New Mexico *Family* Emergency Preparedness *Guide*

_____

Family Name

_____

Date Prepared and Next Review Date

NEW MEXICO SURETY TASK FORCE

January 2004

New Mexico Family Emergency Preparedness Guide

Credits

The New Mexico Family Emergency Preparedness Guide was jointly developed by the New Mexico Surety Task Force, New Mexico Department of Transportation, New Mexico Department of Public Safety, New Mexico Department of Health and the New Mexico Army National Guard.

Why Plan?

Communities throughout the Southwest are subject to a number of potential natural disasters such as fires, tornadoes, flooding, severe storms, earthquakes, dam failures, landslides. While we all hope that such occurrences never happen, it has been shown time and time again that being prepared for disasters is prudent. Emergency services and government agencies may not be able to respond to your needs immediately. Their buildings, equipment, personnel, communications, and mobility may be severely hampered by the event. Experts tell us to plan to be on our own for a minimum of 3 days. We cannot stop these disasters from occurring, but we can limit their impact on us and those we love. Contrary to what you may think, the chances of being killed or injured in a disaster are very low. More likely you will be unable to live normally in your home. It may be damaged and let in the weather, it may be cold with no heat, you may have no power or water, or it may not even be safe for you to go back into. In short, disasters make life very uncomfortable. Proper planning and preparation will help you and your family be more comfortable in the event that your home is damaged, or you can't get back into it. Think of it as a "quality of life" issue. The most important concept in developing your **Family Emergency Preparedness Plan** is communication. Every member of the family needs to be involved so that when disaster strikes, everyone will know what to do. How well you manage the aftermath of disaster depends a great deal on your level of preparedness when disaster strikes.

In the following pages you will find a step-by-step guide to disaster planning along with other essential information you will need in building a comprehensive family emergency preparedness plan. Be sure to involve all the members of your household when developing your preparedness plan. A plan will only work when everyone knows about it and agrees to operate within its guidelines. In addition to the items identified in this guide, there may be other items or special needs that you will want to include in your plan, and now is a good time to identify them.

Once your family is prepared, it is time to look to your neighbors. In times of disaster your neighbors will probably be the first ones available to come to your aid. Find out before disaster strikes what resources you share and how you can work together for the good of one another. Good luck! and don't forget to review your plan bi-annually.

Prepare . . . *Because You Care*

Disclaimer

Nothing in this Family Emergency Preparedness Guide is intended to be taken as specific direction, but is the best recommendation based on proven experience and research. You should obtain information locally for your specific situation, address and for other recommendations. Common sense should be used in every instance.

Four Steps to Disaster Planning

1 Find Out What Disasters Could Happen To You

- [ ] Ask what types of disasters are most likely to happen in your area.

_____

_____

_____

- [ ] Learn about your community's warning signals: what they sound like and what you should do when you hear them. Also, learn which radio stations will provide emergency information for your area.

_____

- [ ] Ask about animal care after a disaster.

_____

- [ ] Find out how to help elderly or disabled persons, if needed.

_____

- [ ] Find out about the disaster plan at your workplace, your children's school or childcare center and other places your family frequents.

_____

2 Create A Disaster Plan

Meet with your family and discuss why you need to prepare for disaster. Plan to share responsibilities and work together as a team.

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

_____

_____

_____

_____

_____

- [ ] Discuss what to do in an evacuation. Plan to take care of your pets.

- [ ] Ask an out-of area friend or relative to be your "family contact." It's often easier to call long distance following a disaster (see page 33).

_____

- [ ] Pick two places to meet:

1. Right outside your home in a designated area in case of fire
2. Outside your neighborhood in case you can't return home. Everyone must know the address and phone number.

Address _____

_____

_____

Phone Number _____

3 Put Your Plan Into Action

- [ ] Post emergency telephone numbers by phones.
- [ ] Teach children how and when to call 911 or your local emergency Medical services number for emergency help.
- [ ] Show each family member of an appropriate age, how and when to turn off the water, gas and electricity at the main switches.
- [ ] Check for adequate insurance coverage.
- [ ] Install a class ABC general purpose dry chemical type household fire extinguisher classified and approved by the National Fire Protection Association (NFPA) in your home. Teach each family member to use it and show them where it is kept.
- [ ] Install smoke detectors on each level of your home, especially near bedrooms.
- [ ] Conduct a home hazard hunt (see page 8).
- [ ] Stock emergency supplies and assemble a disaster supplies kit (see page 5).
- [ ] Take a first aid and CPR class.
- [ ] Determine the best escape routes from your home. Find two ways out of each room (complete escape diagram on page 9).
- [ ] Find safe spots in your home for each type of disaster.

4 Keeping Your Plan Current

☐ Review your plans every six months so everyone remembers what to do.

Next Review: _____

☐ Conduct fire and emergency evacuation drills.

Date of last drill: _____

Date of next drill: _____

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

Date inspected: _____

Next inspection due: _____

☐ Test your smoke detectors monthly. Change the batteries every six months and clean the dust from the detector each time you change batteries.

Date of last battery change: _____

Next battery change due: _____

☐ Replace stored water and food every six months.

Date of last rotation: _____

Date of next rotation: _____

☐ Take photos of or videotape your belongings and your home.

☐ Keep your Plan where you can easily find it !

HINT: When you set your clocks in the fall and spring, also replace your stored water and food. Change your smoke detector batteries, review and exercise your plans, and do other things necessary to maintain your plan.

Disaster Supplies Kit

There are some basics you should stock in your home: water, food, first aid, clothing and bedding, tools and emergency supplies, and any special items. Keep the items you will most likely need during an evacuation in an easy-to-carry container such as a large, covered trash container, camping backpack or duffle bag. Keep a smaller version of the disaster supplies kit in the trunk of your car.

How To Store Water

Store your water in thoroughly washed plastic, fiberglass or enamel-lined metal containers. Never use a container that has held toxic substances. Plastic containers such as soft drink bottles are the best. You can also purchase food-grade plastic buckets or drums. Seal water containers tightly label them and store in a cool, dark place. Replace every six months.

Water

Store one gallon of water per person per day.

- ☐ Have purifying agents available
  See page 26 for purification information.

Food

Store at least a three-day supply of non-perishable food for each person. Select foods that require no refrigeration, cooking or preparation. Select food items that are compact and lightweight and rotate the food supply every six months.

- ☐ Ready to eat canned meats, fruits and vegetables
- ☐ Soups—bouillon cubes or Dried soups in a cup
- ☐ Milk—powdered or canned
- ☐ Stress Foods—sugar cookies, Hard candy
- ☐ Staples—sugar, salt, pepper
- ☐ Juices—canned, powdered or crystallized
- ☐ Smoked or dried meats such as beef jerky
- ☐ Vitamins
- ☐ High Energy Foods—peanut butter, nuts, trail mix, etc

Non-Prescription Medications

- ☐ Aspirin or non-aspirin pain reliever
- ☐ Antacid
- ☐ Laxative
- ☐ Rubbing Alcohol
- ☐ Activated Charcoal
- ☐ Anti-Diarrhea Medication
- ☐ Emetic (to induce vomiting)
- ☐ Eye Wash
- ☐ Antiseptic or Hydrogen Peroxide

First Aid Kit

You should have two first aid kits—one for your home and the other for your car. The kit should include:

- ☐ Sterile Adhesive Bandages in assorted sizes
- ☐ 3-inch Sterile Gauze Pads (8-12)
- ☐ Triangular Bandages (3)
- ☐ 2-inch Sterile Gauze Pads (8-12)
- ☐ Hypoallergenic Adhesive Tape
- ☐ 2 & 3-inch Sterile Roller Bandages (3 rolls of each bandage type)
- ☐ Scissors
- ☐ Needle
- ☐ Bar of Soap
- ☐ Tweezers
- ☐ Safety Razor Blade
- ☐ Moistened Towelettes, Sanitary Napkins
- ☐ Antiseptic spray
- ☐ Tongue Blades and Wooden Applicator Sticks
- ☐ Assorted Sizes of Safety Pins
- ☐ Latex gloves
- ☐ Non-Breakable Thermometer
- ☐ Tube of Petroleum Jelly or other Lubricant
- ☐ Cleansing Agent—Soap

Tools and Supplies

- ☐ Mess kits or Paper Cups,
- ☐ Plates and Plastic Utensils
- ☐ Battery Operated Radio and Extra Batteries
- ☐ Cash, Traveler's Checks, Change
- ☐ Fire Extinguisher, Small Canister, ABC type
- ☐ Pliers
- ☐ Compass & Magnifying Glass
- ☐ Aluminum Foil
- ☐ Signal flare
- ☐ Needles, Thread
- ☐ Shut-off Wrench for Gas & Water
- ☐ Candles
- ☐ This Family Emergency Preparedness Guide
- ☐ Flashlight and extra batteries
- ☐ Canned Heat (STERNO®)
- ☐ Non-Electric Can Opener, Utility Knife
- ☐ Tube Tent
- ☐ Duct Tape, Flat Head & Phillips Screwdrivers
- ☐ Matches (waterproof container)
- ☐ Plastic Storage Containers
- ☐ Paper, Pencil
- ☐ Medicine dropper
- ☐ Whistle
- ☐ Other

Sanitation

- [ ] Toilet Paper, Towelettes
- [ ] Feminine Supplies
- [ ] Plastic Garbage Bags, Ties
- [ ] Plastic Bucket with tight lid
- [ ] Household Chlorine Bleach
- [ ] Soap, Liquid Detergent
- [ ] Personal Hygiene Items
- [ ] Small Shovel to dig expedient latrine
- [ ] Disinfectant

Clothing and Bedding

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

- [ ] Sturdy Shoes or Work Boots
- [ ] Blankets or Sleeping Bags
- [ ] Thermal Underwear
- [ ] Rain Gear & Sunglasses
- [ ] Hat and Gloves
- [ ] Rubber Boots & Rubber Gloves

Special Items

Remember family members with special needs such as infants, elderly or disabled individuals.

For Baby

- [ ] Formula
- [ ] Bottles
- [ ] Medications
- [ ] Diapers
- [ ] Powdered Milk

For Adults

- [ ] Heart and High Blood Pressure Medications
- [ ] Prescription Drugs
- [ ] Contact Lenses and Supplies
- [ ] Entertainment—games for children, books for adults
- [ ] Insulin
- [ ] Denture Needs
- [ ] Extra Eye Glasses

Important Family Documents—Keep these records in a waterproof container.

- [ ] Will, Insurance Policies, Con-tracts,Passports, Social Security Cards, Deeds, Stocks and Bonds /mmunization Records
- [ ] Bank Account Numbers
- [ ] Credit Card Account #s & Co.
- [ ] Inventory of Valuable Goods, Important Telephone Numbers
- [ ] Family Records (birth, marriage, death certificates)

Hazard Hunt

Conduct a hazard hunt to identify hazards in your home. State the action required to correct each problem. When the hazard has been corrected, put a check mark in box.

- ☐ Water heater (1 ft off the ground in garage) _____ *(action required)*
- ☐ Top heavy free standing furniture _____ *(action required)*
- ☐ Heavy or breakable objects _____ *(action required)*
- ☐ Electronic equipment/appliances _____ (*cords in good condition)* *(action required)*
- ☐ Hanging plants _____ _____ (*above fragile objects, water sensitive objects and electrical appliances*) *(action required)*
- ☐ Mirrors/heavy pictures____ _____ (*heavy pictures held with small nails in sheetrock*) *(action required)*
- ☐ Unsecured cupboard doors _____ *(action required)*
- ☐ Poisons, toxics and solvents _____ (*stored in appropriate canisters and properly labeled*) *(action required)*
- ☐ Fuels — gasoline, kerosene and propane canisters _____ (*stored in appropriate canisters and properly labeled*) (*action required)*
- ☐ House Foundation _____ _____ (*cracks, unstable block supports*) *(action required)*
- ☐ Chimney and Roof _____ _____ (*branches overhanging chimney flue*) *(action required)*
- ☐ Utilities *(flexible gas connections, electrical wiring, shut-off valves/switches)*

  _____ *(action required)*
- ☐ HVAC Units — furnaces and air conditioning systems _____ (*furnaces not properly vented*) *(action required)*

Date completed:

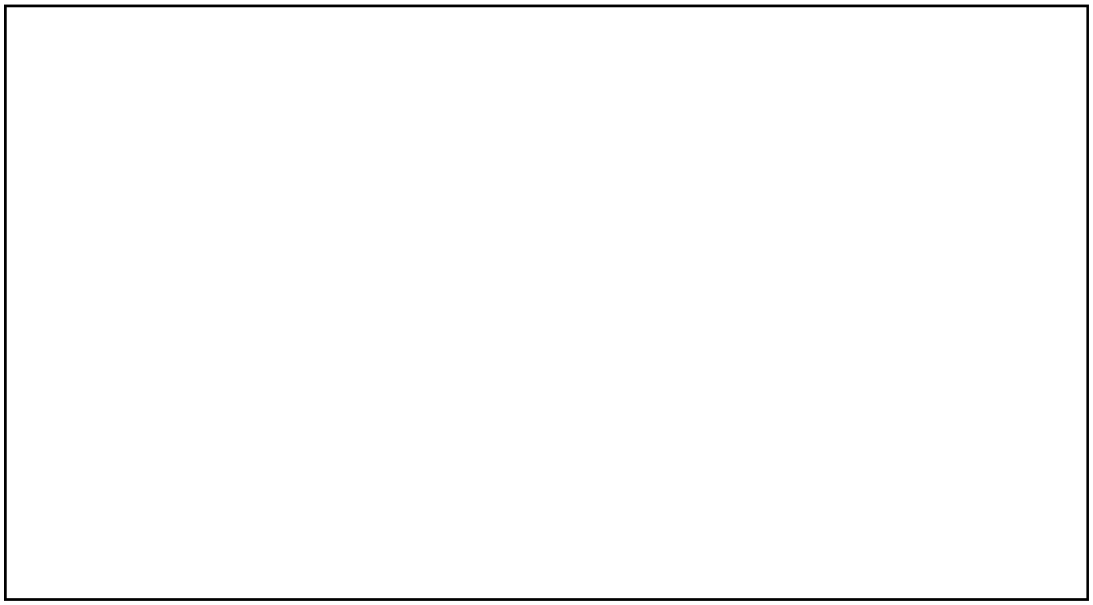
_____

Date of next review:

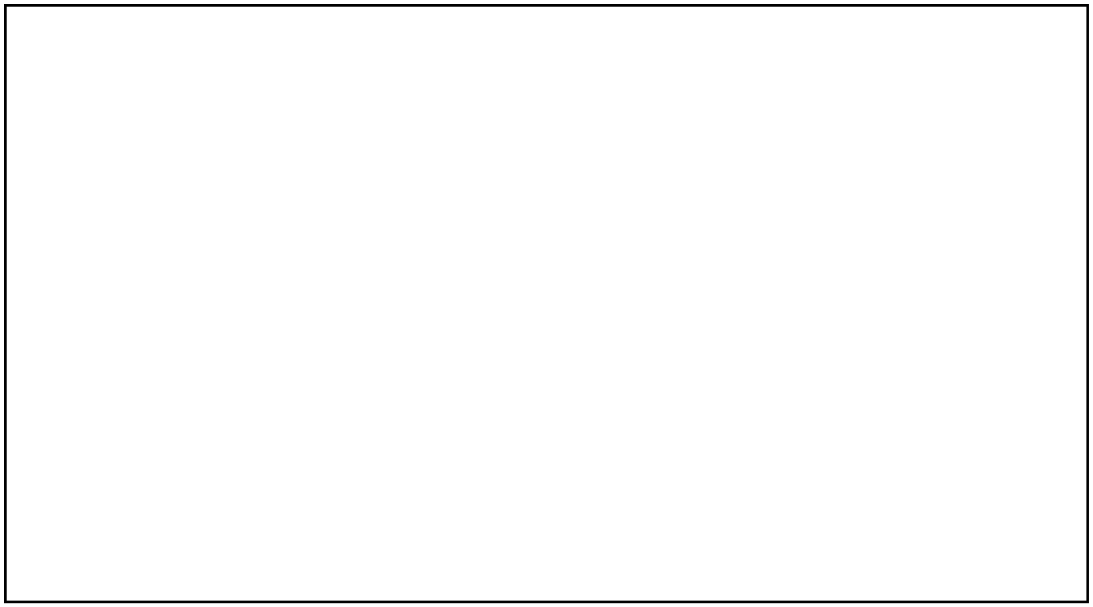
_____

Floor Plan

Sketch the floor plan of your home and establish two exit routes.



Floor One

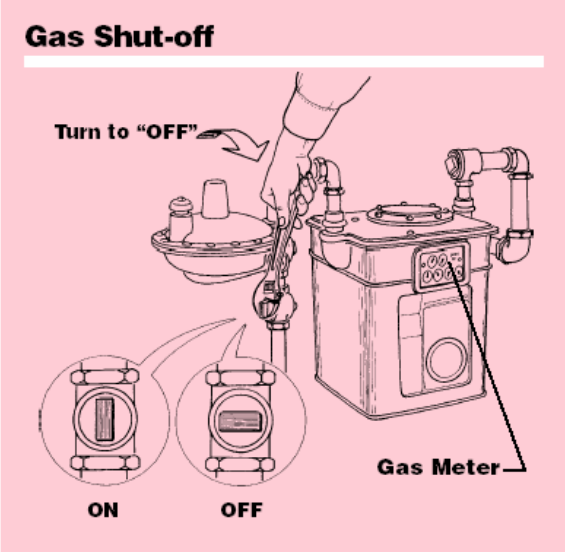


Floor Two

Utilities

Household Gas

- Locate your gas meter shutoff valve and learn how to turn the gas off.
- If you suspect the shutoff valve may be corroded and not working properly, Call your utility company for an operational check of the valve.
- Ensure a wrench is immediately available for turning the gas meter off in an emergency.
- If you smell natural gas, get everyone out and away from the home immediately. Do not use matches, lighter, open flame appliances or operate electrical switches. sparks could ignite gas causing an explosion.
- Shut off the gas **ONLY** if you smell gas and cannot locate the leak. **Let the gas company turn the gas back on**.
- Seek the assistance of a plumber to repair gas pipe damage.



- All households should consider purchasing and installing a carbon monoxide detector for the home.

Sewer

- Your sewer system could be damaged in a disaster such as an earthquake, landslide or flood. Make sure the system is functioning as designed before using it to prevent contamination of your home and possibly the drinking water supply.
- Have a bucket or portable toilet available for disposing of human waste.
- Plastic bags placed in the toilet bowl will also work.

Utilities

Propane (General Safety Reminders)

- Always keep flammable and combustible materials (e.g., paper, clothing, wood, gasoline, solvents) away from any open flames that originate from your appliances.
- Know how to shut off the gas supply from your tank or cylinder. If you do not know how, contact your propane supplier for instructions.
- Never place your head near or directly over the valves on your storage tank. A sudden release of product from the safety relief valve could result in serious injury.

- The propane liquid that is stored in your tank or cylinder can cause severe frostbite if it comes in contact with your skin or eyes.
- Never store propane cylinders or containers inside any enclosed building.
- Treat all propane gas odors seriously. Any odors may indicate a dangerous situation.
- Never assume that propane odor is only the result of your tank being near empty. If the odor persists, you may have a serious leak.
- You should always contact your local propane supplier if you suspect a leak.

Propane Tank Valves and Gauges on a 500 or 1000 Gallon Tank

1. The filler valve is where liquid propane is put into the tank. This fitting should always have a protective cap in place to keep dirt and other debris from clogging the opening.
2. The vapor return valve allows equalization of pressure during the filling process. This valve should also have a plastic cap in place.
3. The fixed liquid level gauge is used during the filling process to give an indication when the tank is 80% full.
4. The service valve serves as a discharge of propane vapor. This is where the regulator hooks to the tank and is the first stage of sending the vapor gas to your home.
5. The pressure gauge is used to determine the pounds of pressure inside the tank.
6. The percentage gauge tells you what volume of liquid is inside the tank. This gauge is marked from zero to 95%. This is the gauge homeowners use to determine how much gas is left in the tank.

Propane

General safety reminders (continued)

7. Pressure relief valve is the most important valve on the tank. It prevents the pressure in the tank from becoming too great. Increased pressure could be a result of excessive heat (fire) or overfilling.

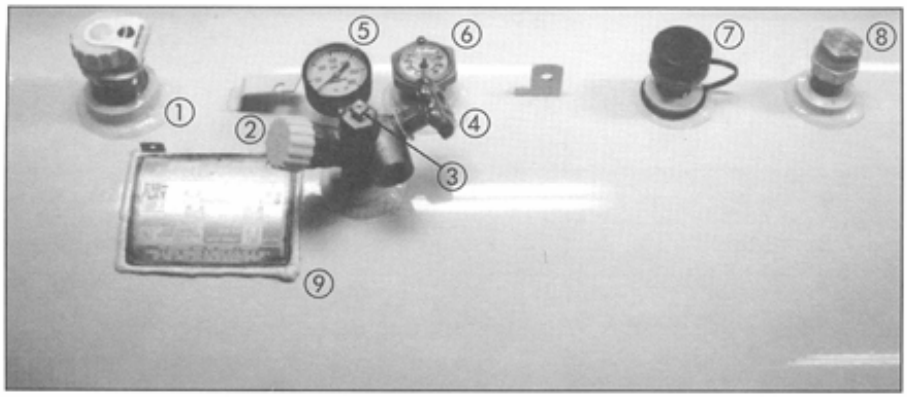
8. The Chek-Lok valve is used to remove the liquid propane from your tank in case of an emergency.

9. The data plate gives the specifications of the tank.

Regulators

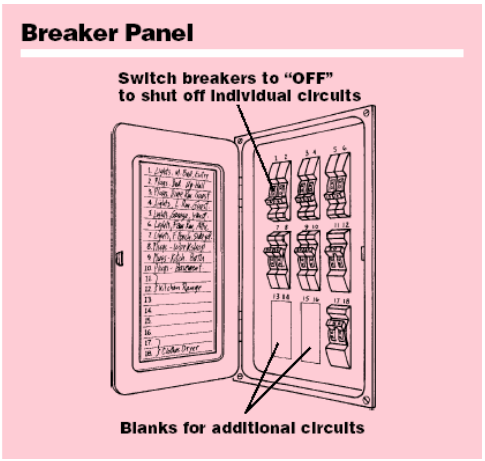
A pressure regulator controls pressure of the gas. It is designed to reduce and maintain a constant pressure within a segment of the system. These devices also adjust the flow of gas in response to demand from the various appliances connected to the system.

For most permanently installed residential tank systems, there are two regulators. The first stage regulator is attached directly to the storage tank and reduces the gas pressure to an outside line pressure. After passing through the regulator, the gas is transported through buried piping to the second stage regulator which is attached to the building. After passing through the second stage regulator, the gas is transported through the interior piping system to the individual appliances. Each appliance has a final regulator called a control valve that reduces the gas pressure to that required by that particular appliance.



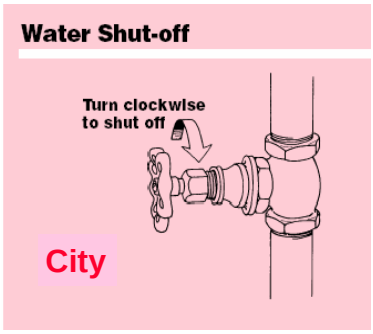
① Filler Valve
② Vapor Return Valve
③ Fixed Liquid Level Gauge
④ Service Valve
⑤ Pressure Gauge
⑥ Percentage Gauge
⑦ Pressure Relief Valve
⑧ Chek-Lok
⑨ Data Plate

Electricity

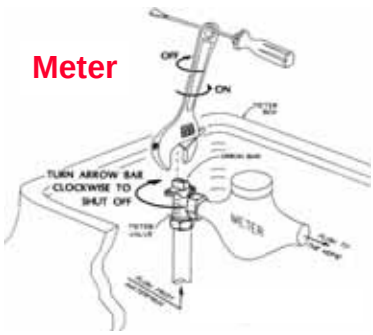


- Locate your main electrical switch or fuse panel and learn how to turn the electrical power off.
- Electrical sparks can cause a fire or explosion.
- If you are using a generator as a backup power supply, remember to:
  - Follow generator Manufacturer's instruction
  - Connect lights and appliances directly to the generator and not the electrical system. Generators connected to a utility company's electrical system must be inspected by the utility and the state electrical inspector. Failure to have the system inspected may result in death or injury to utility crews trying to restore service to the area.

Water (City, Meter and Well)



- Label the water shut-off valve and learn to turn off the home water supply. Identify the valve with a large tag.
- Ensure valve can be fully turned off. If the water valve requires the use of a special tool, make sure the tool is readily available.
- Shut-off the main valve to prevent contamination of the water supply in your water heater and plumbing, and to prevent home flooding in case the pipes are damaged.
- Flip up the little hinged door on the meter box lid and pull the entire lid off the meter box for access to the meter valve. Carefully remove any insulation and turn the valve off using the tools shown in the diagram.



- The meter valve is off when the two holes on the side of the meter valve are aligned. To turn the meter valve back on, simply turn the arrow bar in the opposite direction as shown in the diagram until it stops turning or until the arrow bar is pointing at the meter.
- A well is usually comprised of a casing, well caps, well screens, and pit less adapters: basic materials that combine with a pump to provide water for a household. Shut-off all electricity to the well.
- A shut-off valve is generally located on the household supply line connected from the casing and well cap.

Planning for Specific Disasters

Fire More than 24 million fires are reported annually, resulting in over $11 billion in property damage. The United States has one of the highest fire death rates per capita in the world. At least 6,000 people die in fires each year, and an additional 100,000 are injured. Senior citizens and children under 5 are at highest risk. Fire is fast, dark and deadly, emitting smoke and gases that can render a person unconscious within minutes. It is the most likely disaster that families will experience. Wildland fires throughout New Mexico burn thousands of acres in an average year. Most of these fires are caused by man. If you live in wild land areas, where flammable vegetation is abundant — your house could be a target for wild land fire.

Floods Floods are the most common and widespread of all natural disasters and can occur nearly anywhere in the United States. Flooding has been responsible for deaths or more than 10,000 people since 1900. Property damage attributable to flooding now totals over $1 billion each year. The sheer force of just six inches of swiftly moving water can knock people off their feet. Cars are easily swept away in just two feet of water. Flash floods can occur with little or no warning — and can reach full peak within minutes. Rapidly rising walls of water can reach heights of 30 feet or more and are generally accompanied by a deadly cargo of debris.

Earthquakes Seventy million people in 39 states are at high risk from earthquakes. People in all states, however, are at some risk. Earthquakes can cause buildings to collapse, disrupt utilities and trigger landslides, avalanches, flash floods, and fires. In the Southwest, thousands of small earthquakes occur every year; catastrophic earthquakes could occur in the future.

Winter Storms Heavy snowfall and extreme cold can immobilize an entire region. Even areas which normally experience mild winters can be hit with a major snow storm or extreme cold. The results range from isolation to the havoc of cars and trucks sliding on icy highways.

Power Outage Everyone experiences power interruptions from time to time. Many of these outages come at times of weather extremes or accompany various disasters. When the power is out, we lose our primary source of artificial light and many lose their source of heat and water. When the power is out, safety is a major concern.

Planning for Specific Disasters (continued)

Hazardous Materials About 500,000 products pose physical or health hazards and can be defined as hazardous materials. Accidents involving toxic substances have occurred in communities across the country. For example, tank cars containing toxic substances derailed and burned in Kentucky, forcing 7,500 residents to evacuate. A train derailment near Marysville, Washington, resulted in a hazardous materials fire and the evacuation of over 100 homes.

Biological Threats Biological emergencies can be natural, accidental, negligent or intentional. Natural emergencies include pandemic influenza, hantavirus, and meningococcal infection. Bioterrorist health emergencies could include an intentional release of smallpox or anthrax. When such emergencies are experienced, they are dealt with as local domestic incidents. Responders from public health, emergency medical services and public safety agencies work together to control and contain the disaster.

Radioactive Materials Radiation is a natural part of our environment. Radiation is in the air we breathe, the food we eat, the soil, our homes, sunshine, and even our bodies. People are also exposed to radiation through medical and dental x-rays, and appliances such as color television sets. In the United States, each person is exposed to about 200 to 400 millirems of background radiation per year. In an emergency, radioactive materials may be released into the environment.

The following pages give you specific instructions on fire, floods, earthquakes, winter storms, power outages, hazardous materials, biological threats or radioactive materials. The preparedness steps in this section are in addition to the “Four Steps to Disaster Planning” to be completed first.

Fire

Getting Prepared

Working smoke detectors double your chance of surviving a fire.

- Install smoke detectors, according to the manufacturer's directions, on every level of your house; outside bedrooms on the ceiling or high on the wall, at the top of open stairways, or at the bottom of enclosed stairs and near (but not in) the kitchen.
- Clean smoke detectors once a month and change batteries at two specified times each year, when you set your clocks for Daylight Savings or Standard Time.
- Plan two escape routes out of each room. Contact your local fire authority for help in planning for the safe escape of those with disabilities.
- Make sure windows are not nailed or painted shut and security grating on windows have a fire safety opening feature.
- Teach everyone to stay low to the floor when escaping a fire.
- Pick a meeting place outside your home for the family to meet after escaping from a fire. ONCE OUT, STAY OUT!
- Practice your escape plans at least twice a year.
- Clean out storage areas. Store flammable and combustible liquids in approved containers. Keep containers in the garage or an outside storage area.
- Inspect electrical appliances and extension cords for bare wires, worn plugs and loose connections annually.
- Clean and inspect primary and secondary heating equipment annually.
- Learn how to turn off the gas and electricity in an emergency.
- Install A-B-C type fire extinguishers: teach family members how to use them.

In Case of Fire

Not sure you can control the fire? Evacuate and then call the fire department from a neighbor's house.

- Inspect or service your fire extinguisher annually.
- Do not attempt to extinguish a fire that is rapidly spreading.
- Use water or a fire extinguisher to put out small fires.
- Never use water on a electrical fire.
- Smother oil and grease fires in the kitchen with baking soda or salt, or put a lid over the flame if it is burning in a pan.
- Keep all insurance policies and your household inventory in a safe, waterproof, place.

Fire (continued)

- If your clothes catch fire — Stop-Drop-Roll — until the fire is out.
- Sleep with your door closed.
- If the smoke alarm sounds, crouch down low, feel the bottom of the door with the palm of your hand before opening it. If the door is hot, escape through the window. If the door is not hot and this route is your only means of escape, crawl below the level of the smoke and use the first available exit door to escape. If you cannot escape, leave the door closed, stay where you are and hang a white or light-colored sheet outside the window.

After a Fire

Don't throw away damaged goods until an official inventory has been taken.

- Stay out of the burned structure.
- Notify local disaster relief service if you need housing, food, etc.
- Call your insurance agent.
- Ask the fire department for assistance in retrieving important documents.
- Keep records of all clean-up and repair costs.
- Secure personal belongings.
- If you are a tenant, notify the landlord.

Floods

Getting Prepared

Learn what to do when you hear flood warning signals.

- Find out if you live in a flood-prone area and identify dams in your area.
- Ask your local emergency manager about official flood warning signals.
- Know the terms Flood Watch, Flash Flood Watch, Flood Warning, Flash Flood Warning, and Urban and Small Stream Warning.
- Plan for evacuation.
- Consider purchasing flood insurance.
- Take steps to flood proof your home. Call your local building department or emergency management office for information.
- Keep all insurance policies and your household inventory in a safe place.

Floods (continued)

In Case of Heavy Rains

If there is any possibility of a flash flood occurring, move immediately to higher ground.

- Be aware of flash floods.
- Listen to radio or television stations for local information.
- Be aware of streams, drainage channels and areas known to flood suddenly.
- If local authorities issue a flood watch, prepare to evacuate.
- Secure your home. If time permits, secure items located outside the house.
- If instructed, turn off utilities at the main switches or valves.
- Fill your car with fuel.
- Fill the bathtub with water in case water becomes contaminated or services are cut-off. Sterilize the bathtub first.
- When deep flooding is likely, permit the flood waters to flow freely into your basement to avoid structure damage to the foundation and house.
- Stay away from flood waters.

After a Flood

Flood waters may be contaminated by oil, gasoline, or raw sewage. The water may also be electrically charged from underground or downed power lines.

- Stay away from moving water. Moving water six inches deep can sweep you off your feet.
- Stay away from and report downed power lines.
- Stay away from disaster areas unless authorities ask for volunteers.
- Continue listening to the radio for information about where to get assistance.
- Consider health and safety needs. Wash your hands frequently with soap and clean water if you come in contact with flood waters.
- Throw away food that has come in contact with flood waters.
- Call your insurance agent.
- Keep records of all clean-up and repair costs.
- Take photos of or videotape your belongings and your home.
- Don't throw away damaged goods until an official inventory has been taken.

Earthquakes

Getting Prepared

Look for items in your home that could become a hazard in an earthquake.

Conduct earthquake drills with your family.

- Securely fasten water heaters and gas appliances.
- Repair defective electrical wiring, leaky gas fixtures and inflexible utility connections.
- Place large or heavy objects on lower shelves. Fasten shelves to walls. Brace high and top-heavy objects.
- Store bottle foods, glass, china and other breakables on low shelves or in cabinets that can fasten shut.
- Anchor overhead lighting fixtures.
- Be sure house is firmly anchored to its foundation.
- Know where and how to shut-off all utilities.
- Locate safe spots in each room.
- Identify danger zones in each room.
- Consider buying earthquake insurance.

When the Ground Moves

Doorways are not always a safe place to be during an earthquake.

- If indoors — take cover under sturdy furniture or against an inside wall, and hold on. **Drop, Cover & Hold**. Stay away from the kitchen!
- If outdoors — stay there. Move away from the building, street lights and utility wires.
- In a high-rise building — take cover under sturdy furniture away from windows and outside walls. Stay in the building on the same floor. An evacuation may not be necessary. Wait for instructions from safety personnel. Do not use elevators.
- In a vehicle — stop as quickly as safety permits, and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses or utility wires.

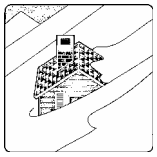
Do not use candles, matches or open flames indoors because of the possibility of gas leaks.

When the Shaking

- If the electricity is out — use flashlights or battery powered lanterns.
- If you smell gas or hear a hissing or blowing sound — open a window and leave the building. Shut-off the main gas valve outside.
- Be prepared for aftershocks.
- Check for injuries; yourself and those around you.
- If there is electrical damage — switch off the power at the main control panel.

Earthquakes (continued)

- If water pipes are damaged — shut-off the water supply at the main valve.
- Wear sturdy shoes in areas covered with fallen debris and broken glass.
- Check your home for structural damage. Check chimneys for damage.
- Clean up spilled medicines, bleaches, gasoline and other flammable liquids.
- Visually inspect utility lines and appliances for damage.
- Do not flush toilets until you know that sewage lines are intact.
- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Use the phone only to report a life threatening emergency.
- Listen to news reports for the latest emergency information.
- Stay off the streets.
- Stay away from damaged areas, unless your assistance has been specifically requested by proper authorities.



Winter Storms and Extreme Cold

Getting Prepared

Dress for the weather and keep a "winter car kit" in the trunk of your car.

- Know the terms used by weather forecasters.
- Consider purchasing a battery-powered NOAA weather radio and stock extra batteries.
- Keep rock salt to melt ice on walkways and sand to improve traction.
- Make sure you have sufficient heating fuel.
- Make sure you have a safe alternate heat source and a supply of fuel such as canned heat or STERNO® to prevent hypothermia and frost bite.
- Install storm windows or cover windows with plastic.
- Insulate walls and attics.
- Caulk and weather strip doors and windows.
  Keep your car "winterized" with antifreeze. Use snow tires.

Winter Storms and Extreme Cold (continued)

During a Winter Storm

When using kerosene heaters, maintain ventilation to avoid a build-up of toxic fumes.

- Listen to the radio or television for weather reports and emergency information.
- Wear several layers of loose-fitting, light-weight, warm clothing rather than one layer of heavy clothing.
- Wear mittens instead of gloves.
- Wear a hat — most body heat is lost through the top of the head.
- Avoid overexertion.
- Watch for signs of frostbite. If symptoms are detected, get medical help immediately.
- Watch for signs of hypothermia (cold weather injury). If symptoms are detected, get medical help immediately.
- Conserve fuel if necessary by keeping your house cooler than normal.
- Refuel kerosene heaters outside and keep them at least three feet from flammable objects.
- If you must travel, consider using public transportation.
- Pull off the highway and set your hazard lights to flash. Hang a distress flag from the radio antenna.
- Run the engine and heater about ten minutes each hour to keep warm. While the engine is running, slightly open a window and keep the exhaust pipe free of snow.
- Exercise lightly to maintain body heat. Huddle with passengers to stay warm.
- Take turns sleeping.
- Be careful not to run the car battery down.
- If stranded in a rural or wilderness area, spread a large contrasting colored cloth over the snow to attract attention of rescue personnel.
- Once the blizzard passes, you may need to leave the car and proceed on foot.
- Candles are very good as a light a heat source in the home.
- Caution on the use, storage and disposal of anti-freeze should be taken because it can be lethal to small children and pets.

Power Outages

Getting Prepared

Cordless phones do not work when the power is out

- Register life-sustaining equipment with your utility company.

  Consider purchasing a small generator or know where to rent one if you use life sustaining equipment that requires electrical power.
- Post the telephone number of the New Construction, Repairs and Power Outage listings listed by your local utility company.
- If you own an electric garage door opener, learn how to open the door without power.
- Prepare a power outage kit. For short duration outages consider having glow light sticks, flashlights, battery-powered radio, extra batteries and a wind-up clock on hand.
- Make sure you have an alternate heat source and supply of fuel.
- Have a corded telephone available.
- When installing generators, follow the manufacturer's instructions and have it inspected by the utility company and the state electrical inspector.
- If your house is the only one without power, check your fuse box or circuit breaker panel. Turn off large appliances before replacing fuses or resetting circuits.
- If power is out in the neighborhood, disconnect all electrical heaters and appliances to reduce the initial demand and protect the motors from possible low voltage damage.
- If you leave home, turn off or unplug heat producing appliances.
- Unplug computers and other voltage sensitive equipment to protect them against possible surges when power is restored.
- Conserve water, especially if you are on a well.
- Keep doors, windows and draperies closed to retain heat in your home.
- Keep refrigerator and freezer doors closed. If the door remains closed, a fully loaded freezer can keep foods frozen for two days.
- Be extremely careful of fire hazards caused by candles or other flammable light sources.

- When using kerosene heaters, gas lanterns or stoves inside the house, maintain ventilation to avoid a build-up of toxic fumes. *Never use charcoal or gas barbeques inside; they produce carbon monoxide.*
- Connect lights and appliances directly to a generator, not to an existing electrical system.

  Note: Leave one light switch in the on position to alert you when service is restored.

Hazardous Material Accidents

Getting Prepared

Evaluate the risks to your family.

- Ask your local fire department about emergency warning procedures.
- Find out precise information about where reportable quantities of extremely hazardous substances are stored and where they are used.
- Ask your Local Emergency Planning Committee (LEPC) about community plans for responding to hazardous material accidents.
- Determine how close you are to freeways, railroads or factories which may produce or transport toxic materials.
- Be prepared to evacuate.
- Have materials such as duct tape and plastic sheeting available to seal off your residence from airborne contamination over the doors, windows, and vents.

Responding to a Hazardous Material Incident

Strictly follow all instructions given by emergency authorities.

- If you are a witness — call 911 or your local fire department.
- If you hear a warning signal — listen to local radio or television stations for further information. Follow all instructions.
- Stay away from the incident site to minimize the risk of contamination.
- If caught outside — stay upstream, uphill or upwind. Try to go one-half mile (10 city blocks) from the danger area.
- If you are in a car — close windows and shut off ventilation.
- Evacuate if told to do so.
- If local officials say there is time, close all windows, shut vents, and turn off attic fans and other ventilation systems to minimize contamination.

Hazardous Material Accidents (continued)

- To reduce the possibility of toxic vapors entering your home, seal all entry routes as efficiently as possible.
- If an explosion is imminent — close drapes, curtains and shades.
- Go into a room and seal the room. Choose a room with the fewest doors and windows.
- If you suspect gas or vapor contamination — take shallow breaths through a cloth or towel.
- Avoid contact with any spilled liquid materials, airborne mist or condensed solid chemical deposits.

After a Hazmat Incident

Follow decontamination instructions from local authorities.

- Do not eat or drink any food or water that may have been contaminated.
- Seek medical help for unusual symptoms.
- Place exposed clothing and shoes in tightly sealed containers without allowing them to contact other materials: get directions for proper disposal.
- Advise others of your possible contamination.
- Get direction from local authorities on how to clean up your land and property.
- Return home only when directed to do so.
- Upon returning home, ventilate the house.
- Report lingering vapors or other hazards.

Emergency Biological Threats

- Not all those in a community, state or country will be at the same risk of infection. The risk is associated with exposure. **Keeping informed** of the situation through public health officials, newspaper, TV, radio or Internet will provide official news about danger, signs and symptoms, vaccines and where to get them, and emergency medical care.

- Public health officials will direct the population where to go for prophylaxis (prevention measures such as vaccination or antibiotics when appropriate). **Public Health Services Sites** will be opened and locations announced where prevention measures would be available. During such an emergency, hospital staff most likely will be committed to the treatment and care of ill patients. The hospital **may not** be the recommended place to go for prevention. Maintain awareness of public health announcements during the emergency for direction.

- If you become aware of an **unusual and/or suspicious release** of an unknown substance nearby, protect yourself. Cover your mouth and nose with layers of fabric that filter air but allow breathing; wash hands and exposed areas of skin with soap and water; contact authorities.

- If you become aware of a **suspicious package** or envelope (such as unexpected, unknown sender, unusual labeling or appearance, suspicious signs such as wiring), do not open it. Do not shake or empty the contents; do not carry the package or envelope or show it to others; do not sniff it. Leave the package on a stable surface; alert others in the area; leave the area. Wash hands with soap and water. Notify a supervisor, security officer, or a law enforcement official.

- **If exposed** to an infectious disease, follow the instructions of doctors and other public health officials. This could include vaccination or antibiotics, monitoring your temperature, staying at home, and practicing good hygiene (washing your hands, covering your cough) to avoid transmission. If symptoms match those described and you are considered at risk, then seek emergency medical attention.

- **If you and your family are not exposed** to the infectious disease, keep informed of your area's status through the newspaper, radio and TV. Follow directions of public health officials concerning any prevention that might be available, measures to take in your house or evacuation procedures if necessary. Remember your family's emergency plan and have the first aid kit available.

Preparing for Radioactive Materials

Now that we all know the unthinkable is a possibility, we should also know what to do if radioactive materials are released in our vicinity. Following these procedures will help you minimize any exposure to radiation.

Dispersal of radioactive materials could occur from an explosive devise packaged with radioactive materials (a “dirty bomb”). The public impact comes from radioactive materials being expelled and carried by wind, and contaminated people, buildings, vehicles, and even foods in a much larger area. A typical “ dirty bomb” will not contain enough radioactive material to create an immediate life-threatening hazard. The hazard comes from extended exposure and the inhalation or ingestion of radioactive materials.

An attack on facilities that use a large quantity of radioactive materials could possibly release a significant amount of radioactive material. The state and counties surrounding a nuclear facility site have established procedures in place to respond to incidences. Sheltering or evacuation would be ordered for a predetermined area, probably prior to the release of any radioactive material.

Facilities that use a much smaller amount, such as certain research, industrial, or medical facilities, would result in releases much smaller in scale. Immediate life-threatening levels of exposure are not expected from these smaller types of events.

Stay Inside

- Shelter yourself from airborne radioactive particles, in the form of fallout, by staying inside your home or office, unless instructed to do otherwise. Close the windows, turn off the ventilation system, and stay toward the center of the house or building. If there is a basement, go there. Once the initial blast is over, the existing risk will be from airborne radioactivity, often referred to as a drifting radioactive “cloud.”

Listen to the Radio

- When you learn that a nuclear detonation has occurred, tune a radio to your local emergency broadcasting network and listen for instructions. Federal, state and local agencies will be doing everything they can to minimize the hazards and keep you safe. You should keep a battery-powered radio handy in case electrical power is out in your area. Paying careful attention to any instructions given will help you minimize any exposure to radiation.

Follow Instructions

- Your best chance of avoid exposure is to do what the exerts advise. If told to evacuate after the radioactive cloud has passed or gone in another direction, do so

Preparing for Radioactive Materials

(continued)

immediately. Listen for news of the location of the cloud and travel at a right angle away from the cloud. Even if it has already passed, radioactive contamination may have been deposited on the ground.

Seek Help If Needed

- Seek an assistance center, which will be set up as soon as possible. If that hasn't happened yet, go to a fire station or police station located outside the affected area.

Look for Symptoms

- If you believe you have been directly in the path of the cloud or in the blast zone itself, watch for symptoms of exposure, like nausea, loss of appetite, reddening of the skin, or diarrhea. Seek immediate medical help if symptoms occur. Blood changes can be measured at even moderate exposures and are among the first detectable symptoms. A doctor can test for those changes.

Watch What You Eat

- Avoid drinking fresh milk or eating fresh vegetables from the affected area. Wait until the Department of Health announces that produce and diary products are safe to eat and drink.

If You Suspect You Are Contaminated

- If you feel you've been exposed to radioactive materials, you should change into clean clothes and place the potentially contaminated clothing in a plastic bag and seal the bag. Take a lukewarm shower using plenty of soap and water to remove any contamination that may be on your skin. Cold water will close the pores of your skin trapping contamination inside; hot water will open the pores allowing contamination to enter. It is not necessary to scrub hard, you do not want to irritate the skin unnecessarily.

Four Methods of Purifying Contaminated Water: Boiling, Chemical, Filtering and Distillation

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

1 **Boiling** Boiling is the easiest method of purifying water. Boiling will not remove contaminates such as heavy metals, salts, chemicals or pesticides. However it will kill most virus and bacteria. Bring water to a rolling boil and then boil for 10 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking.

Boiled water will taste better if you put the water into a container with a lid and shake it for about one to two minutes. This will put back some of the oxygen that the boiling method removed.. This will also improve the taste of stored water.

2 **Chemical** You can use household liquid bleach to kill microorganisms. Use only regular household bleach that contains 5.25 percent sodium hypochlorite. Do not use scented bleaches, color safe bleaches or bleaches with added cleaners. Add 16 drops of bleach per gallon of water, stir and let stand for thirty (30) minutes. If the water does not have a slight bleach odor, repeat the dosage and let stand another fifteen (15) minutes.

Iodine water purification tablets, These can be purchased in the camping section of most stores. Each bottle will treat between 25 to 50 quarts of water. Iodine water purification tablets will kill most virus and bacteria but, will not remove contaminates such as heavy metals, salts, chemicals or pesticides. If the water is clear, add one (1) iodine tablet per quart of water and let sit for twenty (20) minutes occasionally stirring or shaking the container. If the water is cloudy due to silt, use two (2) tablets per quart of water and let sit for twenty (20) minutes occasionally stirring or shaking the container before drinking.

3 **Filtering** Commercial water filtering devices which can be purchased at camping stores are an excellent method of purifying contaminated water. A water filtering device that has both a *absolute filtering capability of two (2) microns* or less and incorporates an activated charcoal filter will remove harmful bacteria and heavy metals, chemicals, and pesticides from contaminated water. This type of filter will **not** remove salt from water and only about 88 percent of arsenic or nitrate compounds. Do not use water filter straws to purify contaminated water for drinking.

4 **Distillation** Distillation is the process of boiling water and collecting the vapors that will condense back into water. Water that has been distilled using the method below will not contain contaminates such as, bacteria, viruses, heavy metals, salts, and most other chemicals. To distill water, fill a tea pot with water, place a drinking glass upside down over the spout and a bowl to collect the distilled water underneath the drinking glass, so that the steam that comes through the tea pot spout will condense and drip down on the inside of the drinking glass and collect in the bowl.

After An Emergency, How to Help a Child

After a Disaster: How to Help a Child

Children who experience an initial traumatic event before they are 11 years old are three times more likely to develop psychological symptoms than those who experience their first trauma as a teenager or later. But children are able to cope better with a traumatic event if parents, friends, family, or teachers and other adults support and help them with their experiences. Help should start as soon as possible after the event.

It's is important to remember that some children may never show distress because they don't feel upset, while others may not give evidence of being upset for several weeks or even months. Other children may not show a change in behavior, but may still need your help.

Children may exhibit these behaviors after a disaster:

1. Be upset over the loss of a favorite toy, blanket, teddy bear or other items that adults might consider insignificant, but which are important to the child.
2. Change from being quiet, obedient and caring to loud, noisy and aggressive or may change from being outgoing to shy and afraid.
3. Develop nighttime fears. They may be afraid to sleep alone at night, with the light off, to sleep in their own room, or have nightmares or bad dreams.
4. Be afraid the event will reoccur.
5. Become easily upset, crying and whining.
6. Lose trust in adults. After all, their adults were not able to control the disaster.
7. Revert to younger behavior such as bed wetting and thumb sucking.
8. Not want parents out of their sight and refuse to go to school or childcare.
9. Feel guilty that they caused the disaster because of something they had said or done.
10. Become afraid of wind, rain or sudden loud noises.
11. Have symptoms of illness, such as headaches, vomiting or fever.
12. Worry about where they and their family will live.

Things Parents or Other Caring Adults Can Do

1. Talk with the children about their feelings and listen without judgment. Let them know they can have their own feelings, which might be different than others. It's OK.
2. Let the children take their time to figure things out and to have their feelings. Don't rush them or pretend that they don't think or feel as they do.

After An Emergency, How to Help a Child

After a Disaster: How to Help a Child

Things Parents or Other Caring Adults Can Do (Continued)

3. Help them learn to use words that express their feelings, such as happy, sad, angry, mad and scared. Just be sure the words fit their feelings—not yours.
4. Assure fearful children that you will be there to take care of them. Reassure them many times.
5. Stay together as a family as much as possible.
6. Go back as soon as possible to former routines or develop new ones. Maintain a regular schedule for the children.
7. Reassure the children that the disaster was not their fault in any way.
8. Let them have some control, such as choosing what outfit to wear or what meal to have for dinner.
9. Help your children know that others love them and care about them by visiting, talking on the phone or writing to family members, friends and neighbors.
10. Encourage children to give or send pictures they have drawn or things they have written.
11. Re-establish contact with extended family members.
12. Help your children learn to trust adults again by keeping promises, including children in planning routines and outings.
13. Help your children regain faith in the future by helping them develop plans for activities that will take place later—next week, next month.
14. Children cope better when they are healthy, so be sure your children get needed healthcare as soon as possible.
15. Make sure the children are getting balanced meals and eating enough food and getting enough rest.
16. Remember to take care of yourself so you can take care of your children.
17. Spend extra time with your children at bedtime. Read stories, rub their backs, listen to music, talk quietly about the day.
18. If you will be away for a time, tell them where you are going and make sure your return or call at the time you say you will.
19. Allow special privileges such as leaving the light on when they sleep for a period of time after the disaster.

After An Emergency, How to Help a Child

After a Disaster: How to Help a Child

Things Parents or Other Caring Adults Can Do (Continued)

20. Limit their exposure to additional trauma, including news reports.
21. Children should not be expected to be brave or tough, or to "not cry."
22. Don't be afraid to "spoil" children in this period after a disaster.
23. Don't give children more information then they can handle about the disaster.
24. Don't minimize the event.
25. Find ways to emphasize to the children that you love them.
26. Allow the children to grieve losses.
27. Develop positive anniversary activities to commemorate the event. These events may bring tears, but they are also a time to celebrate survival and the ability to get back to a normal life.

Activities for Children

1. Encourage the children to draw or paint pictures of how they feel about their experiences. Hang these at the child's level to be seen easily.
2. Write a story of the frightening event. You might start with: Once upon a time there was a terrible _____ and it scared us all _____. This is what happened: _____. Be sure to end with "And we are now safe."
3. Playing with play dough or clay is good for children to release tension and make symbolic creations.
4. Music is fun and valuable for children. Creating music with instruments or rhythm toys helps relieve stress and tension.
5. Provide the children with clothes, shoes, hats, etc. so they can play "dress up" and can pretend to be adults in charge of recovering from the disaster and "being in charge."
6. Make puppets with the children and put on a puppet show for family and friends, or help children put on a skit about what they experienced.
7. Read stories about disasters to and with children.

Helping a Pet

In addition to children, pets may also be traumatized by these disasters. Because a wide variety of animal behaviors or emotional problems may occur, pet owners should consult a veterinarian and/or research the wide selection of books that are available.

Disaster Public Information and Education Websites

American Red Cross……www.redcross.org
Centers for Disease Control and Prevention……..www.cdc.gov
Citizen Corps……www.citizencorps.gov
Department of Commerce……..www.doc.gov
Department of Energy……..www.energy.gov
Department of Health and Human Services……www.hhs.gov
Department of Justice……..www.justice.gov
Department of Interior……..www.doi.gov
Environmental Protection Agency (EPA)……..www.epa.gov
EPA Local Emergency Planning Committee Database……www.epa.gov/ceppo/lepclist.htm
Federal Emergency Management Agency (FEMA)……..www.fema.gov
Federal Emergency Management Agency (FEMA for Kids)…..www.fema.gov/kids
Food and Drug Administration……www.fda.gov
Institute for Business and Home Safety……www.ibhs.org
National Capital Poison Center……..www.poison.org
National Fire Protection Association……..www.nfpa.org
National Oceanic and Atmospheric Administration……www.noaa.gov
National Weather Service……www.nws.noaa.gov
New Mexico Department Public Safety……www.dps.nm.org
New Mexico Department Public Safety, Office Emer. Mgt…….www.dps.nm.org/emergency
New Mexico Department of Transportation……..www.nmshtd.state.nm.us
New Mexico Environment Department……..www.nmenv.state.nm.us
New Mexico Health Department……www.health.state.nm.us
New Mexico National Guard……www.nm-arng.ngb.army.mil
New Mexico Office of Homeland Security……..www.gov.state.nm.us/homelandsecurity/
New Mexico State Government……..www.state.nm.us
NM City & County Government…….www.state.nm.us/category/government/city_county.html
Nuclear Regulatory Commission……www.nrc.gov
U.S. Department of Agriculture……..www.usda.gov
U.S. Fire Administration……..www.usfa.fema.gov
U.S. Geological Survey……www.usgs.gov
U.S. Postal Service……..www.usps.gov

Notes

Working with neighbors can save lives and property.
Meet with your neighbors to plan how the neighborhood
Could work together after a disaster until help arrives.

Emergency Telephone Numbers

Out-of-Area Contact

Name _____

City _____

Telephone (day) (___) _____ (Evening)(___) _____

Local Contact

Name _____

City _____

Telephone (day) (___) _____ (Evening)(___) _____

Nearest Relative

Name _____

City _____

Telephone (day) (___) _____ (Evening)(___) _____

Family Work Numbers

Father _____ Mother _____

Other _____

Emergency Telephone Numbers

In a life threatening emergency, dial 911 or the local emergency medical services system number.

Police Department _____

Fire Department _____

Hospital _____

Nurse Hotline Number _____

Poison Control Center 1-800-222-1222

Family Physicians

Name _____ Telephone _____

Name _____ Telephone _____

Name _____ Telephone _____

Reunion Locations

1. Right outside your home _____

2. Away from the neighborhood, in case you cannot return home

_____

Address _____

Telephone _____

Route to try first _____

The Out-of-Area Contact is one of the most important concepts in your disaster plan. When disaster occurs, you will be concerned about the welfare of your loved ones.

In a disaster, local telephone service may be disrupted. However, long distance lines, because they are routed many different ways out of your community, may be open. It is also important to remember that the telephone company's emergency telephone network is the pay telephone system. They will restore it before the rest of the system. So, if you have change to make a pay telephone call and an out-of-area contact, you may be able to communicate with loved ones in the disaster area indirectly through your out-of-area contact.

Reunion Points. After a disaster, it may be impossible for family members to return home for one reason or another. It is very important that you select a meeting point in the community where you can once again join the members of your household.