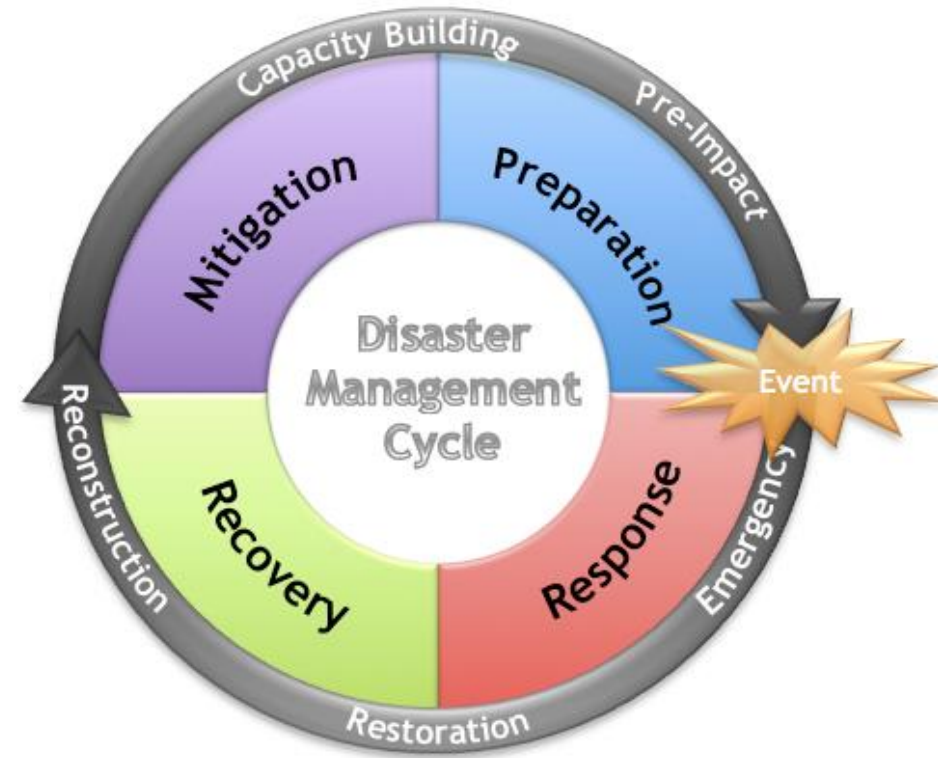


Disaster Planning For Families & Businesses

The New England Consortium

Disaster Management Cycle

- Mitigation
- Preparation
- Response
- Recovery



Family Emergency Communication Plan

- According to **FEMA**, your Family Emergency Communication Plan starts with one simple question: “What if?”
- “What if something happens and I’m not with my family?”
- “Will I be able to reach them?”
- “How will I know they are safe?”
- “How can I let them know I’m OK?”

When a disaster strikes, your family might not be together, and communication channels might be down. It is important to plan how you will contact one another.

A Family Emergency Communication Plan tells your family:

- what to do,
- how to find each other,
- and how to communicate in case of an emergency.

Family Emergency Communication Plan

What Should I Include In My Plan?

You'll need to collect info for your family members, as well as other important contacts and locations, such as:

- Work / Offices
- Schools
- Hospitals
- Home Security Company And Its Monitoring Center
- Doctors / Pediatricians / Vets
- Hospitals

Prepare Your Family

- Create a contact card for each member of the family. Keep these cards in a purse, wallet or child's backpack. Include an emergency contact name and number, an out-of-town contact name and number, a neighborhood meeting place and any other important information.
- Be sure every family member has emergency phone numbers and a cell phone.
- Teach children how and when to call 911 for help.
- Make sure everyone in your family knows how to send a text message. Texts can often get around network disruptions when phone calls cannot.

“Out-of-town Contact” & Meeting Places

Your “out-of-town contact” is the central point of contact that can help your family reconnected. Everyone in your household will reach out to this person to say they are OK. If possible, pick someone who lives outside of your area in case there are local issues with the power or phone lines.

- You should also document family meeting places. Your meeting places are the locations where everyone knows to meet up if the family gets separated. It’s smart to have one close to your home and one a bit further away, just in case your neighborhood is closed off.

Emergency Alerts And Warnings

- **Wireless Emergency Alerts (WEAs)** are short emergency messages from authorized federal, state, local, tribal and territorial public alerting authorities that can be broadcast from cell towers to any WEA-enabled mobile device in a locally targeted area. WEAs can be sent by state and local public safety officials, the National Weather Service, the National Center for Missing and Exploited Children and the President of the United States.
- **Emergency Alert System (EAS)** is a national public warning system that allows the president to address the nation within 10 minutes during a national emergency. State and local authorities may also use the system to deliver important emergency information such as weather information, imminent threats, AMBER alerts and local incident information targeted to specific areas.
- **NOAA Weather Radio All Hazards (NWR)** is a nationwide network of radio stations that broadcast continuous weather information from the nearest National Weather Service office based on your physical location.
- **Local Alert Systems:** CODE RED

**What is your
shelter plan?**

Stay-at-Home

Mass Care Shelter

Sheltering in Place

Prepare To be Prepared !

What is my evacuation route?

What is my family/household communication plan?

Do I need to update my emergency preparedness kit?

Disaster Supplies Kit

After an emergency, you may need to survive on your own for several days.

Being prepared means having your own food, water and other supplies to last for several days.

A disaster supplies kit is a collection of basic items your household may need in the event of an emergency.

Disaster Supplies Kit (72 Hours)

- Water (one gallon per person per day for several days, for drinking and sanitation)
 - Food (at least a three-day supply of non-perishable food)
 - Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert
 - Flashlight
 - First aid kit
 - Extra batteries
 - Whistle (to signal for help)
 - Dust mask (to help filter contaminated air)
 - Plastic sheeting and duct tape (to shelter in place)
 - Moist towelettes, garbage bags and plastic ties (for personal sanitation)
 - Wrench or pliers (to turn off utilities)
 - Manual can opener (for food)
 - Local maps
 - Cell phone with chargers and a backup battery
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- Masks (for everyone ages 2 and above), soap, hand sanitizer, disinfecting wipes to disinfect surfaces
 - Prescription medications
 - Non-prescription medications such as pain relievers, anti-diarrhea medication, antacids or laxatives
 - Prescription eyeglasses and contact lens solution
 - Infant formula, bottles, diapers, wipes and diaper rash cream
 - Pet food and extra water for your pet
 - Cash or traveler's checks
 - Important family documents such as copies of insurance policies, identification and bank account records saved electronically or in a waterproof, portable container
 - Sleeping bag or warm blanket for each person
 - Complete change of clothing appropriate for your climate and sturdy shoes
 - Fire extinguisher

Disaster Supplies Kit

Maintaining Your Kit:

- Keep canned food in a cool, dry place.
- Store boxed food in tightly closed plastic or metal containers.
- Replace expired items as needed.
- Re-think your needs every year and update your kit as your family's needs change.

Kit Storage Locations:

- Since you do not know where you will be when an emergency occurs, prepare supplies for home, work and cars.
- Home: Keep this kit in a designated place and have it ready in case you have to leave your home quickly. Make sure all family members know where the kit is kept.
- Work: Be prepared to shelter at work for at least 24 hours. Your work kit should include food, water and other necessities like medicines, as well as comfortable walking shoes, stored in a “grab and go” case.
- Car: In case you are stranded, keep a kit of emergency supplies in your car.

Businesses Face a Variety of Hazards

- Natural hazards like floods, hurricanes, tornadoes, and earthquakes.
- Health hazards such as widespread and serious illnesses like the flu.
- Human-caused hazards including accidents and acts of violence.
- Technology-related hazards like power outages and equipment failure.

What You Should know

- Know what to do before, during, and after a disaster.
- Identify your risks - know what disasters are most likely to affect your business.
- Develop a workplace emergency plan and be sure employees know it.
- Create a crisis communications plan to keep in contact with customers, suppliers and employees during and after a disaster.
- Test and practice your preparedness plans.
- Have emergency supplies available at the workplace.
- Check your insurance policies to ensure you have enough coverage.
- Listen to local officials.

Disaster Planning For Businesses

- The planning process should take an “all hazards” approach.
- There are many different threats or hazards. The probability that a specific hazard will impact your business is hard to determine.
- It’s important to consider many different threats and hazards and the likelihood they will occur.
- Strategies for prevention/deterrence and risk mitigation should be developed as part of the planning process.
- Threats or hazards that are classified as probable and those hazards that could cause injury, property damage, business disruption or environmental impact should be addressed.
- In developing an all-hazards preparedness plan, potential hazards should be identified, vulnerabilities assessed, and potential impacts analyzed.
- The risk assessment identifies threats or hazards and opportunities for hazard prevention, deterrence, and risk mitigation.

Disaster Preparation Links

- <https://www.ready.gov/be-informed>
- <https://www.ready.gov/kit>
- <https://www.ready.gov/plan>
- <https://www.ready.gov/business>