

RESIDENTIAL DISASTER PLAN

Name: _____ Date: _____

Employees and residents can - and do - cope with disaster by preparing in advance and working together as a team. Follow the steps listed in this document to create your agency's disaster plan. Knowing what to do is your best protection and your responsibility.

4 STEPS OF SAFETY

1. Find Out What Can Happen To You

Contact your local emergency management or civil defense office and American Red Cross chapter – be prepared to take notes:

LOCAL OFFICE:	ENTER TELEPHONE NUMBER HERE:
Emergency Management Office	
American Red Cross Chapter	
FEMA Region IV Office (serving FL)	(770) 220-5224

Ask what types of disasters are most likely to happen. Request information on how to prepare for each.

Learn about your community's warning signals: what they sound like and what you should do when you hear them.

2. Create a Disaster Plan

Meet with other employees and residents to discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather and other disasters. Plan to share responsibilities and work together as a team.

Discuss the types of disasters that are most likely to happen. Explain what to do in each case.

Pick two places to meet: Right outside your residence* in case of a sudden emergency, like a fire. Outside your neighborhood in case you can't return to the residence. Everyone must know the address and phone number.

Ask an out-of-state friend or relative to be each person's "family contact." After a disaster, it is often easier to call long distance. You should contact this person for each resident.

Discuss what to do in an evacuation.

3. Complete This Checklist

Post emergency telephone numbers by phones (fire, police, ambulance, etc.).

Teach everyone how and when to call 911 or your local Emergency Medical Services number for emergency help.

Show everyone who is capable how and when to turn off the water, gas and electricity at the main switches.

Check to make sure everyone has adequate insurance coverage.

Teach each person how to use the fire extinguisher (ABC type), and show them where it's kept.

Install smoke detectors on each level of your residence, especially near bedrooms.

Conduct a hazard hunt.

Stock emergency supplies and assemble a Disaster Preparedness Kit.

<p>*Residence refers to the place where a person who receives services lives.</p>

Take a Red Cross first aid and CPR class.

Determine the best escape routes from your residence. Find two ways out of each room.

Find the safe spots in your residence for each type of disaster.

4. Practice and Maintain Your Plan

Quiz everyone every six months so they remember what to do.

Conduct fire and emergency evacuation drills.

Replace stored water every three months and stored food every six months.

Test and recharge your fire extinguisher according to manufacturer's instructions.

Test your smoke detectors monthly and change the batteries at least once a year.

Check batteries at least once every six months to make sure they have not passed their expiration dates.

EMERGENCY PREPAREDNESS

Learn how to protect yourself and cope with disaster by planning ahead. Take these things into consideration when preparing your Agency Disaster Plan.

Emergency Supplies

Keep enough supplies in your residence to meet your needs for at least three days. Assemble a Disaster Preparedness Kit with items you may need in an evacuation. Store these supplies in sturdy, easy-to-carry containers such as backpacks, duffle bags or covered trash containers.

Include:

- A three-day supply of water (one gallon per person per day) and food that won't spoil.
- One change of clothing and footwear per person, and one blanket or sleeping bag per person.
- A first aid kit that includes everyone's prescription medications.
- Emergency tools including a battery-powered radio, flashlight and plenty of extra batteries.
- An extra set of car keys and a credit card, cash or traveler's checks.
- Sanitation supplies.
- Special items for people who are infants, elderly or have a disability.
- An extra pair of glasses.
- Keep important documents for everyone in a waterproof container. Keep a smaller kit in the trunk of your car.
- Vehicles with full gas tanks.
- Pet care items.
- Duct tape and plastic sheeting.

Evacuation Plan

- Evacuate immediately if told to do so.
- Listen to your battery-powered radio and follow the instructions of local emergency officials.
- Wear protective clothing and sturdy shoes.
- Take your Disaster Preparedness Kit.
- Lock your residence.
- Use travel routes specified by local authorities--don't use shortcuts because certain areas may be impassable or dangerous.
- If you're sure you have time:
 - Shut off water, gas and electricity before leaving, if instructed to do so.
 - Post a note telling others when you left and where you are going.

Residence Hazard Hunt

During a disaster, ordinary objects in your residence can cause injury or damage. Anything that can move, fall, break or cause a fire is a residence hazard. For example, a hot water heater or a bookshelf can fall. Inspect your residence at least once a year and fix potential hazards. Contact your local fire department to learn about residence fire hazards.

Utilities

Locate the main electric fuse box, water service main, and natural gas main. Learn how and when to turn these utilities off. Teach all responsible people how to do this. Keep necessary tools near gas and water shut-off valves.

Remember, turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so. *If you turn the gas off, you will need a professional to turn it back on.*

Neighbors Helping Neighbors

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for childcare in case parents can't get home.

IF DISASTER STRIKES

Remain calm and patient. Put your plan into action.

CHECK FOR INJURIES

Give first aid and get help for seriously injured people.

LISTEN TO YOUR BATTERY POWERED RADIO FOR NEWS INSTRUCTIONS

Evacuate, if advised to do so. Wear protective clothing and sturdy shoes.

CHECK FOR DAMAGE IN YOUR RESIDENCE

Use flashlights. Do not light matches or turn on electrical switches, if you suspect damage.

Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.

Shut off any other damaged utilities. (You will need a professional to turn gas back on.)

Clean up spilled medicines, bleaches, gasoline, and other flammable liquids immediately.

REMEMBER TO...

Confine or secure your pets.

Call each person's legal representative --do not use the telephone again unless it is a life-threatening emergency.

Make sure you have an adequate water supply in case service is cut off.

Stay away from downed power lines.

The contents of this document were taken from the Federal Emergency Management Agency's (FEMA) Community and Family Preparedness Program and the American Red Cross Community Disaster Education Program. For more information call you local American Red Cross Chapter and by calling FEMA 1-800-480-2520, or writing: FEMA, P.O. Box 2012, Jessup, MD 20794-2012. Publications are also available on the World Wide Web at: FEMA's Web site: <http://www.fema.gov> and American Red Cross Web site: <http://www.redcross.org>

RESIDENT AND EMPLOYEE EMERGENCY RECOVERY GUIDE

This information should be complete for all employees and residents. This Recovery Guide is designed to provide information that will assist the employee to stabilize everyone's basic needs following an emergency.

Insurance Information		
Health Insurance	Policy Number	Telephone Number
Primary Care Physician:	Address:	Telephone Number:
Disability Insurance	Policy Number:	Telephone Number:
Life Insurance	Policy Number:	Telephone Number:
Other Insurance:	Policy Number:	Telephone Number:
Home Owners Insurance:	Policy Number:	Telephone Number:
Vehicle Insurance:	Policy Number:	Telephone Number:
Employer Information		
Employee Assistance Program:	Address:	Telephone Number:
Emergency Coordinating Officer:	Telephone Number:	
Emergency Hotline	Telephone Number:	

Community Services and Emergency Management Agencies	
American Red Cross	Telephone Number:
County Emergency Management Office	Telephone Number:
Florida Emergency Management Office	Telephone Number:
Federal Emergency Management Agency:	Telephone Number:
Other Agencies:	Telephone Number:

Emergency Plan Form		
Out-of-State Contacts		
Name:	Address:	Telephone Number:
Local Contacts		
Name:	Address:	Telephone Number:
Nearest Relative		
Name:	Address:	Telephone Number:
Family Work Numbers		
Spouse	Parent	Other
Emergency Telephone Numbers		
Police:	Telephone Number:	
Fire:	Telephone Number	
Hospital	Telephone Number	
Family Physicians		
Name:	Telephone Number	
Name:	Telephone Number:	
Reunion Locations		
Outside your residence:		
Other location if cannot return to residence:		