

PERSONAL – FAMILY – COMPANY DISASTER PREPARATION

WHAT SUPPLIES HAVE YOU ACQUIRED?, WHAT TRAINING HAVE YOU DONE?, WHAT POLICIES AND PROCEDURES HAVE YOU PUT IN PLACE TO ENSURE THE SURVIVAL OF YOUR SIGNIFICANT OTHERS, AND COWORKERS?

In the first one to two weeks of a Disaster, you, your family, and your Public Agency or Business are on your own. Emergency services could be stretched to breaking or out of commission completely, roadways gone, bridges and overpasses collapsed, power out, stores closed, etc. I want you to train yourself, your loved ones, and coworkers to reach a 2 week target plateau of survival. People in Des Moines, Iowa during the floods of 1993 had to go without their regular water service, along with other regular services such as electricity and gas for over 45 days. Can you hold together for this time?

During Hurricane Andrew in 1992, all the way through the terrible 2005 hurricane season in Florida, New Orleans, Gulf Coast and lastly Storm Sandy in 2012, thousands of people had their homes damaged in these storms and had to be relieved from work to take care of their loved ones. Cops, Fire Fighters, Emergency Medical personnel, and other people at public agency and private business critical jobs had to stay at work for many days. They actually had to leave their families right after the hurricane and go to work. They were constantly worried about their own homes and were their relatives prepared for the long power outages, and the lack of basic food, shelter and supplies.

A major disaster may be the major event of your working career, and you're going to want to participate. You're going to feel terribly torn if you have to leave all of the people in your family who see you as the "problem solver" when they need you the most, and go off to save strangers. California is a major disaster state. What if the Elysian Park fault kicks off in Los Angeles? As a critical employee during a disaster, you could actually be part of the mutual aid effort to help out another jurisdiction in your state and you could be gone for weeks to help out.

What about those you've left behind? Without you around they're going to feel lost, and if a major crisis strikes while you're gone on a mutual aid event, the equipment, training, policies and procedures you've left behind with them will pull them through. There is no telling when a disaster such as an earthquake will strike, so the time to get everybody ready is right now.

Remember, everything that we discuss in this paper needs to be put into effect by everyone in your family from your 13 year-old schoolchild to your 84 year-old mother-in-law. Disasters have a way of hitting when you least expect them, so everyone has to know the plan. Start right now trying to get solutions for some of the questions we're going to discuss in this manual, for example:

Loved ones separated in a Disaster are constantly thinking of their own families, of their safety and what happened to them during the incident. If all the phones are out, where is your family's message center to get back in touch and where is the rally point out of the area that they all know how to get to?

In a Disaster, panic buying of water, food stuffs and batteries will be the norm; along with long lines at places where basic supplies are dispersed. Do you want your family or coworkers in this mess?

How long can your Public Agency or Private Business operate before it needs re-supply of basic items it needs to operate along with gasoline, batteries, diesel fuel for generators, flares, etc.? If your building or facility is unusable, destroyed, or condemned, where is your fallback location to resume work?

Do you have all of your personal and business files backed up properly on a weekly basis and dispersed to at least two other locations; so that if you were given a new computer, you could get back into business immediately? Don't take anybody's word for this backup process at your business or public agency. Physically have somebody show you exactly where both sets of backups are kept and how to put them into play if you need them. If you're not satisfied please conduct your own backup arrangements. The livelihood of your job, agency or private business depends on this and it is too important not to properly verify.

Studies have shown, the more poorly prepared people are - the more psychologically damaged they can be after a disaster. Even with just a little preparation, you can save a lot of heartache and grief.

Have a plan. In this process of preparation, we will look at some of the answers for the questions we've asked and study the problems of the three main places you can be found during a Disaster: your Home, Car and Workplace.

PERSONAL AND FAMILY DISASTER PREPARATION **GENERAL INFORMATION**

WATER

The most significant item you can have stored at your house or workplace for the support of your family and coworkers is a water supply. In an earthquake or a flood event the water supply could be severely disrupted for a long period of time. In Des Moines IA, almost a quarter of a million people had no water for 45 days during a flood event that shut down their city's water treatment plant.

Typically, clean water storage would mean at least one and possibly two 55 gallon drums of clean water. A person should have two gallons of water per day for drinking and cooking purposes only. A 55 gallon drum will take care of these needs for a family of four for a full week. You also need to have one or two 5 gallon cans to take with you if you have been told to evacuate your home.

There are a number of companies readily available where you can buy these containers and several of them are listed at the end of this paper. Don't forget that when you buy a 55 gallon drum, you need to buy a small siphon pump in order to get the water out of the drum when you need it.



I have my drum in my garage next to my workbench. I just put a piece of plywood over the top of it and it stays out of the way and you never know that it's there.

You can also buy several good commercially available products to add to the water to ensure the purity of your water over a long period of time. In an emergency you can put 1 liquid ounce of regular chlorine bleach into a 55 gallon drum to kill any bacteria and keep the water safe. Do not add any kind of bleach with additives like "April Fresh Smell of Flowers". They can contain some very harmful chemicals; just use regular chlorine bleach in an emergency.

I have developed a specific time of the year when I go through all of my emergency supplies and conduct refresher training for all of my significant others. I use the time when we turn the clocks back and forward each year. This reminds me that I have to go through all of my supplies and retrain my family on our policies and procedures

This is also the time when I refill my water supplies. I take out all of my containers and just dump the water into the flowers and refill them from the garden hose. If they are tightly capped, water will stay fine for this roughly 6-month period and you won't have to add any chemical bacteria killers to keep the water safe. Remember, if you have any question about the safety of your water, boiling it for two to five minutes will pretty much kill any bacteria.

You can also take water out of your water heater and the pipes that service your house to obtain a second full week of survival.

In order to do this though, you need to shut off the outside water supply by turning off your water main as it enters your home. You need to do this because as you open any valve in your house to obtain water you might be potentially allow contaminated water from the city or county main to come inside your house or building system. In order to prevent this and guarantee that the water in your pipes and water heater is clean, you need to turn off your outside water main. This is also a critical thing to know in case you have a burst pipe in your house and need to shut off the water system immediately to lessen damage.

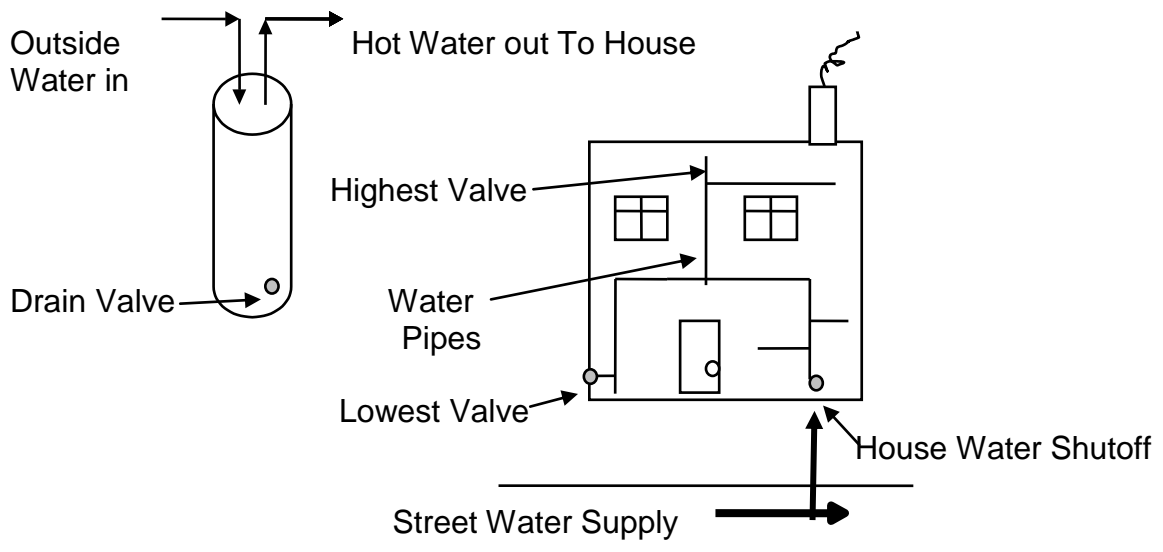
Your outside water shutoff valve is usually located in the front of your house. You'll see a pipe coming up out of the ground with a circular turnoff valve in it. It might have a garden hose fixture also attached to it as in the picture below.



HOUSEHOLD MAIN WATER
SHUT OFF VALVE

One of the big problems associated with turning off your water is that most people haven't done it in a very long period of time. Consequently, the valve is usually rusted very tight or completely shut. You might have to lubricate it very liberally with oil or WD-40 in order to make it turn freely. Remember that all these systems we're discussing have to be able to be put into effect by the youngest or oldest members of your household.

When you have identified the proper valve and fixed it so that it turns freely, you can now turn it closed so that all of the water sealed inside your house is clean freshwater. Remember that as you are looking directly at any valve, turning it to the right will close it and to the left will open it. "Righty Tightly, Lefty Loosey"



Once you have turned off the outside street water supply, and prevented it from entering into your house, you now have secured freshwater in both your water heater and in the pipes throughout your house.

At the bottom of your water heater is the drain valve. It might have an ordinary garden hose fixture or a pipe with threads on it. By opening this fixture you'll be able to drain fifty gallons of clean, fresh water for your family. Be very careful when you do this. Water inside your water heater can come out as high as 140 degrees Fahrenheit. You will need to hold a large bowl or bucket underneath the drain valve so that you don't get burned.

Make sure that you turn off the heating mechanism for this water heater if you decide to take water out of it. As you remove water the machine will keep trying to heat itself up, and you can actually start a fire. So make sure that you turn off the gas or electric heating elements on the water heater before you try this.

You can also get a quantity of freshwater out of the pipes themselves that run throughout your house. Go to the highest water valve in your house, usually a shower fixture, and turn it full open. With the outside water supply shut off at your main there will be a little bit of water pressure still in the system, but the water coming out of the showerhead will soon stop completely. You have now permitted air to get into the pipes in your house, and have created a gravity fed water system.

Now go to the lowest valves in your house, usually the outside garden hose fixtures, and open them up while holding a bucket beneath them. You can drain another 5 to 25 gallons of clean freshwater out of the pipes in your house.

FOOD SUPPLIES

The number one rule is don't panic. You do not have to run out right away after a disaster and begin standing in huge lines at supermarkets in order to buy supplies. You don't want your family or any of your significant others trapped in these lines that are going to be primarily people that are totally clueless, unprepared and overly emotional who are conducting "panic buying". The average household has more than sufficient food to last for several weeks. Take stock of what you have now and think about how you plan to live on what you have in your home as if a major event happened right now. Make up a two-week menu of what you have on hand right now and throw it into your disaster kit.

First, start with all of the things in the refrigerator. These are the most perishable and should be consumed first. After you have emptied out the refrigerator start on the frozen foods, remembering to keep the freezer door as tightly closed as possible in order to preserve the foods inside for the longest period of time.

Lastly, start in on all of the canned goods. Don't forget to examine each can before you open it. If the can is swollen or the lid is distended in any way, don't eat it. When you do begin to eat any food, if it looks bad don't eat it and if it smells bad don't eat it. Common sense will get you through this very easily, and I guarantee you that by the time you get to the very last can of Spaghetti O's in the back of your pantry, the disaster will be over.

You also need an emergency method to heat food and liquids. A gas barbecue is excellent; but, a small portable cooking stove for camping will do nicely and you can take it with you if you have to evacuate the area.

PANIC BUYING OF SUPPLIES

This is a very serious problem. The largest percentage of the population is unprepared for any kind of a significant emergency or disaster event. As was recently demonstrated in the hurricanes of 2004 / 2005 / 2012, people are not prepared and everyone runs to the stores and wipes out everything off of the shelves as fast as they can. The average city in America has only a three-day food supply, so this can be a real problem and create massive panic in the population.

The time to prepare for this kind of problem is right now. You don't want to be standing in long lines to take whatever is left at a supermarket or hardware store. Start now while there's no disaster. With a little bit of preparation you can begin buying batteries, matches, flashlights, candles etc., and be ready when the event comes. Take the lists at the end of this hand out, and put them on your refrigerator. On your next list for the hardware store or supermarket just take one or two items off of the disaster list, and accumulate these things as a slow methodical project right now.

Get a storage box and keep it in a specific location in your house that's known to every family member. Take all these supplies and put them in the box so you are not searching for these things during a disaster.

There is a lot of available literature that says if you don't start getting prepared within 24 hours after reading this article, you will never actually start. You will fall back into your old ways and when the disaster hits you're going to be significantly impacted physically and psychologically. Make a promise to yourself, your family and coworkers to start training and working on this right now.

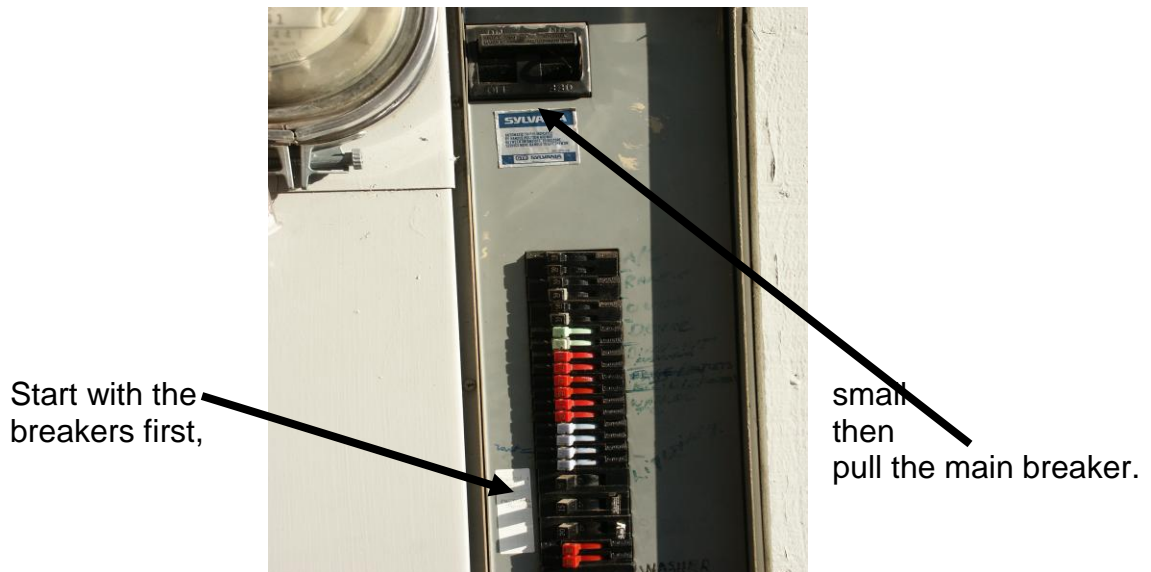
UTILITIES

Everyone within your family needs to know how to shut off all of the primary utilities into your house both for their own immediate safety and for minimizing damage.

ELECTRICITY: If after a disaster, such as an earthquake, you realize that walls within your house have been damaged or moved, you need to consider shutting off the power for your home. The tip-off for this problem is if you see cracks in your walls and sheet rock or the corners of rooms are pulled apart. Wires within the walls could also be pulled apart and the installation could be pulled apart starting a short-circuit. This could also lead to the wires slowly heating up to a point where they could start a serious fire.

Take everyone in your home or office to the location of your circuit breaker box and show them the proper way to cut off power. Always start with the smaller circuit breakers at the bottom of the box and begin turning them off, working your way to the top of the box.

After you've turned off all the breakers it's now OK to shut off the main breaker or pull out the fuse links at the top of the box. Don't try going directly to the box and shutting off the main breaker. If there is a significant amount of power going into your house or office you can actually create a spark by doing this and it could burn you. The basic principle is just like slowly turning off a water faucet -- turn off the smaller breakers first, and then pull the main breaker

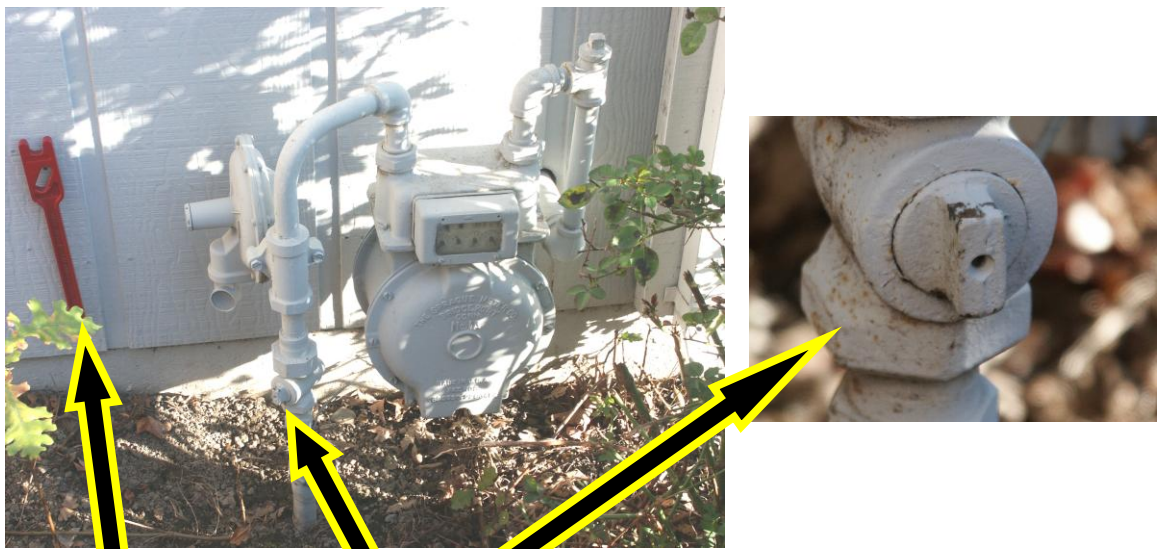


GAS: It is very important to understand that simply just because an earthquake has occurred you do not need to run outside and shut off your gas. Natural gas has a very distinct rotten egg sulfur odor and if you start to smell this odor or you believe a gas leak has occurred, only then should you start to turn off your gas. After an earthquake gas lines could be pulled apart especially from the gas water heater and everyone in your family needs to know how to shut off the gas.

First you're going to need a gas wrench or some form of adjustable wrench. You can buy a gas wrench at any home supply store or at some of the suppliers I've listed in the back of this document. You don't want to be searching for your wrench during the middle of an emergency if there's a gas leak in your house, so I recommend that you immediately take the wrench outside and literally nail it to the side of your house next to your gas meter. That way during a crisis no one has to go searching for the wrench in the dark and it is directly next to the critical gas control box that you need to close down.

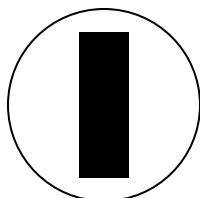
There is a gas pipe coming directly up out of the ground and into your gas meter box. On this specific piece of pipe there is a metal rectangle that is the on/off valve for your gas supply coming out of the ground.

Take your gas wrench and fit it directly over this metal rectangle. The rectangle will be in a straight vertical position and you want to turn this rectangle one quarter of a turn to the left so that it is in a horizontal position. This will turn off your gas completely. Do not turn your gas back on by yourself. Because of the pressure involved and the numerous pilot lights that might have to be relit, only professional staff from your gas company should turn your gas back on.

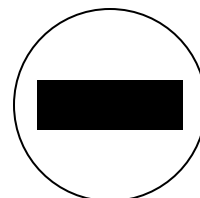


Gas Wrench

Gas On / Off Valve



GAS ON



¼ Turn to the Left – GAS OFF

WATER: As we already discussed, the key to preserving uncontaminated water within your house is to shut off the outside water valve that allows water from the city/county water system into your home.

It is also very important to know how to shut off the water for your house in the event of burst pipes created by an earthquake. Most water pipes now run through the ceilings of the average house's first floor, and a break in one of these pipes can create significant serious damage in a very short amount of time.

The water shutoff valve is usually located in the front of your house facing the street where the main water pipes run. Again, you'll find a pipe coming straight out of the ground and there will be a circular valve handle attached to the top or side of it. Make sure that you lubricate this valve thoroughly so that it will be easy to turn by anybody in your family. Because this valve is outside and exposed to all of the exterior weather conditions it usually is rusted and very hard to turn. Everyone in your house needs to know the location of this valve and exactly how to turn it in order to shut off the water flow.

TELEPHONES

In case of a Disaster such as an earthquake, home and business phones get knocked off the hook. Phone companies can only handle about 10% of the call request for service volume at any one time. When call volume exceeds this number, in order to save the electronics from burning up, the system will begin to automatically shut itself off and can remain off for a significant period of time.

If separated from family members each family member should have a phone number where they could call and get a message from another family member. This "message drop" should be an *out of state phone number*, because most in-state phone lines will be jammed or out of service. Out-of-state communications have a much higher survivability rate because they are done through satellites and fiber optic cable.

Carry enough coins to make the call at a payphone, call collect, or know how to make an unassisted credit card call. Make sure that children and other family members have enough money and know these procedures along with an out of state number to call. A simple 3"x5" card that has been laminated with this information, can buy huge piece of mind when placed into the backpack of a school age child.

This principle of an out-of-state phone number is also true for cell phone service. After an emergency, the volume of calls will be so high that most cell phone systems will not be able to operate. Also, there can be significant damage to the infrastructure of the towers that make cell phones function, so there is no guarantee that you can either make or receive a call depending on where you are physically standing. The out-of-state phone contact is definitely the way for your family and Company personnel to stay in touch.

MALLS AND STORES

Look around and know all of the exits for the stores you frequent- like supermarkets, theatres, malls and restaurants. In a Disaster such as a fire, gunman, flood or earthquake, the valuable seconds you save can make a big difference.

If for example you're walking in a mall, stay close to the stores, not out in the middle of the mall. This will help you to avoid overhead walkways and anything that could fall on you during an earthquake. If an earthquake was to hit, you would be able to hear it first. It would sound like a large truck or train rumbling by outside.

If it struck while you were walking in a mall run into the nearest store away from the storefront and Duck, Cover and Hold. Stay clear of glass and flying objects. Remember the primary danger is from falling objects, so after the main shock, look around and check your status and then evacuate with caution out of the building into an open area. Always be mindful of any kind of potential falling objects, such as trees or power lines when you're outside.

In any disaster, follow store evacuation plans and get out into the open when possible. Don't remain directly next to a place where there's an emergency event. The fire department and police personnel are going to need that space, so move at least 100 yards away from a building or area where there is an emergency. This will keep you safely out of harm's way and allow the emergency personnel room to operate and bring in their equipment.

IN A VEHICLE

During a Disaster, pull over to the side of the road and don't get out of your vehicle. In an earthquake cars can begin bouncing around, and if up you are caught between two cars you can be crushed. Look around and begin to evaluate your situation. Turn on your radio and listen for instructions. Don't park on bridges or under over crossings, aftershocks can bring them down.

Stay where you are and evaluate the situation before driving anywhere. Remember, in a flood, water only 6 inches deep can move a car. Seriously think about staying with your car, it makes a terrific shelter. However, after assessing your situation, don't be afraid to get out and move to high ground or an open area if you have to. Emergency vehicles will need the roads and if you have properly prepared your family, everything will be okay.

Keep an emergency kit with a backpack in your vehicle. Several of the suppliers in the back of this document have survival backpack kits exactly for this purpose. If you have to take your emergency kit and leave your vehicle, leave a note on the dashboard with information on who you are and where you are going.

AT YOUR OFFICE

For you and your significant others – Keep a second backpack with an office disaster kit at your work place. Know all your exits: Primary-Secondary and Refuge/Retreat. The rule of thumb is: are you prepared to walk home if you have to? If not because the distance is so great, you have to have sufficient supplies to camp in your office for a few days.

Is there an office Disaster team? Learn how you can help out in a fire, what to do if a serious injury happens at work, and talk to your co-workers about everyone's actions in a disaster or major event. Go through all the basic actions for flood, earthquake, hurricane, gunman, etc. The more prepared you are, the less panic you're going to have and the better off everyone is going to be.

SCHOOL CHILDREN

Re-enforce in your children that you will be back to get them as soon as possible, but that it might take a significant amount of time. Children should follow their school's procedure of what to do in case of a disaster. As an example: if an earthquake occurs, the students should follow the school plan, usually Duck-Cover-and Hold. If out on the playground, stay away from buildings and stay in an open area. All children should stay together until told what to do by their teachers.

Schools have widely varying levels of preparedness. Go to your child's school and find out what is their plan in the event of Flooding, Earthquake, Gunman on Campus, Hazmat spill, etc. Be a militant parent, and help get them prepared if they are clueless.

Ask the question: "Are you prepared to hold onto my child for two to three days?"

Roadways and other infrastructure can be significantly damaged making it so that you cannot get to your child for a long period of time. You can gauge their level of preparedness by their response to this question. Some schools are well prepared to care for your children for an extended period of time, others have done absolutely nothing and are going to be more of a hazard than a help. There is no need to rush right away to a school just because a disaster has occurred; this could actually do more harm than good. Ask what is your schools' plan to care for your children and actually reunite the students with the parents?

Each child should be carrying a card with their emergency phone numbers listed on it, especially the out-of-state message contact number, so that they can call and leave a message as to their status. Every couple of months you should be going over your family's reunification plan in the event the disaster strikes while you're all at work or in school. This includes having a designated family rally point outside of the disaster area, such as a family friend or relative's house.

BANKING

In case of a disaster such as an earthquake, the electric banking computers (ATM's) can stop working. Depending on the disaster, some estimates of downtime go up to several weeks or more.

Keep some money on hand, as cash only will be accepted. Banks will set up emergency banking, where you can show up with your checkbook and they will conduct manual banking operations to give you cash. This can take a significant amount of time to accomplish, so it is always better to have some form of cash on hand in case you need to rapidly buy something like gasoline or batteries. Pretty much things will be "cash and carry", so be prepared now.

PETS

People will sometimes make disaster preparations and will overlook planning efforts for their pets. In a panic / disaster event, pets can get forgotten or left behind accidentally and can become a huge issue in a family. Once the event passes, people will come back to a neighborhood to find pets and actually will try to penetrate law enforcement perimeters to try and find a family pet.

The issues surrounding pets have become very serious. Again, start planning now for your pets and don't wait until the big event is upon you. Pretty much all of the Mass Care Shelters will set up some kind of area for pets and several will actually start a veterinary clinic to help people who evacuated with their pets.

Make sure you have several current pictures of your pet to aid in recovery if you get separated. You can give them to local animal recovery agencies and it will be a significant help in recovery of your lost pet.

Consider having your pet micro-chipped. All animal shelters have the micro-chip reading devices and will make every effort to locate the pet owners found in this manner. Make sure your pet has a collar with your cell phone number and address on it.

Put these items below in a separate box and make sure all the members of your family know where it is located.

ITEMS FOR YOUR PET

- Pet Carrier
- Extra Copies of current Vaccination Records (ie. Rabies)
- Extra Copies of all Prescription records and Medical needs
- Extra leashes and collars
- Food dishes or paper plates
- Food for at least 2 Weeks
- Plastic Bags for animal waste
- Towels and cleaning cloths
- Bedding or blankets

HOME SUPPLIES

There are six basics that you should stock in your home for any emergency:

Water // Food // First Aid Supplies // Tools And Emergency Supplies // Clothing And Bedding // Special Items.

Keep the items that you would most likely need during an evacuation in an easy to carry container. Possible containers would include: a large covered trash container, a duffel bag or several types of camping backpacks or large plastic containers.

Water –

Store water in plastic containers such as one-gallon plastic containers. A normally active person needs at least two gallons of water each day for cooking and drinking at a minimum. Hot environments and intense physical activity can double this amount. Additionally, children, ill people and nursing mothers will need more water also.

- ❑ Store two gallons of water per person per day. (Drinking and food preparation only) Measure one ounce of bleach per 55 gal. for purification.
- ❑ Purification Tablets
- ❑ Keep at least a one to two-week supply of water for each person in your household.

Food–

Store at least a 3-day supply of nonperishable food that you can ‘grab and go’ in an evacuation. Best are foods that require No refrigeration, preparation or cooking, and little or no water. If you must heat food, pack a can of Sterno or a small camping stove. Include the selection of the following foods in your Disaster Supplies Kit:

- ❑ Ready To Eat Canned Meats, Fruits And Vegetables
- ❑ Canned Juices, Milk, Soup
- ❑ Staples – Sugar, Salt, Pepper
- ❑ High-Energy Foods – Peanut Butter, Jelly, Crackers, Granola Bars, And Trail Mix
- ❑ Vitamins
- ❑ Foods For Infants, Elderly Persons Or Persons On Special Diets
- ❑ Comfort/Stress Foods – Cookies, Hard Candy, Sweetened Cereals, Lollipops, Instant Coffee, Teabags

First Aid Kit–

Assemble a first-aid kit for your home and one for each of your cars. A first-aid kit should include:

- ❑ Sterile Adhesive Bandages In Assorted Sizes
- ❑ 2-Inch Sterile Gauze Pads(6)
- ❑ For Inch Sterile Gauze Pads(6)
- ❑ Hypoallergenic Adhesive Tape
- ❑ Triangular Bandages (6)
 - 2-Inch Sterile Roller Bandages -3
 - 3-Inch Sterile Roller Bandages -3
- ❑ Scissors
- ❑ Tweezers
- ❑ Needle
- ❑ Moistened Towelettes
- ❑ Antiseptic
- ❑ Thermometer
- ❑ Tongue Blades (12)
- ❑ Tube Of Petroleum Jelly Or Other Lubricant
- ❑ Sterile Cotton Balls
- ❑ Sterile Nonstick Pads
- ❑ Eye Dropper
- ❑ Chemical Cold Pack or Ice Bag
- ❑ Blanket
- ❑ Sterile Eyewash
- ❑ Antiseptic Wipes
- ❑ Assorted Sizes Of Safety Pins
- ❑ Cleansing Agent/ Soap
- ❑ Latex Gloves (12 Pair)
- ❑ Sunscreen
- ❑ Butterfly Bandages
- ❑ Sterile Eye Patches
- ❑ Three Inch Elastic Bandages
- ❑ Eyecup Or Small Plastic Cup
- ❑ First-Aid Manual
- ❑ Calamine Lotion
- ❑ Cotton Swabs
- ❑ Paper Cups
- ❑ Nonprescription Drugs
- ❑ Aspirin Or Non-Aspirin Pain Reliever
- ❑ Anti-Diarrhea Medication
- ❑ Antacid
- ❑ Syrup Of Ipecac
- ❑ Laxative
- ❑ Activated Charcoal

Tools And Supplies–

- ❑ Paper Cups, Plates And Plastic Utensils
- ❑ Emergency Preparedness Manual
- ❑ Battery Operated Radio And Extra Batteries
- ❑ Flashlight And Extra Batteries
- ❑ Cash Or Travelers Checks
- ❑ Small Crowbar
- ❑ Non Electric Can Opener
- ❑ Utility Knife
- ❑ Fire Extinguisher – ABC Type
- ❑ Tube Tent
- ❑ Pliers
- ❑ Duct Tape
- ❑ Compass
- ❑ Matches / Lighter
- ❑ Aluminum Foil
- ❑ Plastic Storage Containers
- ❑ Signal Flair
- ❑ Paper And Pencils
- ❑ Mini Burner Or Camp Stove
- ❑ Utensils, Pots And Pans
- ❑ Staple Gun And Staples
- ❑ Rope – 100 Feet

- ❑ Safety Goggles
- ❑ Dust Masks
- ❑ Work Gloves
- ❑ Area Maps
- ❑ Plastic Sheeting
- ❑ Whistle
- ❑ Gas And Water Wrenches
- ❑ Medicine Dropper
- ❑ Needles And Thread
- ❑ Toilet Paper And Towelettes
- ❑ Soap, Liquid Detergent
- ❑ Feminine Supplies
- ❑ Personal Hygiene Items
- ❑ Plastic Garbage Bags And Ties For Sanitation
- ❑ Five Gallon Plastic Bucket With Tight Lid
- ❑ Disinfectant
- ❑ Household Chlorine Bleach
- ❑ Waterless Hands Soap / Shampoo
- ❑ Toothbrushes / Toothpaste
- ❑ Portable Toilets

Clothing And Bedding—

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

- ❑ Sturdy Shoes Or Work boots
- ❑ Rain Gear
- ❑ Blankets And Sleeping Bags
- ❑ Hats And Gloves
- ❑ Thermal Underwear
- ❑ Sunglasses
- ❑ Warm Coats Or Jackets

Special Items—

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

For Baby:

- ❑ Formula
- ❑ Diapers
- ❑ Bottles
- ❑ Powdered Milk
- ❑ Medications
- ❑ Baby Wipes For Adults:
- ❑ Heart And High Blood Pressure Medications
- ❑ Insulin
- ❑ Prescription Drugs – Two-Week Supply
- ❑ Denture Needs
- ❑ Contact Lenses And Supplies
- ❑ Extra Eyeglasses
- ❑ Photos Of Family And Pets

Don't Forget Entertainment – cards, games and books.

Remember the important family documents – Keep these records in a waterproof, fire resistant, portable container. Documents such as: Wills, Insurance Policies, Contracts, Deeds, Stocks And Bonds, Passports, Social Security Cards, Immunization Records, Bank Account Numbers, Credit Card Account Numbers, Inventory Of Valuable Household Goods, Important Telephone Numbers, And Family Records Such As A Birth – Marriage – Death Certificates.

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 the items in airtight plastic bags. Change your stored water supply every six months so it stays fresh. A good rule is to use the time we turn the clocks forward and back to go over the plan with your family, replace all your water and change the battery in your smoke detector.

Rotate your stored food every six months to one year. Rethink your kids and family needs at least once a year along with updating clothing, etc. Ask your physician or pharmacist about storing prescription medications.

NOTES:

PERSONAL DISASTER CHECKLIST
OFFICE

1. WALKING SHOES (OLD PAIR OF JOGGING SNEAKERS W/ FRESH SOCKS)
2. SNACKS, FOOD AND WATER – 3 DAYS
3. MONEY
4. FLASHLIGHT
5. BATTERIES
6. FIRST AID KIT
7. AM-FM RADIO or BATTERY OPERATED TV
8. WHISTLE
9. AREA ROAD MAPS
10. BACKPACK
11. COMFORTABLE CLOTHES – THERMALS, WINDBREAKER, SWEAT SHIRT, RAIN GEAR, HAT
12. KLEENEX OR TISSUES

VEHICLE

1. BACKPACK
2. WALKING SHOES and COMFORTABLE CLOTHES
3. FIRST AID KIT
4. MONEY
5. FOOD FOR 3 DAYS
6. BOTTLED WATER 3 DAYS
7. WATER PURIFIER PILLS
8. ADDRESS BOOK WITH IMPORTANT PHONE NUMBERS
9. CANDLES – WATERPROOF MATCHES
10. FLASHLIGHT
11. BATTERIES
12. FLARES
13. PEN / PENCIL / PAPER
14. LOCAL MAPS
15. FIRE EXTINGUISHER
16. AM-FM RADIO or BATTERY OPERATED TV

Please add to these basic lists as you see fit.

EMERGENCY SUPPLIES FOR THE BUILDING MANAGER

- ❑ FLASHLIGHTS - Minimum-one for each staff member, plus a few spares – and extra batteries.
- ❑ TWELVE-HOUR LIGHT STICKS – Sufficient for all enclosed hallways and stairwells.
- ❑ TWO CASES OF PACKAGED WATER BOTTLES
- ❑ 55 GAL. DRUM WATER STORAGE and SIPHON PUMP FOR WATER STORAGE BARREL
- ❑ EMERGENCY FOOD SUPPLY FOR TEN PEOPLE / ONE-WEEK
- ❑ PRY BAR / HALIGAN TOOL – and GENERAL TOOL KIT
- ❑ FIRST AID KIT – 50 person.
- ❑ YELLOW PLASTIC BARRIER TAPE – 2 ROLLS
- ❑ BULLHORN and WHISTLES
- ❑ EMERGENCY VESTS FOR ALL MANAGEMENT STAFF
- ❑ BATTERY-OPERATED AM/FM RADIO AND TELEVISION
- ❑ 4 SHORT-RANGE WALKIE-TALKIE RADIOS
- ❑ EMERGENCY TOILET FACILITIES
- ❑ PREPRINTED, FULL SIZE, (8.5 X 11) WHITE CARD STOCK WITH COMPANY LOGO AND DATE/TIME BLOCK FOR EMERGENCY SIGNAGE (Some signs can be pre-made (“First Aid”) for each entrance.
- ❑ FIRE EXTINGUISHERS – ABC RATED
- ❑ ROOM FANS
- ❑ BLANKETS and SLEEPING BAGS - COMFORTABLE CLOTHING AND SHOES
- ❑ PORTABLE EMERGENCY GENERATOR AND LIGHTS (If your facility has over roughly 100 people)

Information and Supply Sources:

The Movie: “Surviving The Big One” available in web search.

Probably the best movie around for overall disaster preparedness. It was made as a public service by the Los Angeles Fire Department and the local public television station. It is a terrific movie to show your family, neighbors and coworkers. Even though the movie speaks mostly to earthquakes, it is still the best overall disaster preparedness movie out there.

Lab Safety Supply Company 800-356-0783

www.labsafety.com

Excellent source for plastic drums of all different sizes along with siphon pumps to get water out of the drums.

Nitro-Pak and Quakeproof are two excellent companies with long track records that have prepackaged kits for your car, home and workplace. They also provide a host of other devices and tools to use during disaster preparedness.

Nitro-Pak Preparedness Center 800-866-4876

www.nitro-pak.com

Quakeproof Inc. 415-863-0511

www.quakeproofinc.com

The American Red Cross

Please check with your local office of the Red Cross. Not only are they a terrific source for first aid classes and other training, but some of them have taken the lead in providing low-cost disaster preparedness kits and other life-saving items. They also have a national outlet that will allow you to purchase ready-made disaster kits and have them shipped to your home or Department:

www.redcrossstore.org Click on Emergency Preparedness.

They have some readymade three-day kits for adults that are very reasonably priced along with a guide for emergency preparedness in your home.

EMERGENCY EVACUATION – CRITICAL INFORMATION

Use the space below to enter vital information such as account numbers, PIN numbers and the locations of important document. Keep this list someplace secure, but where family members can get it quickly. Storing it in an encrypted electronic file on a flash drive is a good idea, as long as family members can recall the password for access.

Account Numbers (Banking, Credit Cards, etc.)

Credit Cards (and toll-free numbers)

Bank Accounts (and PIN numbers, passwords and toll-free numbers)

Investment Accounts (and PIN numbers, passwords and toll-free numbers)

Family Social Security Numbers

Insurance Policies

Items to Keep in a Fire-proof Box for Ready Evacuation:

Social Security Cards

Wills

Living Will

Power of Attorney

Deed

Insurance Policies

Company Benefits

Safe Deposit Box Key

Household Inventory

THE BUGOUT BAG. A little Evacuation planning goes a long way. You aren't going to have a long time to gather things and think about what to take if ordered to evacuate your home or office immediately. Plan now. Pick a duffle bag, large suitcase or back pack and put a list in it of these critical items and where they are located in your home or office so you can move quickly if you have to evacuate. Don't forget to have designated portable food and water supplies.

Conclusion:

If you do not do anything regarding the emergency preparation of your family, significant others and coworkers within 24 hours of reading this document – there is a huge possibility that you will do nothing to prepare for these major events. People have a tendency to slip back into their normal way of living because we do not have to cope with major emergencies and disasters on a daily basis.

This complacency is the real enemy to your safety and the safety of your significant others and coworkers. You have to overcome it and just start the process of getting prepared immediately. Just start the process now. Every time you go to the hardware store, the supermarket, a Costco or Wal-Mart store, you should be writing down a few items from the supplies list that you do not have. Bring these items home and store them in a readily accessible place in a good sturdy container in case you had to move your supplies out of the area during an evacuation. This little amount of preparation will payoff a million times over in a real event.

Do this now, the safety of some very important people is at stake!!

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