in a flood zone? Ask yourself what emergencies or disasters could occur in your area.

Find Out About Community Disaster Plans

Find out about the disaster plans at your place of employment, your children's school or daycare center, your community and other places where you or your family spend time.

Telephone Contacts

1 Child's School	1 Friend/Neighbor
Phone Number	Phone Number
2 Child's School	2 Friend/Neighbor
Phone Number	Phone Number
3 Child's School	3 Friend/Neighbor
Phone Number	Phone Number



Company Name	Coverage
Policy Number	Date Issued
Expiration Date	Agent Name/Phone
Company Name	Coverage
Policy Number	Date Issued
Expiration Date	Agent Name/Phone

2.

Create an Emergency/Disaster Plan Rally Points/Contacts

Meet with Your Family

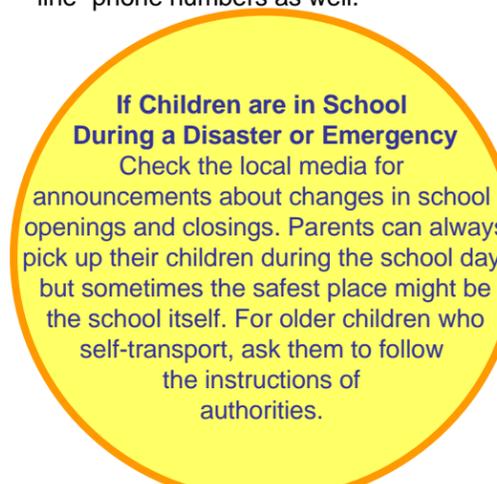
Discuss the types of disasters and emergencies that are most likely to happen and what to do in each case. Explain the dangers to children and plan to share the responsibilities working as a team. If you have in-home child care, include the caregiver in your plan. *Prepare your family for the possibility that you, as an employee of a company, may be required to assist various agencies during the emergency.*

Determine Where to Meet

1. A place right outside your home in case of a sudden emergency, like a fire.
2. A location outside your neighborhood in case you can't return home. Make wallet cards, so everyone will know the address and phone number of the place where you are to meet. For older children, select a "safe house" in areas they frequent – until it is safe to meet.

Have an "Out-of-Town" Contact

Ask an out-of-town friend or relative to be your 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 the contact's phone number, and cell phone number if they have one. Note: If telephones are not working, try e-mail. Sometimes e-mail gets through when calls cannot. Be aware that cell phones are often overloaded during and immediately after an emergency, so it is important to know "land line" phone numbers as well.



1 Hometown	1 Out-of-Town
Phone Number	Phone Number
2 Hometown	2 Out-of-Town
Phone Number	Phone Number
3 Hometown	3 Out-of-Town
Phone Number	Phone Number





The Preparedness Checklist: What You Need to Know

Emergency Numbers - Post emergency numbers by all your phones. Teach your children how & when to call these numbers. Include emergency numbers for water & sewer, electricity, and the National Poison Control Center, 1-800-222-1222.

Utilities - Know how and when to turn off water and electricity at the main switches or valves and share this information with each family member. Keep any tools you will need near 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 Electrical Power is Lost - Check if neighbors have power. If they are also without service, call your local power company.

Use a flashlight or battery-operated lantern. Do not use candles for emergency lighting. Candles and kerosene lanterns are fire hazards.

Turn off all major appliances. They could overload electric lines when power is restored, causing a second outage.

Keep refrigerator and freezer doors closed as much as possible. Food can be kept cold for a day or two if the doors are kept closed.

Use portable generators cautiously. Make sure they are outside in a well-ventilated area. Refuel a generator only after it has cooled.

In advance, provide your power company with a list of all life-support equipment required by family members.

Develop a contingency plan that includes an alternate power source for the equipment or relocating the person.

Fire Extinguisher - Be sure everyone knows how to use your fire extinguishers where they are kept.

Smoke Alarms - Install smoke alarms on each level of home, especially near the bedrooms. Follow local codes & manufacturer's installation instructions. *Test monthly.*

First Aid/CPR - Take a first aid and CPR class as a family.

Escape Routes and Safe Spots

Determine the best escape routes out of your home. Find two ways out of each room. Also, find the safe spots in your home for each type of disaster. (For example, if a tornado approaches, the lowest floor of your home and an interior room or closet with no windows is your best safe spot.)

Inventory Home Possessions

Make a visual or written record of your possessions to help you claim losses in the event of damage. Include photographs of cars, boats and recreational vehicles. Get professional appraisals of jewelry, collectibles, artwork or other items that may be difficult to evaluate. Also, photograph the exterior of your home. Include the landscaping that may not be insurable, but does increase the value of your property for tax purposes. Make copies of receipts and canceled checks for valuable items.

EMERGENCY Telephone Contacts

1 Doctor	1 Ambulance
	Police
	Fire
Phone Number	Phone Number
	911
2 Dentist	2 Parent/Work
Phone Number	Phone Number
3 Pharmacy	3 Parent/Cell
Phone Number	Phone Number



Maintain Your Plan

Quiz

Review your plan every six months and quiz your family about what to do.

Drill

Conduct fire and emergency evacuation drills on a regular basis.

Restock

Replace stored water and food every six months.

Test

Read the indicator on your fire extinguisher(s) and have it/them recharged by a professional according to manufacturer's instructions. Also, test your smoke alarms monthly and change the batteries at least once a year.

Stock Emergency Supplies and Assemble a Disaster Supplies Kit

Keep enough supplies in your home to meet your needs and those of each family member for three to five 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, duffel bags or covered trash containers.

INCLUDE:

Three to five-day supply of water (one gallon per person per day) and food that won't spoil. Include a manual can opener.

One change of clothing & footwear; one blanket or sleeping bag per person.

A first aid kit that includes your family's prescriptions and medications. Include contacts or an extra pair of glasses.

Emergency tools including a battery-powered radio, flashlights and plenty of extra batteries.

An extra set of car keys and a credit card, cash (small denominations) or traveler's checks.

Sanitation supplies including toilet paper, soap, plastic garbage bags and disinfectant.

Special items for infant, elderly or disabled family members.

Important family documents in a waterproof container. Keep the originals of all important financial and family documents in a safe place. You will need accessible records for tax and insurance purposes.

Know What to Do in an Evacuation

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.

Listen to your battery-powered radio or car radio and use travel routes specified by local authorities – don't use shortcuts because certain areas may be impassable or dangerous.

If you do not own a vehicle or drive, learn in advance what your community's arrangements are for those without private transportation.



Know What to Do if Informed to "Shelter-in-Place"

Local officials may ask residents to shelter-in-place during a chemical or hazardous materials emergency. This means you must remain in your home or office and protect yourself there.

1. Lock all windows and exterior doors and close vents. Turn off all fans and heating and air conditioning systems.
2. Get your disaster supplies kit and make sure the battery-powered radio is working.
3. Go to an interior room without windows that is above ground level.
4. Using duct tape, seal all cracks around the door and any vents into the room. Include spaces around pipes.
5. Listen to the radio or television until you are told all is safe or you are told to evacuate.