



My Emergency Plan

Name: _____

Date: _____

Created by The Rhode Island Department of Health

Adapted from American Red Cross documents:

http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240199_A4497.pdf

<http://www.disastersrus.org/mydisasters/disability/disability.pdf>

Welcome Letter

Thank you for taking the time to prepare yourself for disasters. The Rhode Island Department of Health's Disability and Health Program and Center for Emergency Preparedness and Response have put together this workbook as a tool for an individual or family to use to guide them in all-hazard preparedness planning. By reviewing the contents of this workbook and completing preparedness steps now, you should be more prepared to take care of yourself during a time of emergency.

We support the Federal Emergency Management Agency (FEMA) model that encourages all individuals to plan to be able to take care of themselves for at least the first three days (72 hours) following a disaster.

This workbook will not only guide you through an important personal assessment but also provide you with safety checklists to better prepare you for specific emergencies. In addition, resources to utilize during an emergency are provided.

Planning Steps:

1. Complete *My Emergency Plan*. For assistance in completing the *My Emergency Plan*, please contact Carmen Boucher at the Disability and Health Program at 401-222-5926 or Carmen.boucher@health.ri.gov.
2. Build your emergency kit(s) as referenced in this workbook.
3. Review your plan and kit(s) with your personal support network at least once a year.
4. Consider enrolling in the Rhode Island Special Needs Emergency Registry, if applicable. www.health.ri.gov/emregistry

Sincerely,



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Health Disparities & Access to Care Team Lead
Office of Special Healthcare Needs, Chief



Brittan K. Bates-Manni, MS
Center for Emergency Preparedness
and Response

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My Personal Support Network

List your personal support network including names and contact information (family, neighbors, and building manager/owners):

Important considerations to discuss and implement with your personal support network:

- Make arrangements, prior to an emergency, for your support network to check on you immediately after a disaster and, if needed, offer assistance.
- Exchange important keys.
- Show them where you keep emergency supplies.
- Share copies of your relevant emergency documents, evacuation plans, and emergency health information card.
- Agree on and practice methods for contacting each other in an emergency. Do not rely on the telephones working.
- Always notify each other when you are going out of town and when you return.
- Introduce any pets and service animals to your personal support network.

- Explain to those who may need to assist you how best to communicate with you.
- Explain to those who may need to assist you how to operate necessary equipment. Label equipment and attach laminated instructions for use.
- Explain any of your anticipated reactions and emotions associated with disaster and traumatic events (i.e. confusion, through processing and memory difficulties, agitation, fear, panic, and anxiety) to prepare your personal support network.

Instructions for Rescue Personnel

Be prepared to give clear, specific, concise instructions to rescue personnel quickly during an emergency. Practice giving instructions clearly and quickly verbally or by using pre-printed phrases, word boards, etc. Write them here:

My Personal Assessment

Make a list of your personal needs and resources in a disaster environment. *Share your answers with your personal support network.*

DAILY LIVING

- **Personal Care:** Do you regularly need assistance with personal care, such as bathing and grooming? Do you use adaptive equipment to help you get dressed?

- **Water Service:** What will you do if water service is cut off for several days or if you are unable to heat water?

- **Personal Care Equipment:** Do you use a shower chair, tub-transfer bench, or other similar equipment?

- **Adaptive Feeding Devices:** Do you use special utensils that help you prepare or eat food independently?

- **Electricity-Dependent Equipment:** How will you continue to use equipment that runs on electricity, such as dialysis, electrical lifts, etc.? Do you have a safe back-up power supply and how long will it last?

GETTING AROUND

- **Disaster Debris:** How will you cope with the debris in your home or along your planned exit route following a disaster?
- **Transportation:** Do you need a specially equipped vehicle or accessible transportation?
- **Errands:** Do you need help to get groceries, medications, and medical supplies? What if your caregiver cannot reach you because roads are blocked or the disaster has affected him or her as well?

EVACUATING

- **Building Evacuation:** Do you need help to leave your home or office? Can you reach and activate an alarm? Will you be able to evacuate independently without relying on auditory cues (such as noise from a machine near the stairs)? These cues may be absent if the electricity is off or alarms are sounding.
- **Building Exits:** Are there exits (stairs, windows, or ramps) if the elevator is not working or cannot be used? Can you read emergency signs in print or Braille? Do emergency alarms have audible and visible features (marking escape routes and exits) that will work even if electrical service is disrupted?

- **Getting Help:** How will you call or summon for help to leave the building? Do you know the locations of text telephones and phones that have amplification? Will your hearing aids work if they get wet from emergency sprinklers? Have you determined how to communicate with emergency personnel if you don't have an interpreter, your hearing aids aren't working, or if you don't have a word board or other augmentative communication device?

- **Mobility Aids / Ramp Access:** What will you do if you cannot find your mobility aids? What will you do if your ramps are shaken loose or become separated from the building?

SERVICE ANIMALS AND PETS

Will you be able to care for your animal (provide food, shelter, veterinary attention, etc.) during and after a disaster? Do you have another caregiver for your animal if you are unable to meet its needs? (*Review the Pets and Disaster Safety Checklist on page 27*)

Emergency Communications Plan

Name: _____

Address: _____

Home Phone Number: _____ Cell Phone number: _____

Email Address: _____

Local Emergency Contact Person:

Name	Work/Home/Cell Phone	Email

Out-of-Town Contact Person:

Name	Work/Home/Cell Phone	Email

Personal Support Network:

Name	Work/Home/Cell Phone	Email
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		

Best way to communicate with me: _____

Rally point if can't return home or to neighborhood: _____

Medical Information List

Complete a separate Medical Information List for each individual living in the household.

Name: _____ Date of Birth: _____

Primary Physician

Name: _____ Telephone: _____

Specialists:

Name

Specialty

Phone

1. _____

2. _____

3. _____

4. _____

5. _____

Preferred Hospital: _____

Health Insurance Company: _____

Policy Number: _____

Blood Type: _____

Allergies and Sensitivities:

Medical Information For: _____ **~Continued~**

Medications and Dosages Being Taken:

Specific Medical Conditions:

Physical Limitations:

Durable or Adaptive Medical Equipment Vendor & Phone:

Communication Difficulties:

Cognitive Difficulties:

Medical Information List

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Allergies and Sensitivities:

Medical Information For: _____ **~Continued~**

Medications and Dosages Being Taken:

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Allergies and Sensitivities:

Medical Information For: _____ **~Continued~**

Medications and Dosages Being Taken:

Specific Medical Conditions:

Physical Limitations:

Durable or Adaptive Medical Equipment Vendor & Phone:

Communication Difficulties:

Cognitive Difficulties:

Pre-Disaster Action Checklist

- Learn what to do in case of power outages and personal injuries. Know how to connect and start a back-up power supply for essential medical equipment.
- Consider getting a medical alert system that will allow you to call for help if you are immobilized in an emergency. Most of these systems require a working phone line, so have a back-up plan, such as a cell phone, if landlines are disrupted.
- If you use an electric wheelchair or scooter, have a manual version for back-up.
- If you use a personal care attendant from an agency, check to see if the agency has special provisions for emergencies (e.g., providing services at another location should an evacuation be ordered, altering schedule for home visits or treatments, delivering extra supplies in advance of anticipated storms).
- If you live in an apartment, ask the management to identify and mark accessible exits and access to all areas designated for emergency shelter or safe rooms. Ask about plans for alerting and evacuating those with sensory disabilities.
- Learn about devices and other technology available to assist you in receiving emergency instructions and warnings from local officials.
- Know when and how to turn off water, gas, propane, and electricity at the main switches or valves and share this information with your personal support network. Turn off utilities only if you suspect the lines are damaged, you suspect a leak, or if local officials instruct you to do so.
- Install smoke and carbon monoxide detectors/alarms on each level of your home. Individuals with sensory disabilities should consider installing detectors/alarms with strobe lights and vibrating pads.
- Check to see that you have adequate insurance coverage. Most homeowners insurance does not cover floods.

- People who use wheelchairs may want to:
 - Purchase a patch kit and extra inner tubes for wheelchair tires.
 - Purchase heavy gloves to use while wheeling a wheelchair through debris.
 - Check with vendors of motorized wheelchairs to see if the battery can be recharged by jumper cables or converter to a car outlet.
- People who are Blind or have a vision impairment may want to:
 - Store a magnifier, extra pair of glasses, extra white cane, and talking or Braille clock in emergency kits.
 - Mark go-kits and utilities with fluorescent tape, large print, or Braille.
- People who are Deaf or hard of hearing may want to:
 - Keep pads, pencils, and an emergency communication picture board in emergency kits.
 - Keep a flashlight, whistle, and noisemaker by the bedside.
 - Keep a card with you at all times that indicates you are Deaf and any other information such as, "I do (or do not) know ASL" or, "I need my service animal."
- People who have a speech-related or communication disability may want to:
 - Consider buying a power converter that allows charging from a car outlet, if you use a laptop to communicate.
 - Keep pads, pencils, and an emergency communication picture board in emergency kits.
 - Keep augmentative communication devices by the bedside.
- People who have a cognitive disability may want to:
 - Keep printed copies of any instructions you think you may need.
 - Keep pads and pencils in emergency kits to keep track of any new instructions you may receive.

Safety Checklists

Complete the following eight pages of safety checklists to help you prepare for; respond to; and recover from specific events.

- Earthquake
- Flood
- Heat Wave
- Hurricane
- Pets
- Power Outage
- Thunderstorm
- Winter Storm

Record any specific planning measures related to each topic that you may want to address in the space provided.

Earthquake Safety Checklist

An earthquake is a sudden, rapid shaking of the earth caused by the breaking and shifting of rock beneath the earth's surface. Earthquakes strike suddenly, without warning, and they can occur at any time of the year, day or night. Forty-five states and territories in the United States are at moderate to very high risk of earthquakes, and they are located in every region of the country.

Are you at increased risk from earthquakes?

- Contact your local emergency management office, local American Red Cross chapter, state geological survey or department of natural resources.
- Mobile homes and homes not attached to their foundations are at particular risk during an earthquake.
- Buildings with foundations resting on landfill and other unstable soils are at increased risk of damage.

Did you know?

Doorways are no stronger than any other part of the structure. During an earthquake, get under a sturdy piece of furniture and hold on. This will provide some protection from falling objects that can injure you during an earthquake.

How can I prepare?



- ☐ Become aware of fire evacuation and earthquake plans for all of the buildings you occupy regularly.
- ☐ Pick safe places in each room of your home, workplace and/or school. A safe place could be under a piece of furniture or against an interior wall away from windows, bookcases or tall furniture that could fall on you.
- ☐ Practice drop, cover and hold on in each safe place. If you do not have sturdy furniture to hold on to, sit on the floor next to an interior wall and cover your head and neck with your arms.
- ☐ Keep a flashlight and sturdy shoes by each person's bed.
- ☐ Make sure your home is securely anchored to its foundation.
- ☐ Bolt and brace water heaters and gas appliances to wall studs.
- ☐ Bolt bookcases, china cabinets and other tall furniture to wall studs.
- ☐ Hang heavy items, such as pictures and mirrors, away from beds, couches and anywhere people sleep or sit.
- ☐ Brace overhead light fixtures.
- ☐ Install strong latches or bolts on cabinets. Large or heavy items should be closest to the floor.
- ☐ Learn how to shut off the gas valves in your home and keep a wrench handy for that purpose.
- ☐ Learn about your area's seismic building standards and land use codes before you begin new construction.
- ☐ Keep and maintain an emergency supplies kit in an easy-to-access location.

What should I do during an earthquake?



If you are inside when the shaking starts ...

- ☐ Drop, cover and hold on. Move as little as possible.
- ☐ If you are in bed, stay there, curl up and hold on. Protect your head with a pillow.
- ☐ Stay away from windows to avoid being injured by shattered glass.
- ☐ Stay indoors until the shaking stops and you are sure it is safe to exit. If you must leave the building after the shaking stops, use stairs rather than an elevator in case there are aftershocks, power outages or other damage.
- ☐ Be aware that fire alarms and sprinkler systems frequently go off in buildings during an earthquake, even if there is no fire.

If you are outside when the shaking starts ...

- ☐ Find a clear spot and drop to the ground. Stay there until the shaking stops (away from buildings, power lines, trees, streetlights).
- ☐ If you are in a vehicle, pull over to a clear location and stop. Avoid bridges, overpasses and power lines if possible. Stay inside with your seatbelt fastened until the shaking stops. Then, drive carefully, avoiding bridges and ramps that may have been damaged.
- ☐ If a power line falls on your vehicle, do not get out. Wait for assistance.
- ☐ If you are in a mountainous area or near unstable slopes or cliffs, be alert for falling rocks and other debris. Landslides are often triggered by earthquakes.

What do I do after an earthquake?



- ☐ After an earthquake, the disaster may continue. Expect and prepare for potential aftershocks, landslides or even a tsunami. Tsunamis are often generated by earthquakes.
- ☐ Each time you feel an aftershock, drop, cover and hold on. Aftershocks frequently occur minutes, days, weeks and even months following an earthquake.
- ☐ Check yourself for injuries and get first aid, if necessary, before helping injured or trapped persons.
- ☐ Put on long pants, a long-sleeved shirt, sturdy shoes and work gloves to protect against injury from broken objects.
- ☐ Look quickly for damage in and around your home and get everyone out if your home is unsafe.
- ☐ Listen to a portable, battery-operated or hand-crank radio for updated emergency information and instructions.
- ☐ Check the telephones in your home or workplace to see if you can get a dial tone. Make brief calls to report life-threatening emergencies.
- ☐ Look for and extinguish small fires. Fire is the most common hazard after an earthquake.
- ☐ Clean up spilled medications, bleach, gasoline or other flammable liquids immediately.
- ☐ Open closet and cabinet doors carefully as contents may have shifted.
- ☐ Help people who require special assistance, such as infants, children and the elderly or disabled.
- ☐ Watch out for fallen power lines or broken gas lines and stay out of damaged areas.
- ☐ Keep animals under your direct control.
- ☐ Stay out of damaged buildings.
- ☐ If you were away from home, return only when authorities say it is safe to do so. Use extreme caution and examine walls, floors, doors, staircases and windows to check for damage.
- ☐ Be careful when driving after an earthquake and anticipate traffic light outages.

Let Your Family Know You're Safe

If your community experiences an earthquake, or any disaster, register on the American Red Cross Safe and Well Web site available through RedCross.org to let your family and friends know about your welfare. If you don't have Internet access, call **1-866-GET-INFO** to register yourself and your family.

Flood Safety Checklist

Floods are among the most frequent and costly natural disasters. Conditions that cause floods include heavy or steady rain for several hours or days that saturates the ground. Flash floods occur suddenly due to rapidly rising water along a stream or low-lying area.

Know the Difference

Flood/Flash Flood Watch—Flooding or flash flooding is possible in your area.

Flood/Flash Flood Warning—Flooding or flash flooding is already occurring or will occur soon in your area.

What should I do?



- ☐ Listen to area radio and television stations and a NOAA Weather Radio for possible flood warnings and reports of flooding in progress or other critical information from the National Weather Service (NWS).
- ☐ Be prepared to evacuate at a moment's notice.
- ☐ When a flood or flash flood warning is issued for your area, head for higher ground and stay there.
- ☐ Stay away from floodwaters. If you come upon a flowing stream where water is above your ankles, stop, turn around and go another way. Six inches of swiftly moving water can sweep you off of your feet.
- ☐ If you come upon a flooded road while driving, turn around and go another way. If you are caught on a flooded road and waters are rising rapidly around you, get out of the car quickly and move to higher ground. Most cars can be swept away by less than two feet of moving water.
- ☐ Keep children out of the water. They are curious and often lack judgment about running water or contaminated water.
- ☐ Be especially cautious at night when it is harder to recognize flood danger.
- ☐ Because standard homeowners insurance doesn't cover flooding, it's important to have protection from the floods associated with hurricanes, tropical storms, heavy rains and other conditions that impact the U.S. For more information on flood insurance, please visit the National Flood Insurance Program Web site at www.FloodSmart.gov.

What supplies do I need?



- ☐ Water—at least a 3-day supply; one gallon per person per day
- ☐ Food—at least a 3-day supply of non-perishable, easy-to-prepare food
- ☐ Flashlight
- ☐ Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
- ☐ Extra batteries
- ☐ First aid kit
- ☐ Medications (7-day supply) and medical items (hearing aids with extra batteries, glasses, contact lenses, syringes, cane)
- ☐ Multi-purpose tool
- ☐ Sanitation and personal hygiene items
- ☐ Copies of personal documents (medication list and pertinent medical information, deed/lease to home, birth certificates, insurance policies)
- ☐ Cell phone with chargers
- ☐ Family and emergency contact information
- ☐ Extra cash
- ☐ Emergency blanket
- ☐ Map(s) of the area
- ☐ Baby supplies (bottles, formula, baby food, diapers)
- ☐ Pet supplies (collar, leash, ID, food, carrier, bowl)
- ☐ Tools/supplies for securing your home
- ☐ Extra set of car keys and house keys
- ☐ Extra clothing, hat and sturdy shoes
- ☐ Rain gear
- ☐ Insect repellent and sunscreen
- ☐ Camera for photos of damage

What do I do after a flood?



- ☐ Return home only when officials have declared the area safe.
- ☐ Before entering your home, look outside for loose power lines, damaged gas lines, foundation cracks or other damage.
- ☐ Parts of your home may be collapsed or damaged. Approach entrances carefully. See if porch roofs and overhangs have all their supports.
- ☐ Watch out for wild animals, especially poisonous snakes that may have come into your home with the floodwater.
- ☐ If you smell natural or propane gas or hear a hissing noise, leave immediately and call the fire department.
- ☐ If power lines are down outside your home, do not step in puddles or standing water.
- ☐ Keep children and pets away from hazardous sites and floodwater.
- ☐ Materials such as cleaning products, paint, batteries, contaminated fuel and damaged fuel containers are hazardous. Check with local authorities for assistance with disposal to avoid risk.
- ☐ During cleanup, wear protective clothing, including rubber gloves and rubber boots.
- ☐ Make sure your food and water are safe. Discard items that have come in contact with floodwater, including canned goods, water bottles, plastic utensils and baby bottle nipples. When in doubt, throw it out!
- ☐ Do not use water that could be contaminated to wash dishes, brush teeth, prepare food, wash hands, make ice or make baby formula.
- ☐ Contact your local or state public health department for specific recommendations for boiling or treating water in your area after a disaster as water may be contaminated.

Let Your Family Know You're Safe

If your community experiences a flood, or any disaster, register on the American Red Cross Safe and Well Web site available through RedCross.org/SafeandWell to let your family and friends know about your welfare. If you don't have Internet access, call **1-866-GET-INFO** to register yourself and your family.

Heat Wave Safety Checklist

In recent years, excessive heat has caused more deaths than all other weather events, including floods. A heat wave is a prolonged period of excessive heat, often combined with excessive humidity. Generally temperatures are 10 degrees or more above the average high temperature for the region during summer months, last for a long period of time and occur with high humidity as well.

Know the Difference

Excessive Heat Watch—Conditions are favorable for an excessive heat event to meet or exceed local Excessive Heat Warning criteria in the next 24 to 72 hours.

Excessive Heat Warning—Heat Index values are forecast to meet or exceed locally defined warning criteria for at least 2 days (daytime highs=105-110° Fahrenheit).

Heat Advisory—Heat Index values are forecast to meet locally defined advisory criteria for 1 to 2 days (daytime highs=100-105° Fahrenheit).

How can I prepare?



- ☐ Listen to local weather forecasts and stay aware of upcoming temperature changes.
- ☐ The heat index is the temperature the body feels when the effects of heat and humidity are combined. Exposure to direct sunlight can increase the heat index by as much as 15° F.
- ☐ Discuss heat safety precautions with members of your household. Have a plan for wherever you spend time—home, work and school—and prepare for the possibility of power outages.
- ☐ Check the contents of your emergency preparedness kit in case a power outage occurs.
- ☐ Know those in your neighborhood who are elderly, young, sick or overweight. They are more likely to become victims of excessive heat and may need help.
- ☐ If you do not have air conditioning, choose places you could go to for relief from the heat during the warmest part of the day (schools, libraries, theaters, malls).
- ☐ Be aware that people living in urban areas may be at greater risk from the effects of a prolonged heat wave than are people living in rural areas.
- ☐ Get trained in first aid to learn how to treat heat-related emergencies.
- ☐ Ensure that your animals' needs for water and shade are met.

What should I do during a heat wave?



- ☐ Listen to a NOAA Weather Radio for critical updates from the National Weather Service (NWS).
- ☐ Never leave children or pets alone in enclosed vehicles.
- ☐ Stay hydrated by drinking plenty of fluids even if you do not feel thirsty. Avoid drinks with caffeine or alcohol.
- ☐ Eat small meals and eat more often.
- ☐ Avoid extreme temperature changes.
- ☐ Wear loose-fitting, lightweight, light-colored clothing. Avoid dark colors because they absorb the sun's rays.
- ☐ Slow down, stay indoors and avoid strenuous exercise during the hottest part of the day.
- ☐ Postpone outdoor games and activities.
- ☐ Use a buddy system when working in excessive heat.
- ☐ Take frequent breaks if you must work outdoors.
- ☐ Check on family, friends and neighbors who do not have air conditioning, who spend much of their time alone or who are more likely to be affected by the heat.
- ☐ Check on your animals frequently to ensure that they are not suffering from the heat.

Recognize and care for heat-related emergencies ...



Heat cramps are muscular pains and spasms that usually occur in the legs or abdomen caused by exposure to high heat and humidity and loss of fluids and electrolytes. Heat cramps are often an early sign that the body is having trouble with the heat.

Heat exhaustion typically involves the loss of body fluids through heavy sweating during strenuous exercise or physical labor in high heat and humidity.

- ☐ Signs of heat exhaustion include cool, moist, pale or flushed skin; heavy sweating; headache; nausea; dizziness; weakness; and exhaustion.
- ☐ Move the person to a cooler place. Remove or loosen tight clothing and apply cool, wet cloths or towels to the skin. Fan the person. If the person is conscious, give small amounts of cool water to drink. Make sure the person drinks slowly. Watch for changes in condition.
- ☐ If the person refuses water, vomits or begins to lose consciousness, **call 9-1-1** or the local emergency number.

Heat stroke (also known as sunstroke) is a life-threatening condition in which a person's temperature control system stops working and the body is unable to cool itself.

- ☐ Signs of heat stroke include hot, red skin which may be dry or moist; changes in consciousness; vomiting; and high body temperature.
- ☐ Heat stroke is life-threatening. **Call 9-1-1** or the local emergency number immediately.
- ☐ Move the person to a cooler place. Quickly cool the person's body by giving care as you would for heat exhaustion. If needed, continue rapid cooling by applying ice or cold packs wrapped in a cloth to the wrists, ankles, groin, neck and armpits.

Let Your Family Know You're Safe

If your community experiences a disaster, register on the American Red Cross Safe and Well Web site available through **RedCross.org** to let your family and friends know about your welfare. If you don't have Internet access, call **1-866-GET-INFO** to register yourself and your family.

Hurricane Safety Checklist

Hurricanes are strong storms that cause life- and property-threatening hazards such as flooding, storm surge, high winds and tornadoes.

Preparation is the best protection against the dangers of a hurricane.

Know the Difference

Hurricane Watch—Hurricane conditions are a threat within 48 hours. Review your hurricane plans, keep informed and be ready to act if a warning is issued.

Hurricane Warning—Hurricane conditions are expected within 36 hours. Complete your storm preparations and leave the area if directed to do so by authorities.

What should I do?



- ☐ Listen to a NOAA Weather Radio for critical information from the National Weather Service (NWS).
- ☐ Check your disaster supplies and replace or restock as needed.
- ☐ Bring in anything that can be picked up by the wind (bicycles, lawn furniture).
- ☐ Close windows, doors and hurricane shutters. If you do not have hurricane shutters, close and board up all windows and doors with plywood.
- ☐ Turn the refrigerator and freezer to the coldest setting and keep them closed as much as possible so that food will last longer if the power goes out.
- ☐ Turn off propane tanks and unplug small appliances.
- ☐ Fill your car’s gas tank.
- ☐ Talk with members of your household and create an evacuation plan. Planning and practicing your evacuation plan minimizes confusion and fear during the event.
- ☐ Learn about your community’s hurricane response plan. Plan routes to local shelters, register family members with special medical needs as required and make plans for your pets to be cared for.
- ☐ Evacuate if advised by authorities. Be careful to avoid flooded roads and washed out bridges.
- ☐ Because standard homeowners insurance doesn’t cover flooding, it’s important to have protection from the floods associated with hurricanes, tropical storms, heavy rains and other conditions that impact the U.S. For more information on flood insurance, please visit the National Flood Insurance Program Web site at www.FloodSmart.gov.

What supplies do I need?



- ☐ Water—at least a 3-day supply; one gallon per person per day
- ☐ Food—at least a 3-day supply of non-perishable, easy-to-prepare food
- ☐ Flashlight
- ☐ Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
- ☐ Extra batteries
- ☐ First aid kit
- ☐ Medications (7-day supply) and medical items (hearing aids with extra batteries, glasses, contact lenses, syringes, cane)
- ☐ Multi-purpose tool
- ☐ Sanitation and personal hygiene items
- ☐ Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
- ☐ Cell phone with chargers
- ☐ Family and emergency contact information
- ☐ Extra cash
- ☐ Emergency blanket
- ☐ Map(s) of the area
- ☐ Baby supplies (bottles, formula, baby food, diapers)
- ☐ Pet supplies (collar, leash, ID, food, carrier, bowl)
- ☐ Tools/supplies for securing your home
- ☐ Extra set of car keys and house keys
- ☐ Extra clothing, hat and sturdy shoes
- ☐ Rain gear
- ☐ Insect repellent and sunscreen
- ☐ Camera for photos of damage

What do I do after a hurricane?



- ☐ Continue listening to a NOAA Weather Radio or the local news for the latest updates.
- ☐ Stay alert for extended rainfall and subsequent flooding even after the hurricane or tropical storm has ended.
- ☐ If you evacuated, return home only when officials say it is safe.
- ☐ Drive only if necessary and avoid flooded roads and washed-out bridges.
- ☐ Keep away from loose or dangling power lines and report them immediately to the power company.
- ☐ Stay out of any building that has water around it.
- ☐ Inspect your home for damage. Take pictures of damage, both of the building and its contents, for insurance purposes.
- ☐ Use flashlights in the dark. Do NOT use candles.
- ☐ Avoid drinking or preparing food with tap water until you are sure it’s not contaminated.
- ☐ Check refrigerated food for spoilage. If in doubt, throw it out.
- ☐ Wear protective clothing and be cautious when cleaning up to avoid injury.
- ☐ Watch animals closely and keep them under your direct control.
- ☐ Use the telephone only for emergency calls.

Let Your Family Know You’re Safe

If your community has experienced a hurricane, or any disaster, register on the American Red Cross Safe and Well Web site available through RedCross.org/SafeandWell to let your family and friends know about your welfare. If you don’t have Internet access, call **1-866-GET-INFO** to register yourself and your family.

Pets and Disaster Safety Checklist

Our pets enrich our lives in more ways than we can count. In turn, they depend on us for their safety and well-being. The best way to ensure the safety of your family is to be prepared with a disaster plan. If you are a pet owner, that plan includes your pets. Being prepared can help save lives.

Learn First Aid for Your Pets

Dogs and cats are more than pets—they're family. And just like any other family member, pets deserve to be cared for and protected. That's why the American Red Cross has developed Dog First Aid and Cat First Aid, comprehensive guides to help keep pets healthy and safe. From basic responsibilities, like spaying/neutering and giving medications, to managing cardiac emergencies and preparing for disasters, these guides offer information pet owners can trust.

Contact your local chapter to purchase guide books and first aid kits or log on to the Red Cross Store to see all available products.

How can I prepare?



Plan to take your pets with you in an evacuation. If it is not safe for you to stay, it is not safe for them either.

- ☐ Know which hotels and motels along your evacuation route will accept you and your pets in an emergency. Call ahead for reservations if you know you may need to evacuate. Ask if no-pet policies could be waived in an emergency.
- ☐ Most Red Cross shelters cannot accept pets because of health and safety concerns and other considerations. Service animals that assist people with disabilities are allowed in Red Cross shelters.
- ☐ Know which friends, relatives, boarding facilities, animal shelters or veterinarians can care for your animals in an emergency. Prepare a list with phone numbers.
- ☐ Although your animals may be more comfortable together, be prepared to house them separately.
- ☐ Include your pets in evacuation drills so that they become used to entering and traveling in their carriers calmly.
- ☐ Make sure that your pet's vaccinations are current and that all dogs and cats are wearing collars with securely fastened, up-to-date identification. Many pet shelters require proof of current vaccinations to reduce the spread of disease.
- ☐ Consider having your pet "microchipped" by your veterinarian.

What should I do?



Assemble a portable kit with emergency supplies for your pets.

- ☐ Keep items in an accessible place and store them in sturdy containers so that they can be carried easily. Your kit should include—
 - Sturdy leashes, harnesses and/or carriers to transport pets safely and ensure that they can't escape.
 - Food, drinking water, bowls, cat litter/pan and a manual can opener.
 - Medications and copies of medical records stored in a waterproof container.
 - A first aid kit.
 - Current photos of you with your pet(s) in case they get lost. Since many pets look alike, this will help to eliminate mistaken identity and confusion.
 - 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.

Know what to do as the 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.
- ☐ Ensure that all pets are wearing collars with securely fastened, up-to-date identification.
- ☐ Check that your pet disaster supplies are ready to take at a moment's notice.
- ☐ Bring pets inside so you won't have to search for them if you need to leave quickly.

After a disaster ...



- ☐ The behavior of pets may change dramatically after a disaster, becoming aggressive or defensive, so be aware of their well-being and protect them from hazards to ensure the safety of other people and animals.
- ☐ Watch your animals closely and keep them under your direct control as fences and gates may have been damaged.
- ☐ Pets may become disoriented, particularly if the disaster has affected scent markers that normally allow them to find their home.
- ☐ Be aware of hazards at nose and paw or hoof level, particularly debris, spilled chemicals, fertilizers and other substances that might not seem to be dangerous to humans.
- ☐ Consult your veterinarian if any behavior problems persist.

Emergency action plans for your family should include your animals—all of your animals.

For information on disaster planning and emergency actions to take for livestock, horses, birds, reptiles or other small animals, such as gerbils or hamsters, please visit RedCross.org, the Humane Society of the United States (www.HSUS.org) or Ready.gov.

Let Your Family Know You're Safe

If your community has experienced a disaster, register on the American Red Cross Safe and Well Web site available through RedCross.org to let your family and friends know about your welfare. If you don't have Internet access, call **1-866-GET-INFO** to register yourself and your family.

Power Outage Checklist

Sudden power outages can be frustrating and troublesome, especially when they last a long time. If a power outage is 2 hours or less, you need not be concerned about losing your perishable foods. For prolonged power outages, though, there are steps you can take to minimize food loss and to keep all members of your household as comfortable as possible.

Energy Conservation Recommendations

- ❑ Turn off lights and computers when not in use.
- ❑ Wash clothes in cold water if possible; wash only full loads and clean the dryer's lint trap after each use.
- ❑ When using a dishwasher, wash full loads and use the light cycle. If possible, use the rinse only cycle and turn off the high temperature rinse option. When the regular wash cycle is done, just open the dishwasher door to allow the dishes to air dry.
- ❑ Replace incandescent light bulbs with energy-efficient compact fluorescent lights.

How do I prepare for a power outage?



To help preserve your food, keep the following supplies in your home:

- ❑ One or more coolers—Inexpensive Styrofoam coolers work well.
- ❑ Ice—Surrounding your food with ice in a cooler or in the refrigerator will keep food colder for a longer period of time during a prolonged power outage.
- ❑ A digital quick-response thermometer—With these thermometers you can quickly check the internal temperatures of food to ensure they are cold enough to use safely.

Put together an emergency preparedness kit with these supplies in case of a prolonged or widespread power outage:

- Water—one gallon per person, per day (3-day supply for evacuation, 2-week supply for home)
 - Food—non-perishable, easy-to-prepare items (3-day supply for evacuation, 2-week supply for home)
 - Flashlight (NOTE: Do not use candles during a power outage due to the extreme risk of fire.)
 - Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
 - Extra batteries
 - First aid kit
 - Medications (7-day supply) and medical items
 - Multi-purpose tool
 - Sanitation and personal hygiene items
 - Copies of personal documents (medication list and pertinent medical information, deed/lease to home, birth certificates, insurance policies)
 - Cell phone with chargers
 - Family and emergency contact information
 - Extra cash
- ❑ If someone in your home is dependent on electric-powered, life-sustaining equipment, remember to include backup power in your evacuation plan.
 - ❑ Keep a non-cordless telephone in your home. It is likely to work even when the power is out.
 - ❑ Keep your car's gas tank full.

What should I do during a power outage?



Keep food as safe as possible.

- ❑ Keep refrigerator and freezer doors closed as much as possible. First use perishable food from the refrigerator. An unopened refrigerator will keep foods cold for about 4 hours.
- ❑ Then use food from the freezer. A full freezer will keep the temperature for about 48 hours (24 hours if it is half full) if the door remains closed.
- ❑ Use your non-perishable foods and staples after using food from the refrigerator and freezer.
- ❑ If it looks like the power outage will continue beyond a day, prepare a cooler with ice for your freezer items.
- ❑ Keep food in a dry, cool spot and keep it covered at all times.

Electrical equipment

- ❑ Turn off and unplug all unnecessary electrical equipment, including sensitive electronics.
- ❑ Turn off or disconnect any appliances (like stoves), equipment or electronics you were using when the power went out. When power comes back on, surges or spikes can damage equipment.
- ❑ Leave one light turned on so you'll know when the power comes back on.
- ❑ Eliminate unnecessary travel, especially by car. Traffic lights will be out and roads will be congested.

Using generators safely

- ❑ When using a portable generator, connect the equipment you want to power directly to the outlets on the generator. Do not connect a portable generator to a home's electrical system.
- ❑ If you are considering getting a generator, get advice from a professional, such as an electrician. Make sure that the generator you purchase is rated for the power that you think you will need.

What should I do when the power comes back on?



- ❑ Do not touch any electrical power lines and keep your family away from them. Report downed power lines to the appropriate officials in your area.

Throw out unsafe food.

- ❑ Throw away any food that has been exposed to temperatures 40° F (4° C) for 2 hours or more or that has an unusual odor, color or texture. When in doubt, throw it out!
- ❑ Never taste food or rely on appearance or odor to determine its safety. Some foods may look and smell fine, but if they have been at room temperature too long, bacteria causing food-borne illnesses can start growing quickly. Some types of bacteria produce toxins that cannot be destroyed by cooking.
- ❑ If food in the freezer is colder than 40° F and has ice crystals on it, you can refreeze it.
- ❑ If you are not sure food is cold enough, take its temperature with the food thermometer. Throw out any foods (meat, poultry, fish, eggs and leftovers) that have been exposed to temperatures higher than 40° F (4° C) for 2 hours or more, and any food that has an unusual odor, color or texture, or feels warm to touch.

Caution: Carbon Monoxide Kills

- ❑ Never use a generator, grill, camp stove or other gasoline, propane, natural gas or charcoal-burning devices inside a home, garage, basement, crawlspace or any partially enclosed area. Locate unit away from doors, windows and vents that could allow carbon monoxide to come indoors.
- ❑ The primary hazards to avoid when using alternate sources for electricity, heating or cooking are carbon monoxide poisoning, electric shock and fire.
- ❑ Install carbon monoxide alarms in central locations on every level of your home and outside sleeping areas to provide early warning of accumulating carbon monoxide.
- ❑ If the carbon monoxide alarm sounds, move quickly to a fresh air location outdoors or by an open window or door.
- ❑ Call for help from the fresh air location and remain there until emergency personnel arrive to assist you.

Let Your Family Know You're Safe

If your community experiences a disaster, register on the American Red Cross Safe and Well Web site available through RedCross.org to let your family and friends know about your welfare. If you don't have Internet access, call **1-866-GET-INFO** to register yourself and your family.

Thunderstorm Safety Checklist

A thunderstorm is considered severe if it produces hail at least 1 inch in diameter or has wind gusts of at least 58 miles per hour. Every thunderstorm produces lightning, which kills more people each year than tornadoes or hurricanes. Heavy rain from thunderstorms can cause flash flooding and high winds can damage homes and blow down trees and utility poles, causing widespread power outages.

Know the Difference

Severe Thunderstorm Watch—Severe thunderstorms are possible in and near the watch area. Stay informed and be ready to act if a severe thunderstorm warning is issued.

Severe Thunderstorm Warning—Severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property.

Every year people are killed or seriously injured by severe thunderstorms despite advance warning. While some did not hear the warning, others heard the warning and did not pay attention to it. The following information, combined with timely watches and warnings about severe weather, may help save lives.

How can I prepare ahead of time?



- ☐ Learn about your local community’s emergency warning system for severe thunderstorms.
- ☐ Discuss thunderstorm safety with all members of your household.
- ☐ Pick a safe place in your home for household members to gather during a thunderstorm. This should be away from windows, skylights and glass doors that could be broken by strong winds or hail.
- ☐ Make a list of items to bring inside in the event of a severe thunderstorm.
- ☐ Make trees and shrubbery more wind resistant by keeping them trimmed and removing damaged branches.
- ☐ Protect your animals by ensuring that any outside buildings that house them are protected in the same way as your home.
- ☐ Consult your local fire department if you are considering installing lightning rods.
- ☐ Get trained in first aid and learn how to respond to emergencies.
- ☐ Put together an emergency preparedness kit:
 - Water—one gallon per person, per day
 - Food—non-perishable, easy-to-prepare
 - Flashlight • Battery-powered or hand-crank radio (NOAA Weather Radio, if possible) • Extra batteries • First aid kit
 - Medications (7-day supply) and medical items • Multi-purpose tool • Sanitation & personal hygiene items • Copies of personal documents • Cell phone with chargers • Family & emergency contact information • Extra cash

What should I do during a thunderstorm?



- ☐ Listen to local news or NOAA Weather Radio for emergency updates. Watch for signs of a storm, like darkening skies, lightning flashes or increasing wind.
- ☐ Postpone outdoor activities if thunderstorms are likely to occur. Many people struck by lightning are not in the area where rain is occurring.
- ☐ If a severe thunderstorm warning is issued, take shelter in a substantial building or in a vehicle with the windows closed. Get out of mobile homes that can blow over in high winds.
- ☐ If you can hear thunder, you are close enough to be in danger from lightning. If thunder roars, go indoors! The National Weather Service recommends staying inside for at least 30 minutes after the last thunder clap.
- ☐ Avoid electrical equipment and telephones. Use battery-powered TVs and radios instead.
- ☐ Shutter windows and close outside doors securely. Keep away from windows.
- ☐ Do not take a bath, shower or use plumbing.
- ☐ If you are driving, try to safely exit the roadway and park. Stay in the vehicle and turn on the emergency flashers until the heavy rain ends. Avoid touching metal or other surfaces that conduct electricity in and outside the vehicle.
- ☐ If you are outside and cannot reach a safe building, avoid high ground; water; tall, isolated trees; and metal objects such as fences or bleachers. Picnic shelters, dugouts and sheds are NOT safe.

What do I do after a thunderstorm?



- ☐ Never drive through a flooded roadway. Turn around, don’t drown!
- ☐ Stay away from storm-damaged areas to keep from putting yourself at risk from the effects of severe thunderstorms.
- ☐ Continue to listen to a NOAA Weather Radio or to local radio and television stations for updated information or instructions, as access to roads or some parts of the community may be blocked.
- ☐ Help people who may require special assistance, such as infants, children and the elderly or disabled.
- ☐ Stay away from downed power lines and report them immediately.
- ☐ Watch your animals closely. Keep them under your direct control.

If Lightning Strikes ...

- Follow these steps if someone has been struck by lightning:
- ☐ **Call for help.** Call 9-1-1 or the local emergency number. Anyone who has sustained a lightning strike requires professional medical care.
 - ☐ **Check the person for burns and other injuries.** If the person has stopped breathing, call 9-1-1 and begin CPR. If the person is breathing normally, look for other possible injuries and care for them as necessary. People who have been struck by lightning do not retain an electrical charge and can be handled safely.

Let Your Family Know You’re Safe

If your community has experienced a disaster, register on the American Red Cross Safe and Well Web site available through RedCross.org to let your family and friends know about your welfare. If you don’t have Internet access, call **1-866-GET-INFO** to register yourself and your family.

Winter Storm Safety Checklist

Winter storms can range from a moderate snow over a few hours to a blizzard with blinding, wind-driven snow that lasts for several days. Some winter storms are large enough to affect several states, while others affect only a single community. Many winter storms are accompanied by dangerously low temperatures and sometimes by strong winds, icing, sleet and freezing rain.

Know the Difference

Winter Storm Outlook

Winter storm conditions are possible in the next 2 to 5 days.

Winter Weather Advisory

Winter weather conditions are expected to cause significant inconveniences and may be hazardous. When caution is used, these situations should not be life threatening.

Winter Storm Watch

Winter storm conditions are possible within the next 36 to 48 hours. People in a watch area should review their winter storm plans and stay informed about weather conditions.

Winter Storm Warning

Life-threatening, severe winter conditions have begun or will begin within 24 hours. People in a warning area should take precautions immediately.

What should I do?



- ❑ Dress in several layers of lightweight clothing, wear mittens and a hat (preferably one that covers your ears).
- ❑ Wear waterproof, insulated boots to keep your feet warm and dry and to maintain your footing in ice and snow.
- ❑ Minimize travel. If travel is necessary, keep a disaster supplies kit in your vehicle.
- ❑ Listen to a NOAA Weather Radio or other local news channels for critical information from the National Weather Service (NWS).
- ❑ Winterize your vehicle and keep the gas tank full. A full tank will keep the fuel line from freezing.
- ❑ Insulate your home by installing storm windows or covering windows with plastic from the inside to keep cold air out.
- ❑ Maintain heating equipment and chimneys by having them cleaned and inspected every year.
- ❑ Bring pets/companion animals inside during winter weather. Move other animals or livestock to sheltered areas with non-frozen drinking water.
- ❑ Running water, even at a trickle, helps prevent pipes from freezing.
- ❑ All fuel-burning equipment should be vented to the outside and kept clear.

Cold-Related Emergencies

- ❑ **Frostbite** and **hypothermia** are two dangerous and potentially life-threatening emergencies. Learn how to care for these emergencies by taking a first aid class.

What supplies do I need?



- ❑ Water—at least a 3-day supply; one gallon per person per day
- ❑ Food—at least a 3-day supply of non-perishable, easy-to-prepare food
- ❑ Flashlight
- ❑ Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
- ❑ Extra batteries
- ❑ First aid kit
- ❑ Medications (7-day supply) and medical items (hearing aids with extra batteries, glasses, contact lenses, syringes, cane)
- ❑ Multi-purpose tool
- ❑ Sanitation and personal hygiene items
- ❑ Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
- ❑ Cell phone with chargers
- ❑ Family and emergency contact information
- ❑ Extra cash
- ❑ Baby supplies (bottles, formula, baby food, diapers)
- ❑ Pet supplies (collar, leash, ID, food, carrier, bowl)
- ❑ Tools/supplies for securing your home
- ❑ Sand, rock salt or non-clumping kitty litter to make walkways and steps less slippery
- ❑ Warm coats, gloves or mittens, hats, boots and extra blankets and warm clothing for all household members
- ❑ Ample alternate heating methods such as fireplaces or wood- or coal-burning stoves

What do I do after a storm?



- ❑ Go to a designated public shelter if your home loses power or heat during periods of extreme cold.
- ❑ Avoid driving when conditions include sleet, freezing rain or drizzle, snow or dense fog.
- ❑ Before tackling strenuous tasks in cold temperatures, consider your physical condition, the weather factors and the nature of the task.
- ❑ Protect yourself from frostbite and hypothermia by wearing warm, loose-fitting, lightweight clothing in several layers. Stay indoors, if possible.
- ❑ Help people who require special assistance such as elderly people living alone, people with disabilities and children.
- ❑ Check on your animals and make sure that their access to food and water is not blocked by snow drifts, ice or other obstacles. If possible, bring them indoors.

Caution: Carbon Monoxide Kills

- ❑ Never use a generator, grill, camp stove or other gasoline, propane, natural gas or charcoal-burning devices inside a home, garage, basement, crawlspace or any partially enclosed area. Locate unit away from doors, windows and vents that could allow carbon monoxide to come indoors.
- ❑ The primary hazards to avoid when using alternate sources for electricity, heating or cooking are carbon monoxide poisoning, electric shock and fire.
- ❑ Install carbon monoxide alarms in central locations on every level of your home and outside sleeping areas to provide early warning of accumulating carbon monoxide.
- ❑ If the carbon monoxide alarm sounds, move quickly to a fresh air location outdoors or by an open window or door.
- ❑ Call for help from the fresh air location and remain there until emergency personnel arrive to assist you.

Let Your Family Know You're Safe

If your community experiences a severe winter storm, or any disaster, register on the American Red Cross Safe and Well Web site available through [RedCross.org](https://www.redcross.org) to let your family and friends know about your welfare. If you don't have Internet access, call **1-866-GET-INFO** to register yourself and your family.

Disaster Supply Kit(s) Checklists

Assemble disaster supply kit(s) that are appropriate for you using these appendices as your guide.

Appendix A: Disaster Supply Kits and Other Essential Supplies

Appendix A is designed to be used as a comprehensive checklist to ensure you gather the correct essential supplies that you might need during an emergency. There are at least four different types of kits that one might need to assemble:

- Basic Disaster Supply Kit
- Service Animal/Pet Kit
- Portable or Evacuation Supply Kit
- Car Kit

Appendix B: Disaster Supply Calendar

Assembling kits can be overwhelming and costly. Appendix B is intended to help you manage the assembly in an affordable, way by spreading it out into small steps over a five-month period.

Appendix C: Disability-Related Supplies and Special Equipment List

Appendix C is a checklist designed to ensure that you have identified disability-related supplies and special equipment that you use. You should review this list against pages 4 - 15 in this plan.

APPENDIX A: DISASTER SUPPLIES KITS AND OTHER ESSENTIAL SUPPLIES

Basic Disaster Supplies Kit

There are six basics you should stock for your home: 1) water, 2) food, 3) first aid supplies, 4) clothing and bedding, 5) tools and emergency supplies, and 6) special items. Keep the items that you would most likely need during an evacuation in an easy-to-carry container.

Essentials

- ☐ Battery-operated radio and extra batteries
- ☐ Flashlight and extra batteries

Do **not** include candles. Candles cause more fires after a disaster than anything else.

Water

Store water in plastic containers, such as large soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A person who is generally active needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers, and ill people will need to drink even more.

Store three gallons of water per person (one gallon for each day and for each person).

Keep at least a three-day supply of water (two quarts for drinking, two quarts for food preparation and sanitation) for each person in the household.

Food

Store at least a three-day supply of nonperishable food. Select foods that require no refrigeration, preparation, or cooking and little or no water. If you must heat food, pack a can of Sterno and matches. Select food items that are compact and lightweight. Include a selection of the following foods in your disaster supplies kit:

- ☐ Ready-to-eat canned meats
- ☐ Canned fruits, dried fruits, and nuts
- ☐ Canned vegetables

First Aid Kit

Assemble a first aid kit for your home and one for each car. A first aid kit should include the following:

- ☐ Sterile, adhesive bandages in assorted sizes
- ☐ Assorted sizes of safety pins
- ☐ Cleansing agent/soap
- ☐ Latex gloves (2 pairs)
- ☐ Sunscreen
- ☐ 2-inch sterile gauze pads (4–6)
- ☐ 4-inch sterile gauze pads (4–6)
- ☐ Triangular bandages (3)
- ☐ 2-inch sterile roller bandages (3 rolls)
- ☐ 3-inch sterile roller bandages (3 rolls)
- ☐ Scissors
- ☐ Adhesive tape
- ☐ Tweezers
- ☐ Needle
- ☐ Moistened towelettes
- ☐ Antiseptic
- ☐ Rubbing alcohol
- ☐ Thermometer
- ☐ Tongue blades (2)
- ☐ Tube of petroleum jelly or other lubricant
- ☐ Extra eye glasses

APPENDIX A**Nonprescription Drugs**

- ☐ Aspirin or nonaspirin pain reliever
- ☐ Antidiarrheal medication
- ☐ Antacid (for stomach upset)
- ☐ Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- ☐ Laxative
- ☐ Activated charcoal (use if advised by the Poison Control Center)

Sanitation

- ☐ Toilet paper, towelettes
- ☐ Soap, liquid detergent
- ☐ Feminine hygiene supplies
- ☐ Personal hygiene items
- ☐ Plastic garbage bags, ties (for personal sanitation uses)
- ☐ Plastic bucket with tight lid
- ☐ Disinfectant
- ☐ Household chlorine bleach
- ☐ Facial tissues

Clothing and Bedding

- ☐ One complete change of clothing and footwear per person
- ☐ Sturdy shoes or work boots
- ☐ Rain gear
- ☐ Blankets or sleeping bags
- ☐ Hat and gloves
- ☐ Thermal underwear
- ☐ Sunglasses

Tools and Supplies

- ☐ Mess kits or paper cups; plates and plastic utensils
- ☐ Cash or traveler's checks, coins.
- ☐ Nonelectric can opener, utility knife
- ☐ Pliers, screwdriver, hammer, crowbar, assorted nails, wood screws
- ☐ Shutoff wrench, to turn off household gas and water
- ☐ Tape, such as duct tape
- ☐ Compass
- ☐ Matches in a waterproof container
- ☐ Aluminum foil
- ☐ Plastic storage containers
- ☐ Signal flare
- ☐ Paper, pencil
- ☐ Needles, thread
- ☐ Medicine dropper
- ☐ Adhesive labels
- ☐ Safety goggles
- ☐ Heavy work gloves
- ☐ Whistle
- ☐ Heavy cotton or hemp rope
- ☐ Patch kit and can of seal-in-air
- ☐ Videocassettes
- ☐ Disposable dust masks
- ☐ Plastic sheeting
- ☐ Map of the area (for locating shelters)

APPENDIX A

For Baby

- ☐ Formula
- ☐ Diapers/wipes
- ☐ Bottles
- ☐ Powdered formula, milk, or baby food
- ☐ Medications

Important Family Documents

Keep these records in a waterproof, portable container:

- ☐ Copy of will, insurance policies, contracts, deeds, stocks and bonds
- ☐ Copy of passports, Social Security cards, immunization records
- ☐ Record of credit card accounts
- ☐ Record of bank account numbers, names, and phone numbers
- ☐ Inventory of valuable household goods, important telephone numbers
- ☐ Family records (birth, marriage, death certificates)
- ☐ Copy of Supplemental Security Income award letter

Medical Needs

- ☐ Heart and high blood pressure medication
- ☐ Insulin
- ☐ Prescription drugs
- ☐ Denture supplies
- ☐ Contact lenses and supplies

Items for Service Animals/Pets

- ☐ Food
- ☐ Additional water
- ☐ Leash/harness
- ☐ Identification tags
- ☐ Medications and medical records
- ☐ Litter/pan

Entertainment

- ☐ Games and books

Other Disaster Supplies

Assemble the supplies listed on page 40 in addition to your basic disaster supplies kit. Combine these with your disaster supplies kit as you need them, and store them somewhere that is easy for you to get to.

APPENDIX A

Disability-Related Supplies and Special Equipment

Check items you use, and describe item type and location.

- ☐ Glasses: _____
- ☐ Eating utensils: _____
- ☐ Grooming utensils: _____
- ☐ Dressing devices: _____
- ☐ Writing devices: _____
- ☐ Hearing device: _____
- ☐ Oxygen: _____
Flow rate: _____
- ☐ Suction equipment: _____
- ☐ Dialysis equipment: _____
- ☐ Sanitary supplies: _____
- ☐ Urinary supplies: _____
- ☐ Ostomy supplies: _____
- ☐ Wheelchair:
Wheelchair repair kit: _____
Motorized: _____
Manual: _____
- ☐ Walker: _____
- ☐ Crutches: _____
- ☐ Cane(s): _____
- ☐ Dentures: _____
- ☐ Monitors: _____
- ☐ Other: _____

Service Animal and Pet Supplies

- ☐ Food
- ☐ Extra water
- ☐ Leash/harness
- ☐ Collar
- ☐ Identification tags
- ☐ Medications
- ☐ Vaccinations and medical records

Portable Disaster Supplies Kit

- ☐ Emergency information list/other lists
- ☐ Small flashlight
- ☐ Whistle/other noisemaker
- ☐ Water
- ☐ Extra medication
- ☐ Copies of prescriptions
- ☐ Extra pair of glasses
- ☐ Hearing aid
- ☐ Sanitary supplies
- ☐ Pad and pencil or other writing device

Car Supplies

- ☐ Several blankets
- ☐ Extra set of mittens or gloves, wool socks, and a wool cap
- ☐ Jumper cables and instructions
- ☐ Small sack of sand or kitty litter for traction
- ☐ Small shovel
- ☐ Set of tire chains or traction mats
- ☐ Red cloth to use as a flag
- ☐ CB radio or cellular telephone

APPENDIX B: DISASTER SUPPLIES CALENDAR

This Disaster Supplies Calendar is intended to help you prepare for disasters before they happen. Using the calendar, you can assemble a disaster supplies kit in small steps over a five-month period. Check off items you gather each week. Remember to change and replace perishable supplies (such as food and water) every six months.

WEEK 1	WEEK 2	WEEK 3	WEEK 4
Grocery Store <ul style="list-style-type: none"> <input type="checkbox"/> 1 gallon water* <input type="checkbox"/> 1 jar peanut butter <input type="checkbox"/> 1 large can juice* <input type="checkbox"/> 1 can meat* <input type="checkbox"/> Hand-operated can opener <input type="checkbox"/> Permanent marking pen <p>Also, pet food, diapers, and baby food, if needed.</p> <hr/> To Do <ul style="list-style-type: none"> <input type="checkbox"/> Find out what kinds of disasters can happen in your area. <input type="checkbox"/> Date each perishable food item using marking pen. 	Hardware Store <ul style="list-style-type: none"> <input type="checkbox"/> Heavy cotton or hemp rope <input type="checkbox"/> Duct tape <input type="checkbox"/> 2 flashlights with batteries <input type="checkbox"/> Matches in water-proof container <p>Also, a leash or carrier for your pet.</p> <hr/> To Do <ul style="list-style-type: none"> <input type="checkbox"/> Complete a personal assessment of your needs and your resources for meeting your needs in a changed disaster environment. 	Grocery Store <ul style="list-style-type: none"> <input type="checkbox"/> 1 gallon water* <input type="checkbox"/> 1 can meat* <input type="checkbox"/> 1 can fruit* <input type="checkbox"/> Feminine hygiene supplies <input type="checkbox"/> Paper and pencil <input type="checkbox"/> Map of the area <input type="checkbox"/> Aspirin or nonaspirin pain reliever <input type="checkbox"/> Laxative <p>Also, 1 gallon of water for each pet.</p> <hr/> To Do <ul style="list-style-type: none"> <input type="checkbox"/> Create a personal support network who can help you identify and obtain the resources you will need to cope effectively with disaster. 	Hardware Store <ul style="list-style-type: none"> <input type="checkbox"/> Patch kit and can of seal-in-air product for the tires of mobility aids <input type="checkbox"/> Signal flare <input type="checkbox"/> Compass <p>Also, extra medications or prescriptions marked "emergency use."</p> <hr/> To Do <ul style="list-style-type: none"> <input type="checkbox"/> Develop a personal disaster plan. <input type="checkbox"/> Give copies of the following lists to your network: emergency information list, medical information list, disability-related supplies and special equipment list, and personal disaster plan.

* Purchase one for each member of the household.

Original Material for Appendix B: Disaster Supplies Calendar supplied by Chevron Real Estate Management Company © 1994.

APPENDIX B

WEEK 5	WEEK 6	WEEK 7	WEEK 8
Grocery Store <ul style="list-style-type: none"> <input type="checkbox"/> 1 gallon water* <input type="checkbox"/> 1 can meat* <input type="checkbox"/> 1 can fruit* <input type="checkbox"/> 1 can vegetables* <input type="checkbox"/> 2 rolls toilet paper <input type="checkbox"/> Extra toothbrush <input type="checkbox"/> Travel size toothpaste <p>Also, special food for special diets, if needed.</p> <hr/> To Do <ul style="list-style-type: none"> <input type="checkbox"/> Make a floor plan of your home including primary escape routes. <input type="checkbox"/> Identify safe places to go to in case of fire, earthquake, tornado, hurricane, and flood. <input type="checkbox"/> Practice a fire drill, tornado drill, and earthquake drill with your network. 	First Aid Supplies <ul style="list-style-type: none"> <input type="checkbox"/> Sterile adhesive bandages in assorted sizes <input type="checkbox"/> Safety pins <input type="checkbox"/> Adhesive tape <input type="checkbox"/> Latex gloves <input type="checkbox"/> Sunscreen <input type="checkbox"/> Gauze pads <input type="checkbox"/> Sterile roller bandages <p>Also, extra hearing aid batteries, if needed.</p> <hr/> To Do <ul style="list-style-type: none"> <input type="checkbox"/> Check with child's day care center or school to find out about their disaster plans. <input type="checkbox"/> Ask your local emergency management office if emergency transportation services are available in case of evacuation. 	Grocery Store <ul style="list-style-type: none"> <input type="checkbox"/> 1 gallon water* <input type="checkbox"/> 1 can ready-to-eat soup (not concentrated)* <input type="checkbox"/> 1 can fruit* <input type="checkbox"/> 1 can vegetables* <input type="checkbox"/> Sewing kit <input type="checkbox"/> Disinfectant <p>Also, extra plastic baby bottles, formula, and diapers, if needed.</p> <hr/> To Do <ul style="list-style-type: none"> <input type="checkbox"/> Establish an out-of-town contact to call in case of emergency. <input type="checkbox"/> Share this information with your network so they know whom to call. <input type="checkbox"/> Make arrangements for your network to check on you immediately after an evacuation order or a disaster. 	First Aid Supplies <ul style="list-style-type: none"> <input type="checkbox"/> Scissors <input type="checkbox"/> Tweezers <input type="checkbox"/> Thermometer <input type="checkbox"/> Liquid antibacterial hand soap <input type="checkbox"/> Disposable hand wipes <input type="checkbox"/> Needles <input type="checkbox"/> Petroleum jelly or other lubricant <input type="checkbox"/> 2 tongue blades <p>Also, extra eyeglasses, if needed. Put in first aid kit.</p> <hr/> To Do <ul style="list-style-type: none"> <input type="checkbox"/> Place a pair of sturdy shoes and a flashlight by your bed so they are handy in an emergency. <input type="checkbox"/> If Blind, store a talking clock and one or more extra white canes. <input type="checkbox"/> If Blind, mark your disaster supplies in braille or with fluorescent tape.

* Purchase one for each member of the household.

APPENDIX B

WEEK 9

Grocery Store

- ☐ 1 can ready-to-eat soup*
- ☐ Liquid dish soap
- ☐ Household chlorine bleach
- ☐ 1 box heavy-duty garbage bags with ties
- ☐ Antacid (for stomach upset)

Also, saline solution and a contact lens case, if needed.

To Do

- ☐ Familiarize your network with any areas on your body where you have reduced sensation.
- ☐ Choose a signal with your network that indicates you are okay and have left the disaster site.
- ☐ If you have a communication disability, store a word or letter board in your disaster supplies kit.

WEEK 10

Hardware Store

- ☐ Waterproof portable plastic container (with lid) for important papers
- ☐ Battery-powered radio
- ☐ Wrench(es) needed to turn off utilities

To Do

- ☐ Take your network on a field trip to the gas meter and water meter shutoffs. Discuss when it is appropriate to turn off utilities.
- ☐ Attach a wrench next to the cutoff valve of each utility meter so it will be there when needed.
- ☐ Make photocopies of important papers and store safely.

WEEK 11

Grocery Store

- ☐ 1 large can juice*
- ☐ Large plastic food bags
- ☐ 1 box quick energy snacks
- ☐ 3 rolls paper towels
- ☐ Medicine dropper

To Do

- ☐ Store a roll of quarters for emergency phone calls.
- ☐ Go on a hunt with your family to find a pay phone that is close to your home.
- ☐ Test your smoke detector(s). Replace the battery in each detector that does not work.

WEEK 12

Animal Care Store

- ☐ Extra harness, leash, ID tags, and food for your service animal and/or pets
- ☐ Litter/pan
- ☐ Extra water

Veterinarian

- ☐ Obtain current vaccinations and medical records of your animal(s)
- ☐ Medications

To Do

- ☐ Develop a pet care plan in case of disaster.
- ☐ Make photocopies of all vaccination records and put them in your disaster supplies kit.
- ☐ Put extra animal harness, leash, and identification tag(s) in your disaster supplies kit.

* Purchase one for each member of the household.

APPENDIX B

WEEK 13	WEEK 14	WEEK 15	WEEK 16
Hardware Store <ul style="list-style-type: none"> <input type="checkbox"/> Whistle <input type="checkbox"/> Pliers <input type="checkbox"/> Screwdriver <input type="checkbox"/> Hammer <input type="checkbox"/> Perforated metal tape (sometimes called plumber's tape or strap iron) <input type="checkbox"/> Crow bar <hr/> To Do <ul style="list-style-type: none"> <input type="checkbox"/> Take a first aid/CPR class from your local Red Cross. <input type="checkbox"/> Arrange to have your water heater strapped to wall studs using perforated metal tape. 	Grocery Store <ul style="list-style-type: none"> <input type="checkbox"/> 1 can fruit* <input type="checkbox"/> 1 can meat* <input type="checkbox"/> 1 can vegetables* <input type="checkbox"/> 1 package eating utensils <input type="checkbox"/> 1 package paper <input type="checkbox"/> Cups <hr/> To Do <ul style="list-style-type: none"> <input type="checkbox"/> Make sure your network and neighbors know what help you may need in an emergency and how best to assist. <input type="checkbox"/> Practice using alternate methods of evacuation with your network. 	Hardware Store <ul style="list-style-type: none"> <input type="checkbox"/> Extra flashlight batteries <input type="checkbox"/> Extra battery for portable radio <input type="checkbox"/> Assorted nails <input type="checkbox"/> Wood screws <input type="checkbox"/> Labels for your equipment and supplies <hr/> To Do <ul style="list-style-type: none"> <input type="checkbox"/> Make arrangements to bolt bookcases and cabinets to wall studs. <input type="checkbox"/> Label equipment and attach instruction cards. 	Grocery Store <ul style="list-style-type: none"> <input type="checkbox"/> 1 can meat* <input type="checkbox"/> 1 can vegetables* <input type="checkbox"/> 1 box facial tissue <input type="checkbox"/> 1 box quick energy snacks <input type="checkbox"/> Dried fruit/nuts <hr/> To Do <ul style="list-style-type: none"> <input type="checkbox"/> Find out if you have a neighborhood safety organization and join it. <input type="checkbox"/> Develop a disaster supplies kit for your car or van.

* Purchase one for each member of the household.

APPENDIX B

WEEK 17	WEEK 18	WEEK 19	WEEK 20
Grocery Store <ul style="list-style-type: none"> <input type="checkbox"/> 1 box graham crackers <input type="checkbox"/> Assorted plastic containers with lids <input type="checkbox"/> Dry cereal <hr/> First Aid Supplies <ul style="list-style-type: none"> <input type="checkbox"/> Antidiarrheal medication <input type="checkbox"/> Rubbing alcohol <input type="checkbox"/> Antiseptic <input type="checkbox"/> Syrup of ipecac and activated charcoal <hr/> To Do <ul style="list-style-type: none"> <input type="checkbox"/> Arrange for a friend or neighbor to help your children if you are not able to respond or are at work. 	Hardware Store <ul style="list-style-type: none"> <input type="checkbox"/> "Child proof" latches or other fasteners for your cupboards <input type="checkbox"/> Double-sided tape or hook-and-loop fasteners (such as Velcro®) to secure moveable objects <input type="checkbox"/> Plastic bucket with tight lid <input type="checkbox"/> Plastic sheeting <hr/> To Do <ul style="list-style-type: none"> <input type="checkbox"/> Arrange for someone to install latches on cupboards and secure moveable objects. <input type="checkbox"/> Put away a blanket or sleeping bag for each household member. 	Grocery Store <ul style="list-style-type: none"> <input type="checkbox"/> 1 box quick-energy snacks <input type="checkbox"/> Comfort foods (such as cookies, candy bars) <input type="checkbox"/> Plastic wrap <input type="checkbox"/> Aluminum foil <p>Also denture care items, if needed.</p> <hr/> To Do <ul style="list-style-type: none"> <input type="checkbox"/> Review your insurance coverages with your agent to be sure you are covered for the disasters that may occur in your area. Obtain additional coverage, as needed. <input type="checkbox"/> Purchase and have installed an emergency escape ladder for upper story windows, if needed. 	Hardware Store <ul style="list-style-type: none"> <input type="checkbox"/> Camping or utility knife <input type="checkbox"/> Work gloves <input type="checkbox"/> Safety goggles <input type="checkbox"/> Disposable dust masks <input type="checkbox"/> 2 blank videocassettes <hr/> Specialty Store <ul style="list-style-type: none"> <input type="checkbox"/> Get an extra battery for motorized mobility aids <hr/> To Do <ul style="list-style-type: none"> <input type="checkbox"/> Use a video camera to tape the contents of your home for insurance purposes. <input type="checkbox"/> Make a copy of the videotape and send to an out-of-town friend or family member. <input type="checkbox"/> Find out about your workplace disaster plan.

* Purchase one for each member of the household.

APPENDIX C

DISABILITY-RELATED SUPPLIES AND SPECIAL EQUIPMENT LIST

Check items you use, and describe item type and location. Distribute copies to your emergency contact people as well as to each member in your network.

☐ Glasses:

☐ Eating utensils:

☐ Grooming utensils:

☐ Dressing devices:

☐ Writing devices:

☐ Hearing device:

☐ Oxygen: _____

Flow rate: _____

☐ Suction equipment:

☐ Dialysis equipment:

☐ Sanitary supplies:

☐ Urinary supplies:

☐ Ostomy supplies:

☐ Wheelchair:

Wheelchair repair kit:

Motorized:

Manual:

☐ Walker:

☐ Crutches:

☐ Cane(s):

☐ Dentures:

☐ Monitors:

☐ Other:

Resources

The following pages are a collection of contacts and information that may come in handy before, during, or after an emergency. We encourage you to review them now so that you are familiar with the information before a disaster strikes.

Rhode Island:

My Local Emergency Management Director = _____

- 211 www.211ri.org
(Social services, shelters, food pantries, etc.)
- Serve Rhode Island www.serverhodeisland.org
(Volunteer coordination)
- Rhode Island Special Needs Emergency Registry
www.health.ri.gov/emregistry
- 911

National:

- CDC www.emergency.cdc.gov
- Emergency Preparedness www.ready.gov
www.training.fema.gov/IS/
- FEMA www.fema.gov
- Flood Safety & Insurance www.floodsmart.gov
- NOAA/NWS www.noaa.gov
- Red Cross www.redcross.org
- Reunification www.redcross.org/safeandwell

COMMUNICATION BOARD

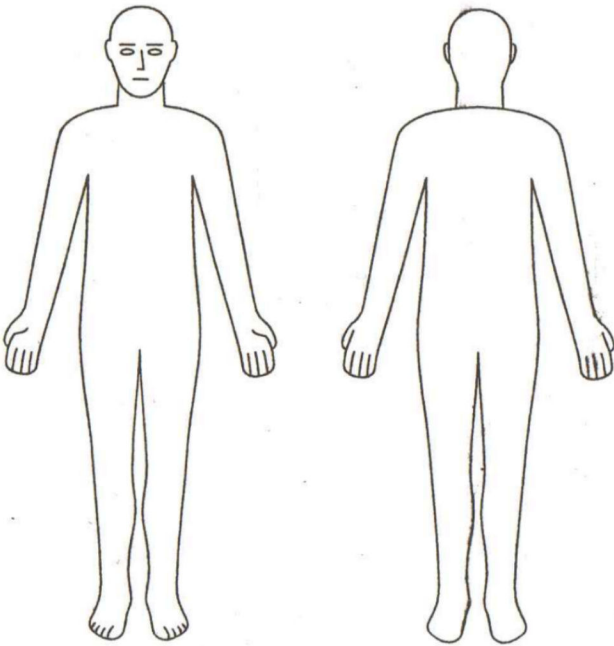
FOR USE DURING EMERGENCIES TO HELP PEOPLE COMMUNICATE



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COMMUNICATION BOARD

FOR USE DURING EMERGENCIES TO HELP PEOPLE COMMUNICATE



NOTES



AM ☐

PM ☐

	SUN	MON	TUE	WED	THU	FRI	SAT										
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC						
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	18	19	20	21	22	23	24	25	26	27	28	29	30	31			



0

VERY HAPPY,
NO HURT



1

HURTS JUST
A LITTLE BIT



2

HURTS A
LITTLE MORE



3

HURTS
EVEN MORE



4

HURTS A
WHOLE LOT



5

HURTS AS MUCH
AS YOU CAN
IMAGINE



Rhode Island Special Needs Emergency Registry

For Rhode Islanders with disabilities, chronic conditions, and special healthcare needs



The Rhode Island Department of Health (HEALTH) and the Rhode Island Emergency Management Agency (RIEMA) maintain a registry for **Rhode Island residents with disabilities, chronic conditions, and special healthcare needs**. By participating in the Registry, you permit RIEMA and HEALTH to share your information with local and state emergency responders, such as your town/city police or fire department. The information that you provide may help responders meet your needs during an emergency.

Instructions: To be included in the Registry, please fill out this form, sign it, and send it to **RIEMA, Database Manager 645 New London Avenue, Cranston, RI 02920** **OR register online at www.health.ri.gov/emregistry**. If you have questions, please call (401) 946-9996 (voice) or RI Relay 711 (TTY). If you cannot fill out this form on your own, please have a family member, caregiver, or other representative complete the form and submit it on your behalf.

☐ New Registration ☐ Updated Registration

General Information (Fields marked with an asterisk (*) are mandatory)

10/2013

NAME: First: _____ Middle: _____ Last: _____ SEX: ☐ M ☐ F

DATE OF BIRTH: _____ STREET ADDRESS*: _____

APARTMENT/UNIT or FLOOR: _____ CITY/TOWN*: _____ ZIP CODE*: _____

PHONE: _____ CELL PHONE: _____ (*A phone number is required)

TTY: _____ E-MAIL: _____

EMERGENCY CONTACT NAME: _____ CONTACT'S PHONE: _____

Life Support Systems

Which of the following do you use? (Check all that apply)

☐ Oxygen: ☐ Tanks ☐ Concentrator

☐ Respirator/Ventilator: ☐ Battery backup for unit?

☐ Dialysis: ☐ Clinic ☐ Home

☐ Electrical: ☐ Pacemaker ☐ Defibrillator

Are you diabetic? ☐ Yes ☐ No

Insulin-dependent? ☐ Yes ☐ No

☐ Other: _____ ☐ None of the Above

Sensory, Cognitive, and Psychiatric Conditions

Which of these apply to you? (Check all that apply)

☐ Visually impaired ☐ Speech impaired

☐ Legally blind ☐ Non-verbal

☐ Hard of hearing ☐ Cognitively/Developmentally delayed

☐ Deaf ☐ Autism Spectrum Disorder

☐ Seizure disorder ☐ Alzheimer's/Dementia

☐ Other: _____ ☐ Psychiatric Condition: _____

☐ None of the above

Mobility

Are you confined to bed? ☐ Yes ☐ No

Can you walk without assistance? ☐ Yes ☐ No

Which of the following do you use? (Check all that apply)

☐ Wheelchair/Mobility Vehicle

☐ Walker/Cane ☐ Prosthesis: _____

☐ Crutches ☐ Other: _____

☐ Assistive animal ☐ None of the above

Other Disabilities (Use the back of this form, if needed)

Please list other disabilities or relevant conditions:

☐ _____

Language

In what language do you prefer to receive emergency communications or assistance?

☐ English ☐ Spanish ☐ French ☐ Portuguese

☐ Mandarin ☐ Cantonese ☐ Russian ☐ Krahn

☐ Khmer ☐ Farsi ☐ Lao

☐ Cape Verdean Creole ☐ Other: _____

ETHNICITY: Hispanic or Latino? ☐ Yes ☐ No

RACE: ☐ White ☐ African American/Black ☐ Asian

☐ Native Hawaiian/Other Pacific Islander

☐ American Indian/Alaska Native

☐ Other: _____

NOTE: By signing this form and submitting it to RIEMA/HEALTH, I agree to permit my information to be shared with local and state emergency responders. I understand that this is a voluntary program. While RIEMA/HEALTH will share this information in order to better assist me during an emergency, they cannot guarantee assistance in all cases.

Signature: _____ Print Name: _____

Date: _____ List relationship if completing on individual's behalf: _____



FOODFACTS

From the U.S. Food and Drug Administration

Food and Water Safety During Hurricanes, Power Outages, and Floods

What Consumers Need to Know

Emergencies can happen. When they do, the best strategy is to already have a plan in place. This includes knowing the proper food and water safety precautions to take if hurricanes — or other flooding/power outages — do occur.



Be Prepared for Emergencies

1. Make sure you have **appliance thermometers in your refrigerator and freezer**.
 - Check to ensure that the freezer temperature is at or below **0 °F**, and the refrigerator is at or below **40 °F**.
 - In case of a **power outage**, the appliance thermometers will indicate the temperatures in the refrigerator and freezer to help you determine if the food is safe.
2. **Freeze containers of water** for ice to help keep food cold in the freezer, refrigerator, or coolers in case the power goes out. If your normal water supply is contaminated or unavailable, the melting ice will also supply drinking water.
3. **Freeze refrigerated items** such as leftovers, milk, and fresh meat and poultry that you may not need immediately. This helps keep them at a safe temperature longer.
4. **Group food together** in the freezer. This helps the food stay cold longer.
5. **Have coolers on hand** to keep refrigerated food cold if the power will be out for more than 4 hours.
6. Purchase or make **ice cubes in advance** and store in the freezer for use in the refrigerator or in a cooler. Freeze **gel packs** ahead of time for use in coolers.
7. Check out local sources to know where **dry ice and block ice** can be purchased, just in case.
8. **Store food on shelves** that will be safely out of the way of contaminated water in case of flooding.
9. Make sure to have a **supply of bottled water** stored where it will be as safe as possible from flooding.



Power Outages: During and After

When the Power Goes Out . . .

Here are basic tips for keeping food safe:

- Keep the **refrigerator and freezer doors closed** as much as possible to maintain the cold temperature.
 - The **refrigerator** will keep food **cold for about 4 hours** if it is unopened.
 - A **full freezer** will keep the temperature for approximately **48 hours** (24 hours if it is half full) if the door remains closed.
 - Buy **dry or block ice** to keep the refrigerator as cold as possible if the power is going to be out for a prolonged period of time. Fifty pounds of dry ice should hold an 18 cubic foot, fully-stocked freezer cold for two days.
- If you plan to eat refrigerated or frozen meat, poultry, fish or eggs while it is still at safe temperatures, it's important that each item is **thoroughly cooked to its proper temperature** to assure that any foodborne bacteria that may be present are destroyed. However, if at any point the food was above 40 °F for 2 hours or more — discard it.
- **Wash fruits and vegetables** with water from a safe source before eating.
- For infants, try to use prepared, canned baby formula that requires no added water. When using concentrated or powdered formulas, prepare with bottled water if the local water source is potentially contaminated.



Once Power Is Restored . . .

You'll need to determine the safety of your food. Here's how:

- If an appliance thermometer was kept in the freezer, **check the temperature** when the power comes back on. If the freezer thermometer reads 40 °F or below, the food is safe and may be refrozen.
- If a thermometer has not been kept in the freezer, **check each package** of food to determine its safety. You can't rely on appearance or odor. If the food **still contains ice crystals** or is 40 °F or below, it is safe to refreeze or cook.
- Refrigerated food should be safe as long as the power was out for **no more than 4 hours** and the refrigerator door was kept shut. Discard any perishable food (such as meat, poultry, fish, eggs or leftovers) that has been above 40 °F for two hours or more.



Keep in mind that perishable food such as meat, poultry, seafood, milk, and eggs that are **not kept adequately refrigerated or frozen** may cause illness if consumed, even when they are thoroughly cooked.




When Flooding Occurs — Keep Water Safe

Follow these steps to keep your **WATER SAFE** during – and after – flood conditions.

1. Use **bottled water** that has not been exposed to flood waters if it is available.

2. If you don't have bottled water, you should **boil water** to make it safe. Boiling water will kill most types of disease-causing organisms that may be present.
 - If the water is cloudy, filter it through clean cloths, or allow it to settle and then draw off the clear water for boiling.
 - Boil the water for one minute, let it cool, and store it in clean containers with covers.


3. If you can't boil water, you can **disinfect it using household bleach**. Bleach will kill some, but not all, types of disease-causing organisms that may be in the water.
- 
 - If the water is cloudy, filter it through clean cloths, or allow it to settle and then draw off the clear water for disinfection.
 - Add 1/8 teaspoon (or 8 drops) of regular, unscented, liquid household bleach per each gallon of water. Stir it well and let it stand for at least 30 minutes before you use it.
 - Store disinfected water in clean containers with covers.
4. If you have a **well** that has been flooded, the water should be **tested and disinfected** after flood waters recede. If you suspect that your well may be contaminated, contact your local or state health department or agricultural extension agent for specific advice.


When Flooding Occurs — Keep Food Safe

Follow these steps to keep your **FOOD SAFE** during – and after – flood conditions.

1. **Do not eat** any food that may have come into contact with flood water.

2. **Discard any food** that is **not in a waterproof container** if there is *any* chance that it has come into contact with flood water.
 - Food containers that are not waterproof include those with screw-caps, snap lids, pull tops, and crimped caps.
 - Also discard cardboard juice/milk/baby formula boxes and home canned foods if they have come in contact with flood water, because they cannot be effectively cleaned and sanitized.

3. Inspect canned foods and **discard any food in damaged cans**. Can damage is shown by swelling, leakage, punctures, holes, fractures, extensive deep rusting, or crushing/denting severe enough to prevent normal stacking or opening with a manual, wheel-type can opener.
- 
 - Remove the labels, if they are the removable kind, since they can harbor dirt and bacteria.
 - Brush or wipe away any dirt or silt.
 - Thoroughly wash the cans or retort pouches with soap and water, using hot water if it is available. Rinse the cans or retort pouches with water that is safe for drinking, if available, since dirt or residual soap will reduce the effectiveness of chlorine sanitation.
4. Undamaged, commercially prepared foods in **all-metal cans** and **"retort pouches"** (like flexible, shelf-stable juice or seafood pouches) can be saved if you follow this procedure:
 - Sanitize cans and retort pouches by immersion in one of the two following ways:
 - Place in water and allow the water to come to a boil and continue boiling for 2 minutes, or
 - Place in a freshly-made solution consisting of 1 tablespoon of unscented liquid chlorine bleach per gallon of drinking water (or the cleanest, clearest water available) for 15 minutes.
 - Air dry cans or retort pouches for a minimum of 1 hour before opening or storing.
 - If the labels were removable, then re-label your cans or retort pouches, including the expiration date (if available), with a marking pen.
 - Food in reconditioned cans or retort pouches should be used as soon as possible thereafter.
 - Any concentrated baby formula in reconditioned, all-metal containers must be diluted with clean drinking water.



5. Thoroughly wash metal pans, ceramic dishes, and utensils (including can openers) with soap and water, using hot water if available. Rinse, and then sanitize them by boiling in clean water or immersing them for 15 minutes in a solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of drinking water (or the cleanest, clearest water available).

6. Thoroughly wash countertops with soap and water, using hot water if available. Rinse, and then sanitize by applying a solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of drinking water (or the cleanest, clearest water available). Allow to air dry.
- Everyone can practice safe food handling by following these four simple steps:
-
-
- Safety ■ Health ■ Science ■ Nutrition
- December 2007
- For more information, contact: The U.S. Food and Drug Administration Center for Food Safety and Applied Nutrition Food Information Line at 1-888-SAFEFOOD (toll free), 10 AM to 4 PM ET, Monday through Friday. Or visit the FDA Web site at www.cfsan.fda.gov.
- 2



American Red Cross

Frostbite and Hypothermia

Frostbite and hypothermia are cold-related emergencies that may quickly become life or limb threatening. Preventing cold-related emergencies includes not starting an activity in, on, or around cold water unless you know you can get help quickly in an emergency. Be aware of the wind chill. Dress appropriately and avoid staying in the cold too long. Wear a hat and gloves when appropriate with layers of clothing. Drink plenty of warm fluids or warm water but avoid caffeine and alcohol. Stay active to maintain body heat. Take frequent breaks from the cold. Avoid unnecessary exposure of any part of the body to the cold. Get out of the cold immediately if the signals of hypothermia or frostbite appear.

Frostbite is the freezing of a specific body part such as fingers, toes, the nose or earlobes.

Signs of Frostbite Include:

- Lack of feeling in the affected area;
- Skin that appears waxy, is cold to the touch, or is discolored (flushed, white or gray, yellow, or blue)

What to do for Frostbite:

1. Move the person to a warm place
2. Handle the area gently; never rub the affected area.
3. Warm gently by soaking the affected area in warm water (100-105 degrees F) until it appears red and feels warm.
4. Loosely bandage the area with dry, sterile dressings.
5. If the person's fingers or toes are frostbitten, place dry, sterile gauze between them to keep them separated.
6. Avoid breaking any blisters.
7. Do not allow the affected area to refreeze
8. Seek professional medical care as soon as possible.

Hypothermia is a life threatening cold-related emergency caused by the cooling of the body due to the failure of the body's warming system.

Signs of Hypothermia Include:

- Shivering, numbness, glassy stare;
- Apathy, weakness, impaired judgment;
- Loss of consciousness.

What to do for Hypothermia:

1. CALL 9-1-1.
2. Gently move the person to a warm place.
 - The goal is to restore normal body temperature and to care for any conditions while waiting for EMS personnel.
3. Monitor breathing and circulation.
4. Give rescue breathing and CPR if needed.
5. Remove any wet clothing and dry the person.
6. Warm the person *slowly* by wrapping in blankets or by putting dry clothing on the person. Hot water bottles and chemical hot packs may be used when first wrapped in a towel or blanket before applying. *Do not* warm the person too quickly, such as by immersing him or her in warm water. Rapid warming may cause dangerous heart arrhythmias. Warm the core first (trunk, abdomen), not the extremities (hands, feet). This is important to mention because most people will try to warm hands and feet first and that can cause shock.



Preventing and Thawing Frozen Pipes

Why Pipe Freezing is a Problem:

Water is unique in that it expands as it freezes, which puts tremendous pressure on your metal or plastic pipes, causing them to break. Listed below are a few things you can do to prevent and thaw frozen pipes.

Preventing Frozen Pipes:

BEFORE the onset of cold weather, here are some actions you can take to help prevent your pipes from freezing:

- Drain water from swimming pool and water sprinkler supply lines following the manufacturer's or installer's directions. Do NOT put antifreeze in these lines unless directed, as antifreeze is environmentally harmful, and is dangerous to humans, pets, wildlife and landscaping.
- Remove, drain, and store hoses used outdoors. Close inside valves supplying outdoor hose bibs. Open the outside hose bibs to allow water to drain. Keep the outside valve open so that any water remaining in the pipe can expand without causing the pipe to break.
- Check around the home for other areas where water supply lines are located in unheated areas. Look in the basement, crawl space, attic, garage, and under kitchen and bathroom cabinets.
- Consider installing specific products made to insulate water pipes like a "pipe sleeve" or installing UL-listed "heat tape," "heat cable," or similar materials on exposed water pipes. Newspaper can provide some degree of insulation and protection to exposed pipes – even ¼" of newspaper can provide significant protection in areas that usually do not have frequent or prolonged temperatures below freezing.

During Cold Weather, Take Preventative Action:

- Keep garage doors closed if there are water supply lines in the garage.
- Open kitchen and bathroom cabinet doors to allow warmer air to circulate around the plumbing. Be sure to move any harmful cleaners and household chemicals up out of the reach of children.

- When the weather is very cold outside, let the cold water drip from the faucet served by exposed pipes. Running water through the pipe – even at a trickle – helps prevent pipes from freezing.
- Keep the thermostat set to the same temperature both during the day and at night. By temporarily suspending the use of lower nighttime temperatures, you may incur a higher heating bill, but you can prevent a much more costly repair job if pipes freeze and burst.
- If you will be going away during cold weather, leave the heat on in your home, set to a temperature no lower than 55° F.

To Thaw Frozen Pipes:

If you turn on a faucet and only a trickle comes out, suspect a frozen pipe. Likely places for frozen pipes include again exterior walls or where your water service enters your home through the foundation.

- Keep the facet open. As you treat the frozen pipe and the frozen area begins to melt, water will begin to flow through the frozen area. Running water through the pipe will help melt ice in the pipe.
- Apply heat to the section of the pipe using an electric heating pad wrapped around the pipe, an electric hair dryer, a portable space heater (kept away from flammable materials), or by wrapping pipes towels soaked in hot water.
- Do NOT use a blowtorch, kerosene or propane heater, charcoal stove, or other open flame device.
- Apply heat until full water pressure is restored. If you are unable to locate the frozen area, if the frozen area is not accessible or if you cannot thaw the pipe, call a licensed plumber.
- Check all other faucets in your home to find out if you have additional frozen pipes. If one pipe freezes, others may freeze, too.

Future Protection:

- Consider relocating exposed pipes to provide increased protection from freezing.
- Pipes can be relocated by a professional if the home is remodeled.
- Add insulation to attics, basements and crawl spaces. Insulation will maintain higher temperatures in these areas.

For more information, contact a licensed plumber or building profession



What Shelter-in-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family.

Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

At Home:

- Close and lock all windows and exterior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems. • Close the fireplace damper.
- Get your family disaster supplies kit <http://www.redcross.org/services/disaster/beprepared/supplies.html>, and make sure the radio is working.
- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.
- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At Work:

- Close the business. • Bring everyone into the room(s). Shut and lock the door(s).
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.

- Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At School:

- Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.
- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.
- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and that they are safe.
- If the school has voice mail or an automated attendant, change the recording to indicate that the school is closed, students and staff are remaining in the building until authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and can not be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room. Shut and lock the door.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call your schools' designated emergency contact to report who is in the room with you.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

In Your Vehicle:

If you are driving a vehicle and hear advice to "shelter-in-place" on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside. Follow the shelter-in-place recommendations for the place you pick described above.
- If you are unable to get to a home or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid being overheated.
- Turn off the engine.
 - Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.

Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and clean up methods is your safest choice.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.



Protect Yourself **Carbon Monoxide Poisoning**

Carbon monoxide (CO) is a colorless, odorless, toxic gas which interferes with the oxygen-carrying capacity of blood. CO is non-irritating and can overcome persons without warning. Many people die from CO poisoning, usually while using gasoline powered tools and generators in buildings or semi-enclosed spaces without adequate ventilation.

Effects of Carbon Monoxide Poisoning

- Severe carbon monoxide poisoning causes neurological damage, illness, coma and death.

Symptoms of CO exposure

- Headaches, dizziness and drowsiness.
- Nausea, vomiting, tightness across the chest.

Some Sources of Exposure

- Portable generators/generators in buildings.
- Concrete cutting saws, compressors.
- Power trowels, floor buffers, space heaters.
- Welding, gasoline powered pumps.

Preventing CO Exposure

- Never use a generator indoors or in enclosed or partially enclosed spaces such as garages, crawl spaces, and basements. Opening windows and doors in an enclosed space may prevent CO buildup.
- Make sure the generator has 3-4 feet of clear space on all sides and above it to ensure adequate ventilation.
- Do not use a generator outdoors if placed near doors, windows or vents which could allow CO to enter and build up in occupied spaces.
- When using space heaters and stoves ensure that they are in good working order to reduce CO buildup, and never use in enclosed spaces or indoors.
- Consider using tools powered by electricity or compressed air, if available.
- If you experience symptoms of CO poisoning get to fresh air right away and seek immediate medical attention.

For more complete information:


**Occupational
Safety and Health
Administration**
 U.S. Department of Labor
www.osha.gov (800) 321-OSHA

OSHA 3282-10N-05

Chain Saw Safety

Operating a chain saw can be hazardous. Potential injuries can be minimized by using proper personal protective equipment and safe operating procedures.

Before Starting a Chain Saw

- Check controls, chain tension, and all bolts and handles to ensure that they are functioning properly and that they are adjusted according to the manufacturer's instructions.
- Make sure that the chain is always sharp and that the oil tank is full.
- Start the saw on the ground or on another firm support. Drop starting is never allowed.
- Start the saw at least 10 feet from the fueling area, with the chain's brake engaged.

Fueling a Chain Saw

- Use approved containers for transporting fuel to the saw.
- Dispense fuel at least 10 feet away from any sources of ignition when performing construction activities. **No smoking during fueling.**
- Use a funnel or a flexible hose when pouring fuel into the saw.
- Never attempt to fuel a running or HOT saw.

Chain Saw Safety

- Clear away dirt, debris, small tree limbs and rocks from the saw's chain path. Look for nails, spikes or other metal in the tree before cutting.
- Shut off the saw or engage its chain brake when carrying the saw on rough or uneven terrain.
- Keep your hands on the saw's handles, and maintain balance while operating the saw.
- Proper personal protective equipment must be worn when operating the saw, which includes hand, foot, leg, eye, face, hearing and head protection.
- Do not wear loose-fitting clothing.
- Be careful that the trunk or tree limbs will not bind against the saw.
- Watch for branches under tension; they may spring out when cut.
- Gasoline-powered chain saws must be equipped with a protective device that minimizes chain saw kickback.
- Be cautious of saw kickback. To avoid kickback, do not saw with the tip. Keep tip guard in place.

For more information:



U.S. Department of Labor

www.osha.gov (800) 321-OSHA (6742)



Protect Yourself Portable Generator Safety

Portable generators are internal combustion engines used to generate electricity and are commonly used during disaster response. Portable generators can be dangerous if used incorrectly.

Major Causes of Injuries and Fatalities

- Shocks and electrocution from improper use of power or accidentally energizing other electrical systems.
- Carbon monoxide from a generator's exhaust.
- Fires from improperly refueling the generator or inappropriately storing fuel.

Safe Work Practices

- Inspect portable generators for damage or loose fuel lines that may have occurred during transportation and/or handling.
- Keep the generator dry.
- Maintain and operate portable generators in accordance with the manufacturer's use and safety instructions.
- **Never attach a generator directly to the electrical system of a structure** (home, office or trailer) unless the generator has a properly installed transfer switch because this creates a risk of electrocution for utility workers.
- Always plug electrical appliances directly into the generator using the manufacturer's supplied cords. Use undamaged heavy-duty extension cords that are grounded (3-pronged).
- Use ground-fault circuit interrupters (GFCIs) as per the manufacturer's instructions.
- Before refueling, shut down the generator. Never store fuel indoors.

Carbon Monoxide Poisoning

Carbon monoxide (CO) is a colorless, odorless, toxic gas. Many people have died from CO poisoning because their generator was not adequately ventilated.

- **Never use a generator indoors.**
- **Never place a generator outdoors near doors, windows, or vents.**
- **If you or others show symptoms of CO poisoning—dizziness, headaches, nausea, tiredness—get to fresh air immediately and seek medical attention.**

For more complete information:

 Occupational
Safety and Health
Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA

OSHA 3277-10N-05

Protect Yourself

Filling, Moving and Placing Sandbags

During Flooding Disasters

Manually filling, moving and placing sandbags is physically demanding work. It involves repeatedly lifting and carrying heavy loads, and may involve working in awkward positions. This work may lead to back and other injuries.

Automated equipment to fill and move sandbags reduces heavy lifting and should be used when possible.

General Safety and Health Advice

- Use gloves to protect hands from chemically-treated sandbags and contaminants in sand and floodwater.
 - Avoid touching your eyes and mouth.
 - Wash your hands and face before eating or drinking.
- Use safety glasses, particularly on dry and windy days and when working with automated equipment.
- Wear work boots (waterproofed if working in floodwater).
- Use waterproof gear if working in floodwater or rain.
- Use protective clothing if exposed to polluted floodwater.
- Wear reflective clothing when working at night.
- Use a personal floatation device when working near floodwater.

General Lifting Advice

- Do not overfill sandbags – fill bag $\frac{1}{2}$ to $\frac{2}{3}$ full.
- Keep load in front of and close to your body.
- Keep the lift between knee and waist height.
- Do not reach out, bend over, or twist when lifting.
- Lift with your legs, not your back.
- Use a good hand grip when lifting.

For more complete information:

Filling Sandbags Safely

Manual Filling

- Using three-person crews works best:
 - Bagger - holds open and closes bags.
 - Shoveler - shovels sand into sandbags.
 - Mover - carries and places sandbags.
- Alternate positions every 20 to 30 minutes.
- Take frequent short rest breaks.

Bagging Safety

- Fold the bag opening outward and form collar to grip and keep the bag open more easily.
- Use a bag holder or rest the bag on the ground so that the opening is between knee and knuckle height.
- Fold the bag opening closed. Tie only if necessary.

Shoveling Safety

- Use a short handled, #2 rounded point shovel with straight shaft and D grip, bagger scoop or funnel to fill sandbags. A funnel can help limit spillover and cut down the number of loads needed to fill the bag.
- Bend the knees, not the back, to scoop sand.

Automated Filling

- Place bag so that the opening is at waist height.
- Put the bag on a support (ledge, pallet) to reduce the stress on the hands, shoulders and lower back.
- Fold the bag opening closed. Tie only if necessary.

Moving and Placing Sandbags Safely

Safety Advice for Transporters (Movers)

- Use General Lifting suggestions to move and place bags.
- Carry bag in front of and close to your body.
- Carry bag at waist height using a cradle hold.
- When available use pallets to move sandbags to staging area.
- Drag the bag vertically, holding the folded end, if staging area or pallet is close (within 7 feet).
- Use a brigade line to pass bags to staging areas that are further away. Stagger the line and face each other to avoid twisting and turning.
- Do not throw sandbags – it stresses the back and shoulders.
- Elevate storage pallets to reduce bending when putting bags on or lifting bags from pallets.
- Straddle drop point with the bag between your ankles as you place it.

Source: OSHA Region V

For more complete information,
see U.S. Army Corps of Engineers information
on sandbag operations and OSHA's website.

