Preparing Your Family for a Disaster:
Taking Care of Yourself
Taking Care of Others

Beverly Sobolewski, MSA
Michigan Department of Community Health
Office of Recipient Rights
Family Preparedness, 2nd tier,
Community Health Emergency Coordination Center (CHECC)
1. How do you use this book?
   This book is created in 4 PDF files. Each section focuses on a different aspect of preparedness and disaster planning: lists and information, the emergency financial first aid kit, planning for your peace of mind, and the advance directive for mental health care. Planning in the lists and information section is designed to deal with typical Michigan Disasters such as floods, power outages, tornados or other short term emergencies that require you to be “basement-bound” for a few days, or to “go now” to another place. The other sections require planning for more long term events such as a fire, loss of health or even death. As you review each section, choose the areas that are most important to you. Complete them as you go, or flag them for future consideration.

2. How do you begin what seems like a huge task?
   There is a 6 month plan included in the first section of the book. The 6-month plan originated with the Southern Nevada plan and was modified to include all of the items in the Michigan planning lists. [http://www.southernnevadahealthdistrict.org/preparedness/calendar.htm](http://www.southernnevadahealthdistrict.org/preparedness/calendar.htm) By following the plan, in conjunction with or independent of the “do1thing.us” approach, all required items and plans needed for short-term disasters will be gathered.

   In addition, following either the 6-month plan or “do1thing” model, you will consider or complete the emergency financial first aid kit, develop a durable power of attorney for medical and mental health care, and review or create your will or trust. Of course, you can jump ahead in any part of the plan. If you want to begin to gather important papers on day one, there is no need to wait until week 7.

3. Where did all of this material come from?
   Materials were gathered from several state and federal agencies and organizations, including, but not limited to the Red Cross, Federal Emergency Management Agency (FEMA), Office of Homeland Security, Ready.gov, Michigan Office of Public Health Preparedness, Humane Society, Citizen Corps, Operation Hope, Michigan Legislature, and the State Ombudsman for the State of Michigan.

4. Who were the key players in getting this idea realized and ready for your use?
   James F. Koval, MDiv, MPA, Family Preparedness Coordinator at the Office of Public Health Preparedness, Michigan Department of Community Health, who invited me to become an active part of the Community Health Emergency Coordination Center. By asking for emergency information, he began a process of exploration & discovery which evolved into this resource.

   Dianne L. Baker, J.D., Director of Operations, Michigan Department of Community Health, Office of Recipient Rights, who encouraged pursuance of this project and allowed the time and energy required for its completion.

   Christine Norris, Secretary to the Director, Michigan Department of Community Health, who encouraged distribution of this booklet and created venues for others to participate in personally committing to personal family planning.

   Don Sobolewski, who actively participated in the development of the Sobolewski family plan & disaster kit with patience and humor.
Family Planning:

lists & information
WHAT SHOULD YOU HAVE TO PREPARE FOR A DISASTER?

Water [1 2 3 5 6 7] pets [14 15]
- One gallon of water per person per day, for drinking and sanitation.
  If you live in a warm weather climate more water may be necessary.
  Store water tightly in clean plastic containers such as soft drink bottles.
  Keep at least a three-day supply of water per person.
  Children, nursing mothers, and sick people may need more water.

Food
- Store at least a three-day supply of non-perishable food.
- Select foods that require no refrigeration, preparation or cooking and little or no water.
- Pack a manual can opener and eating utensils.
- Date EVERYTHING and check expiration dates. Mark your calendar to ensure rotation.
- Choose foods your family will eat.
  - Large tub for storing foods [5]
  - Ready-to-eat canned meats [1 2 3 5]
  - Ready-to-eat canned fruit [2 3 5 7]
  - Ready-to-eat canned vegetables [6 7 9]
  - Protein and/or fruit bars / high energy foods / snacks [11 13 14]
  - Dry cereal or granola [11]
  - Peanut butter [9]
  - Dried fruit [9] or Nuts [14]
  - Crackers [11]
  - Canned juices [10]
  - Non-perishable pasteurized milk [3]
  - Vitamins [11]
  - Food for infants - baby food or infant formula [3 10]
  - Ready to eat soup [9 10]
  - Powdered Milk [3]
  - Instant Coffee / tea / cocoa [13]
  - Pet foods [6 13]
  - Cans of juice [6 10]
  - Large plastic food bags [21 23]
  - Plastic wrap [22]
  - Aluminum foil [18]
  - Plastic containers & lids [22]
  - Cold Packs [23]
FIRST AID KIT

In any emergency a family member or you yourself may be cut, burned or suffer other injuries. If you have these basic supplies you are better prepared to help your loved ones when they are hurt. Remember, many injuries are not life threatening and do not require immediate medical attention. Knowing how to treat minor injuries can make a difference in an emergency. Consider taking a first aid class, but simply having the following things can help you stop bleeding, prevent infection and assist in decontamination.

Things you should have:
- container for 1st aid supplies [2]
- Red Cross 1st Aid Manual [23]
- Two pairs of Latex, or other sterile gloves (if you are allergic to Latex) [1]
- Sterile dressings to stop bleeding [7]
- Cleansing agent/soap and antibiotic towelettes to disinfect [19]
- Antibiotic ointment to prevent infection [19]
- Antiseptic [22]
- Burn ointment to prevent infection [19]
- Adhesive bandages in a variety of sizes [21]
- Eye wash solution to flush the eyes or as general decontaminant [19]
- Saline solution [7]
- Thermometer [10]
- Rubbing Alcohol [13]
- Compresses [5]
- Hearing Aid Batteries [15]
- Aspirin or nonaspirin pain reliever [3]
- Anti-diarrhea medication [2]
- Ipecac syrup or activated charcoal [18]
- Antacid (for upset stomach) [2]
- Laxative [2]
- medicine dropper [13]
- Prescription medications [5] you take every day such as insulin, heart medicine and asthma inhalers. You should periodically rotate medicines to account for expiration dates.
- Prescribed medical supplies [5] such as glucose and blood pressure monitoring equipment and supplies.
- Rx Bottle with list of prescriptions [2] (see p 17 of Planning for Your Peace of Mind) & list of important phone numbers [2]

- Things it may be good to have:
  - Scissors [9]
  - Tweezers [13]
  - Tube of petroleum jelly or other lubricant [16]
  - Sunscreen [2]
  - Toothbrush [19] and toothpaste [23]
  - Denture Supplies [14]
SUPPLY CHECKLISTS

Recommended Supplies to Include in a Basic Kit: (in addition to food, water & first aid)
- Cell Phone (battery powered or battery chargers) [7] or car converter [23]
- Battery-powered radio and extra batteries or crank radio [4]
- Flashlight and extra batteries [8]
- Safety Pins [1]
- Whistle to signal for help [8]
- Dust mask or cotton t-shirt, to help filter the air [20]
- Moist towelettes for sanitation [17]
- Wrench [4] or pliers [16] to turn off utilities
- 2 non-electric can openers [1] for food (if kit contains canned food)
- Plastic sheeting [8] and duct tape [12] to shelter-in-place
- Garbage bags and plastic ties for personal sanitation x 3 [15 17 18]

Other items to consider adding to your Supply Kit:
- Cash or traveler's checks, change, roll of quarters [15]
- Rain gear (umbrella) [18]
- Safety Goggles [4]
- Mess kits, paper cups [14], plates [15], and plastic utensils [19]
- Paper towels - 6 rolls total [18 21]
- Toilet Paper - 2 rolls [17]
- Kleenix [21]
- Liquid Dish Soap [22]
- Paper, pencil, pen [3]
- Sewing kit [14]
- Feminine supplies [9]
- Personal hygiene items, deodorant, comb, etc [23]
- Disinfectant [17]
- Household chlorine bleach (1 qt) [17]
- Permanent marking pen [1]
- Velcro or double sided tape [12]
- Masking Tape [12]
- Plumbers Tape [12]
- Measuring Spoons [19]
- Fire Extinguisher [20]
- Compass & Local Map [20]
- Matches in a waterproof container [4]
- Signal flare [24]
- Battery powered camping lantern & extra batteries [20]
- Disposable pet carrier [22] & Pet leashes [22]
- Check pet disaster kit (p 8) [16]
SUPPLY CHECKLISTS (cont’d)

You may not need to purchase these items. If they are already in your house, gather them together for ease of access.

- Box heavy duty garbage bags x 3 [15 17 18]
- Screw driver [16]
- Heavy work gloves [4]
- Camping or utility knife [8]
- Heavy Rope [8]
- Crow bar [16]
- Vice grips [16]
- Bungee cords [24]
- Camp stove & fuel [24]

Clothing and Bedding:
If you live in a cold weather climate, you must think about warmth. It is possible that the power will be out and you will not have heat. Rethink your clothing and bedding supplies to account for growing children and other family changes.

One complete change of warm clothing and shoes per person, including:
- Jacket or coat [14]
- Long pants [14]
- A long sleeve shirt [14]
- Sturdy shoes [13]
- Hat and gloves [18]
- Underwear & socks [14]
- towels [17]
- Sleeping bag for each person [10]
- Warm blanket for each person [9]

Other
You can use bleach as a disinfectant (diluted nine parts water to one part bleach), or in an emergency you can also use it to purify water. Use 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.

Important Family Documents: [20]
Keep copies of important family records such as insurance policies, identification and bank account records in a waterproof, portable container.

You can use this EFFAK (Emergency Financial First Aid Kit) developed by Operation Hope, FEMA and Citizen Corps to help you organize your information.
SPECIAL NEEDS ITEMS

Remember the special needs of your family members. **Infants, the elderly and persons with disabilities** need the same planning as everyone else, and sometimes a little more, to be prepared for a terrorist attack.

For Baby:
- Formula
- Diapers [11]
- Bottles
- Powdered milk
- Medications
- Moist towelettes
- Diaper rash ointment

For Adults:
- Ask your doctor about storing prescription medications such as heart and high blood pressure medication, insulin and other prescription drugs.
- Denture needs
- Contact lenses and supplies
- Extra eyeglasses

For Seniors:
- Plan how you will evacuate or signal for help.
- Plan emergency procedures with home health care agencies or workers.
- Tell others where you keep your emergency supplies.
- Teach others how to operate necessary equipment.
- Label equipment like wheelchairs, canes or walkers.

Additional supplies for seniors:
- List of prescription medications including dosage in your supply kits. Include any allergies.
- Extra eyeglasses and hearing-aid batteries.
- Extra wheelchair batteries or other special equipment in your supply kit.
- A list of the style and serial numbers of medical devices such as pacemakers in your emergency supply kits.
- Copies of medical insurance and Medicare cards.
- List of doctors and emergency contacts.

For People with Disabilities:
- Create a support network to help in an emergency.
- Tell these people where you keep your emergency supplies.
- Give one member of your support network a key to your house or apartment.
- Contact your city or county government’s emergency information management office. Many local offices keep lists of people with disabilities so they can be located quickly in a sudden emergency.
- Wear medical alert tags or bracelets to help identify your disability.
- If you are dependent on dialysis or other life sustaining treatment, know the location and availability of more than one facility.
- Show others how to operate your wheelchair.
- Know the size and weight of your wheelchair, in addition to whether or not it is collapsible, in case it has to be transported.

Additional Supplies for People with Disabilities:
Prescription medicines, list of medications including dosage, list of any allergies.
- Extra eyeglasses and hearing-aid batteries.
- Extra wheelchair batteries, oxygen.
- Keep a list of the style and serial number of medical devices.
- Medical insurance and Medicare cards.
- List of doctors, relatives or friends who should be notified if you are hurt.
Animal Safety - Pets and Disaster: Be Prepared

Our pets enrich our lives in more ways than we can count. In turn, they depend on us for their safety and well-being. Here's how you can be prepared to protect your pets when disaster strikes. Take your pets with you, but understand that only service animals may be permitted in public shelters. Plan how you will care for your pets in an emergency. (see p 8)

The best way to protect your family from the effects of a disaster is to have a disaster plan. If you are a pet owner, that plan must include your pets. Being prepared can save their lives. Different disasters require different responses. But whether the disaster is a hurricane or a hazardous spill, you may have to evacuate your home. 

In the event of a disaster, if you must evacuate, the most important thing you can do to protect your pets is to evacuate them, too. Leaving pets behind, even if you try to create a safe place for them, is likely to result in their being injured, lost, or worse. So prepare now for the day when you and your pets may have to leave your home.

1. Have a Safe Place To Take Your Pets

Red Cross disaster shelters cannot accept pets because of states' health and safety regulations and other considerations. Service animals who assist people with disabilities are the only animals allowed in Red Cross shelters. It may be difficult, if not impossible, to find shelter for your animals in the midst of a disaster, so plan ahead. Do not wait until disaster strikes to do your research.

- Contact hotels and motels outside your immediate area to check policies on accepting pets and restrictions on number, size, and species. Ask if "no pet" policies are waived in an emergency. Keep a list of "pet friendly" places, including phone numbers, with other disaster information and supplies. If you have notice of an impending disaster, call ahead for reservations.
- Ask friends, relatives, or others outside the affected area whether they could shelter your animals. If you have more than one pet, they may be more comfortable if kept together, but be prepared to house them separately.
- Prepare a list of boarding facilities and veterinarians who could shelter animals in an emergency; include 24-hour phone numbers.
- Ask local animal shelters if they provide emergency shelter or foster care for pets in a disaster. Animal shelters may be overburdened caring for the animals they already have as well as those displaced by a disaster, so this should be your last resort.

2. Assemble a Portable Pet Disaster Supplies Kit

Whether you are away from home for a day or a week, you'll need essential supplies. Keep items in an accessible place and store them in sturdy containers that can be carried easily (duffle bags, covered trash containers, etc.). Your pet disaster supplies kit should include:

- Medications and medical records (stored in a waterproof container) and a first aid kit.
- Sturdy leashes, harnesses, and/or carriers to transport pets safely and ensure that your animals can't escape.
- Current photos of your pets in case they get lost.
- Food, potable water, bowls, cat litter/pan, and can opener.
- Information on feeding schedules, medical conditions, behavior problems, and the name and number of your veterinarian in case you have to foster or board your pets.
- Pet beds and toys, if easily transportable.
3. Know What To Do As a Disaster Approaches

- Often, warnings are issued hours, even days, in advance. At the first hint of disaster, act to protect your pet.
- Call ahead to confirm emergency shelter arrangements for you and your pets.
- Check to be sure your pet disaster supplies are ready to take at a moment's notice.
- Bring all pets into the house so that you won't have to search for them if you have to leave in a hurry.
- Make sure all dogs and cats are wearing collars and securely fastened, up-to-date identification. Attach the phone number and address of your temporary shelter, if you know it, or of a friend or relative outside the disaster area. You can buy temporary tags or put adhesive tape on the back of your pet's ID tag, adding information with an indelible pen.

You may not be home when the evacuation order comes. Find out if a trusted neighbor would be willing to take your pets and meet you at a prearranged location. This person should be comfortable with your pets, know where your animals are likely to be, know where your pet disaster supplies kit is kept, and have a key to your home. If you use a petsitting service, they may be available to help, but discuss the possibility well in advance.

Planning and preparation will enable you to evacuate with your pets quickly and safely. But bear in mind that animals react differently under stress. Outside your home and in the car, keep dogs securely leashed. Transport cats in carriers. Don't leave animals unattended anywhere they can run off. The most trustworthy pets may panic, hide, try to escape, or even bite or scratch. And, when you return home, give your pets time to settle back into their routines. Consult your veterinarian if any behavior problems persist.

Caring for Birds in an Emergency

Birds should be transported in a secure travel cage or carrier. In cold weather, wrap a blanket over the carrier and warm up the car before placing birds inside. During warm weather, carry a plant mister to mist the birds' feathers periodically. Do not put water inside the carrier during transport. Provide a few slices of fresh fruits and vegetables with high water content. Have a photo for identification and leg bands. If the carrier does not have a perch, line it with paper towels and change them frequently. Try to keep the carrier in a quiet area. Do not let the birds out of the cage or carrier.

About Other Pets

Reptiles

Snakes can be transported in a pillowcase but they must be transferred to more secure housing when they reach the evacuation site. If your snakes require frequent feedings, carry food with you. Take a water bowl large enough for soaking as well as a heating pad. When transporting house lizards, follow the same directions as for birds.

Pocket Pets

Small mammals (hamsters, gerbils, etc.) should be transported in secure carriers suitable for maintaining the animals while sheltered. Take bedding materials, food bowls, and water bottles.

A Final Word

If you must evacuate, do not leave your animals behind. Evacuate them to a prearranged safe location if they cannot stay with you during the evacuation period. (remember, pets are not allowed in Red Cross shelters.) If there is a possibility that disaster may strike while you are out of the house, there are precautions you can take to increase your pets' chances of survival, but they are not a substitute for evacuating with your pets. For more information, contact The Humane Society of the United States, Disaster Services, 2100 L Street NW, Washington, DC 20037.
CLEAN AIR  Many potential terrorist attacks could send tiny microscopic “junk” into the air. For example, an explosion may release very fine debris that can cause lung damage. A biological attack may release germs that can make you sick if inhaled or absorbed through open cuts. Many of these agents can only hurt you if they get into your body, so think about creating a barrier between yourself and any contamination.

Nose and Mouth Protection
Face masks or dense-weave cotton material, that snugly covers your nose and mouth and is specifically fit for each member of the family. Do whatever you can to make the best fit possible for children. Be prepared to improvise with what you have on hand to protect your nose, mouth, eyes and cuts in your skin. Anything that fits snugly over your nose and mouth, including any dense-weave cotton material, can help filter contaminants in an emergency. It is very important that most of the air you breathe comes through the mask or cloth, not around it. Do whatever you can to make the best fit possible for children. There are also a variety of face masks readily available in hardware stores that are rated based on how small a particle they can filter in an industrial setting. Given the different types of attacks that could occur, there is not one solution for masking. For instance, simple cloth face masks can filter some of the airborne “junk” or germs you might breathe into your body, but will probably not protect you from chemical gases. Still, something over your nose and mouth in an emergency is better than nothing. Limiting how much “junk” gets into your body may impact whether or not you get sick or develop disease.

Other Barriers
- Heavyweight plastic garbage bags or plastic sheeting
- Duct tape
- Scissors

There are circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as "shelter-in-place," is a matter of survival. You can use these things to tape up windows, doors and air vents if you need to seal off a room from outside contamination. Consider precutting and labeling these materials. Anything you can do in advance will save time when it counts.

Use available information to assess the situation. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you can use these things to tape up windows, doors and air vents if you need to seal off a room. Read more: Deciding to Stay or Go.

HEPA (High Efficiency Particulate Air Filtration) Filter Fans
Once you have sealed a room with plastic sheeting and duct tape you may have created a better barrier between you and any contaminants that may be outside. However, no seal is perfect and some leakage is likely. In addition to which, you may find yourself in a space that is already contaminated to some degree.

Consider a portable air purifier, with a HEPA filter, to help remove contaminants from the room where you are sheltering. These highly efficient filters have small sieves that can capture very tiny particles, including some biological agents. Once trapped within a HEPA filter contaminants cannot get into your body and make you sick. While these filters are excellent at filtering dander, dust, molds, smoke, biological agents and other contaminants, they will not stop chemical gases.

Some people, particularly those with severe allergies and asthma, use HEPA filters in masks, portable air purifiers as well as in larger home or industrial models to continuously filter the air.
Food and Water in an Emergency

How to Store Water

Store your water in thoroughly washed plastic, glass, fiberglass or enamel-lined metal containers. Never use a container that has held toxic substances. Plastic containers, such as soft drink bottles, are best. You can also purchase food-grade plastic buckets or drums.

Seal water containers tightly, label them and store in a cool, dark place. Rotate water every six months.

Emergency Outdoor Water Sources

If you need to find water outside your home, you can use these sources. Be sure to purify the water according to the instructions on page 3 before drinking it.

- Rainwater
- Streams, rivers and other moving bodies of water
- Ponds and lakes
- Natural springs

Avoid water with floating material, an odor or dark color. Use saltwater only if you distill it first. You should not drink flood water.

If an earthquake, hurricane, winter storm or other disaster strikes your community, you might not have access to food, water and electricity for days, or even weeks. By taking some time now to store emergency food and water supplies, you can provide for your entire family. This brochure was developed by the Federal Emergency Management Agency in cooperation with the American Red Cross and the U.S. Department of Agriculture.

Having an ample supply of clean water is a top priority in an emergency. A normally active person needs to drink at least two quarts of water each day. Hot environments can double that amount. Children, nursing mothers and ill people will need even more.

You will also need water for food preparation and hygiene. Store a total of at least one gallon per person, per day. You should store at least a two-week supply of water for each member of your family.

If supplies run low, never ration water. Drink the amount you need today, and try to find more for tomorrow. You can minimize the amount of water your body needs by reducing activity and staying cool.
Hidden Water Sources in Your Home

If a disaster catches you without a stored supply of clean water, you can use the water in your hot-water tank, pipes and ice cubes. As a last resort, you can use water in the reservoir tank of your toilet (not the bowl).

Do you know the location of your incoming water valve? You’ll need to shut it off to stop contaminated water from entering your home if you hear reports of broken water or sewage lines.

To use the water in your pipes, let air into the 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.

To use the water in your hot-water tank, be sure the electricity or gas is off, and open the drain at the bottom of the tank. Start the water flowing by turning off the water intake valve and turning on a hot-water faucet. Do not turn on the gas or electricity when the tank is empty.

When Food Supplies Are Low

If activity is reduced, healthy people can survive on half their usual food intake for an extended period and without any food for many days. Food, unlike water, may be rationed safely, except for children and pregnant women.

If your water supply is limited, try to avoid foods that are high in fat and protein, and don’t stock salty foods, since they will make you thirsty. Try to eat salt-free crackers, whole grain cereals and canned foods with high liquid content.

You don’t need to go out and buy unfamiliar foods to prepare an emergency food supply. You can use the canned foods, dry mixes and other staples on your cupboard shelves. In fact, familiar foods are important. They can lift morale and give a feeling of security in time of stress. Also, canned foods won’t require cooking, water or special preparation. Following are recommended short-term food storage plans.

Special Considerations

As you stock food, take into account your family’s unique needs and tastes. Try to include foods that they will enjoy and that are also high in calories and nutrition. Foods that require no refrigeration, preparation or cooking are best.

Individuals with special diets and allergies will need particular attention, as will babies, toddlers and elderly people. Nursing mothers may need liquid formula, in case they are unable to nurse. Canned dietetic foods, juices and soups may be helpful for ill or elderly people.

Make sure you have a manual can opener and disposable utensils. And don’t forget nonperishable foods for your pets.

How to Cook If the Power Goes Out

For emergency cooking you can use a fireplace, or a charcoal grill or camp stove can be used outdoors. You can also heat food with candle warmers, chafing dishes and fondue pots. Canned food can be eaten right out of the can. If you heat it in the can, be sure to open the can and remove the label first.
Three Ways to Purify Water

In addition to having a bad odor and taste, contaminated water can contain microorganisms that cause diseases such as dysentery, typhoid, and hepatitis. You should purify all water of uncertain purity before using it for drinking, food preparation, or hygiene.

There are many ways to purify water. None is perfect. Often the best solution is a combination of methods.

Two easy purification methods are outlined below. These measures will kill most microbes but will not remove other contaminants such as heavy metals, salts, and most other chemicals. Before purifying, let any suspended particles settle to the bottom, or strain them through layers of paper towel or clean cloth.

**BOILING.** Boiling is the safest method of purifying water. Bring water to a rolling boil for 3-5 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking.

Boiled water will taste better if you put oxygen back into it by pouring the water back and forth between two clean containers. This will also improve the taste of stored water.

**DISINFECTION.** You can use household liquid bleach to kill microorganisms. Use only regular household liquid bleach that contains 5.25 percent sodium hypochlorite. Do not use scented bleaches, color-safe bleaches or bleaches with added cleaners.

Add 16 drops of bleach per gallon of water, stir and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dosage and let stand another 15 minutes.

The only agent used to purify water should be household liquid bleach. Other chemicals, such as iodine or water treatment products sold in camping or surplus stores that do not contain 5.25 percent sodium hypochlorite as the only active ingredient, are not recommended and should not be used.

While the two methods described above will kill most microbes in water, distillation will remove microbes that resist these methods, and heavy metals, salts and most other chemicals.

**DISTILLATION.** Distillation involves boiling water and then collecting the vapor that condenses back to water. The condensed vapor will not include salt and other impurities. To distill, fill a pot halfway with water. Tie a cup to the handle on the pot's lid so that the cup will hang right-side-up when the lid is upside-down (make sure the cup is not dangling into the water) and boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.

---

**FOOD STORAGE**

**Shelf-Life of Foods for Storage**

Here are some general guidelines for rotating common emergency foods:

- Use within six months:
  - Powdered milk (boxed)
  - Dried fruit (in metal container)
  - Dry, crisp crackers (in metal container)
  - Potatoes

- Use within one year:
  - Canned condensed meat and vegetable soups
  - Canned fruits, fruit juices and vegetables
  - Ready-to-eat cereals and uncooked instant cereals (in metal containers)
  - Peanut butter
  - Jelly
  - Hard candy and canned nuts
  - Vitamin C

- May be stored indefinitely (in proper containers and conditions):
  - Wheat
  - Vegetable oils
  - Dried corn
  - Baking powder
  - Soybeans
  - Instant coffee, tea and cocoa
  - Salt
  - Noncarbonated soft drinks
  - White rice
  - Bouillon products
  - Dry pasta
  - Powdered milk (in nitrogen-packed cans)
DISASTER SUPPLIES

Supplies

It's 2:00 a.m. and a flash flood forces you to evacuate your home—fast. There's no time to gather food from the kitchen, fill bottles with water, grab a first-aid kit from the closet and snatch a flashlight and a portable radio from the bedroom. You need to have these items packed and ready in one place before disaster strikes.

Pack at least a three-day supply of food and water, and store it in a handy place. Choose foods that are easy to carry, nutritious and ready-to-eat. In addition, pack these emergency items:

- Medical supplies and first aid manual
- Money and matches in a waterproof container
- Hygiene supplies
- Fire extinguisher
- Portable radio, flashlights and extra batteries
- Blanket and extra clothing
- Shovel and other useful tools
- Infant and small children's needs (if appropriate)
- Household liquid bleach to purify drinking water
- Manual can opener

If the Electricity Goes Off...

**FIRST**, use perishable food and foods from the refrigerator.

**THEN**, use the foods from the freezer. To minimize the number of times you open the freezer door, post a list of freezer contents on it. In a well-filled, well-insulated freezer, foods will usually still have ice crystals in their centers (meaning foods are safe to eat) for at least three days.

**FINALLY**, begin to use non-perishable foods and staples.

Learn More

If you are interested in learning more about how to prepare for emergencies, contact your local or State Office of Emergency Management or local American Red Cross chapter, or write to FEMA:

PO BOX 2012
JESSUP MD 20794-2012
and ask for any of the following publications:

- Emergency Preparedness Checklist (L-154) Item #8-0872 ARC 4471
- Your Family Disaster Supplies Kit (L-189) Item #8-0941 ARC 4463
- Your Family Disaster Plan (L-191) Item #8-0954 ARC 4466
- Are You Ready? Your Guide to Disaster Preparedness (H-34) Item #8-0908
- Emergency Preparedness Publications (L-164) Item #8-0822

Your Local Contact is:

---

Food & Water in an Emergency

In a disaster, you might be cut off from food, water and electricity for days. By preparing emergency food and water you can turn what could be a life-threatening situation into a manageable problem.
Are you ready to put your planning skills to good use? Are you ready to help your family get prepared for the unexpected? Your family can use this Web site to create a plan that will help you be ready for many different kinds of unexpected situations!

You're already a great planner! Every day you get your homework done, get to music or sports practice on time, and plan where and when you'll meet up with friends. But how do you get prepared for emergencies?

It's simple! It just takes planning and practice, and these fun activities from Ready Kids can help!

Click on these easy steps, talk to your family, and make a plan and put it in a safe place. When you're all through, you'll be ready to graduate from Readiness U!
Excellent Job!

You will be ready if there is an emergency.

Prepare for unexpected situations! The activities in this program to help you. Ready Kids congratulates you on completing is officially READY for the unexpected.
Family Planning:
creating plans
emergency family information
FAMILY EMERGENCY PREPAREDNESS PLAN

Essential Components to be in place BEFORE an emergency:
(Enter information on the following pages)

☐ Designated meeting place just outside the home
☐ Designated meeting place outside the neighborhood (other family member, friend, church, etc) in case family cannot return home.
☐ All family members know address and phone number of designated meeting place away from home.
☐ Out-of-town (or out-of-state) contact everyone in the family will use in case of a disaster to report in and check on each other.
☐ All family members know name, address, phone number, email address of the out-of-town family contact.
☐ Arrangements have been made for pets: food, water, leashes, carriers, boarders, etc.
☐ School emergency plan has been checked and arrangements made
☐ School has updated emergency contact information that is 3-deep (i.e., parents, 1st alternate, 2nd alternate for pick-up or sending children to in case of a disaster)
☐ School has appropriate signed authorization to release children to a family care-giver other than the parents
☐ Daycare provider emergency plan has been checked and arrangements made
☐ Daycare provider has updated emergency contact information that is 3-deep
☐ Daycare provider has signed authorization to release children to a family care-giver other than the parents
☐ Each family member has a list of emergency contacts including phone numbers and email addresses in their wallets/purses/backpacks. This list should include the out-of-town emergency family contact, family physicians, pastor, school principal, parents’ supervisors at work, etc.
☐ Attorney or Advisor has Family Emergency Preparedness Information in a sealed envelope
☐ Durable Power of Attorney for Health Care prepared (signed and witnessed) for each family member and given to designated out-of-town family contact person
☐ Permission to Treat form completed for each minor child in the family
FAMILY EMERGENCY PREPAREDNESS PLAN

Name: ______________________

Plan Details:

Family meeting place near the home: ____________________________________________

Family meeting place outside of the neighborhood: _________________________________

  Address: ________________________________________________________________

  Phone #: ________________________ Cell Phone: __________________________

Out-of-town family contact – Name: ____________________________________________

  Address: ________________________________________________________________

  Telephone Number: ___________________ Cell Phone: _______________________

  Email Address: ___________________________________________________________

  Special codes: ____________________________________________________________
  (e.g., contact waits to hear 2 rings, pause, and then immediate call back)

Dad’s employer: ____________________________________________________________

  Dad’s work phone #: __________________ Work cell phone #: ___________________

  Name of immediate supervisor: _____________________________________________

  Phone # (if different from Dad’s work #): _________________________________

Mom’s employer: ____________________________________________________________

  Mom’s work phone #: _______________ Work cell phone #: ____________________

  Name of immediate supervisor: _____________________________________________

  Phone # (if different than Mom’s work #): __________________________________

Family physician: ___________________________ Phone: ____________________________

Pastor: ________________________________ Phone: ________________________________
CREATING A FAMILY PLAN

Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations.

- It may be easier to make a long-distance phone call than to call across town, so an **out-of-town contact** may be in a better position to communicate among separated family members.
- Be sure every member of your family **knows the phone number** and has **coins** or a **prepaid phone card** to call the emergency contact.
- **You may have trouble getting through,** or the telephone system may be down altogether, **but be patient.**

**Emergency Information**

Find out what kinds of disasters, both natural and man-made, are most likely to occur in your area and how you will be notified. Methods of getting your attention vary from community to community. One common method is to broadcast via **emergency radio** and **TV broadcasts.** You might hear a special siren, or get a telephone call, or emergency workers may go door-to-door.

Call the closest chapter of the **American Red Cross** for emergency information that applies to your community.

**Emergency Plans**

You may also want to **inquire about emergency plans** at places where your family spends time: **work, daycare** and **school.** If no plans exist, consider volunteering to help create one. Talk to your neighbors about how you can work together in the event of an emergency. You will be better prepared to safely reunite your family and loved ones during an emergency if you think ahead and communicate with others in advance.

**AT WORK AND SCHOOL**

Like individuals and families, schools, daycare providers, workplaces, neighborhoods and apartment buildings should all have site-specific emergency plans. Ask about plans at the places where your family spends the most time: work, school and other places you frequent. If none exist, consider volunteering to help develop one. You will be better prepared to safely reunite your family and loved ones during an emergency if you think ahead, and communicate with others in advance.

Schools and Daycare

If you are a parent, or guardian of an elderly or disabled adult, make sure schools and daycare providers have emergency response plans.

- Ask how they will **communicate** with families during a crisis.
- Ask if they **store** adequate food, water and other basic supplies.
- Find out if they are **prepared** to "shelter-in-place" if need be, and where they plan to go if they must get away.
Neighborhoods and Apartment Buildings
A community working together during an emergency makes sense.

- **Talk to your neighbors** about how you can **work together** during an emergency.
- **Find out if anyone has specialized equipment** like a power generator, or expertise such as medical knowledge, that might help in a crisis.
- Decide who will **check on elderly or disabled neighbors**.
- **Make back-up plans** for children in case you can't get home in an emergency.
- Sharing plans and **communicating in advance** is a good strategy.

Read more at [Get a Kit](#) and [Staying Put](#).

Getting Away
There may be conditions under which you will decide to get away, or there may be situations when you are ordered to leave. Plan how you will assemble your family and anticipate where you will go. Choose several destinations in different directions so you have options in an emergency.

Create an evacuation plan:

- **Plan places** where your family will meet, both within and outside of your immediate neighborhood.
- If you have a car, keep a [half tank of gas](#) in it at all times in case you need to evacuate.
- Become familiar with [alternate routes](#) and other means of transportation out of your area.
- If you [do not have a car](#), plan how you will leave if you have to.
- **Take your emergency supply kit** unless you have reason to believe it has been contaminated.
- **Lock** the door behind you.

Plan for your pets:

- **Pets should not be left behind**, but understand that only service animals may be permitted in public shelters. Plan how you will care for your pets in an emergency.
- **Store** extra food, water and supplies for your pet.

If time allows:

- Call or email the "out-of-state" contact in your family communications plan.
- Tell them where you are going.
- If there is damage to your home and you are instructed to do so, shut off water, gas and electricity before leaving.
- Leave a note telling others when you left and where you are going.
- Check with neighbors who may need a ride.

Learn how and when to turn off utilities:

If there is damage to your home or you are instructed to turn off your utilities:

- Locate the electric, gas and water shut-off valves.
- Keep necessary tools near gas and water shut-off valves.
- Teach family members how to turn off utilities.
- **If you turn the gas off**, a professional must turn it back on. Do not attempt to do this yourself.
FAMILY EMERGENCY PREPAREDNESS PLAN       Name: ______________________

If an emergency occurs on a weekday and school is in session the family will do the following:

If an emergency occurs on a Saturday or Sunday the family will do the following:
If an emergency happens at night the family will do the following:

If an emergency happens on a weekday when school is NOT in session the family will do the following:
This is what the family will do to take care of elderly parents/grandparents:

This is what the family will do to take care of pets in the event of an emergency:
The family has Durable Power of Attorney for Health Care (Patient Advocate) forms for the following family members and they are located in the following places:
(These documents would allow the designated person to speak for the family member if s/he is incapable of making their own decisions regarding health care and treatment.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The family has Permission to Treat forms completed for all minor children and they are located in the following places:
This document allows health care professionals to treat your child(ren) in the event of a public health emergency and the parents or guardian are not immediately available to give that permission. (See sample on next page)

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FAMILY EMERGENCY PREPAREDNESS PLAN      Name: ______________________

Permission to Treat Minor Child

I hereby give permission for my child _________________________________________________
(Child’s name)

to be given all necessary and appropriate medical care and treatment to stabilize his/her condition in the
event of a public health emergency until I can be contacted.

Signed, ______________________________________________________ Date: ______________
(Signature of Parent or Guardian)

Print Name: __________________________________________________________

Parents’ Contact Information:

Home phone number: _________________ Mom’s cell phone #: _________________________

Mom’s work phone #: _________________ Dad’s work phone #: _________________________

Dad’s cell phone #: _________________

Family Emergency Contact #: __________________________
Family Emergency Preparedness Information

The information contained on this form is personal and confidential. It is intended solely for in an emergency. None of the information on this form may be disclosed in whole or in part to any person without the express consent of the person to whom this information belongs.

Dad’s Information

Name: _______________________________________________________________

Place of Employment: _________________________________________________

Work phone number: _________________ Work cell phone number: ____________

Pager number: _________________ Home phone number: _________________

Personal cell phone number: ______________ Work email address: ______________

Name of Supervisor: ___________________________________

          Phone Number: _________________________________

Home Address: _____________________________________________________

          City: ____________________________, State ______ Zip: ___________

Mom’s Information

Name: ____________________________________________________

Place of employment: ____________________________________________

Work phone number: _________________ Work cell phone number: ____________

Pager number: _________________ Home phone number: __________________

Personal cell phone number: ______________ Work email address: ______________

Name of Supervisor: ___________________________________

          Phone Number: _________________________________

Home Address: _____________________________________________________

          City: ____________________________, State _____ Zip: __________
<table>
<thead>
<tr>
<th>Health Resource Information for Dad</th>
<th>Health Resource Information for Mom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastor: ________________________________</td>
<td>Pastor: ________________________________</td>
</tr>
<tr>
<td>Name of Church: __________________________</td>
<td>Name of Church: __________________________</td>
</tr>
<tr>
<td>Phone: _____________________________</td>
<td>Phone: _____________________________</td>
</tr>
<tr>
<td>Physician: _____________________________</td>
<td>Physician: _____________________________</td>
</tr>
<tr>
<td>Phone: _____________________________</td>
<td>Phone: _____________________________</td>
</tr>
<tr>
<td>Health Insurance Carrier: __________________</td>
<td>Health Insurance Carrier: __________________</td>
</tr>
<tr>
<td>Group #: __________________________</td>
<td>Group #: __________________________</td>
</tr>
</tbody>
</table>

**Special medical/health needs of parents:**

This includes any medications that must be taken daily such as insulin, inhalers for asthma, restricted diet, etc.

---

**Out-of-Town Emergency Family Contact**

Name: __________________________________________________________________________

Address: __________________________________________________________________________

City: _____________________________ State: _____ Zip: ______________

Telephone: ________________ Cell phone: ________________

Email address: __________________________________________________________________________ Pager #: ________________

Additional information needed to contact this person? (e.g., special codes, ring patterns, etc)

__________________________________________________________________________________
Children’s Information

☐ Check here if your children are adults and go to page 12.

Name: _______________________________
Age: _______ Grade in school: _________
School child attends: __________________
School phone number: __________________
Name of child’s teacher: _______________
Name of school principal: _______________
Day care provider name: ________________
    Phone number: ______________________
Child’s physician: _____________________
    Phone number: ______________________

Name: _______________________________
Age: _______ Grade in school: _________
School child attends: __________________
School phone number: __________________
Name of child’s teacher: _______________
Name of school principal: _______________
Day care provider name: ________________
    Phone number: ______________________
Child’s physician: _____________________
    Phone number: ______________________
| Name: _______________________________ | Name: _______________________________ |
| Age: _______ Grade in school: _______ | Age: _______ Grade in school: _______ |
| School child attends: ________________ | School child attends: ________________ |
| School phone number: _________________ | School phone number: _________________ |
| Name of child’s teacher: ______________ | Name of child’s teacher: ______________ |
| Name of school principal: ______________ | Name of school principal: ______________ |
| Day care provider name: _______________ | Day care provider name: _______________ |
| Phone number: ________________________ | Phone number: ________________________ |
| Child’s physician: ____________________ | Child’s physician: ____________________ |
| Phone number: _______________________  | Phone number: _______________________  |
| Name: _______________________________ | Name: _______________________________ |
| Age: _______ Grade in school: _______ | Age: _______ Grade in school: _______ |
| School child attends: ________________ | School child attends: ________________ |
| School phone number: _________________ | School phone number: _________________ |
| Name of child’s teacher: ______________ | Name of child’s teacher: ______________ |
| Name of school principal: ______________ | Name of school principal: ______________ |
| Day care provider name: _______________ | Day care provider name: _______________ |
| Phone number: ________________________ | Phone number: ________________________ |
| Child’s physician: ____________________ | Child’s physician: ____________________ |
| Phone number: _______________________  | Phone number: _______________________  |
| Name: _______________________________ | Name: _______________________________ |
| Age: _______ Grade in school: _______ | Age: _______ Grade in school: _______ |
| School child attends: ________________ | School child attends: ________________ |
| School phone number: _________________ | School phone number: _________________ |
| Name of child’s teacher: ______________ | Name of child’s teacher: ______________ |
| Name of school principal: ______________ | Name of school principal: ______________ |
| Day care provider name: _______________ | Day care provider name: _______________ |
| Phone number: ________________________ | Phone number: ________________________ |
| Child’s physician: ____________________ | Child’s physician: ____________________ |
| Phone number: _______________________  | Phone number: _______________________  |
Adult Children

☐ Check here if your adult child lives with mom.
☐ Check here if your adult child lives with dad (if address is different than mom’s)

Name: ___________________________________________________

Place of employment: ______________________________________

Phone number: _________________________________________

Name of Supervisor: _________________________________

Supervisor’s phone number: ___________________________

Cell phone number: ______________________________________

Home phone number: ______________________________________

Name of Spouse: __________________________________________

Place of employment: _________________________________

Phone number: _________________________________________

Cell phone: ____________________________________________

Children: ________________________________________________

_______________________________________________________

Additional Information:
Check here if your adult child lives with mom.
☐  Check here if your adult child lives with dad (if address is different than mom’s)

Adult Child Name: ___________________________________________________

Place of employment: ________________________________________________

   Phone number: ________________________________

   Name of Supervisor: ____________________________

   Supervisor’s phone number: ________________________

Cell phone number: ________________________________________________

Home phone number: ________________________________________________

Name of Spouse: ____________________________________________________

   Place of employment: _____________________________________________

   Phone number: ___________________________________________________

   Cell phone: ______________________________________________________

Children: __________________________________________________________

   ________________________________________________________________

   ________________________________________________________________

Additional Information:
STRICTLY CONFIDENTIAL – EMERGENCY USE ONLY  DO NOT DISCLOSE

☐ Check here if your adult child lives with mom.
☐ Check here if your adult child lives with dad (if address is different than mom’s)

Name: ___________________________________________________

Place of employment: _______________________________________

    Phone number: _________________________________

    Name of Supervisor: ______________________________

    Supervisor’s phone number: _________________________

Cell phone number: _________________________________

Home phone number: _________________________________

Name of Spouse: ____________________________________________

    Place of employment: _________________________________

    Phone number: _________________________________

    Cell phone: _________________________________

Children: ________________________________________________

    ________________________________________________

    ________________________________________________

    ________________________________________________

Additional Information:


Family Planning:

communications
plan forms
### Family Communications Plan

Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations.

<table>
<thead>
<tr>
<th>Out-of-Town Contact Name</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Social Security Number</th>
<th>Important Medical Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Social Security Number</th>
<th>Important Medical Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Where to go in an emergency. 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.

#### Home
- Address: 
- Phone Number: 
- Neighborhood Meeting Place: 
- Regional Meeting Place: 

#### Work
- Address: 
- Phone Number: 
- Evacuation Location: 

#### School
- Address: 
- Phone Number: 
- Evacuation Location: 

#### Work
- Address: 
- Phone Number: 
- Evacuation Location: 

#### Other place you frequent:
- Address: 
- Phone Number: 
- Evacuation Location: 

#### Other place you frequent:
- Address: 
- Phone Number: 
- Evacuation Location: 

### Important Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone #</th>
<th>Policy #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Important Information</th>
<th>Phone(s):</th>
<th>Other:</th>
<th>Pharmacist:</th>
<th>Medical Insurance:</th>
<th>Homeowners/Rental Insurance:</th>
<th>Veterinarian/Kennel (for pets):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other useful phone numbers: **9-1-1** for emergencies. Police Non-Emergency Phone #: 
JUST IN CASE FAMILY PLAN

Your family may not be together in an emergency, so plan how you will contact one another and review what you will do in different situations.

Out-of-State Contact Name: ____________________________
Telephone Number: ____________________________
Email: ____________________________

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Important Medical Information</td>
<td>Important Medical Information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Important Medical Information</td>
<td>Important Medical Information</td>
</tr>
</tbody>
</table>

Where to go in an emergency. 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.

<table>
<thead>
<tr>
<th>Home</th>
<th>Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Evacuation Location</td>
<td>Evacuation Location</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School</th>
<th>Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Evacuation Location</td>
<td>Evacuation Location</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School</th>
<th>Places you frequent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Evacuation Location</td>
<td>Evacuation Location</td>
</tr>
</tbody>
</table>

Important Information | Name | Telephone # |
-----------------------|------|-------------|
Doctor(s):             |      |             |
Veterinarian/Kennel:   |      |             |
Other:                 |      |             |
Just in case Family plan

Every family member should carry a copy of this important information:

Family Communications Plan
Contact Name:
Telephone:
Out-of-State Contact Name:
Telephone:
Neighborhood Meeting Place:
Meeting Place Telephone:
Dial 9-1-1 for Emergencies!

Family Communications Plan
Contact Name:
Telephone:
Out-of-State Contact Name:
Telephone:
Neighborhood Meeting Place:
Meeting Place Telephone:
Dial 9-1-1 for Emergencies!

Family Communications Plan
Contact Name:
Telephone:
Out-of-State Contact Name:
Telephone:
Neighborhood Meeting Place:
Meeting Place Telephone:
Dial 9-1-1 for Emergencies!

Family Communications Plan
Contact Name:
Telephone:
Out-of-State Contact Name:
Telephone:
Neighborhood Meeting Place:
Meeting Place Telephone:
Dial 9-1-1 for Emergencies!
Family Planning: 
next steps 
how do I get started?
Disaster Supplies & Preparedness Calendar

The Family Disaster Supplies & Preparedness Calendar is intended to help you take appropriate preparedness actions and create a 3-7 day disaster supply kit before the next emergency happens. Using the calendar, your family can assemble an emergency kit in small steps over a six month period. This list has been cross-referenced with the lists in the front of this book and modified to include every item. Each week is noted [ ] after the supply.

Check off the items you collect or the actions you take during the week. Supplies may be stored all together in a large plastic garbage can with wheels. Perishable supplies and water should be rotated every six months.

You should store at least 1 – 2 gallons of water per person for each day. This water is for drinking and sanitation.

*One per person in household
**One per person and pet

Week 1

Grocery Store:

- 1 gallon of water*
- 1 can of meat*
- 2 manual can openers
- safety pins
- 2 pair latex gloves
- Permanent marking pen

To Do:

- Identify and discuss what kinds of disasters are most likely to occur and how they will affect your family and property.
- Date each can of food and water containers.
- Make a family emergency plan.
Week 2

Grocery Store:

- 1 gallon of water*
- 1 can of fruit*
- 1 can of meat*
- sunscreen
- anti-diarrhea medicine
- antacid
- laxative

Miscellaneous Items to Gather or Purchase:

- Waterproof plastic container for first aid supplies
- Rx bottle with medication list
- Important phone number list

To Do:

- Plan to have at least two means of communicating with your family (i.e. email, phone, cell phone, two-way radios).
- Prepare a list of important phone number: out-of-state contact, physicians, veterinarian, family, creditors, insurance, etc. and place by phones.

Week 3

Grocery Store:

- 1 gallon of water*
- 1 can of fruit*
- 1 can of meat*
- Baby food (if needed)
- Box of powdered milk or non-perishable pasteurized milk
- Aspirin and/or acetaminophen

Miscellaneous Items to Gather or Purchase:

- Pen & paper
Week 3  To Do:

- Designate an out-of-town emergency contact.
- Teach children how and when to call 9-1-1 for emergency help.

Week 4

Hardware Store:

- Portable am/fm radio
- Crescent wrench
- Plastic safety goggles
- Water proof matches
- Heavy work gloves

To Do:

- Pick two places for your family to meet in an emergency.
- Pack a “go-bag” in case you need to evacuate your home.

Week 5

Grocery Store:

- 1 gallon of water*
- 1 can of fruit*
- 1 can of meat*
- Diapers (if needed)
- Compresses

Miscellaneous Items to Gather or Purchase:

- Extra medications or prescriptions for humans and pets

To Do:

- Determine the best escape routes from your home. Find at least two ways out of each room.
- Locate areas in your home where you and your family can shelter-in-place.
Week 6

Grocery Store:

- 1 gallon of water*
- 1 can of juice*
- 1 can of vegetables*
- Pet food (if needed)
- First aid tape

Miscellaneous Items to Gather or Purchase:

- Video tape or film

To Do:

- Use a video camera or standard camera to capture images of the contents of your home for insurance purposes.
- Place tape or pictures in a safe deposit box or fireproof safe/cabinet.

Week 7

Grocery Store:

- 1 gallon of water*
- 1 can of fruit*
- 1 can of vegetables*
- Rolls of gauze or bandages
- Saline solution for contacts (if needed)

Miscellaneous Items to Gather or Purchase.

- Battery powered cell phone charger

To Do:

- Scan your favorite family and pet photos and burn to a CD. Store CD in safe deposit box or fireproof safe/cabinet.
- Make photocopies or scan important papers and store in a safe deposit box or fireproof safe/cabinet.
**Week 8**

**Hardware Store:**

- Whistle
- 2 flashlights
- Camping or utility knife
- Tarp
- Heavy rope

**To Do:**

- Update animal vaccination records and put with important papers.
- Contact utility companies for direction on shutoff procedures.

**Week 9**

**Grocery Store:**

- 1 jar peanut butter*
- 1 can ready-to-eat soup*
- 1 can of vegetables*
- Sanitary napkins (if needed)
- Scissors
- Dried fruit - in an airtight container

**Miscellaneous Items to Gather or Purchase:**

- Blankets

**To Do:**

- Check your house for hazards.
- Identify which hazards you will reduce first.
Week 10

Grocery Store:

- 1 can of juice*
- 1 can ready-to-eat soup*
- 1 can of vegetables*
- Baby food (if needed)
- Thermometer

Miscellaneous Items to Gather or Purchase:

- Sleeping bags**

To Do:

- Test your smoke/fire/carbon monoxide detectors. Replace batteries.
- Have a fire drill.

Week 11

Grocery Store:

- 1 box crackers (consider vacuum sealing the sleeves)
- 1 box quick energy snacks
- dry cereal
- diapers (if needed)
- vitamins (child & adult)

To Do:

- Secure fish tanks, bird houses and reptile cages.
- Brace shelves and cabinets to wall studs.
Week 12

Hardware Store:

- Double sided tape or velcro
- Duct tape
- Masking tape
- Plumber’s tape

Week 12

To Do:

- Tie water heater to wall studs.
- Take a first aid/CPR class.

Week 13

Grocery Store:

- Special food for special diets
- Instant coffee, tea, cocoa
- 1 box quick energy snacks
- Pet food (if needed)
- Tweezers
- Medicine dropper
- Rubbing Alcohol

Miscellaneous Items to Gather or Purchase:

- Extra clothing (underwear, socks)

To Do:

- Place a pair of hard sole shoes and a flashlight under your bed so they are handy during an emergency.
- Store extra cash and credit cards.
Week 14

Grocery Store:

• 1 box quick energy snacks
• 1 gallon of water per pet
• 1 package of paper cups
• Denture supplies (if needed)
• Sewing kit
• Nuts in an airtight container

Miscellaneous Items to Gather or Purchase:

• Jackets
• Long sleeve shirt
• long pants

To Do:

• Investigate home / rental insurance

Week 15

Grocery Store:

• 1 gallon of water per pet
• 1 box heavy-duty garbage bags
• 1 package paper plates*
• Hearing aid batteries (if needed)
• Comfort food

To Do:

• Store a roll of quarters for emergency phone calls.
• Locate a pay phone near your home and work.
Week 16

Hardware Store:

- Pliers
- Screw driver
- Crow bar
- Vise grips
- "L" brackets or flexible straps to secure tall furniture to wall studs
- petroleum jelly

To Do:

- Ask veterinarian about appropriate size container for your pet in case you must evacuate your home.
- Obtain a collar-tag or microchip for your pet for identification

Week 17

Grocery Store:

- 1 box heavy-duty garbage bags
- 1 quart plain liquid bleach
- 2 rolls toilet paper*
- Disposable hand wipes
- Disenfectant

Miscellaneous Items to Gather or Purchase:

- Towels

To Do:

- Check your child’s day care or school to find out about their disaster plans.
- Find out about your workplace disaster plans.
Week 18

Grocery Store:

- 3 rolls paper towels
- 1 box large heavy-duty garbage bags
- Aluminum foil
- Ipecac syrup and activated charcoal

Miscellaneous Items to Gather or Purchase:

- Hats, umbrella, gloves

To Do:

- Arrange for a friend or neighbor to help your children or watch your pets if you are at work when an emergency strikes.
- Make a plan to check on a neighbor who might need help in an emergency.

Week 19

Grocery Store:

- 1/4 teaspoon (for bleach)
- Eating utensils
- Extra toothbrush*
- First Aid Kit
  - Rubbing alcohol
  - Cleansing Agent
  - Antibiotic Ointment
  - Burn Ointment
  - Eye Wash Solution

To Do:

- Find out if you have a neighborhood safety organization and join it.
- Develop a neighborhood pet care plan.
Week 20

Hardware Store:

- 1 box disposable dust masks
- ABC Fire extinguisher
- Local area map & compass
- Battery powered camping lantern with extra batteries
- Waterproof portable plastic container with lid for important papers

To Do:

- Research how to become a licensed ham radio operator.
- If you are a licensed ham radio operator, contact a local government agency to volunteer for emergency service.

Week 21

Grocery Store:

- 3 rolls paper towels
- Kleenex
- Large plastic food bags
- Adhesive bandages in various sizes

Miscellaneous Items to Gather or Purchase:

- Shoes

Week 22

Grocery Store:

- Liquid dish soap
- Plastic containers with lids
- Plastic wrap
- Antiseptic
**Week 22**  
Miscellaneous Items to Gather or Purchase:

- Leashes for pets
- Disposable pet carrier
- Pet supply kit (section 1 page 8)

**Week 23**

Grocery Store:

- Large plastic food bags
- Tooth paste
- Cold packs
- Personal hygiene items i.e. deodorant, comb

Miscellaneous Items to Gather or Purchase:

- Red Cross First Aid Manual

**Week 24**

Hardware Store:

- Extra batteries
- Bungee cords
- Signal flare
- Child-proof latches
- Large ground screw to secure animals if fences fall.
- Camp stove & fuel

The following items should be used or replaced at the suggested time:

**Use within 6 months:**

- Powdered milk (box)
- Dried fruit (in air tight container)
- Dry, crisp crackers (in air tight container)
- Potatoes
- Water
- Bleach
With within one year:

- Canned condensed milk and vegetable soups
- Canned fruits, fruit juices and vegetables
- Ready to eat cereals and uncooked instant cereals (in air tight container)
- Peanut butter
- Jelly
- Canned meats
- Hard candy
- Water in manufactured sealed containers

Long life: (if checked annually and in air tight containers and proper conditions)

- Wheat
- Vegetable oil
- Dried corn
- Baking powder
- Soybeans
- Instant coffee, tea and cocoa
- Salt
- Noncarbonated soft drinks
- White rice
- Bouillon products
- Dry pasta
- Powdered milk (nitrogen-packed)

Storage Tips

- Keep food in dry, cool spot – dark area if possible.
- Keep food covered at all times.
- If you open food boxes or cans, do so carefully, so that you can close them tightly after each use.
- Wrap cookies or crackers in a plastic bag and inside a tight container.
- Empty opened packages of sugar, dried fruits and nuts into screw-top jars or air tight cans to protect them from pests.
- Inspect all food for signs of spoilage before use.
- Use foods before they go bad, and replace them with fresh supplies.
- Mark all foods with purchase date with an ink or marking pen.

- Place new items the back/bottom or the storage area/container.
Another useful tool for organizing and annually reviewing your disaster plan & implementation process is Do1Thing. Page 15-18 of this section are an example of **May** (Food)

<table>
<thead>
<tr>
<th>February</th>
<th>Water</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>Sheltering</td>
</tr>
<tr>
<td>April</td>
<td>Risk Assessment</td>
</tr>
<tr>
<td>May</td>
<td>Food</td>
</tr>
<tr>
<td>June</td>
<td>Special Items</td>
</tr>
<tr>
<td>July 2006</td>
<td>Communication</td>
</tr>
<tr>
<td>August</td>
<td>Connect with Community</td>
</tr>
<tr>
<td>September</td>
<td>Getting Information</td>
</tr>
<tr>
<td>October</td>
<td>Power</td>
</tr>
<tr>
<td>November</td>
<td>Emergency Supplies</td>
</tr>
<tr>
<td>December 2006</td>
<td>First Aid</td>
</tr>
</tbody>
</table>
Do 1 Thing…Food

Snowstorms can keep us in our homes for days. Power outages can close stores. Disease outbreaks may make public places dangerous. It is important for every household to be able to take care of itself without outside help for 72 hours.

THE GOAL: Have a food supply that will meet the needs of your household for three days without outside assistance.

Do One Thing

☐ Purchase and store a dedicated three day emergency food supply for your household.
☐ Make a food storage plan that will meet your family’s needs in a disaster (including pets).
☐ Take steps to make sure food in your refrigerator and freezer will stay cold in a power outage.

Knowing & Meeting Your Family’s Needs

An emergency food supply doesn’t have to be tucked away in a safe location, ready for disaster to strike (although it can be). It can be sitting on the shelves of your cupboards every day, being used and replenished each time you go shopping.

The type and amount of food a person needs depends on many things: age, health, physical activity level, size, etc. It’s important to get a balanced diet during a disaster, when your body may be experiencing greater than normal stress. (Disasters are a good time to avoid alcohol. It might seem to help during stressful times, but it is a depressant.)

Food Storage Plan

The key to a good food storage plan is to buy early. By replacing items before you run out, you make sure that your family will have what they need when disaster strikes, and you do not end up buying any more often.

Use the BUS rule to plan for your family’s needs during a disaster: Balance, Usability, and Shelf-Life.

1. Balance: Chances are you are already buying a balanced diet for your family. Make sure that all food groups are represented, whether you are using a food storage plan, or creating a dedicated disaster food supply. A balanced diet includes a variety of foods from each of the basic food groups.

2. Usability: When you shop, pick up items from each food group that would be usable in a disaster (canned or dried meat, dry cereal, canned vegetables—foods that don’t need to be refrigerated or cooked, and that don’t need a lot of water added) and can also be used for every day meals. Think about what food in your kitchen today could
be prepared if you had no electricity and no ability to go to a store. Make sure you have a manual can opener if you are planning to use canned goods.

3. **Shelf Life:** The length of time that perishable foods will last is marked on the package. Whether you are storing a dedicated emergency food supply, or using a food storage plan, pay attention to shelf-life when purchasing and using food. Use and replace foods before the expiration date.

If you have a baby, or if someone in your family has special dietary needs, apply these rules to their food supply also. And do the same for your pets. Include comfort foods like graham crackers or chocolate (you may want to consider putting these away especially for an emergency).

---

**Don’t forget your emergency water supply: 1 gallon per person per day, and a gallon for your pets! (See the February Do 1 Thing Factsheet)**

---

**Dedicated Emergency Food Supply**

You may want to put aside a dedicated 3 day supply of food for emergencies. Consider doing this if your lifestyle keeps you from cooking for yourself on a regular basis.

You probably have a better idea than anyone else how much food you and your family members would need for three days. Make sure that all food groups are included in your emergency supply. Include high energy foods (such as nuts and protein bars) and comfort foods.

A large plastic tub with a lid makes an excellent storage place for an emergency food supply. It will keep foods fresh longer and will protect from the elements if your home is flooded or damaged. Make sure you keep track of the shelf-life of the food in your emergency supply and rotate it as needed.

**Food Safety**

If you don’t have a refrigerator/freezer thermometer, get one. Knowing the highest temperature reached by your refrigerator and freezer while the power is out is the key to knowing whether or not your food is safe to eat.

During an extended power loss temperatures in your refrigerator and freezer will begin to rise, even if the door stays closed. As the temperature rises harmful bacteria will begin to grow quickly.

If the temperature in your refrigerator is above 41 degrees F for more than four hours, perishable food items (milk, lunchmeat, mayonnaise based salads, poultry items, leftovers, etc.) may be unsafe to eat.

If frozen food is above 41 degrees for more than one to two days, it may be unsafe. Food that still contains ice crystals should be safe. Always check the color and odor of food, particularly meat when it is thawed. If it is questionable throw it out (make sure it is discarded where animals can’t get to it).

If you cannot verify the temperature of your refrigerator or if the refrigerator was off for more than four hours, perishable food items should be discarded.

---

**72 Hour Food Supply for Pets**

Don’t forget pets when planning your emergency food supply. If you aren’t sure how much food your pets will need for three days, use the manufacturer’s guidelines on the back of the pet food package or ask your vet.
Take steps now to make sure your perishable food remains as safe as possible:

- Install a refrigerator/freezer thermometer
- Make sure that refrigerator or freezer is not plugged into an outlet that is protected by a GFI device. Those devices are easily tripped and must be manually reset to restore power.
- If you anticipate a power outage for any reason (winter storms, construction in the area), reduce the temperature. The colder the food, the more time it takes to thaw.
- If your freezer is not full, store containers of ice in it to help keep the temperature down.

When the power goes out:

- Cover the refrigerator or freezer in newspaper and blankets (keep vents clear in case the freezer starts operating again.
- Avoid opening the door.
- Use dry ice if available (identify a source for dry ice in advance, remember that if the power outage is widespread, there may be a lot of competition for this resource).

Eating perishable food that has not been kept cold enough can cause food poisoning, even if it is refrozen or cooked. **When in doubt, throw it out!**

For more information

http://www.mypyramid.gov
http://www.do1thing.us
http://www.ready.gov/
http://www.michigan.gov/michiganprepares