

Personal Emergency Preparedness

**Guidance for Developing Personal
Preparedness Plans**

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Just One Possible Scenario

The 911 line has been busy for the past hour, and your cell phone won't connect to the network. No pizza delivery tonight. Before power went out, you learned that the bridge had been closed due to expected flooding. With the shorter route unavailable, you are reluctant to use the remaining quarter tank of gas in your car driving the long way around in search of a gas station that is still open. So now you're stuck at home, riding out a storm that's supposed to last for several more days.

You really needed to buy groceries over the weekend but spent most of Saturday and Sunday at work and didn't get around to it. You have been living on fast food for the past week, and your cupboards are essentially bare. The few items left in your refrigerator are either spoiling or thawing. Tonight you will be dining by candlelight on a frigid, three-month-old bean and beef burrito that you will wash down with half a can of a flat diet soft drink. Breakfast is still a question mark, since it's a toss-up between dry oatmeal straight out of the packet, or instant breakfast dissolved in water instead of milk. For you, either option is bearable, but you know the kids are going to complain.

Sound far-fetched? It's not; it happens to hundreds, if not thousands, of people every year. In 1969, Hurricane Camille killed an estimated 255 people.



In 2005, Katrina killed over a thousand people who thought that since they, or people they knew, had survived Camille, they could survive Katrina. Underestimating nature can sometimes be fatal.

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➤ **Get Informed – Things you can do**

- ✓ Important to begin a process of learning about potential threats (natural and man-made) in order to be better prepared to react during an event.
- ✓ Some of the things you can do to prepare for the unexpected, such as assembling a supply kit. and developing a family communications plan, are the same for both a natural or man-made emergency.
- ✓ Learn what resources that may be available to you (government as well as through your local community support agencies).
- ✓ ICE plan supported by local agencies is an example of getting informed.
- ✓ Make a checklist of who in your family should do what and practice following the list.
- ✓ Review FEMA's video *Getting Ready For Disaster – One Family's Experience*.
 - To order the DVD call **1-800-480-2520**
- ✓ Consult additional web-based personal preparation advisory resources.
 - www.fema.gov www.ready.gov www.redcross.org www.citizencorps.gov

➤ **Get Involved – More things you can do**

- ✓ Talk with your neighbors - find out if there are special-needs persons in your neighborhood.
- ✓ If you are out of town during an event, are there friends or neighbors you can rely on?
- ✓ Do your neighbors know where you will be evacuating to?
- ✓ Get involved with your community - find out what resources and plans they have to offer.
- ✓ Investigate your local CERT (Community Emergency Response Team) organization.
 - Contact your local fire department for a local referral and information on training opportunities.
- ✓ Attend a regional disaster planning meeting (city or county – usually held in the evenings).

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Make a Plan for What You Will Do in an Emergency

- ✓ Decide on the criteria for deciding whether to stay or go.
- ✓ Decide what the “thresholds” are and stick to the plan.
 - Lessons learned
 - Waiting too long can cause you to be caught in long traffic jams.
 - Leaving too early will create stress on you and your family if it is a false alarm.
 - If you evacuate, where are you going, how do you get there, and what happens if you cannot make it to your planned destination?
 - Can you survive in your car for 72 hours? Do you have alternate routes planned? Does your destination take in pets?
- ✓ Make sure you have a cell phone charger in your car. Also, throw a roll of toilet paper in your car...tonight!
- ✓ Never let your car run lower than half a tank of gasoline during hurricane season. Gas becomes difficult to obtain if you wait, delaying your escape.
- ✓ If you plan on sheltering in place, do you have all the materials to survive five days, at a minimum, on your own? Can you escape from your attic if you had to?
- ✓ Stock up on ice, gas, food, propane, etc., before an event. Afterward, make sure to stock up on water, if it is still running.
- ✓ Consume perishables first. Save water for washing later. Plan on sanitation needs.
- ✓ Develop a communications plan. Decide on a relative or friend that lives outside the affected area to be your family communications hub. (Aunt Bessie?) Make sure to include that information and pass it along to your management at work as well as family members.



**Remember, it just may turn out that you are your own first responder!
Be prepared to take care of yourself.**

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- ✓ Communications during an event are difficult at best, plan on what you will do during the first three to four days when you have no communications. If you are evacuating, make sure Aunt Bessie knows where you should be, if you are unable to call.
 - Lessons learned:
 - Cell phone text messaging works when normal channels are down.
 - An out of area “pre-paid cell phone” can often work when local exchanges are down.
 - Internet connectivity may be up when phones are down.
- ✓ Your family may not be together when disaster strikes, so plan how you will contact one another.
 - Have one or two pre-arranged, designated meeting places other than your home (choose one near your home and one out of town).
 - Make certain your Remote Emergency Contact person knows where these places are on a map so they can redirect household members to the correct location if someone gets lost or forgets where to go.
- ✓ Review what you will do in different situations, be flexible.
 - Build options into your plan. (If the freeways are clogged, then we’ll shelter in place. If we have to shelter in place, then we’re going to need [list the items].)
- ✓ Keep a printed card with your emergency contact numbers for all your neighbors, friends, and relatives, as well as work numbers. (Include the social security numbers of your family, but keep that kind of information protected and private.)
- ✓ Make checklists of who in your family should do what and then follow the checklists.
 - Also identify who takes over a particular person’s duties if someone is missing or unable to assist.

For more details on developing a personal preparedness plan
go to <http://www.ready.gov/america/index.html>

Personal Communications Plan

MY Personal Communications Plan

(w) = work / (p) = personal

The Somebody's Family Emergency Communications Plan (858-555-1212 home)				
Name:	Tel #	Pager / Text #	E-mail	Other
Person #1 (w)	xxx-yyy-zzzz x1234	xxx-yyy-zzzz x1234	joe.somebody@myco.com	xxx-yyy-zzzz x1234
Person #1 (p)	xxx-yyy-zzzz	xxx-yyy-zzzz	jsomebody@yoohoo.com	xxx-yyy-zzzz x1234
Person #2 (w)				
Person #2 (p)				
Person #3 (p)				
Person #4 (p)				
During Work and/or School we can be found at:				
Name:	Place	Tel #	E-mail	Contact Name
Person #1	MyCo - San Diego	xxx-yyy-zzzz x1234	m.y.boss@myco.com	Mr. M. Y. Boss
Person #2				
Person #3				
Person #4				
Our Local Area Emergency Contact Coordinators are:				
Relationship:	Place	Tel #	E-mail	Contact Name
His Parents	Nearby, CA	xxx-yyy-zzzz x1234	his.parents@notmail.com	J. R. Pappy
Her Folks	Even Closer, CA	xxx-yyy-zzzz x1234	herfolks@theirisp.com	H. R. Mommy
Our Remote Emergency Contact Coordinator is:				
Relationship:	Place	Tel #	E-mail	Contact Name
Her Brother	Really Cold, ND	xxx-yyy-zzzz x1234	b.n.freezen@socold.com	Bob Freezen
Special Contact Instructions:				
Joe's work has an emergency reporting number at 888-555-1212 - Joe works in Division 9999				

- Edit heading line to put your family's home phone number in the header.
- List household members repeatedly by contact option.
- List all household members - even who may not have any contact options (such as children without a cell phone).
- Identify the types of organizations or persons who may be interested in the whereabouts of members of your household (supervisor, business partner, instructor, etc).
- Include Local Area Emergency Contacts who can provide "ICE" (In Case of Emergency) information for local emergencies (medical info, authorization for transport, etc).
- Identify a Remote (out of region) Emergency Contact who can serve as the coordination point after a regional event for family check-in and household reunification.

See Appendix B for a Personal Communications Plan template.

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Prepare a Kit

- ✓ You can make a kit or buy a commercially prepared kit.
- ✓ A kit is more than just food and clothing – think about including copies of important documents.
- ✓ You may want to make more than one kit so that you have something that will allow you to “grab and go” when disaster strikes (a kit for home, car, office, etc.).
- ✓ Kit materials can be placed into a variety of containers (old backpack, plastic storage box, etc.). Make certain that the kit serves your needs. (A backpack may work best for the office or car, while a storage box may be more appropriate for home use).
- ✓ You'll need one gallon of water per person per day.
- ✓ Include canned and dried foods that are easy to store and prepare, climate-appropriate clothing, and assess any special needs that may exist in your household.
 - Do you have any special medicines that you need? Spare glasses, sunglasses, first aid kit?
 - Do you have enough in your car during an evacuation to be able to live out of your car for three days?
 - Do you have food and other emergency supplies for your pets?
- ✓ Plan for your security when assembling your kit.
 - Cash is king during a disaster; make sure to have approximately \$500 or more available.
 - Put all your vital papers in a special box for quick removal (insurance policies, birth records, etc.).
 - At home, practice quickly removing your computer's hard drive. (What if someone looted your home? What kind of personal information would then be in someone else's hands?) If you have a laptop, make sure to include this with your to-go kit.
- ✓ Preparing a kit helps you start thinking about everything else that you need, and will need, to do before and after disaster strikes. Use kit preparation to kick-start your planning!



- ✓ Be prepared to improvise and use what you have on hand to make it on your own for at least three days, maybe longer. (Don't break into your kit until you absolutely need to).

**For more details on developing a personal preparedness plan,
go to <http://www.ready.gov/america/index.html>**

Typical Emergency Kit

Make or Buy?

You can purchase commercially manufactured survival kits for one or more persons for one or more days. If your primary threat is a hurricane, be prepared to be on the run for a few days after evacuating, looking for lodging and sustenance. Other events may require you to shelter in place for a week or more.

Consider the potential impacts that you are likely to face and plan accordingly.

It is usually best to prepare an emergency kit in advance of the emergency. Ideally, your kit will contain a variety of things that you will need to ensure your survival. However, if you elect not to prepare beforehand, there are last-minute actions that you can take to make it through to the next day, like emptying your cabinets and consuming your perishable foods before opening any packaged foods.

Sample foodstuffs & accessory provisions listing for sustaining 1 person for up to 3 days.

Qty	Item	Comments
1	Used backpack (<i>medium to large</i>)	<i>Ensure that all zippers and snaps work properly</i>
12	½ liter or 1-pint water bottles	<i>Think about adding small flavoring packs for variety</i>
3	20 oz sports drink bottles	<i>To ensure you don't lose your electrolytes</i>
5 or 6	Cereal or dried fruit breakfast bars	<i>Look for something with fiber to assist your regularity</i>
1	1 lb jar of peanut butter	<i>Or similar type of spread that you will eat</i>
1	4 oz packet of saltine crackers	<i>Or similar type of cracker product with a long shelf life</i>
3	6 oz cans of tuna	<i>Or canned chicken, corned beef, etc</i>
12	Condiment packets (mayo, mustard, ketchup)	<i>Take-aways from your favorite fast food provider</i>
2	3.5 oz re-sealable beef jerky packages or gum	<i>Something to chew on in between meals</i>
2	13 oz cans of pork and beans	<i>To be eaten cold or purchase special self heating meals</i>
1	1 lb jar or can of mixed nuts	<i>Something you like but that you won't devour</i>
1	Bag of marshmallows or miniature candy bars	<i>Keep on top of pack space and keep cool</i>
3	Small applesauce or other type fruit cups	<i>Whatever you prefer to eat at room temperature</i>
1	Small First Aid kit	<i>Shop for the greatest variety in the smallest form factor</i>
1	Set of utensils (knife, fork, spoon & can opener)	<i>A new use for that leftover mismatched silverware</i>
12	5 to 7 oz paper cups	<i>To use for drinking or mixing or portion control (sharing)</i>
9	Ziplock bags of toilet paper (36 squares/bag)	<i>Test ahead of time (your mileage may vary!)</i>
1	Extra-long shoestring lanyard with whistle	<i>You never know when you will need a new shoestring</i>
6	8-hour light sticks (clip to the whistle lanyard)	<i>1 to carry each night and 1 to mark your spot</i>
1 set	Dust mask, earplugs & old sunglasses	<i>To protect during dust storms and wind borne debris</i>
1 set	Lightweight blanket & mylar cover blanket	<i>Layer for temperature control when sleeping</i>
12	Large trash garden size bags	<i>For makeshift waterproofing & resources protection</i>
3	Sets of underwear and socks	<i>Don't underestimate how it will improve your attitude</i>
1	Lightweight windbreaker/poncho w/hood & cap	<i>To keep wind and rain from soaking your clothing</i>

Pack items in 1 quart and 1 gallon Ziploc bags to ensure both freshness and protection from insects and rodents. The bags can then be reused for trash and other creative purposes. Also, test your kit by consuming unused supplies.

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Practice your plan – do you have everything that you need?

- ✓ Discuss with your family the alternatives and options for possible scenarios.
 - Develop alternate routes.
 - If you had to walk, could you?
 - Where would you find shelter if your home was destroyed?
 - Do you have alternate locations to evacuate to if your first choices did not work out?
- ✓ Make sure you have your kits stocked and ready.
 - Do you have enough ice or can you get ice in sufficient supply?
 - Gasoline? (Stay-BIL is a good gas stabilizer)
 - Cash?
 - Emergency medicine?
 - Important documents ready, protected and secured?
- ✓ Practice your alternate evacuation routes as well as the primaries.
 - Are there potential obstacles that could be an issue during an event? Bridges out, trees down?
 - Know how long it takes under normal conditions and know the condition of specific roadways.
- ✓ Practice your communications plan!
 - Involve Aunt Bessie. Try text messaging, get an alternate out-of-area number.
- ✓ Can you escape from your attic?
 - Store spare tools in the attic. Install removable roof vents or an escape hatch.
- ✓ Live your plan for three days.
 - Think about virtually living out of your kit. If there are items you use that are not in the kit, put them in.
 - Try an experiment and actually live out of your kit for a period of time. This is the most effective way to see just how well you have planned.



**Remember, it just may turn out that you are your own first responder!
Be prepared to take care of yourself.**

Key Lessons Learned

- ✓ Have a plan for various situations and practice your plan.
 - It may take a week or longer for help to arrive in response to devastating events.
 - Remember - you may be your own first responder!
- ✓ Give yourself time - don't wait until it's too late to evacuate.
- ✓ Have a plan for where you will end up after you evacuate (all possible directions).
- ✓ Cash is king following a disaster.
 - Hide away some cash for that really nasty cold-windy-what-happened-to-my-roof rainy kind of day.
 - Be judicious when it comes time to spend money, and make certain that whatever cash you have isn't wasted. (Don't buy a portable generator at 3-times the normal price only to learn that you can't find any gas.)
- ✓ Plan on the resulting situation being one or two degrees worse than you think it could ever get.
 - People will still work to survive in situations they never imagined they could tolerate.
 - Give yourself a chance to get through the ordeal successfully.
- ✓ As quickly as possible, let someone else not affected by the event you are experiencing, know where you are and how you are doing - designate a Remote Emergency Contact.
 - Preparing and exercising a "Personal Communications Plan" will help.
- ✓ Know where you can go for help.
 - Find out if your company, municipality, school, or community group has an Emergency Operations Center.
 - Investigate and save web links for your local Emergency Services office.
- ✓ Validate that you have adequate property, contents, and special hazards insurance coverage (flood, earthquake, fire, structure vs. contents limits, etc.).
 - Review your insurance coverage with a knowledgeable professional (i.e., an insurance attorney) other than your agent and get a feel for how post-disaster adjusters may interpret policies differently than you expect.
 - Recent natural disasters have shown that in many cases where an agent assured a customer that they were adequately covered, the insurance company and adjusters read the policy differently, resulting in far less compensation than expected and needed to adequately repair and rebuild a property back to its original state.

Don't forget the little things, especially little things with feathers, fur, or scales. Know how you are going to care for pets before disaster strikes. Think about food, medicine, hygiene, transport, and where pets will and won't be allowed.

What Others Have Done

- ✓ Add an **ICE** (In Case of Emergency) entry to your cell phone directory.
 - If you're unable to communicate, then first responders have a chance to talk with someone who can provide information about you and any potential medical conditions or other concerns.
- ✓ Purchase a set of family 'dog tags' with embossed names and phone numbers.
 - Wear the tags all the time, or only when threats materialize (keep the tags in your kits).
 - Don't put Social Security numbers on dog tags – protect yourself against identify theft.
- ✓ Make sure your children have your Remote Emergency Contact's phone number.
 - Write the phone number on the inside of the child's arm using an indelible marker in the event the family get separated. (If this scares the child, write the number on the adult's arms as well.)
- ✓ In flood prone areas, seal valuables in large plastic containers with watertight lids.
 - If water invades your home, you may be able to save some of your property from damage by placing items inside containers that can float (make sure the lid is watertight and tape edges).
- ✓ Keep a supply of portable ice by freezing bottles of water or wet washcloths.
 - Open and drain $\frac{3}{4}$ " of water from several one-pint bottles, replace the cap and freeze. Frozen bottles can be used as ice packs to reduce swelling after injuries and then consumed after thawing. Frozen bottles can also be used to cool perishables placed in a portable cooler (store the cooler near your refrigerator or deep freeze).
 - Ice can also be stored in frozen washcloths that can be used for swelling and fever reduction.
- ✓ Create a key resources necklace using lanyards and pouches from conferences you've attended.
 - Keep your checklists, small maps and emergency numbers in the name badge pouch.
 - Add a whistle, a chemical light stick, writing utensils (pen with a clip), med-alert tags, or dog tags to the lanyard.
- ✓ Save or scavenge a few wood pallets and keep them in your backyard or private storage space.
 - A few wood pallets can become a futon bed – no one wants to sleep on soggy ground if forced to sleep outside.
 - Invest in two small folding D-handle shovels – one for the car and one for your emergency kit. The uses for the shovel are many – just use your imagination!

Preparing for Emergencies

1 – Assess Your Needs

- ✓ Know what you need to protect, preserve, and provide to ensure you can recover.
- ✓ Important papers, computer equipment?

2 - Validate Your Options

- ✓ Making it up as you go along is not a sound strategy - know what you can and can't do.

3 - Prepare a Communications Plan

- ✓ Who will know how and where to find you?
- ✓ What happens if your family gets split up?

4 - Survival (Food & Water)

- ✓ How long can you survive without nourishment?
- ✓ What if it takes a week before help arrives?

5 - Survival (Health)

- ✓ Can you survive if you are injured or sick?
- ✓ How will you handle your basic sanitation needs?
- ✓ Do you have your required prescriptions?

6 - Survival (Shelter & Safety)

- ✓ Can you brave the elements on your own, especially for more than one day or night?

7 - Resource Conservation

- ✓ What actions can you take just before or immediately following an emergency?



Seven preparatory steps that you can execute in seven days to protect yourself. Appendix A provides detailed checklists to assist you in developing your Personal Emergency Preparedness Plan.

Appendix A: How to Develop Your Plans

- ✓ Involve all members of your household
 - When assessing needs and identifying strategies, ensure that the plan created for a group of people works for the group. Without buy-in from the people who will participate in the plan it will fall apart quickly and likely result in resentment and a lack of cooperation when it is most needed.
 - Start with these materials and other information sources that you have collected. Use highlighters to identify the things that you already have done in one color, the things you need to do in another color and the things that still require investigation, decisions or group agreement with a third color. Meet as a group periodically until your preparations are complete.
- ✓ Go through all of the seven steps listed in the following slides.
 - Even though each of the steps may seem so basic that the head of the household says “no problem, I’ve got the plan in my head” a concussion can quickly render a key team member and the plan out of action.
 - Don’t get squeamish about addressing emotional issues and making tough decisions – if you’re going to leave someone’s personal treasure or pet behind discuss it before it adds to your post-disaster problems.
- ✓ Make certain that every household member has a planning assignment.
 - Only when someone has a need to participate do they pay attention and take things seriously. Distribute planning tasks among all household members capable of providing input and executing tasks (kids can help shop for food, transfer hand-written checklists into computer files and pack emergency kits).
- ✓ Set milestone dates and a final deadline for completing your planning and preparations.
 - After distributing the tasks, create due-dates and think about tying interim completions to some type of award (dinner and a movie, a trip to the amusement park or arcade) – make the process pay off in the short term.
- ✓ Let relatives and friends know what you’ve started and when you have finished.
 - Take in their comments, feedback and ideas (they may caution you when you’re being unrealistic).
 - Let them join you in the process, shop for bulk items together and split up items to save money.
- ✓ Celebrate the final completion of all parts of your preparations.
 - Double-scoop cones all around!

Break your planning tasks up into reasonable parts. If you’re in a hurry you can accomplish all seven steps in seven days, but a more practical approach is to give yourself two months and tackle one-step every weekend.

Appendix A: Step 1 - Assess Your Needs

Preparation criteria to write down and address throughout the process

- ✓ Determine how long you will need to take care of yourself until help arrives.
 - Plan on being able to take care of yourself and your family for at least a week and, perhaps, longer if you live in remote or isolated areas that can be cut off from the rest of the world by flooding, rockslides, bridge damage, icy roads, snow accumulation, etc.
- ✓ How many people will you need to care for?
 - Will your home become a magnet for others you know, are related to, or you currently assist on a casual basis?
- ✓ Will you be caring for anyone with special needs?
 - If you will be caring for persons requiring regular or special medications, do you have an adequate supply in a safe place (like an emergency food storage kit)?
 - Does the medication have a short shelf-life or require refrigeration? If so, how will you keep it fresh?
- ✓ If you will be caring for elderly persons, do you have a place where they can sit that is protected from the elements?
 - If a home cannot be occupied, think about how you will keep people protected from both sunstroke and hypothermia?
 - Include sunscreen, hats and lightweight windbreakers in your emergency kit.
- ✓ Do you have pets?
 - If so, how will you care for them? Just like you, they will need food, water and shelter or containment.
- ✓ Can you and your family live in your backyard, condo, or apartment parking lot or automobile for up to a week if you had to? If so, how will you do it?
- ✓ What valuables do you need to protect?
 - Know ahead of time what things you and your family will attempt to protect and/or salvage in order to avoid arguments and heartbreak.
 - Document decisions agreed upon before you are faced with recovering from an emergency.



Know how far you can travel on foot in a day, and how much family members can carry. If ordered to evacuate after a disaster you may be leaving much of your old life behind, escaping with only what you are wearing and a backpack.

Appendix A: Step 2 - Validate Your Options

Key planning decisions to make before putting things together

- ✓ Identify your evacuation routes and keep maps handy.
- ✓ Draft checklists of key pre-event preparation and post-event reaction.
 - Identify primary and fallback responsibilities.
 - For example: Who takes care of what goes in the car? Pets? Securing and transporting valuables? Medications? Food and water? Clothing? Money? Vital records? Mobile phones, laptops and chargers? Keys, cards and special numbers for access codes and passwords?
 - You can use the EFFAK (Emergency Financial First Aid Kit) developed by Operation Hope, FEMA and Citizen Corps to help you organize your information (http://www.ready.gov/america/pdf_eefak.html).
- ✓ Review your personal ID protection preparations.
 - If you have to leave in a hurry, will looters take your home computer and gain access to your financial and personal information?
- ✓ Secure your paper records (ID cards, birth certificates, tax records, medical records, etc.).
 - Can you take them with you?
 - If you have to leave documents behind, do they give thieves the keys to your kingdom?
- ✓ Discuss and determine how you and your family will react to different types of events.
 - Will your preparations and response actions for one or more situations be the same, or will each require unique handling (i.e., hurricanes, tornados, ice or snowstorm, flooding, wildfire, earthquake, heat wave, extended power outage, chemical plant release, quarantine)?
 - Determine your options before putting things together and stepping through your response activities.
- ✓ Determine how long you can shelter in place.
 - What levels of inventory for food, drink, and medications do you need to keep on hand at all times?
- ✓ If faced with an extended loss of power, natural gas, coal, or heating oil deliveries, know how will you stay warm.
 - See Step 7 – Resource Conservation (and also see the warning below)

Never use a kerosene/propane heater, camp stove, or charcoal grill indoors or in confined spaces - carbon monoxide (CO) poisoning can occur without notice and, before you realize it your ability to react to save your life it has been impaired .

Appendix A: Step 3 – Communications Plan

Remember to check-in ASAP with friends, relatives, your Remote Emergency Contact, work, schools, etc.

- ✓ Prepare your family to successfully connect with someone in a regionally distant area.
 - Your Remote Emergency Contact can assist with accounting for you and your family's current whereabouts, planned whereabouts, and current condition.
- ✓ Identify what alternative means of communications you can use, whether at home or on the road.
 - Get word to others about where you are, where you're planning to go, and how you are doing.
 - Some alternative means of communications are two-way pagers, text messaging on cell phones, handheld wireless communications devices, laptop with wireless capability, etc.
 - Many mid-range motel chains now offer wireless connectivity to the Internet or have a public PC in the lobby. Even if you can't book a room, politely asking if you can connect via wireless or access the public PC will give you the chance to check in with friends, relatives, your Remote Emergency Contact, work, schools, etc.
- ✓ Consider investing in chargers for cell phones and laptops that work in the car.
 - A small power inverter that runs off your car's 12-volt power point (cigarette lighter slot) allows you to use your vehicle as a portable generator for recharging or operating small, but important devices.
- ✓ Next time you travel to a different region, consider picking up one or two pay-as-you-go cell phones.
 - Make sure the area code is not the same as yours. Recent experience has shown that some out-of-area pay-as-you-go phones were able to connect via roaming when local cell services were jammed or down.
- ✓ Create a Personal Communications Plan.
 - Distribute it to all family members and remote contacts. Keep copies in your automobiles, at your office, and inside your emergency stores kit. Your memory can fail under stress, so make certain you have all the numbers and contact information you need in writing.
- ✓ Don't forget to contact your workplace.
 - Your supervisor is likely to wonder if you are OK, when you may be able to return to work, and whether or not you and your family are in need of assistance. Don't be reluctant to check-in, fearing you will be pulled away from personal responsibilities. Be honest about your needs, concerns and a realistic window for returning to work.



See Appendix B for a Personal Communications Plan template.

Appendix A: Step 4 – Survival (Food & Water)

Be realistic and test drive your emergency stores when it comes time to refresh the kit

Before an impact event occurs:

- ✓ Keep food and water stores in more than one place and rotate your stock every three to six months.
 - If stored in a detached garage or storage shed, seal the cache from insects and rodents. Put a change-out/re-stocking reminder on your kitchen calendar. As with changing smoke detector batteries, holiday weekends and time-change weekends are good periodic reminders to check and rotate your emergency stock.
- ✓ Practice surviving for a few days or a week using only the food and water from your emergency kit.
 - Doing this once or twice a year will give you confidence that your preparations are sound and will allow you to refine your kit over time.
- ✓ Plan for the unexpected.
 - Consider creating a few single-meal giveaway packs in plastic bags to share with others who may not have been as prepared as your family. Keep what can be shared with others visible; family resources should be stored privately. People who did not prepare as well are likely to hang around until the food runs out, so keep your long-term resources secured at all times.
- ✓ Make sure to pack only foods and drinks that you know you and your family will eat.
 - Save space by taking durable dry goods out of boxes and sealing them in bags. (Fragile items like crackers or items that can crumble or be pulverized need to be adequately protected by packaging or other means.)

Immediately after an impact event:

- ✓ As soon as practical, fill all bathtubs, clean buckets and leak-proof containers with water.
 - Municipal water pressure tends to decrease over time, so the longer you wait, the less chance you have of being able to fill up. Line the bathtub with a plastic sheet to prevent leakage. Remember that contamination of the water supply also spreads over time, so the earlier you fill up, the cleaner the water is likely to be. Just to be safe, only use this type of water for washing and refilling toilets, not drinking. (That's why you should stock bottled water or water pouches.)
- ✓ If you have a swimming pool, super chlorinate as soon as possible.
- ✓ Isolate and salvage any surviving perishables and consume those items first.

Without power your refrigerator will only keep items cool for about a day, so consume first whatever you can that won't keep at room temperature. Remember, a quart of ice cream is an acceptable lunch or dinner in extreme situations!

Appendix A: Step 5 - Survival (Health)

Collect the materials you will need to address both health and hygiene needs

- ✓ Is there a spare four-pack of toilet paper in your car?
 - If not, there should be, along with bag of small facial tissue travel packs, paper towels and a sealed pack of wet wipes. Even larger quantities should be in your emergency kit. Assess whether or not you will need disposable underpants for infants/elderly.



- ✓ Don't forget to stash a week's supply of full-spectrum toiletries, cleansers, and basic first aid materials.
 - Packages of emergency aspirin, acetaminophen, ibuprofen or other fever reducers, blood thinners and/or painkillers and any long shelf-life prescription drugs. Also consider having on hand antacids, laxatives, anti-diarrheals, antihistamines, and over-the-counter allergy medication. Sleep is an essential part of surviving stressful situations, but pain can keep you awake and is more noticeable in uncomfortable environments.

- ✓ Your Emergency Kit isn't fully outfitted until it contains things like:
 - Deodorant, old eyeglasses, cheap sunglasses, old running shoes, a cheap rain poncho, and ear plugs. (Toss in sleeping masks for persons who can't sleep when external light is present.) Also, a handful of rubber bands, wire twist-ties, duct tape and plastic zip-ties will always find a use somewhere.
- ✓ A basic first aid kit should be in your car and another one in your emergency kit.
- ✓ Maintaining and regulating body temperature is important.
 - This can be done using a combination of old lightweight linen or cotton sheets, combined with a polyester film, such as Du Pont's Mylar®, camping blanket (the size of a candy bar when folded), and don't forget old pillowcases.
- ✓ Include a large stash of one-gallon plastic, resealable bags for storage or waterproofing use.
 - Use for trash; rain hats for kids; makeshift goulashes; feces, if you have no working toilet; etc.
- ✓ Store inorganic supplies in a clean five-gallon bucket (one per person) for rapid portability.
 - The bucket can alternately be used for games; as a chair, small table or rain water collection basin; and even as a makeshift toilet, if needed.

Mental health is also important. Ensure you have compact-size diversionary items in your emergency kit (a star chart, something like a Wham-O Frisbee®, books, cards, coloring books, crayons, paper, markers, CD player and batteries, CDs, headphones, books-on-CD, etc).

Appendix A: Step 6 - Survival (Shelter & Safety)

Determine how you will limit your exposure to the elements and plan for your protection

- ✓ Is your car your first refuge from the elements?
 - What if your car is lost to you as a resource as a result of a fire, earthquake, hurricane, tornado or flood? Can you and your family stay warmer and drier using plastic sheeting and/or tarps as a makeshift shelter until inclement conditions subside?
- ✓ What can be made easier if you have a small metal shovel with a sharp point.
 - Digging and re-shaping the earth (waste burial, drainage trenches, rock extraction, brush removal, etc.)
- ✓ Do you have chemical light sticks to provide illumination at night?
 - There are several different kinds of light sticks providing different types and intensities of light for varying durations.
- ✓ Do you and your family go camping?
 - Many of the supplies and equipment can also be used to support basic survival (tent, ground cloth, backpack, sleeping bag, air mattress, foam pad, water filter, camp stove and utensils, etc.).
- ✓ Do you have old carry-on luggage with wheels?
 - Consider using the container to store small tarps or a tent bag, a roll of plastic sheeting, garden-size garbage bags, a hammer and tent pegs or ground spikes, and a coil of rope.
 - If you have to evacuate on foot or by car to an unimproved area, your shelter materials can roll along with you.
- ✓ If it's windy, plastic garden trash bags or one-gallon, plastic, resealable bags can be used like sandbags.
 - Fill with dirt, sand, or small rocks to weight down tent sides or a windbreak. Weighted bags can also be used to build a sandbag-style berm or earthen dam to divert water away from your temporary shelter.
- ✓ Key things to remember about setting up temporary shelters.
 - Survey the area during daylight; don't try to set up things in the dark. Make certain that you're not settling down in a drainage area that will become a small stream if it rains. Don't locate too close to the base of a slope or hillside in the event a mudslide meets gravity on a soggy evening. Take care to camp away from tall trees that may tip over if it has been raining for any length of time.

Remember that any temporary structure should be assembled to maintain a low profile to minimize the impact from wind.

Appendix A: Step 7 – Resource Conservation

Develop checklists for how you will conserve resources and put it into your emergency kit

1st Conserve power

Turn off everything than runs on batteries and determine which items you really need to have powered up, and which ones can stay off (those Gameboy batteries just might power a portable radio for several hours).

2nd Conserve water

Fill bottles, buckets, bags, bathtubs, and trashcans with as much water as you can.

3rd Conserve food

Salvage as much of your perishables, partially consumed, and non-emergency kit food as you can and put off breaking into your emergency stores for as long as possible. Raid your freezer for old bags of frozen vegetables that can be used as ice packs. Even if you can't cook something that's frozen, you can use it until it reaches room temperature to keep other things cold.

4th Conserve flammable fuels

Ideally you already have a large bag or two of charcoal, lighter fluid, and matches stashed in a waterproof bag adjacent to your emergency kit. If not, send the kids on a scavenger hunt for kindling twigs and scraps of wood or bark (preferably dry materials that you can store in a trash bag until you need to use it). Also, collect any stores you have of gasoline, kerosene, white gas, or even plumbing torch bottles, that can provide you with a flame.

5th Conserve cardboard and paper

If you have a recycle bin where you dispose of newspapers and boxes, keep those materials dry. Bunched up newspaper can be used as lining inside lightweight windbreakers to help them retain more heat. Paper and cardboard scraps can be used to help start a fire until the more dense wood materials begin to burn.

6th Conserve your energy

Too often, people want to jump right in and try to fix things before they understand the true nature of their situation. Be careful not to spend all day, and all your energy, rigging up a fancy shelter only to find that the civil authorities are clearing the area and you now have to walk several miles when you are tired.

7th Conserve your cash

Inflation tends to skyrocket during disasters. Spend your money wisely. Don't let panic influence buying decisions.

Consider playing a little game of "what would we do if we didn't have this," substituting "this" for anything from toilet paper to water to flashlight batteries. Find out what emergency items are absolutely essential and which ones are optional.

Appendix B: Personal Communications Plan

MY Personal Communications Plan

(w) = work / (p) = personal

The Somebody's Family Emergency Communications Plan (858-555-1212 home)				
Name:	Tel #	Pager / Text #	E-mail	Other
Person #1 (w)	xxx-yyy-zzzz x1234	xxx-yyy-zzzz x1234	joe.somebody@myco.com	xxx-yyy-zzzz x1234
Person #1 (p)	xxx-yyy-zzzz	xxx-yyy-zzzz	jsomebody@yoohoo.com	xxx-yyy-zzzz x1234
Person #2 (w)				
Person #2 (p)				
Person #3 (p)				
Person #4 (p)				

During Work and/or School we can be found at:				
Name:	Place	Tel #	E-mail	Contact Name
Person #1	MyCo - San Diego	xxx-yyy-zzzz x1234	m.y.boss@myco.com	Mr. M. Y. Boss
Person #2				
Person #3				
Person #4				

Our Local Area Emergency Contact Coordinators are:				
Relationship:	Place	Tel #	E-mail	Contact Name
His Parents	Nearby, CA	xxx-yyy-zzzz x1234	his.parents@notmail.com	J. R. Pappy
Her Folks	Even Closer, CA	xxx-yyy-zzzz x1234	herfolks@theirisp.com	H. R. Mommy

Our Remote Emergency Contact Coordinator is:				
Relationship:	Place	Tel #	E-mail	Contact Name
Her Brother	Really Cold, ND	xxx-yyy-zzzz x1234	b.n.freezen@socold.com	Bob Freezen

Special Contact Instructions:
Joe's work has an emergency reporting number at 888-555-1212 - Joe works in Division 9999

You can use this template, or develop your own form, for consolidating the information your family, and anyone assisting your family, will need for post-disaster communications, family reunification, and workplace check-in.

Make certain that you send a copy of your plan to your personal local and remote Emergency Contact Coordinators so they will have your contact information.

For more details, and another template, on developing a personal communications plan, go to <http://www.ready.gov/america/index.html>

Appendix C: Personal Emergency Kit

Suggested contents of a home-built emergency survival kit (to sustain 1 person for up to 3 days).

You can purchase commercially manufactured survival kits for one or more persons for one or more days.

If you're primary threat is a hurricane, be prepared to be on the run for a few days after evacuating looking for lodging and sustenance.

Other events may require you to shelter in place for a week or more.

Consider the potential impacts that you are likely to face and plan accordingly.

Qty	Item	Comments
1	Used backpack (<i>medium to large</i>)	<i>Ensure that all zippers and snaps work properly</i>
12	½ liter or 1-pint water bottles	<i>Think about adding small flavoring packs for variety</i>
3	20 oz sports drink bottles	<i>To ensure you don't lose your electrolytes</i>
5 or 6	Cereal or dried fruit breakfast bars	<i>Look for something with fiber to assist your regularity</i>
1	1 lb jar of peanut butter	<i>Or similar type of spread that you will eat</i>
1	4 oz packet of saltine crackers	<i>Or similar type of cracker product with a long shelf life</i>
3	6 oz cans of tuna	<i>Or canned chicken, corned beef, etc</i>
12	Condiment packets (mayo, mustard, ketchup)	<i>Take-aways from your favorite fast food provider</i>
2	3.5 oz re-sealable beef jerky packages or gum	<i>Something to chew on in between meals</i>
2	13 oz cans of pork and beans	<i>To be eaten cold or purchase special self heating meals</i>
1	1 lb jar or can of mixed nuts	<i>Something you like but that you won't devour</i>
1	Bag of marshmallows or miniature candy bars	<i>Keep on top of pack space and keep cool</i>
3	Small applesauce or other type fruit cups	<i>Whatever you prefer to eat at room temperature</i>
1	Small First Aid kit	<i>Shop for the greatest variety in the smallest form factor</i>
1	Set of utensils (knife, fork, spoon & can opener)	<i>A new use for that leftover mismatched silverware</i>
12	5 to 7 oz paper cups	<i>To use for drinking or mixing or portion control (sharing)</i>
9	Ziplock bags of toilet paper (36 squares/bag)	<i>Test ahead of time (your mileage may vary!)</i>
1	Extra-long shoestring lanyard with whistle	<i>You never know when you will need a new shoestring</i>
6	8-hour light sticks (clip to the whistle lanyard)	<i>1 to carry each night and 1 to mark your spot</i>
1 set	Dust mask, earplugs & old sunglasses	<i>To protect during dust storms and wind borne debris</i>
1 set	Lightweight blanket & mylar cover blanket	<i>Layer for temperature control when sleeping</i>
12	Large trash garden size bags	<i>For makeshift waterproofing & resources protection</i>
3	Sets of underwear and socks	<i>Don't underestimate how it will improve your attitude</i>
1	Lightweight windbreaker/poncho w/hood & cap	<i>To keep wind and rain from soaking your clothing</i>

For more suggestions and checklists on assembling a personal emergency kit, go to

http://www.ready.gov/america/supply_checklists.html and <http://www.redcross.org/disaster/safety/fds-all.pdf>