

Emergency Preparedness guideline information

[prepared for Grace Christian Center – Port Ludlow, WA]

- Know what to do during and after an earthquake to protect yourself
- Prepare an emergency communication and reunification plan with family, friends, and neighborhood contacts
- Prepare a basic emergency supply kit (Grab&GO Bag) for 3 days
- Prepare supplies to handle 30 days on your own
- Prepare a financial emergency kit
- Prepare your home to make it safer and to lower risk of damage from a natural disaster event

Know what to do during and after an earthquake

Indoors

- > drop where you are, onto your hands and knees so the earthquake doesn't knock you down. Cover your head and neck with one arm and hand
- > If a sturdy table or desk is nearby, crawl underneath it, or crawl next to an inside wall. Stay on your knees; bend over to protect vital organs.
- > Move away from windows, bookcases, heavy mirrors, refrigerators, open cabinets, and other heavy objects that might fall
- > after the shaking stops, and if possible, survey for damage and know how to shut off home utility gas (propane, natural gas), electric power, and water lines

Outdoors

- > Move away from trees, signs, downed electrical poles or wires
- > Near buildings, duck into the doorway to protect yourself from falling glass or other debris

Driving

- > Drive to the side of the road with caution
- > Avoid bridges, overpasses, power lines, and other roadway hazards
- > Stay inside vehicle until shaking stops

Make a plan ahead of time

- Meet with family and friends in your support network to explain concerns and prepare a plan to communicate after a major disaster emergency
- Choose an out-of-town contact to check with after a disaster
- Arrange for someone to check on you after a disaster (could be family member or neighbor)
- Carry family and friends contact information with you (in your wallet)
- Contact Neighborhood Preparedness (NPREP) teams in your area to find out how to communicate and how to get help during an emergency
- Have backup communications equipment available. Such as a battery powered AM/FM radio and hand-held FRS walkie-talkie radio.

GATHER IMPORTANT FAMILY DOCUMENTS AHEAD OF TIME

(if possible keep these records in a fireproof & portable container)

- + Will, insurance policies, contracts, deeds, stocks and bonds**
- + Passports, Social Security cards and immunization records**
- + Credit card account numbers and companies**
- + Inventory of valuable household goods and important telephone numbers**
- + Family records (birth, marriage and death certificates)**

Prepare a Basic Preparedness Kit**Customize your kit to match your specific needs! Your Grab&Go! Bag**

A small kit contained in a backpack or suitcase that is easy to carry in a moment's notice is an invaluable asset in an emergency. Supplies and tools to support you for three (3) days is suggested for your **Grab&Go! Bag**. In addition, we also suggest that you have supplies on hand to last each person for 30 days in the case of a major disaster. Due to our population and relative isolation, state and federal resources may be directed to more densely populated communities in a catastrophic event. Here are some suggestions to what to include in these kits.

Basics

Water
 Food
 Flashlight
 Extra batteries
 Radio (battery/crank)
 Light Sticks
 Whistle
 Toiletries
 Important documents
 Cash/Money
 First Aid Kit
 Multi-purpose tool
 Garbage/ziplock bags

Special Needs

Medications
 Pet items
 Baby items
 Extra clothes

Alternate list

Personal Medications (Several Days Supply)
 Personal First Aid Kit with Medical Gloves & Face Mask (N95)
 Duct Tape (Can Be Wrapped on a Popsicle Stick)
 Rope
 Pair Of Leather Palmed Work Gloves
 Rain Poncho or Large Garbage Bag
 Jacket, Sweater, & Hat (Preferably a Rain Jacket)
 Pair of Socks (Preferably Wool)
 Emergency Blanket
 Pen & Paper
 Map of Region
 Small Clean White Hand Towel
 Food for 24 Hours (Energy Bars or MRE'S with Plastic Utensils)
 Matches or Lighter
 Insect Repellant
 Metal Cup/Can for Cooking & Drinking
 Extra Set of Keys (House & Car)
 Pocket Radio
 Out of State Contact People (List Addresses & Phone Numbers)
 Small Plastic Bottle of Chlorine Bleach in a Ziplock Bag
 Tag for Your Bag in Case You Get Separated from It or Are Injured.

Prepare supplies to handle 30 days on your own

There are six categories of items you should have in your home:

- + Food
- + Water
- + First aid supplies
- + Clothing and bedding
- + Tools and emergency supplies
- + Special items

Keep the items you would most likely need during an evacuation in an easy-to-find or easy-to-carry container, such as a large covered trash container, a backpack or a duffle bag.

Store a 30-day supply of nonperishable foods that require no refrigeration and little or no water, preparation or cooking. If you must heat food, pack a few cans of Sterno (a fuel made from denatured and jellied alcohol. It is designed to be burned directly from its can.) Select food items that are compact and lightweight.

Include a selection of the following:

- + Ready-to-eat canned meats, fruits and veggies
- + Canned juices, milk and soup (if powdered, store extra water)
- + Salt, sugar and pepper
- + High-energy foods: peanut butter, jelly, crackers, granola bars and trail mix
- + Vitamins
- + Food for infants, elderly people or those with special diets
- + Comfort/stress foods: cookies, hard candy, sweetened cereals, lollipops, instant coffee and tea bags

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

- + Sturdy shoes or work boots
- + Rain gear
- + Blankets or sleeping bags
- + Hats and gloves
- + Thermal underwear
- + Sunglasses

Remember family members with special requirements, such as infants and elderly or disabled people.

FOR BABY

- + Formula
- + Diapers
- + Bottles
- + Powdered milk
- + Medications

FOR ADULTS

- + Heart and high blood pressure medication
- + Insulin
- + Prescription drugs
- + Denture needs
- + Contact lenses and supplies
- + Extra eyeglasses

ENTERTAINMENT

- ✦ Games and books

Water or filter for 30 days

Store water in glass or heavy plastic containers (such as 5 gal plastic containers).

Avoid using containers that will break or decompose, such as milk cartons.

A normal, active person needs 1.1 gallons of water each day for drinking and food items.

Have a water filtration unit and water purification tablets on hand.

First aid supplies for 30 days

Assemble a first aid kit for your home and one for each car.

A first aid kit should include:

- ✦ Sterile adhesive bandages in assorted sizes
- ✦ Assorted sizes of safety pins
- ✦ Cleansing agent/soap
- ✦ Latex gloves (2 pairs)
- ✦ Sunscreen
- ✦ 2-inch sterile gauze pads (x4-6)
- ✦ 4-inch sterile gauze pads (x4-6)
- ✦ Triangular bandages (3)
- ✦ Nonprescription drugs
 - Aspirin
 - Anti-diarrhea medication
 - Antacid
 - Syrup of ipecac (to induce vomiting if advised by the Poison Control Center)
 - Laxative
 - Activated charcoal (use if advised by the Poison Control Center)
- ✦ 2-inch sterile roller bandages (3 rolls)
- ✦ 3-inch sterile roller bandages (3 rolls)
- ✦ Scissors
- ✦ Tweezers
- ✦ Needles
- ✦ Moistened towelettes
- ✦ Antiseptic
- ✦ Thermometer
- ✦ Tongue blades (2)
- ✦ Tube of petroleum jelly or other lubricant

Tools and supplies for 30 days:

- ✦ Mess kits, or paper cups, plates and plastic utensils
- ✦ Emergency preparedness manual
- ✦ Battery-operated radio and extra batteries
- ✦ Flashlight and extra batteries
- ✦ Cash or traveler's checks, change

- + Nonelectric can opener, utility knife**
- + Fire extinguisher, small canister ABC type**
- + Plastic or tarps to cover windows**
- + Tent (to set up in your house)**
- + Hammer**
- + Crowbar**
- + Pliers**
- + Duct tape**
- + Compass**
- + Matches in a waterproof container**
- + Aluminum foil**
- + Plastic storage containers**
- + Signal flare**
- + Paper, pencils**
- + Needles, thread**
- + Medicine dropper**
- + Shut-off wrench (to turn off household gas and water)**
- + Whistle**
- + Pry bar**
- + Plastic sheeting**
- + Map of the area**
- + Sanitation supplies**
 - Toilet paper, towelettes
 - Soap, liquid detergent
 - Personal hygiene items (pads, tampons)
 - Plastic garbage bags, ties
 - Plastic bucket with a tight lid
 - Disinfectant
 - Household chlorine bleach

Prepare a financial emergency kit (EFFAK)

From the Emergency Financial First Aid Kit (EFFAK) link:

https://www.fema.gov/media-library-data/1441313659995-38b0760a58131b871d494ddacbf52b6e/EFFAK_2015_508_enabled.pdf

Four Simple Steps to Financial Preparedness

1. Compile: Assemble your important documents and contacts.

Complete and date all the forms in the EFFAK.

Use the checklists to identify the documentation that you should collect.

If you do not have an original version of a document, contact the appropriate company or agency to obtain a copy.

If you receive paper checks for any of your Federal benefits, consider enrolling in automatic benefits through Go Direct (www.godirect.org).

If you receive paper checks from your employer, consider requesting direct deposit.

Print or download statements of any obligations that you pay automatically, such as rent or mortgage payments, utilities, loan payments, and memberships.

Take photographs or record a video of the rooms in your home and any valuable belongings.

Include copies of these records with either your paper or electronic versions of the EFFAK.

Keep some cash in the same safe location as your EFFAK to pay for emergency purchases if ATMs are not functioning or banks are closed. The amount of cash should be based on the basic needs of your family, including food, gas, and other necessities.

2. Review: Review your insurance policies and financial paperwork to be sure that they are still accurate and current.

If you own a home, ensure that your homeowners insurance coverage is adequate.

If you rent, ensure that your lease reflects your current rent and verify that your renters insurance is up-to-date.

Please visit www.usa.gov/topics/family-homes/insurance.shtml for additional tips on homeowners and renters insurance.

The EFFAK will help you to identify any important personal documents or types of insurance (such as a will, living will, life insurance policy, or health insurance plan) that you do not currently have. Consider taking the steps to set up these items.

3. Safeguard: Store paper and electronic copies of all files in safe locations.

Consider storing paper copies of important documents at home in a fireproof and waterproof box or safe, in a bank safe deposit box, or with a trusted friend or relative. If you are using a safe deposit box, you may want to ask your bank or check state laws to confirm who can and cannot access the safe deposit box if the lessee dies or is incapacitated.

For electronic copies of important documents, store them in a password-protected format on a removable flash or external hard drive in your fireproof and waterproof box or safe, or consider using a secure offsite storage service. Visit www.us-cert.gov/ncas/tips/st04-019 to learn how to use electronic encryption to protect sensitive information.

If you bank or pay your bills electronically, we recommend periodically printing your account records to include with your EFFAK.

If you have a lawyer, financial advisor, or trusted family member or friend, you may want to provide him or her with a paper copy of your EFFAK in a sealed envelope to be opened only with your approval or the approval of someone you have designated in the event you cannot make decisions on your own, such as your next of kin or someone whom you have authorized to act on your behalf (known as power of attorney).

4. Update: Revisit and update your EFFAK on a regular schedule. Updates are especially important when certain changes in your life occur.

Suggested schedule for routine review:

- » **During tax preparation time**
- » **At the start or end of daylight saving time**
- » **Around your birthday**
- » **At the start of a new year**

Changes that need EFFAK updates:

- » **When you change your insurance provider**
- » **When you purchase a home or rent an apartment**
- » **When you open or close bank accounts**
- » **When you have a change in marital status**
- » **When you have a child**
- » **When your child changes schools**
- » **During retirement planning**

Prepare your Home for Emergency

From the *Think, Plan, Do, Repeat Guide* (for EPREP planning):

<http://bit.ly/about-think-plan-do-repeat>

Disasters don't keep regular hours and can happen anytime day or night. Be ready to take action before, during and following a disaster with your safety as a priority.

Staying in your home is always preferable over an emergency shelter or hotel. Start by identifying hazards in your home. Once hazards are identified, it does not take much time or effort to make your home a safer place.

Building Structure

- Roof is bolted to walls; walls bolted to the foundation
- Foundation & chimney are free of cracks & loose bricks; consider bracing the chimney to roof framing
- Gas & water lines have flexible connectors
- Crawlspace walls are reinforced with plywood

All Rooms

- Heavy pictures, mirrors & artwork are securely fastened
- Room exits are unobstructed
- Ceiling fans & hanging fixtures are secure
- Computer monitors, TVs, tall furniture, book cases & shelves are strapped down
- Heavy, breakable or sentimental objects are on low versus high shelves
- Breakable objects are secured to shelves with quake mats, Velcro™, low shelf barriers, etc.

Kitchen & Bathroom

- Outlets near the kitchen sink and others in your home are GFI (Ground Fault Interrupt) equipped
- Kitchen cabinets are securely mounted; consider earthquake-type latches to keep doors from flying open & contents falling
- Bathroom Cleaning supplies & medicines are in "child-proofed" cabinets
- Glass bottles replaced with plastic Garage/Shed
- Gasoline is kept in small quantities, in approved containers
- Paints, thinners & other flammables are in original containers away from heat, sparks or flames
- Oily rags are stored in metal containers
- Combustibles like newspaper & magazines are not stored in the attic

Fire Extinguisher/Smoke detector

- At least one all-purpose (Class A, B, or C) extinguisher in the home
- Smoke detectors installed at every level, tested monthly, & batteries changed annually
- Carbon monoxide detectors installed at every level, but not directly above or beside fuel burning appliances, tested monthly & batteries changed annually

Heating Equipment

- Furnace is serviced annually
- Chimney is inspected & cleaned annually
- Fireplace ash is disposed of in a metal container away from combustible material.
- Fireplace inserts and gas/ wood stoves comply with local codes.

Suggested Items:

- Flashlight/headlamp, and extra batteries
- Hardhat or helmet to protect your head from falling objects
- Sturdy shoes
- Leather gloves
- Prepare an 'OK/HELP' sign & tape to hang the sign on a front window
- A copy of your neighborhood emergency plan

Bedrooms

Under-The-Bed Store a few key items under your bed that will help keep you safe as you survey your house and check for damage.

Appliances

- Clothes washer & dryer are properly grounded & vented
- Water heater is strapped to wall studs & elevated 18 inches above floor
- Water heater is set at 120°F
- Refrigerator & other appliances with wheels are locked or wedged to prevent rolling

Useful EPREP links and contact information:

Jefferson County Local2020 Neighborhood Preparedness (NPREP) organization information:

<http://l2020.org/emergency-preparedness/>

Jefferson County Department of Emergency Management:

<http://www.co.jefferson.wa.us/950/Dept-of-Emergency-Management>

- email: jcdem@co.jefferson.wa.us
- phone: (360) 385-9368