

FAMILY EMERGENCY PROCEDURE

In case of an emergency and the family is separated, the family should have a plan that will reunite the various family members. Location sites should be selected adjacent to the family home, at a neighbors, in the neighborhood, and in the community to allow for various levels of emergencies. List these locations for your family emergency plan below.

Home Area: _____

Neighbor: _____

Neighborhood: _____

Community: _____

MEDICAL AND FIRST AID SUPPLIES

A well-supplied First Aid Kit must be tailored to the individual needs of your family. Existing health problems in the family, for example, heart disorders, diabetes, serious allergies, asthma, or ulcer, may make it necessary to include specific medicines in your First Aid Kit. It is also necessary to consider the ages of family members:

Elderly members of the family may have special needs.

Infants or small children within the family may need items such as baby oil, etc.

Should a member of the family be pregnant, you must provide your First Aid Kit with supplies for emergency childbirth and the after-care of the mother and infant.

In addition to special items dictated by your specific family needs and ages, the following is a basic list of medical and first aid supplies recommended for all. You are urged to discuss this basic list, as well as your special needs, with your physician so that he or she may advise you of specific medications to purchase, provide you with any needed prescriptions, inform you regarding how to use medicines, how to store them and storage life of each medication so that they may be stored and rotated without significant deterioration, and counsel you regarding quantities you will need.

AT LEAST ONE ADULT MEMBER OF EVERY FAMILY SHOULD BECOME FAMILIAR WITH THE FOUR MAIN FIRST AID FUNCTIONS:

AIRWAY – BREATHING – CIRCULATION – SHOCK

ALL ARE LIFE THREATENING AND SHOULD BE ACTED ON QUICKLY IN AN EMERGENCY

LIST OF BASIC SUPPLIES

First Aid Manual

Antiseptic Solution – Iodine compounds such as Chlorhexidine. (Ask your druggist for these.)

NOTE: Do not use Mercurochrome or Merthiolate.

Neosporin

Antiseptic Soap

Normal Saline Solution – One-teaspoon table salt to 1-pint water

Water Purification – for each gallon of water, use 4 purification tablets, or 12 drops of Tincture of Iodine, or 8 drops of liquid chlorine bleach. If the water is cloudy, double these amounts.

Rubbing Alcohol – 70%

Aspirin Tablets

Acetaminophen Tablets (Tylenol)

Diarrhea Medicine

Nausea Medication – such as Emetrol

Petroleum Jelly

Thermometer

Tweezers

Scissors

Safety Pins – assorted sizes

Measuring Spoon

Matches – in waterproof case

Paper Drinking Cups – for administering liquids

Heavy String

Small Splints – Popsicle sticks, tongue depressors, etc.

Band-Aids – assorted sizes

Cotton – sterile, absorbent

Gauze Rolls – 2 in, 3 in, and 4 in

Dressings – 4 x 4 in., sterile

Tape Roll – 2 in. wide

(Micropore tape, paper tape or adhesive tape.)

3 Triangular bandages (slings) – 40 in.

Sanitary Napkins – can be used for pressure dressings

Elastic Bandage

Sewing Needles

Disposable Diapers – can be used for dressings or for splint padding

Insect Repellent

Caladryl

Syrup of Ipecac

Individual Medical Needs

CARE AND MAINTENANCE OF SUPPLIES

Medicines in your emergency supplies should be carefully labeled with the name of the medicine, direction for use, and necessary warnings (i.e., POISON, “External Use Only”, etc.) These labels should be clearly visible. All stored medicines should be placed out of reach of children, packed so as to prevent breakage, and stored in a cool, dry place. Best storage temperature should be below 70°, but above freezing. Rotation of medical and emergency supplies is strongly urged to prevent waste due to deterioration and to eliminate the danger of using out-dated medications.

EARTHQUAKES

Before An Earthquake

1. Store water and food supply
2. Organize a 72-hour portable emergency kit
3. Bolt down or provide strong support for water heaters and other appliances.
4. Consider earthquake insurance.

During An Earthquake

1. STAY CALM.
2. If you are indoors, stay inside and find protection in a doorway, or crouch under a desk or table, away from windows or glass dividers; avoid masonry wall (brick) and chimneys (fireplaces).
3. Outside: Stand away from buildings, trees, telephone and electric lines.
4. On the Road: Drive away from underpasses/overpasses, stop in a safe area; stay in the vehicle.
5. In an Office Building: Stay next to a pillar or support column or under a heavy table or desk.

After An Earthquake

1. Check for injuries. Provide first aid.
2. Check for safety – gas, water, sewage breaks; check for downed electric lines; turn off interrupted utilities as necessary; check for building damage and potential safety problems during aftershocks, such as cracks around chimney and foundation; check for fires.
3. Clean up dangerous spills.
4. Wear shoes.
5. Tune radio to an emergency station and listen for instructions from public safety agencies.
6. Use the telephone only for emergencies.
7. As soon as possible, notify your family that you are okay.
8. Do not use matches or open flames in the home until you are sure there are no gas leaks.
9. Don't turn light switches off and on. Sparks created by the switch contacts can ignite gas fumes.
10. In public buildings, follow evacuation procedures immediately and return only after the building has been declared safe by the appropriate authorities.
11. Report damages or needs to your Neighborhood Coordinator.

Things You Need To Know

1. How, where and when to turn off electricity, gas and water.
2. First aid.
3. Plan for reuniting your family.
4. Plan and practice a family drill at least once a year.

POWER OUTAGE

Before the Power Outage

1. Learn location of fuse box or circuit breaker.
2. Store candles, flashlights and extra batteries in a handy place.
3. Have food and water supplies on hand, since the outage may last awhile.
4. Know the location of all camping equipment (stove, lantern, sleeping bags.) You may need them. Make sure the equipment is operational and that you know how to use them. **REMEMBER THAT CAMPING EQUIPMENT REQUIRING GASOLINE, PROPANE, WHITE GAS, COLEMAN FUEL OR CHARCOAL BRIQUETTES SHOULD NOT BE USED INSIDE THE HOUSE – ONLY OUTSIDE.**
5. Keep adequate supply of fuel on hand. Propane, white gas, gasoline and Coleman fuel must not be stored or used in the house or garage, as they are too volatile. Only kerosene may be used in the house and stored in direct sunlight and is limited in quantity to one 55-gallon drum on a person's property.
6. Keep your refrigerator well defrosted. Built-up ice works against your freezer.

During the Power Outage

1. Unplug all your appliances. The surge of power that comes when power is restored could ruin your appliances.
2. Turn off all but one light switch.
3. A major problem during an outage is food thawing in the refrigerator or freezer. Open door only to take food out, and do so as quickly as possible. If you have access to dry ice, place it in a cardboard box and then on top of food.
4. When using camping equipment during an outage, remember to do so outside. Use only a fireplace, a properly installed wood stove, or a new style kerosene heater used in a safe area with the room vented, i.e., fresh outside air coming into the room.
5. Report any downed lines.
6. Do not allow children to carry lanterns, candles, or fuel.

After the Outage

1. When power is restored, plug in appliances one by one, waiting a few minutes in between each one. This may prevent an overload on the system.
2. Be patient. Energy may first be restored to police and fire departments and hospitals.
3. Examine your frozen food. If it still contains ice crystal, it may be refrozen. If meat is off-color or has an odd odor, throw it away.

HIGH WINDS

Preparation

1. Survey your home and/or property. Take note of materials stored, placed or used, which in the event of high winds could become missiles and destroy other structures or be destroyed. Devise methods of securing these materials where they will still be accessible for day-to-day needs.
2. Keep radio and/or TV on and monitor for wind advisories.
3. If possible, board up, tape or shutter all windows (leave some ventilation).
4. Draw some water for emergency use in the event water service is interrupted.
5. Have a supply of flashlights, spare batteries, candles, first aid equipment, medicines, etc., available for emergency use.
6. Secure outdoor furniture, trashcans, tools, etc.

During High Winds

1. Take shelter in hallways, closets, and away from windows.
2. Stay out of areas where flying objects may hit you or destroy your place of refuge.

After Winds Subside

1. Inspect for structural damage.
2. Check all utilities for damage and proper operation.
3. Monitor radio and TV for instruction from local authorities.
4. Report damage and needs to your Neighborhood Coordinator.

FIRE

Before

1. Make sure home is free of combustible materials.
2. Don't run wires under carpets or rugs.
3. Know avenues of escape. HAVE A FAMILY PLAN and have frequent fire drills.
4. HAVE A PLACE TO MEET – so no one tries to go back into a burning building looking for someone needlessly.
5. Have a fire extinguisher in house and car.
6. Have escape ladders for all windows higher than eight feet off the ground (especially for children.)

During

1. If you are outside, do not return for anything.
2. Go to the nearest house or building and call your fire department by dialing 911. REPORT THE ADDRESS AND TYPE OF FIRE. LISTEN TO AND FOLLOW INSTRUCTION.
3. If you are inside and have time, make sure everyone is out.
4. If anyone else is home, report to the meeting place, then see that the telephone call to the fire department is made.
5. If you are in a closed room or office, do not open the door without first feeling it or the doorknob. If it is warm or hot, do not open it, but unlock it to assist rescue or fire personnel.
6. If there is smoke coming under the door, use clothes, sheets, etc. to stop the smoke from coming in.
7. If you are at home and there is a window, stay close to the floor and exit through the window, using the escape ladder if necessary.
8. If you should catch on fire, do not run. Drop to the ground and start rolling over and over to smother the flames.
9. If you see someone on fire, use a coat or blanket, etc., not your bare hands to smother the flames.
10. Watch to see that children don't go back inside to rescue a pet or prize possession.
11. Turn off the gas and electricity, if possible, from the outside of the house.
12. In a public building, follow the established evacuation procedures.

After

1. Do not re-enter the building until appropriate authorities have given permission.
2. Plan and practice a family drill at least once a year.

FLOODS

Before Flood

1. Know the elevation of your property in relation to flood plains, streams, and other waterways. Determine if your property may be flooded.
2. Make advance plans of what to do and where to go.
3. Store food, water and critical medical supplies (prescriptions, etc.)
4. Fill your car with gas in case you must evacuate.
5. Move furniture and essential items to higher elevations if time permits.
6. Have a portable radio and flashlights with extra batteries.
7. Open basement windows to equalize water pressure on foundations and walls.
8. Secure house and consider flood insurance.

Evacuation

1. Listen to local radio or TV for weather information.
2. If you are asked to evacuate, shut off main power switch, main gas valve and water valve. Follow local evacuation plan and routes.
3. Do not attempt to drive over a flooded road, as it might be washed out.
4. Watch out for damaged roads, slides and fallen wires.
5. Drive slowly in water; use low gear.
6. If driving and vehicle stalls, abandon it immediately and seek higher ground.
7. Do not attempt to cross a stream on foot where water is above your knees.
8. Register at your designated Evacuation Center and remain at the Evacuation Center until informed that you may leave.

After the Flood

1. Remain away from evacuated area until public health officials and building inspector have given approval.
2. Check for structural damage before entering.
3. Make sure electricity is off, watch for electrical wires.
4. Do not use an open flame as a light source because of possibility of escaping gas. Use flashlights. Beware of dangerous sparks.
5. Do not use food that has been contaminated by floodwater.
6. Test drinking water potability.

EMERGENCY CONTROL OF NATURAL GAS

1. Check house piping and appliances for damage.
2. Check for fires or hazards.
3. Do not use matches, lighters or other open flames.
4. Do not operate electrical switches, appliances or battery-operated devices if natural gas leaks are suspected. This could create sparks that could ignite gas from broken lines.
5. **If gas line breakage is suspected, shut off the gas at the meter. This should be done, however, only if there is a strong smell of natural gas or if you hear gas escaping.**
6. Wear heavy shoes in all areas near broken glass or debris. Keep your head and face protected from falling debris.
7. Turn on a battery-operated radio (if no gas leaks are found) or car radio to receive disaster instructions.
8. Do not use your telephone except in extreme emergency situations.

EMERGENCY PROCEDURES FOR HOME ELECTRICAL CIRCUITS

1. Familiarize yourself and family with the location of the electrical breaker panel.
2. Turn off main breakers for areas of concern.
3. Main breaker may be shut off if in doubt.
4. In cases of basement flooding:
 - a. Think before stepping in any water.
 - b. A shock hazard may exist even in an inch of water if an extension cord connection is on the floor.
 - c. If the electrical panel is upstairs, shut off all circuits.
 - d. If the electrical panel is in the basement, determine whether it can be reached on dry ground. If not refer to the next step.
5. Check your house electrical meter. If it is on your home there may be a main disconnect switch (breaker) next to it. If the meter is on an underground service, it may be in front of your home; but there should be a main breaker where the line enters the home. Shut it off!

THUNDERSTORMS AND LIGHTNING

Protect Yourself

1. When a thunderstorm or lightning threatens, get inside a home or larger building, or inside an all-metal vehicle (not a convertible). Stay indoors and don't venture outside unless absolutely necessary.
2. Stay away from open doors and windows, fireplaces, radiators, stoves, metal pipes, sinks and plug-in appliances.
3. Don't use plug-in electrical equipment such as hair dryers, electric blankets or electric razors during the storm.
4. Except for emergencies, don't use the telephone during the storm. Lightning may strike telephone lines outside.
5. If outside, with no time to reach a safe building or an automobile, follow these rules:
 - a. Do not stand underneath a natural lightning rod such as a tall, isolated tree in an open area.
 - b. Avoid projecting yourself above the surrounding landscape, as you would do if you were standing on a hilltop, in an open field, on the beach, or fishing from a small boat.
 - c. Get out of the water and off small boats.
 - d. Get away from tractors and other metal farm equipment.
 - e. Stay away from wire fences, clotheslines, metal pipes, rails, exposed sheds or anything that is high that would conduct electricity. Some of these could carry electricity to you from some distance away.
 - f. Don't use metal objects like fishing rods and golf clubs. Golfer's cleated shoes are particularly good lightning rods.
 - g. Stay in your automobile if you are traveling. Automobiles offer excellent lightning protection.
 - h. Get off and away from motorcycles, scooters, golf carts and bicycles.
 - i. If no buildings are available, your best protection is a cave, ditch or canyon, or under head-high clumps of trees or shrubs.
 - j. If only isolated trees are nearby, your best protection is to crouch in the open, keeping twice as far away from isolated trees as the trees are high.
 - k. When you feel the electrical charge – if your hair stands on end or your skin tingles – lightning may be about to strike. Drop to the ground immediately.

First Aid

1. Persons struck by lightning receive a severe electrical shock and may be burned, but they carry no electrical charge and may be handled safely.
2. A person "killed" by lightning can often be revived by prompt mouth-to-mouth resuscitation, cardiac massage and prolonged artificial respiration.
3. In a group struck by lightning, the apparently dead should be treated first; those who show vital signs will probably recover spontaneously, although burns and other injuries may require treatment.

WINTER STORMS

Before the Storm

1. Arrange for emergency heat supply in case of power failure.
2. Prepare automobile, battery-operated equipment, food, heating fuel and other supplies.
3. Prepare a winter survival kit. You should have the following items in your car: Blankets or sleeping bags, flares, high-energy foods (candy, raisins, nuts, etc.), first aid kit, flashlights, extra clothing, knives, compass, emergency candles and matches, maps, jumper cable, tow chain, shovel, windshield scraper, sack of sand.
4. Your car will help you keep warm, visible and alive should you be trapped in a winter storm. A lighted candle will help keep you from freezing, but you must remember to have a window open slightly for ventilation.
5. Keep car tank above half full.

During and After the Storm

1. Dress warmly. Wear multiple layers of protective, loose-fitting clothing, scarves, mittens and hoods. Cover the mouth and nose to protect lungs from extremely cold air.
2. Avoid travel, but if you become stranded, stay in your vehicle – keep it ventilated, bundle up, light an emergency candle for warmth, occasionally change positions and DON'T PANIC.
3. Avoid overexertion. Heart attacks are a major cause of deaths during and after winter storms. Shoveling snow or freeing stuck vehicles can be extremely hard work. Don't overdo it!
4. Beware of the chill factor if winds are present.
5. Be prepared for isolation at home. If you live in a rural area, make sure you can survive at home for a week or two in case a storm isolates you and makes it impossible for you to leave.

If a warning is issued, the Storm is Imminent. Know Winter Words of Warning

1. WATCH. A winter storm is approaching.
2. FLURRIES. Intermittent snowfall that may reduce visibility.
3. SLEET is small particles of ice, usually mixed with rain. If enough sleet accumulates on the ground, it will make the roads slippery.
4. HEAVY SNOW is when four or more inches are expected within a 12-hour period.
5. FREEZING RAIN OR FREEZING DRIZZLE is forecast when expected rain is likely to freeze as soon as it strikes the ground, putting a coating of ice or glaze on roads and everything else that is exposed. If a substantial layer of ice is expected to accumulate from the freezing rain, an ICE STORM is forecast.
6. A BLIZZARD is the most dangerous of all winter storms. It combines cold air, heavy snow and strong winds that blow the snow about and may reduce visibility to only a few yards. Winds 35 mph. Temperature 20° or less.
7. A SEVERE BLIZZARD WARNING means a very heavy snowfall is expected, with winds of at least 45 mph or temperatures of 10° or lower.

SUGGESTED MINIMUM NEEDS FOR A 72-HOUR PORTABLE KIT

Water:	1 Gallon (8 lbs.) per person per day for 3 days (8 drops chlorine bleach per gallon)
Food:	Minimal or Non-cook, lightweight, palatable, can opener, cooking and eating utensils
Clothing:	1 Change, extra shoes, rain gear, adequate winter wear
Bedding:	Sleeping Bags, Blankets
Personal Hygiene:	Including feminine hygiene and baby items
Sanitation:	Airtight bucket or porta-pottie, toilet paper, newspaper, soap, towel, disinfectant, trash bags, bleach
First Aid Kit:	Personal medications
Shelter:	Tent or Tarp, Rope ¼" x 36'
Tools:	Pocket knife, small tools, axe, pointed shovel
Light:	Flashlight, batteries, candles, matches
Communication:	Radio, Batteries, 1 whistle per person
Fuel:	For cooking, light, heat
Important Papers:	Wills, testaments, stocks, securities, titles, certificates, insurance, current family pictures, I.D. cards & tags, inventory of household items, pencil & paper, maps, phone numbers, emergency manual, car keys, house keys, books
Money:	Cash and Charge
Remember:	Keep car gas tank at least half full!