

Dear Family,

We are pleased to present you with this *Emergency Preparedness Handbook*. Whether you are a family or individual, old or young, friend or neighbor, we all need to do what we can to be prepared for emergencies; and to be organized and willing to watch out for and help one another.

This handbook has been designed to assist you in preparing for a number of emergencies. If you are hurt during an emergency, it can also provide important information to emergency volunteers working to help you. If there are children at home, please teach them what they need to do for each kind of emergency. Use the preparation checklist on page 2 to plan and track your progress. Keep this handbook on your refrigerator or some other place where you can find it quickly.

Emergency response volunteers have been invited to serve as “block captains” in your neighborhood. These volunteers have received special training to assess critical needs during emergencies and, under the direction of civil authorities, provide immediate emergency assistance. When block captains make contact with you, please let them know of any special needs or concerns you might have during an emergency. If an emergency occurs, help both the block captains and civil authorities assess critical needs quickly by posting the appropriate colored card on your home (see back cover of handbook).

While we hope emergencies will avoid us, we will all rest easier and feel greater peace of mind if we are prepared.

Sincerely,

Dennis and Sue Shaw
Disaster Preparedness Leaders
Hidden Village Partners in Preparedness
770-9373 or 770-3976

EMERGENCY PREPAREDNESS HANDBOOK

Hidden Village Neighborhood

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FAMILY PREPARATION CHECKLIST

(pencil in last update)

- Fill out the Family Emergency Information and _____ Contact Sheet
- Create Family Disaster Response Plan _____
- Family Meeting regarding your Response
Plan and other Emergency Preparedness Topics _____
- 72 hour kit(s) for the family (renew yearly) _____
- Family First Aid Kit (update 6 months) _____
- Water Storage – 2 week supply _____
- Basic Food Storage _____
- Commodity Storage _____
- Fuel, Cooking, and Light Storage _____
- Contingency Cash Fund in Place _____
- Emergency Supplies Locator _____
- Valuable Documents consolidated (update yearly) _____
- Shelter-in-Place Kit assembled _____
- Install smoke and CO detectors (change batteries yearly) _____
- Fire Extinguisher(s) home & auto (update yearly) _____
- Automobile Emergency Kit (Update 6 months) _____

FAMILY EMERGENCY INFORMATION and CONTACT SHEET

Family Name: _____
Address: _____
Home Phone: _____
Cell Number(s): _____
Pager(s): _____

Family Designated Meeting Place(s) _____

Emergency Out-of-State Contact

Name _____ Phone _____

Extended Family

Name _____ Phone _____ Relationship _____

Block Captain _____ Phone _____

Co – Block Captain _____ Phone _____

Emerg. Preparedness Leaders _____ Phone _____

Health Insurance Provider _____

Plan Number _____ Group # _____

Physician _____ Phone _____

Preferred Hospital _____

Poison Control Number _____

Dental Insurance Provider _____

Plan Number(s) _____

Dentist _____ Phone _____

Emergency Care Authorization

“I hereby authorize (name) _____ to make medical decisions on behalf of my family if I am unavailable in the event of an emergency.

Signed _____

Relationship _____ Phone Number _____

Family Member(s) Information

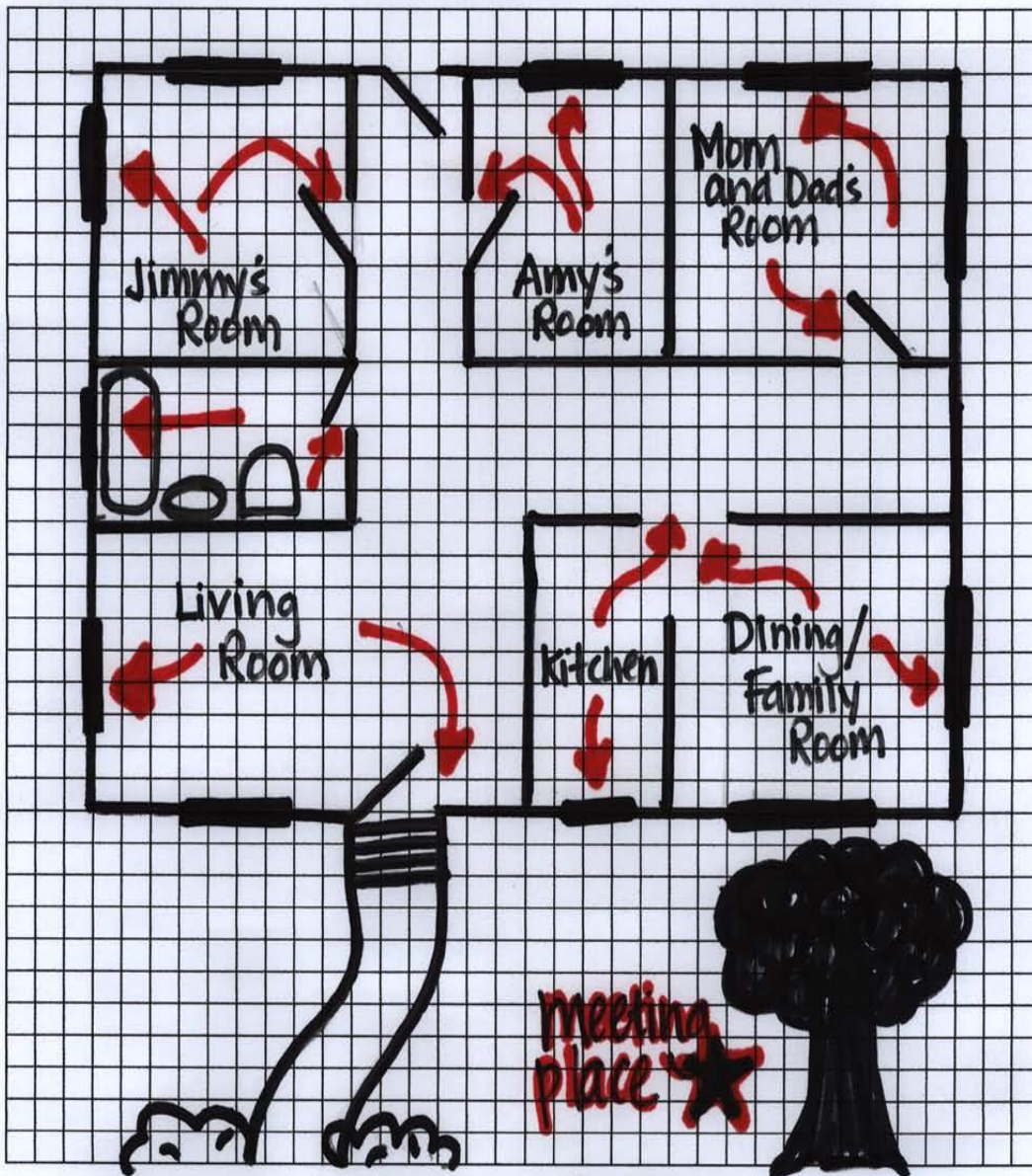
Name _____ Birth Date _____ Employer/School _____ Medication _____ Special Needs _____



ADAMS FAMILY PLAN, 2004

Our Home Fire Escape Plan

1. Draw a floor plan of your home; if your home has multiple stories, use separate sheets for each floor.
2. Draw arrows pointing to at least TWO exits out of every room (i.e., door, window).
3. Identify your home's smoke alarms. Be sure a smoke alarm exists on each level of your home; test each alarm monthly and replace the batteries twice annually.
4. Pick a safe place (outside your home) for your entire family to meet at.
5. Call 9-1-1 once you are outside. NEVER go back inside a burning building for anything!



Our family meeting place is: Big tree in front yard.

Practice makes perfect. Practice your fire escape plan twice each year!



Prepare. Plan. Stay Informed.

Family Emergency Plan



Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Out-of-Town Contact Name: _____	Telephone Number: _____
Email: _____	
Neighborhood Meeting Place: _____	Telephone Number: _____
Regional Meeting Place: _____	Telephone Number: _____
Evacuation Location: _____	Telephone Number: _____

Fill out the following information for each family member and keep it up to date.

Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____

Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

Work Location One	School Location One
Address: _____	Address: _____
Phone Number: _____	Phone Number: _____
Evacuation Location: _____	Evacuation Location: _____
Work Location Two	School Location Two
Address: _____	Address: _____
Phone Number: _____	Phone Number: _____
Evacuation Location: _____	Evacuation Location: _____
Work Location Three	School Location Three
Address: _____	Address: _____
Phone Number: _____	Phone Number: _____
Evacuation Location: _____	Evacuation Location: _____
Other place you frequent	Other place you frequent
Address: _____	Address: _____
Phone Number: _____	Phone Number: _____
Evacuation Location: _____	Evacuation Location: _____

Important Information	Name	Telephone Number	Policy Number
Doctor(s):			
Other:			
Pharmacist:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Veterinarian/Kennel (for pets):			


Dial 911 for Emergencies



Make sure your family has a plan in case of an emergency. Fill out these cards and give one to each member of your family to make sure they know who to call and where to meet in case of an emergency.

ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION:

Family Emergency Plan




EMERGENCY CONTACT NAME: _____
TELEPHONE: _____

OUT-OF-TOWN CONTACT NAME: _____
TELEPHONE: _____

NEIGHBORHOOD MEETING PLACE: _____
TELEPHONE: _____

OTHER IMPORTANT INFORMATION: _____


Ready 

DIAL 911 FOR EMERGENCIES

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ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION:

Family Emergency Plan




EMERGENCY CONTACT NAME: _____
TELEPHONE: _____

OUT-OF-TOWN CONTACT NAME: _____
TELEPHONE: _____

NEIGHBORHOOD MEETING PLACE: _____
TELEPHONE: _____


OTHER IMPORTANT INFORMATION: _____

Ready 

DIAL 911 FOR EMERGENCIES

ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION:

Family Emergency Plan




EMERGENCY CONTACT NAME: _____
TELEPHONE: _____

OUT-OF-TOWN CONTACT NAME: _____
TELEPHONE: _____

NEIGHBORHOOD MEETING PLACE: _____
TELEPHONE: _____

OTHER IMPORTANT INFORMATION: _____


Ready 

DIAL 911 FOR EMERGENCIES

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ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION:

Family Emergency Plan




EMERGENCY CONTACT NAME: _____
TELEPHONE: _____

OUT-OF-TOWN CONTACT NAME: _____
TELEPHONE: _____

NEIGHBORHOOD MEETING PLACE: _____
TELEPHONE: _____

OTHER IMPORTANT INFORMATION: _____

Ready 

DIAL 911 FOR EMERGENCIES

YOUR FAMILY DISASTER RESPONSE PLAN

Purpose:

This handbook is designed to assist you and your family in preparing for an emergency. It can also provide essential information to neighbors or emergency personnel trying to help your family.

1. Possible LOCAL and NATIONAL EMERGENCIES

- Earthquake
- Fire/Wildfire
- High Winds
- Power Outages
- Severe Storm
- Flooding
- Chemical Spills
- Nuclear Attack
- Civil Disorders or Terrorist Actions

(Other emergency situations may arise that affect only your family such as: loss of a job, illness, death or separation. Preparation should be taken for these as well.)

2. Create a Disaster Response Plan

- Talk with your family about why you need to prepare for a potential disaster. Discuss what you might do with each type of disaster that could take place. Every 6-12 months, discuss and update your plan.
- Pick two safe places to meet immediately following a disaster:
 - Immediately outside your home during sudden emergency (in-home fire).
 - Outside your neighborhood in case you cannot return home. Each family member must know the address and phone number.
- Choose an out-of-state friend to be your family contact. After a disaster, it is often easier to call long distance and most phone service is active for 10 minutes. If family members are separated during an emergency, they should call this person and tell them where they are. Everyone must know the contact phone number.
- Address special needs, i.e. handicapped, elderly, pets, etc.
- Teach children how and when to call 911 for emergency help.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find the safe spots in your home for each type of disaster, especially an earthquake.
- Instruct each family member how and when to turn off the water, gas and electricity at the main switches.
- Teach all family members how to use the fire extinguisher (ABC type), and show them where it is kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Install CO₂ detectors within 40 feet of all rooms used for sleeping. Install a detector near your gas furnace; follow manufacturer's installation instructions.

3. Immediate Response Instructions to an Emergency

- Save your own life and that of your family first. Families should stay together during initial phase of disaster. Provide first aid to your family if necessary.
- Report your family's status to your out-of-state contact within 10 minutes.
- Report your condition or request critical help through your Block Captain.
- Post family condition on front door before evacuating the home. (Can use cards or ribbons)

Green – "All is well."

Yellow – "We need help but it is not critical."

Red – "We need immediate help or critical care."

Black – "There is a deceased person(s) here."

White – “This home is vacant or nobody home.”

The black card or ribbon can be used in conjunction with any of the four cards.

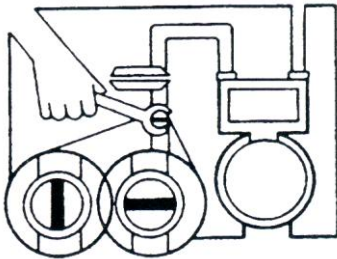
- After your own families are safe and secure, **block captains and** Volunteer Leaders check on assigned families.
- Check on status of immediate neighbors and help post status cards.
- If your area is required to evacuate make sure all living household members evacuate together with members of your block and possibly, area. If the situation becomes dangerous waiting for neighbors who do not report, leave without them **but** leave a note where you are going.
- If you are asked to “Shelter in Place” stay in your home for the length of time the local authorities deem it is necessary.

UTILITIES SHUT-OFF INSTRUCTIONS and LOCATION

Shut utilities off in the following order:

Attach appropriate wrench to gas meter and let it stay there for emergency use.

In case of fire, earthquake or other emergency, turning off your utilities can prevent unnecessary danger or damage.



Gas Valve

ON OFF

Gas: Only turn off if you smell gas anywhere

To avoid the danger of an explosion following the onset of a fire or after an earthquake, turn this utility off first.

- The shut off valve is usually located outside your home next to the meter. Our Location is _____
- Do Not Light a Fire, or use your telephone, light switches or electrical or battery operated equipment. Turn flashlights on before entering an area containing gas fed equipment.
- Ventilate your home by opening windows and doors.
- Evacuate all persons from your home.
- Call from a neighbor’s home for assistance unless a general disaster has

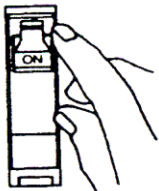
occurred.

Natural Gas Office Phone # _____

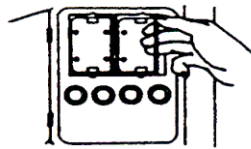
Electricity

Because a fire or earthquake could damage the electric wiring found in the walls, ceiling and floor of your home, turn this utility off next in one of two places.

- Fuse or circuit box. This box is usually located in the hallway or basement of your home. To shut off all the power, pull out all the fuses or “trip” all of the circuit breakers.



Circuit Breaker



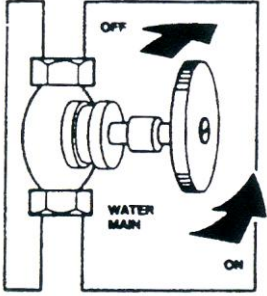
Pull-out Cartridge Fuses

- Meter Box. To turn off the power, use the switch on the electric meter below the glass bubble. The meter may be mounted on an outside wall or on a utility pole found on your property.
- Our Location is _____

When electrical service is restored power surges may occur. To avoid damage, turn off circuits except to lights. Turn on other circuits after lights are steady for a few minutes.

Water

In order to prevent contamination of your water supply, turn this utility off as soon as possible in one of two places.



- Home Shutoff Valve. This valve is usually located in your basement where the water feed enters your home. You may need pliers to turn it off. (Check now to see if it is loose.) If the house must be evacuated without heat during freezing weather, turn off the water and drain water lines by opening all water faucets and the water heater drain valve. Make sure to refill the water heater before turning on gas pilot.
- Outside Meter and Valve Box. This valve is usually located between the curb and the sidewalk. It is harder to get to and will probably need a wrench.

Our Location is _____.

Remember: Most Valves Turn off Clockwise

Family Notes:

72 HOUR EMERGENCY KIT

The following items are suggested. Each family should adapt the list for its own special needs. The emergency preparedness kit should be kept cool, dry and readily accessible. It could be stored in backpacks, duffle bags, suitcases, or 5 gallon buckets.

Water

1 gallon per person per day
Water Purification Tablets

Equipment

Adjustable wrench – hammer-Pocketknife
Battery powered radio (extra batteries)
Fire Extinguisher (very small)
Flashlight (extra batteries) – light stick
Folding shovel
Plastic-2 sheets 9'x12' (shelter, ground cloth)
Rope (¼ x 26') – duct tape
Ax
Pliers, Hammer
Tent – Tarp (shelter)
Whistle – 1 per person
Work gloves

Sanitation

Plastic Bucket with tight fitting lid
Plastic trash bags (large & small, also zip locks)
Disinfectant (bleach, Lysol, pwd. chlorinated lime) and
Baking Soda
Toilet paper – Soap/Towel
Rodent traps

Cooking/Heating

Aluminum Foil
Buddy burners/sterno/alcohol stove
Candles – 2 large
Can opener – manual
Dish soap/Dish cloth/ towel
Knife
Matches in foil
Mess Kit (1 per person)
Metal cup – Pan, can or small tin pail
Paper plates/cups/napkins/plastic utensils
Spoon & Fork – metal for mixing

Stress/Morale Boosters

Scriptures
Ball, small games, crossword puzzles
Hard candy, chocolate chips
Harmonica/Needlework/pictures
Paper, pencils, crayons, permanent marker

Food for 3 days (date each item)

Baby food –baby cereal-formula-juice
Beef Jerky-Canned meats: tuna, spam
Candy – gum
Canned fruits – juice
Canned Foods – stew, chili, spaghetti, ravioli
Cereals (Oatmeal cracked wheat)
Crackers- cookies
Dry Soup Mix- Ramen Noodles
Dried Fruits –raisins, bananas, apples
Granola Bars – peanuts,
MRE's (Meals Ready to Eat)

Peanut butter and honey
Powder milk

Clothing/Bedding

1 space blanket per person
Wool blanket or sleeping bag (1 per person)
1 change of clothes: include underwear & 2 pair socks
(at least 1 wool), sweatshirt, gloves, shoes
Infants: disposable diapers, pacifiers' blankets, clothing

Hygiene

Comb & brush (Hair needs: barrettes, elastics)
Deodorant
Feminine Hygiene needs
Lip balm, chapstick, blistex
Lotion
Shaving supplies
Shampoo Small mirror
Soap (if bar, be sure it has a container to put it in)
Toothbrush / toothpaste
Washcloth/towel

Other

First Aid Kit (see items under first aid kit)
Insect repellent/Sunscreen
Money–(Coins, small bills, travelers' checks, credit card)
Safety pins, needle, thread, scissors, buttons
Extra glasses – Extra set of car keys

Infants/Toddlers/Young Children

Their own bag –labeled with their own name
Disposable diapers (36-48 minimum)*
Disposable wet wipes*
Plastic garbage bags*
Plastic pants (label with name)*
Two changes of clothes*
Two pair pajamas
Two blankets
Two blankets
Hat/gloves/socks
Infant formula (may need to supplement nursing babies)
Instant baby cereal
Canned food & juices
Teething biscuits & Orajel
Sterilized water/also Pedialyte
Plastic bottles (label with name)
Disposable bottle liners
Extra nipples
Bib
Plastic spoon and bowl
Pacifier (label with name)
Safety pins
Baby powder
Baby Oil
Diaper rash medication
Children's Tylenol
Assorted toys (label with name)

SPECIAL NEEDS:

INFANTS and YOUNG CHILDREN

Before the emergency, young children can help prepare and store supplies. Teach them about the warning sounds (smoke alarms, sirens, etc in your home and neighborhood). Have practice fire and earthquake drills. Young children should memorize family name, address, and phone number as early as possible. Children need extra reassurance. Be prepared to sing songs and play simple games. Children imitate the way adults cope with emergencies. They can detect adults' uncertainty and grief. Be calm and honest. Change diapers on infants regularly. Dispose of the soiled diapers in garbage can liners and keep them tightly sealed to prevent spread of disease.

SENIOR CITIZENS and HANDICAPPED

In addition to preparing a 72 hour kit:

- Arrange for someone to check on you.
- Have a plan to signal for help.
- Have extra batteries for hearing aids, wheel chairs, extra oxygen, extra eyeglasses.
- Maintain at least a two week supply of medications and a current list.

PETS

Consider your pet's needs in planning for an emergency.

- Have a current ID tag, license
- Keep their vaccinations current
- Keep pet carriers, and leashes on hand to contain and calm your pet.
- Your pet also needs ½ gallon of drinking water per day as well as food.
- In case of evacuation, be aware that pets are not allowed in emergency shelters.

Documents

Keep your most valuable documents (or copies) in your emergency kit or in a packet ready to pick up and take with you. Preferably keep originals in a fireproof safe. Consider scanning documents on a computer and burning two CD's; one for your 72 hour kit and one for a member of your extended family.

RECOMMENDED

- Legal
 - A. Marriage Certificate
 - B. Birth Certificate
 - C. Passports
 - C. Vehicle(s) Registration/Title
 - D. Power of Attorney
 - E. Deeds
 - F. Will
- FINANCIAL
 - A. Assets
 - B. Personal property lists, include SN, cost, model#
 - C. Outstanding major debts (Mortgages)
 - D. Recent Tax Returns
 - E. Safety Deposit, Checking, and Savings Account # and location
- INSURANCE
 - A. Life – Agent & Policy #
 - B. Auto – Agent & Policy #
 - C. Home – Agent & Policy #
 - D. Medical – Agent & Policy #
- MEDICAL
 - A. Immunization records
 - B. Medication lists
- OTHER IMPORTANT RECORDS
 - A. Diplomas
 - B. Military
 - C. School Certificates
 - D. Social Security Numbers
 - E. Genealogy
 - F. Patriarchal Blessings

SHELTER-IN-PLACE

In-place sheltering simply means staying inside your home, business or other facility, or seeking shelter in the nearest available building. During a release of toxic chemicals or an emergency involving hazardous material where the air quality may be threatened, there may not be time to evacuate. If that is the case, local officials will notify you through the Emergency Alert System (EAS), loud speakers, telephone or go door-to-door to give you instructions. Where evacuations will get you out of the affected area, in-place sheltering will keep you inside a protected area and out of danger if there is no time to evacuate.

As soon as you are notified of an order to in-place shelter, tune your television or radio to KSL-TV, KSL Radio, 610 AM radio or other local radio station for further instructions and information. The city or county may even establish an information center complete with a recorded message or phone bank to directly answer you questions.

DON'T

Don't go outside or attempt to drive unless you are specifically instructed to evacuate.

How To:

- If possible, bring in outside pets immediately. Do not unnecessarily risk your safety for your pet.
- Close and lock all doors and windows to the outside.
- Turn off all fans and heating and air conditioning systems. Switch inlets and vents to the closed position.
- Close all fireplace dampers.
- Seal gaps around window mounted air conditioners, fireplaces, doors and windows with plastic sheeting and duct tape or other suitable materials. Use a damp towel to seal the crack under the doors.
- Seal bathroom exhaust fans, range or grill vents, dryer vents and any other openings to the outside using the duct tape and plastic.
- Seal all of these areas from the inside. (Don't go outside)
- Close drapes or shades over windows. Stay away from doors and windows. Go to an interior room that is above ground level if possible.
- Keep a damp dish towel handy to cover your mouth and nose, if needed.
- Stay inside until told to do otherwise. Monitor the Emergency Alert stations. Be ready to leave (evacuate) when told it is safe to go outside or directed to do so.
- If time does permit you to seal the entire home, close as many interior doors as possible, move to the most central, above ground room in the home and seal that room as above.

Your home in-place sheltering kit should contain at least the following:

- **Plastic sheets** pre-cut to fit your windows, doors, fireplaces, exhaust fans, range or grill vents, dryer vents and any other openings to the outside. Thickness of the plastic is not critical. A good medium weight visquene is sufficient.
- Additional plastic sheets in case you have forgotten an opening that needs to be covered or if you accidentally tear a sheet of plastic that has already been cut to fit a specific window, door, etc.
- **Tape** Duct tape is good because it is wide and very sticky. Use this to tape the plastic over windows, doors, etc.
- **Towels** A towel for each door going to the outside.
- **Scissors**

FIRST AID KIT

First Aid Kits are an essential part of family preparedness. Contents should be arranged so that a needed item can be found quickly without unpacking the entire contents. Keep the first aid kit in a dry place, out of reach of children, yet readily accessible in case of an emergency.

Label **ALL** supplies and date all medications. Take inventory at least once a year and replace items that have been used, expired or deteriorated (antiseptic swabs). Include a basic first aid manual.

The following items are recommended for a first aid kit, bold items are the most important. Filling a small tool box with items you family needs may be better than buying a preassembled kit. Focus on being able to treat things that are most likely to happen: blisters, cuts, burns, scrapes, punctures, sprains. Keep vaccinations current.

BANDAGES

Ace wrap bandages

Band-aids (flat, fingertip, knuckle, various sizes)

Cotton balls and Q tips

Eye pads

Gauze bandage rolls (kerlix or kling 3" & 4")

Sterile gauze pads (4" x 4" & 2"x2")

Moleskin (for friction blisters)

Steri strips –Butterfly bandages

Tape- hypoallergenic cloth/adhesive- ¾, 1" & 2"

Triangular Bandage 36" x 36" x 52"

MEDICATIONS

Advil/Tylenol/Aspirin (liquid/chewable for children)

Antibiotic ointment- Neosporin, bacitracin, betadine

Antihistamine –Benadryl

Antiseptic Cleansing solution-Hydrogen peroxide

Calamine lotion

Decongestants (Pseudophedrine, Triaminic, Dimetapp)

Diarrhea remedy (Immodium, Kaopectate, Peptobismol)

Drops (eye, ear, nose)

Hydrocortizone Cream

Sunscreen/Insect Repellent

Lubricant- (Vaseline, K-Y Jelly, A&D ointment)

Personal Prescriptions (i.e. diabetic, high blood pressure etc.- 30 day supply close at hand)

Rubbing Alcohol

Throat Lozenge's

Car Survival Kit

Since many emergencies which require evacuation may cause you to travel and relocate, always maintain at least ½ tank of gas in your car. Following are recommended items to include:

Container - Small backpack or duffel bag
First aid kit & manual
Class ABC fire extinguisher
Radio and batteries
Jumper Cables
Non-perishable food

Short rubber hose for siphoning
Bottled water
Small pup-tent
Bag of sand
Shovel, ax, screwdriver, pliers
Blankets or sleeping bags
Paper & Pencils

Map
Tissues, wet-wipes, plastic bags
Medications
Flashlight & batteries
Reflectors & flares
Waterproof matches and candles

OTHER

Cup

Flashlight & batteries

Ice Bag – chemical cold pack

Gloves

Hot water bottle-chemical heat pack

Knife

Matches

Mask- face shield for CPR

Medicine dropper

Money (coins) for phone calls

Nail clippers

Needle/thread

Paper & pencil

Paper bag for Hyperventilation

Plastic bags-Zip lock-for human waste or trash

Betadine or alcohol swabs

Razor blades

Safety pins

Scissors

Space blanket

Splints (tongue depressors/Popsicle sticks)

Soap – Antibacterial

Thermometer

Tissues

Tweezers

Water/Water purification tablets

SAFE DRINKING WATER FOR STORAGE

Minimum water storage is ½ gallon per day per person for drinking and food preparation, and ½ gallon per day for cleaning & misc. (2 week supply – 14 gallons per person)

Storage: Ideal is a heavy, dark plastic container with tight fitting cap or top. Plastic milk bottles are not recommended (they will deteriorate). Water, if stored in dark, clean containers and if the water is safe bacterially at the time of storage, will remain safe because disease organisms tend to die out during storage. If light can penetrate a container, water must be rotated each year. Containers must be thoroughly clean. To **sanitize** bottles wash in solution of ¼ c Clorox to 1 Quart water. Store container openers, and siphons or pumps in accessible place.

Other sources

Use water from ice cubes, your hot water tank or toilet tank (NOT the bowl), canned fruits and vegetables, etc. To obtain water from the hot water heater it is sometimes necessary to open the valve at the top of the tank and other hot water taps in the house as well as the faucet at the bottom of the heater. Be sure to turn off gas or electricity to the water heater before draining off water for emergency use (after turning the water main off.) To use the water in your pipes, let air into plumbing by turning on the faucet in your house at the highest level. A small amount of water will trickle out. Then, obtain water from the lowest faucet in the house.

How to Purify Water

Boiling: Boil vigorously for 3-5 minutes. To improve taste, pour from one container to another several times. This is the safest method.

Purification Tablets: Available at any drug store. Follow directions on package.

Bleach Purification: Liquid household bleach can also be used. It must contain hypochlorite, preferably 5.25%, add according to table below, then stir and mix.

Amount of Water	Clear Water	Cloudy Water
1 quart	2 drops	4 drops
1 gallon	8 drops	16 drops
5 gallons	½ teaspoon	1 teaspoon

FOOD STORAGE

Food storage is another form of insurance for you and your family. It is an even wiser investment if you practice the idea of storing what you use and using what you store. Using and rotating your food storage on a regular basis maintains your original investment because nothing is wasted. Food storage provides a feeling of security and helps you to become self-reliant.

There are 4 basic rules for storing foods:

1. KEEP IT COOL
2. KEEP IT DARK
3. KEEP IT DRY
4. ROTATE IT

Where to Start:

- Buy what your family eats. It is much easier when a crisis occurs if you don't have to change your diet.
- Start by Planning 1 week of menus filled with your favorite meals.
- Gather the recipes and list the ingredients.
- Multiply the ingredients by 4.
- Take an inventory of items you currently have.
- Purchase the items needed in bulk as much as possible. (Cream of Wheat – small package \$3.50, 50# \$10)
- Purchase items that can be stored, but substituted for fresh ingredients. (Powdered milk, powdered eggs, dehydrated foods (freeze-dried are the best tasting, but store only those ingredients you will be using)

- This gives you one month of food storage containing items your family eats. Continue this process until you have a one year supply.

TIPS

- Choose food your family likes and uses. Date and rotate your storage items.
- Store a variety of items and flavorings to go with them. You'll fare better on having a one-month supply of a variety of items than a year's supply of 2-3 items
- For an emergency, store quick and easy-to-prepare foods for when you are psychologically or physically unable to cook.
- Always store your bulk foods in food storage containers.
- Keep food in the driest and coolest spot in the house and choose a dark area if possible.
- Keep all food covered at all times.
- Open food containers carefully so that they can be tightly closed after each use.
- Empty opened packages of sugar, dried fruits or nuts into screw-top jars or some other airtight container because insects or rodents may be a problem.
- You may want to store non-perishable foods for your pets.
- Freezer food will last from 48-72 hours if the freezer is full and the door stays closed.
- Borrowing money or putting food storage on a credit card without means to pay it back is highly discouraged. Don't go into debt for food storage.
- Keep your food inventory list handy and mark the items as you use them so they can be replaced.

These are the **BASICS** recommendations for one year:

Grains (wheat, rice, corn, oats, etc.)	300-400 lbs per person
Powdered milk (nonfat)	20 lbs per person
Sugar (honey, syrups, jams)	60 lbs per person
Salt	8 lbs per person
Shortening or oil	20 lbs per person
Dried Legumes (beans, peas, etc.)	60 lbs per person

Beyond the Basics (rotate regularly):

Canned or freeze-dried fruits &	vegetables
Canned or freeze-dried meats &	soups
Dry pasta	
Baking powder and soda	
Vitamin and mineral supplements	
Bullion, spices, yeast	

COMMODITY STORAGE

STORE sufficient amount for your family's needs for one year.

Paper products	Personal Hygiene
Toilet Tissue	Bath soap
Paper Towels	Shaving supplies
Cups & Plates	Hair Supplies
Napkins	Shampoo & Conditioner
Garden Seeds	Deodorant
Cleaning Supplies	Contact Lenses & solution
Disinfectant	Toothpaste and Toothbrushes
General household cleaning supplies	Feminine supplies
Matches	Plastic Goods
Canning Supplies	Eating utensils
Lids and Rings	Plastic wrap, bags, foils, etc.
	Garbage bags

EMERGENCY SUPPLIES LOCATOR

Take some time to evaluate the best spot for all essential supplies and equipment that you would need in the event of an emergency. (Could include: 72 hour kits, first aid kit, medication, and camping gear.) You might note these locations on a sketch of a floor plan of your home, so others could help you get what you need. Consider placing some essential supplies in different locations in case one area is inaccessible.

FINANCIAL PREPAREDNESS

There are many advantages in establishing good financial practices in our homes. Savings permit us to continue to provide for ourselves during changes in employment or emergencies. Your goal should be to acquire enough savings to support your family for at least six months.

KEYS TO FINANCIAL STABILITY – [from **One For The Money** by Marvin J. Ashton]

- Live on less than what you earn.
- Distinguish between needs and wants.
- Use a budget
- Teach family members the importance of work - accomplishment.
- Teach children to make money decisions – teach credit.
- Teach each family member to contribute to total family welfare – chores & service.
- Make education a continuing process
- Work toward home ownership.
- Obtain adequate insurance.
- Have a food storage and emergency preparedness program.
- Be honest in all your financial affairs.

PREPARE A FAMILY BUDGET

1. Estimate family income (take-home pay, interest, additional income). Base on average minimum.
2. Calculate Fixed expenses: taxes, rent or mortgage and fixed housing expenses, debts.
3. Plan daily expenditures, including incidentals: food, household expenses, clothing, automobile & transportation costs, medical care, personal allowances, family interests and recreation, variable items such as internet, crafts, etc.
4. Plan savings and emergency funds. Try to pay yourself 10%. Make your savings large enough to cover emergency funds and long-range goals (education, missions, retirement, etc.)
5. Make a plan to get out and stay out of debt!

HEATING, COOKING & LIGHTING

Coal –The best type for heating homes is anthracitic (hard). Should be stored in plastic-lined pit or in sheds, bags, boxes, or barrels and should be kept away from circulating air, light, and moisture.

Wood – Hardwood is slow burning, but needs more kindling. Should be seasoned & kept dry.

Newspaper logs – Good and inexpensive. To make:

1. Use 8-10 pages of newspaper and open flat.
2. Spread the stack, alternating the cut sides and folded sides.
3. Place a 1” wood dowel or metal rod across one end and roll the paper around the rod very tightly. Roll it until there are 6-8 inches left to roll, then slip another 8 pages underneath the roll. Continue this procedure until you have a roll 4-6 inches in diameter.
4. With a fine wire, tie the roll on both ends. Withdraw the rod. Your newspaper log is ready to use. Four of these will burn about 1 hour.

Propane – stores indefinitely, but requires proper ventilation. By law you can only store up to 25 gallons (up to 5 – 5 gallon containers). Keep at least 10 feet from combustible or flammable liquids. You are only allowed to store two 1 lb disposable propane bottles inside your home or attached garage.

White gas (Coleman fuel) - Never use indoors or store indoors. Max. Residential storage limited to 25 gallons – preferably stored in unattached garage or shed. No more than 10 gallons in an attached garage and no flammable liquids in basements. Use containers approved for use with flammable liquids. Store ABC fire extinguisher within 50 feet and no closer than 10 feet. Keep away from open flames and high temperature devices.

Kerosene, Lamp Oil & Diesel – cheapest and not as explosive. Stores well for long periods. You will need a heater to burn, at least 9,600 BTU's of heat. Can double as a cooking surface. Heating appliances are limited to a fuel capacity of 2 gallons. Crack a window ¼ inch for proper ventilation. Use a battery powered Carbon Monoxide detector to help prevent poisoning. Buy on K-1 rated kerosene. Max. residential storage limited to 60 gallons – 10 only to be stored in attached garage with none in basements. Store in approved containers. Fire extinguishers and open flame rules are the same as for flammable liquids. Remember the Aladdin lamps burn very hot. Fashion a tomato cage over the lamp to prevent it from toppling over and to help keep children away from the 750 degree heat produced. Kerosene lanterns burn time is about 45 hours per quart. Store extra wicks, chimneys and mantles for lamps.

Candles and Several flashlights – Shelf-life is about 3-5 years when batteries are stored in a cool location and in an airtight container.

Charcoal – Never use indoors. Buy at the end of summer when it is least expensive. Store in metal, airtight containers such as metal trash cans.

Home power generator—expensive, but useful.

Light sticks – up to 12 hours of lighting. Cyalume sticks – safest, won't ignite natural gas

Waterproof matches.

Extra fuses

Extra light bulbs

Hot water bottle (rubber)

Weather stripping materials – Duct tape.

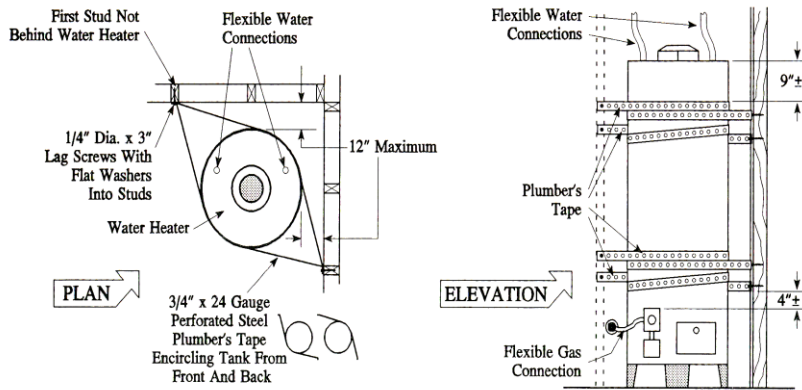
Heating fuels do not have an indefinite shelf-life. Many heating/cooking manufacturers recommend that you consume all said fuels within 6 months of purchase.

EARTHQUAKE

Early Precautions

- Store breakable items in secured cabinets
- Store paper goods in areas unlikely to get wet. Food items which may prove essential after the earthquake should be arranged on storage shelves so that paper goods and non-breakable items are stored on the upper shelves and bottles and jars on the lower shelves. Retainers or cage doors can be installed to assure that everything remains intact during the quake.
- Have a battery operated radio and flashlight available near your bed.
- Locate gas meter and valve
 1. Have a wrench and know how to turn off the gas to the house if you smell gas.
 2. Know how to turn off the water to the house.

- Keep a pair of shoes near your bed. Have water heaters and heavy appliances secured to the wall. Heavy nylon binding or metal straps can be wrapped around the heater and attached to



wall.

- Have a family plan of response in an earthquake. Have a common meeting place (if separated).
- Sleep away from areas where heavy objects could fall.
- Close drapes at night to keep flying broken window glass away from center floor areas.

During an Earthquake

If inside, stay inside. Stand in a doorway, against an inside wall or hallway, or crouch under a desk or table. Stay away from windows, bookcases, ceiling fixtures, and china cupboards. Try to keep children with you.

If outside, stay outside. Stay away from buildings, trees, and telephone and electrical lines and poles. Move to an open area.

If in a car, stay away from underpasses, and overpasses. Stop in a safe area. Stay in your vehicle.

In tall buildings, get under your desk. Do not dash for exits since stairways may be broken or jammed with people. Check stairs carefully. **DO NOT USE Elevators.**

After an Earthquake

Check for injuries and provide first-aid.

Check for structural safety.

Gas Lines

If you smell gas, open windows and shut off the main gas valve. Then leave the building and stay out of it. Do not light candles, matches, lighters, or turn on light switches or use the telephone until you determine there is no leak. Gas leaks cause explosions. Turn off burners and pilot lights. Do not operate any appliances if you suspect a gas leak.

Electrical Lines

Electrical lines can cause fires. Shut off all electrical power if there is damage to your house wiring or the lines that lead to your house.

Water Lines

Turn off the water where it enters the home so you won't lose water in the water heater if water lines are broken. Do not flush toilets until you know that sewer lines are not broken. Do not pour or flush water down drains if there is no electric power. Sewage treatment plants operate on electricity so sewage could back up into your home.

- Wear shoes.
- Turn on the radio and listen for instructions from public safety agencies.
- Use the telephone only for emergencies.
- Stay away from damaged buildings. Aftershocks can collapse them.

You and your neighbors will probably be on your own for at least 72 hours.

FIRE

Fire Prevention

- Clear your closets, attic, basement, garage, and yard of cast-off articles and rubbish that will burn.
- Never store gasoline, kerosene, benzene, naphtha, and similar flammable fluids indoors. Remove all fire hazards.
- Check your wiring system, especially extension cords. Many fires are due to overloaded electrical circuits, worn out cords, and careless use of appliances.
- Do not use flammable liquids to start a fire.
- Use a metal screen for fireplaces.
- Keep space heaters away from traffic areas.
- Clean grease from stoves and ovens.
- Keep matches away from children.
- Have smoke alarms in all rooms (and some carbon monoxide detectors)
- Have a fire extinguisher in the kitchen
- Store important documents in a fire safe container.

What To Do if Fire Occurs

- Have a family plan of action and evacuation.
PRACTICE home fire drills!!!!!!
- Warn others
- Have a 10-pound ABC-type fire extinguisher in your home.
- Take away fuel - remove burning material before the fire spreads, if possible.
- Take away air - a rug or blanket will smother the fire.
- Take away heat - you can't have too much water on hand.
- Call the fire emergency number 911
- Turn off electricity and gas
- Do not use water on oil, grease, or electrical fire
- If you are in a high-rise building, do not use elevators
- There is more oxygen near the floor, so crawl
- Test the door knob using the back of your hand; if it is hot don't open the door.
- Use a previously determined primary or secondary means of exit.

WILDFIRE

People start most wildfires. Design and landscape your home with wildfire safety in mind. Select materials and plants that can help contain fire, rather than fuel it. Hardwood trees are less flammable than pine, evergreen, eucalyptus or fir trees. Use fire resistant or non-combustible materials on the roof and exterior of your home. Treat wood or combustible material with UL-approved fire-retardant chemicals.

Create a 30-50 foot safety zone around your home. Homes built in pine forests should have a minimum safety zone of 100 feet. Protect your home by doing the following:

- Regularly clean roof and gutters.
- Remove leaves and rubbish from under structures.
- Remove limbs of trees within 15 feet of ground.
- Remove dead branches that extend over the roof.
- Prune tree branches and shrubs within 15 feet of a stovepipe.
- Clear branches from power lines (Power company will do this).
- Remove vines from the walls of the home.
- Clear a 10-foot area around propane tanks and the barbecue.
- Regularly dispose of newspapers and rubbish.
- Store gasoline, oily rags and other flammable materials in approved safety cans.
- Stack firewood at least 100 feet away and uphill from your home.
- Inspect chimneys at least twice a year. Clean them at least once a year.
- Consider installing protective shutters or heavy fire-resistant drapes.

- Keep handy household items that can be used as fire tools: a rake, axe, handsaw or chainsaw, bucket and shovel.
- Identify and maintain an adequate outside water source such as a small pond, cistern, well, swimming pool or hydrant.
- Install freeze-proof exterior water outlets on a least two sides of the home and near other structures on the property.

When Wildfire threatens:

1. Back your car into the garage or park it in an open space facing the direction of escape. Shut doors and roll up windows. Leave the key in the ignition. Close garage windows and doors, but leave them unlocked. Disconnect automatic garage door openers.
2. Confine pets to one room. Make plans for your pets during an evacuation.
3. Arrange temporary housing outside the threatened area.

To protect your home:

Inside

- Close windows, vents, doors, blinds and heavy drapes. Remove lightweight curtains.
- Shut off gas at the meter. Turn off pilot lights.
- Open fireplace damper. Close fireplace screens.
- Move flammable furniture into the center of the home away from windows and sliding-glass doors.
- Turn on a light in each room to increase the visibility of your home in heavy smoke.

Outside

- Seal attic and ground vents with pre-cut plywood or commercial seals.
- Turn off propane tanks.
- Place combustible patio furniture inside.
- Connect garden hose to outside taps.
- Place lawn sprinklers on the roof and near above-ground fuel tanks. Wet the roof.
- Wet or remove shrubs within 15 feet of the home.
- Gather fire tools.

HIGH WINDS

Check your battery-powered equipment. Your radio may be your most essential item. Emergency cooking facilities and flashlights should also be checked.

- Board up windows or protect them with storm shutters or tape. Make a large X across the window with the tape. Danger to small windows is mainly from wind-driven debris. Larger windows may be broken by wind pressure. To relieve wind pressure, open windows about one inch at opposite ends of the home.
- Secure outdoor objects that might be blown away or uprooted.
- Remain indoors during the storm itself, (staying away from windows) and in the most reinforced area of the home.
- Stay away from fallen or damaged electric wires; these may still be dangerous.

POWER OUTAGE

- Keep freezers as full as possible – open the door only briefly. A full freezer could last 3 days without power.
- Have a heat source that is not dependent on electrical power
- Kerosene and propane heaters must be well ventilated
- Turn off electrical equipment you were using when the power went out. Unplug appliances – power surges can damage appliances.
- Leave one light turned on so you'll know when your power returns.
- Check on neighbors (especially the elderly).
- Do not run a generator inside a home or garage. Do not connect a generator to a home's electrical system. Connect only the equipment you want to power directly to the outlets on the generator.
- If you use a computer, keep files and operating systems backed up regularly. Get a high quality surge protector.
- Keep your car fuel tank at least half full because gas stations rely on electricity to power their pumps.

WINTER STORMS

- Stay at home (if at all possible)
- If you must travel, try not to go alone. Make sure others know the route you are using and when you will be back.
- Keep at least half a tank of gas at all times.
- Have flares, flashlight, blankets, and a first aid kit in the car.
- If you get stranded in a storm, run the car intermittently (not continuously) to warm the interior of the car.
 1. Keep snow away from the exhaust pipe
 2. Keep a window slightly down to provide ventilation
- If trapped at home
 1. Move into the room that has a wood burning stove
 2. Close off the remainder of the house
 3. Stay together
 4. Check your supply of heating fuel.
- Check on neighbors (especially the elderly)
- Use moderation when shoveling snow. It can be exhausting and dangerous for anyone not in good physical condition.
- Dress to fit the season. Layers are more effective and efficient than single layers of thick clothing.
- Stay Dry: When clothes get wet, they lose about 90% of their insulating value.

FLOODS

- Avoid (if possible) sloping landscaping toward the home
- Stay out of fast moving water
- If flooding of significant depth is occurring and is entering your home or basement, don't try to stop it. It is better for your home to flood and equalize the inside and outside pressures.
- If driving your car, avoid driving over a flooded road, and do not drive through water of unknown depth. If your vehicle stalls, abandon it immediately and seek higher ground.
- Keep materials like sandbags, plywood, plastic sheeting, and lumber handy for emergency waterproofing.
- Protect your valuables by transferring them to floors above projected flood levels and enclose them in polyethylene sacks.
- Store drinking water in closed, clean containers.
- Turn off the main water valve to trap the maximum amount of uncontaminated water in your home.
- Do not use fresh food that has come in contact with flood waters.
- Do not handle live electrical equipment in wet areas; electrical equipment should be checked and dried before it is returned to service.

CHEMICAL SPILL

You may be exposed to a chemical even though you may not be able to see or smell anything unusual. You may be exposed in four ways:

1. Breathing the chemical.
2. Swallowing contaminated food, water, or medication.
3. Touching the chemical, or coming into contact with clothing or things that have touched the chemical.
4. Eye exposure.

Preventing Chemical Emergencies in the Home

- Keep all medicines, cosmetics, cleaning products, and other household chemicals out of sight and out of reach of children.
- Flush medicines that are no longer being used or that are outdated down the toilet, and place the empty container in the trash.
- Store household chemicals according to the instructions on the label.
- Avoid mixing common household chemical products

- Always read the directions before using a new product.
- Read instructions on how to dispose of chemicals properly.
- Never smoke while using household chemicals. Avoid using hair spray, cleaning solutions, paint products, or pesticides near the open flame of an appliance, pilot light, lighted candle, fireplace, wood burning stove, etc.
- If you should spill a chemical, clean it up immediately with rags, being careful to protect your eyes and skin.
- Buy only as much of a chemical as you think you will use.
- Keep an A-B-C-rated fire extinguisher in the home and car, and get training from your local fire department on how to use them.
- Post the number of the nearest poison control center by all telephones
- Learn to recognize the symptoms of toxic poisoning:
 - Difficulty in breathing.
 - Irritation of the eyes, skin, throat, or respiratory tract.
 - Changes in skin color.
 - Headache or blurred vision.
 - Dizziness.
 - Clumsiness or lack of coordination.
 - Cramps or diarrhea.

What to Do During a Home Chemical Emergency

- If your child should eat or drink a non-food substance, find any containers immediately and take them to the phone.
- Call the poison control center, emergency medical services (EMS), 9-1-1, or the operator.
- Follow the emergency operator's or dispatcher's instructions carefully.
- If a hazardous substance comes into contact with an eye, it is important to take immediate action. Delaying first aid can greatly increase the likelihood of injury. Flush the eye with clear, lukewarm water for a minimum of 15 minutes, unless authorities instruct you not to use water on the particular chemical involved.
- If there is danger of a fire or explosion, get out of the house immediately.
- If there is a fire or explosion, call the fire department from outside (a cellular phone or a neighbor's phone).
- Stay away from the house to avoid the possibility of breathing toxic fumes.
- Wash hands, arms, or other parts of the body that may have been exposed to the chemical.
- Discard any clothing that may have been contaminated.
- Administer first aid treatment to victims of chemical burns.
 - Call 9-1-1 for emergency help.
 - Remove clothing and jewelry from around the injury.
 - Pour clean, cool water over the burn for 15 to 30 minutes.
 - Loosely cover the burn with a sterile or clean dressing. Be sure that the dressing will not stick to the burn.
 - Refer victim to a medical professional for further treatment.

What to Do During a Major Chemical Emergency

- If you hear a siren or other warning signal, turn on a radio or television for further emergency information.
- Strictly follow instructions.
- You will be told the following:
 - The type of health hazard.
 - The area affected.
 - How to protect yourself.
 - Evacuation routes (if necessary).
 - Shelter locations.
 - Type and location of medical facilities.
 - The phone numbers to call if you need extra help.
- Call EMS, 911, or the operator only for a possible life-threatening emergency.
- Your children may be sheltered in place or evacuated from school. If protective actions are being taken at your children's school, do not go to the school or call the school. For further information, listen to local emergency radio and TV stations to learn when and where you can pick up your children.

NUCLEAR ATTACK

None of us likes to think about the possibility of a nuclear attack. Even though the possibility is remote, preparation is still essential.

WARNING SIGNAL OF NUCLEAR ATTACK

The standardized warning signal of a nuclear attack is a 3 to 5 minute wavering sound of a siren or series of short blasts on whistles, horns, or other similar devices. This signal will be used for no other purpose. There is also an attention or alert signal which is a steady 3-5 minute blast of the same sirens, whistles, or horns. If this signal is heard, you should turn on your radio or television for important information that is about to be broadcast. You would be instructed which station to tune to and also what action should be taken in an emergency.

If you are unable to evacuate, construct a shelter in your basement or crawl space. Your main concern will be to protect yourself and your family from radioactive fallout. Nuclear fallout can be expected anywhere from 20 minutes to a few hours depending on how close the blast was and also wind and weather conditions.

- There are three ways to protect yourself from nuclear fallout. They are distance, mass, and time.
- The more distance between you and the fallout particles the less radiation received.
- The more heavy, dense materials between you and the fallout particles the better. Materials such as concrete, bricks and earth will absorb much of the radiation and keep it from reaching you.
- Fallout radiation decays rapidly. As time passes, fallout loses its radioactivity. Be prepared to spend anywhere from 3 days to 2 weeks in your shelter.

There are three types of radiation – alpha particles, beta particles and gamma rays. Alpha and beta particles can simply be washed off the skin and clothing. Gamma rays are the most feared and difficult to protect you from, but occur only in the immediate aftermath of the blast. They can be stopped with 18-24 inches of concrete, or 3-4 feet of earth.

After many studies, the Federal Government feels that most remaining food supplies would be safe for use after an attack. Food must simply be washed to clean off any of the fallout particles.