

DIRECTORATE OF PLANS, TRAINING, MOBILIZATION AND SECURITY

Family Emergency Preparedness Handbook

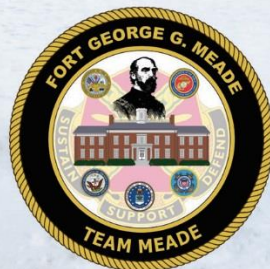
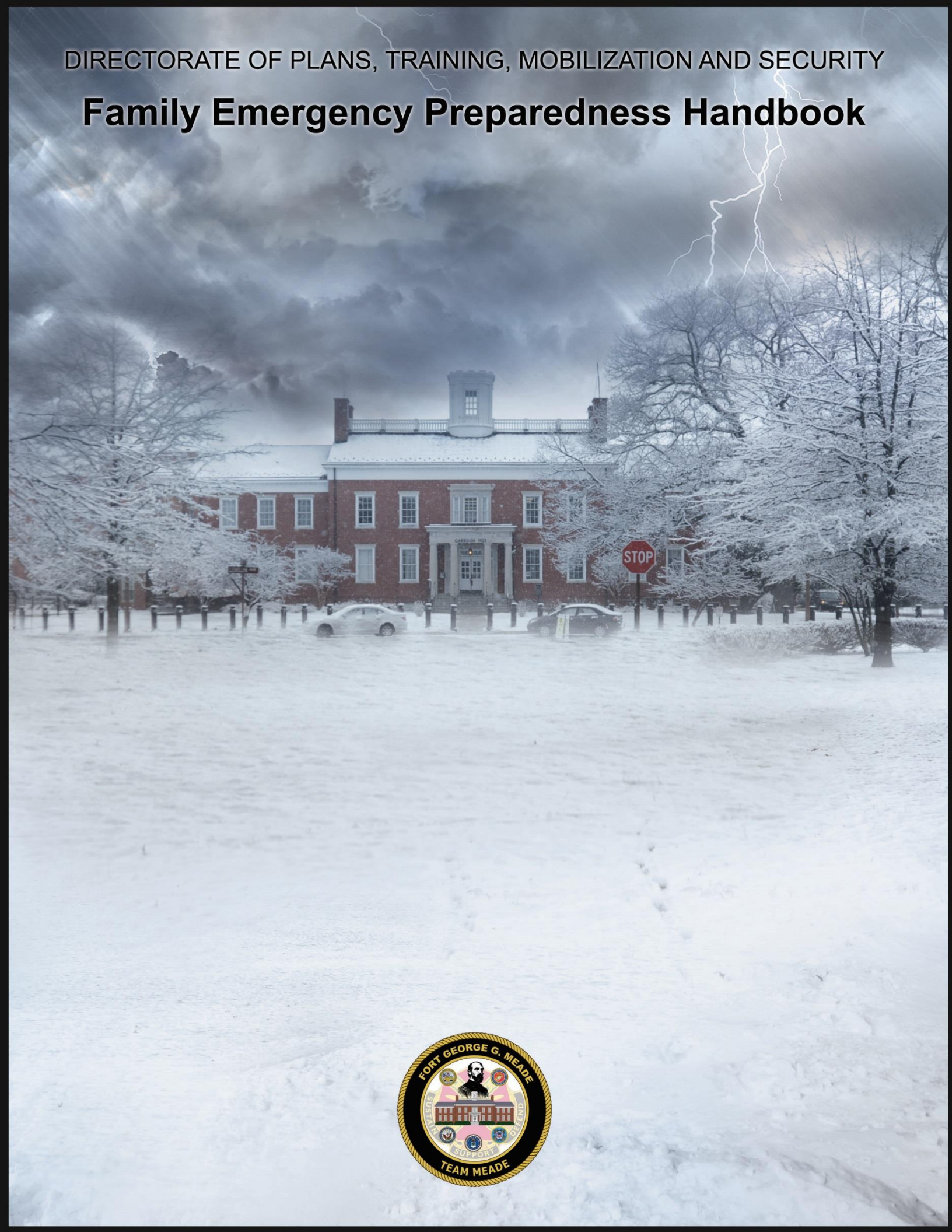


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Why Plan?

Prepare ... because you care.

Fort Meade and Anne Arundel County are subject to a number of potential disasters such as fires, flooding, severe storms, earthquakes, dam failures, tornadoes and hurricanes. While we all hope that such occurrences never happen, it has been shown, time and again, that being prepared for disasters is prudent.

During and immediately following a disaster, emergency services and government agencies may not be able to respond immediately to your needs, as their buildings, equipment, personnel, communications and mobility may have been severely hampered by the event resulting in overwhelmed conditions. Experts consistently state that families and individuals should be prepared to do without emergency services and governmental operations for a minimum of three days.

While we cannot stop these disasters from occurring, we can certainly 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. The most likely scenario is the inability to function with normalcy in your home for several reasons, such as:

- Environmental conditions causing hardships
- No heat, resulting in cooler temperatures within the residence
- No power or water
- Unsafe living conditions due to damage

Disasters can make life extremely uncomfortable. However, proper planning and preparation will increase your ability to cope in the event your home is either damaged or unsafe to utilize altogether. The most important concept in developing a family emergency preparedness plan is communication, and every member of the family needs to be involved ensuring that when disaster strikes, everyone will know what to do. Preparedness helps manage the aftermath of disaster.

In the following pages you will find a step-by-step guide to family emergency preparedness planning. Involve the entire family—a plan will only work when everyone knows about it and agrees to operate within its guidelines. Not only is preparing with your family key, but considering neighbors is an additional element for, in times of disaster, neighbors will probably be the first ones available to come to your aid. Before disaster strikes, find out what resources you share and how you can work together for the good of one another.

Don't forget ... review your plan annually!

FAMILY EMERGENCY PLAN

Everyone needs to be prepared for the unexpected. You, as well as your family and friends, will most likely not be together when disaster strikes. How will you find each other? Will you know if your children or parents are safe? You may have to evacuate or be confined to your home. What will you do if water, gas, electricity or phone services are shut off?

Steps to Take

I Gather information about hazards. Contact your local National Weather Service office, emergency management office and American Red Cross chapter. Find out what type of emergencies could occur and how you should respond. Learn your community’s warning signals and evacuation plans. Assess your risks and identify ways to make your home and property more secure.

II Meet with your family to create an emergency plan. Pick two places to meet: a spot outside your home for an emergency, such as fire, and a place away from your neighborhood in case you can’t return home. Choose an out of state friend as your family’s point of contact for everyone to call if the family gets separated. Discuss what you would do if advised to evacuate.

III Implement your plan.

1. Post emergency telephone numbers by the phone.
2. Install safety features in your house, such as smoke alarms and fire extinguishers.
3. Inspect your home for items that can move, fall, break or catch fire and correct them.
4. Have your family learn basic safety measures, such as CPR and first aid, how to use a fire extinguisher, and how and when to turn off water, gas and electricity in your home.
5. Teach children how and when to call 911 or your local emergency number.
6. Keep enough supplies in your home for at least 3 days. Assemble an emergency supplies kit. Store these supplies in sturdy, easy-to-carry containers, such as backpacks or duffel bags. Keep important documents in a waterproof container. Keep a smaller emergency supplies kit in the trunk of your car.

An Emergency Supplies Kit Should Include:		
At least a 3-day supply of water (one gallon per person, per day)	One blanket or sleeping bag per person	Extra set of car keys
At least a 3-day supply of non-perishable food	First-aid kit	Credit card and cash
At least, one change of clothing and shoes per person	Battery-powered NWR and a portable radio	Special items for infant, elderly or disabled family members
	Emergency tools	Prescription and non-prescription medicines
	Flashlight, extra batteries	

IV Practice and maintain your plan. Ensure your family knows meeting places, phone numbers and safety rules. Conduct drills. Test your smoke detectors and NWR monthly and change the batteries at least once each year. Test and recharge your fire extinguisher(s) according to manufacturer's instructions. Replace stored water and food every 6 months.

FOUR STEPS TO DISASTER PLANNING

Find out what could happen to you

1

Know what types of disasters are most likely to occur in your area. Learn about your community's warning signals: what they sound like and what you should do when you hear them. Also, discover which radio stations provide emergency information for your area.

Hurricanes: June—November

Tornadoes: March—May (or in association with a hurricane)

Snow and/or Cold Weather Conditions: January—February

- Emergency Alert System: A tone comes over your radio or TV followed by an emergency alert or instructions; keep a radio or TV on in the background at all times to receive Alert tones and messages.
- Sirens (there are 9 towers located on Fort Meade—6 on the installation proper and 3 on the NSA side). In emergencies, the sirens sound for three minutes, followed by alerts for residents to tune into an Emergency Alert System radio or television station for additional instructions.
- Ask about animal care after a disaster (*see page 48 for a list of web sites devoted to traveling with pets*).
- Find out how to assist elderly or disabled persons, if needed.
- Get information on 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. *(See page 48 for a list of web sites that have lists of accommodations which accept pets).*

- Ask an out-of-area friend or relative to be your “family contact”. It is often easier to call long distance following a disaster.

- Pick two places to meet:

1. Right outside your home *(in case of fire)*.
2. Outside your neighborhood *(in case you are unable to return home)*. Everyone must know the address and phone number.

Address _____

Phone Number _____

Consider establishing one or more “safe rooms” in your home to give you the most protection against injury during certain emergencies. (www.fema.gov/mit/saferoom)

3

Put your plan into action

- Post emergency telephone numbers by phones and load them in your cell-phone.
 - Teach children how and when to call 911 or your local emergency medical services number for emergency help.
- Show each family member how and when to turn off the water, gas and electricity at the main switches.
- Check for adequate insurance coverage.
- Install an ABC type fire extinguisher 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.
- Stock emergency supplies and assemble a disaster supplies kit.
- Take a first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find safe spots in your home for each type of disaster.
- Obtain an emergency generator to provide temporary electric power for any critical needs.

4

Practice and maintain your plan

- 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 extinguisher(s) 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: _____

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

DISASTER SUPPLIES KIT

There are six basics you should stock in your home: water, food, first aid, clothing and bedding, tools and emergency supplies and 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.

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. Store one gallon of water per person per day, minimum three day supply; one half to one gallon of water per pet per day. Have purifying agents available.

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
- High energy foods—peanut butter, nuts, trail mix, etc.

Non-Prescription Medications

- Vitamins
- Aspirin or non-aspirin pain reliever
- Antacid
- Laxative
- Rubbing alcohol
- Activated charcoal
- Anti-diarrheal 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:

Kit One:

- Sterile adhesive bandages in assorted sizes
- 3-inch sterile gauze pads (8-12)
- Triangular bandages (3)
- Scissors
- Needle
- Bar of soap
- Antiseptic spray
- Tongue blades and wooden applicator sticks
- Assorted sizes of safety pins
- Latex gloves
- 2-inch sterile gauze pads (8-12)
- Hypo-allergenic adhesive tape
- 2 & 3-inch sterile roller
- Bandages (3 rolls each)
- Tweezers
- Safety razor blade
- Moistened towelettes (8-10 packages)
- Non-breakable thermometer
- Tube of petroleum jelly or other lubricant
- Cleansing agent – soap



Kit Two:

- Toilet paper, towelettes
- Feminine supplies
- Plastic garbage bags, ties
- Disinfectant
- Plastic bucket with tight lid
- Household chlorine bleach
- Soap, liquid detergent
- Personal hygiene items
- Small shovel, to dig expedient latrine

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
- Plastic Tarpaulin (to keep bedding off the floor or ground)
- Hat and gloves
- Sunglasses

Special Items

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

For Baby: Diapers, Bottles, Formula, Medications, Powdered milk

For Adults: Prescription medications (i.e., heart, high blood pressure, insulin), Denture needs, Eyeglasses, Contact lenses and supplies, Entertainment (children's games, books)

Important Family Documents

Keep these records in a waterproof portable container such as freezer bags.

- Apartment or condo leases
- Home or other property deeds (mortgage)
- Estate documents
- Homeowner's or renter's insurance documents
- Wills, Life insurance policies
- Inventory of possessions and their value
- Photos or video of your home and possessions
- Flood insurance documents
- List of important phone numbers
- Copies of recent bills (power, water, etc.)
- Vehicle titles, leases, loan documents, etc.
- Financial statements (accounts, tax returns)
- Stocks and bonds
- Government financial assistance award letters
- records
- Birth certificates or proof of citizenship
- Social security cards
- Employment contracts or other legal documents
- Education records (report cards, etc.)
- Medical records, x-rays, benefits documents, etc.
- Passports
- Paperwork for your pets (e.g. medical records)
- Copies of important keys
- Duplicate prescription from doctor
- Computer backup (on a CD, DVD, etc.)
- Immunization

Tools and Supplies

- Mess kits, paper cups, plates, plastic utensils
- Battery operated radio and extra batteries*
- Cash or traveler's checks, change
- Fire extinguisher, small canister, ABC type
- Pliers
- Compass
- Aluminum foil
- Signal flare
- Needles, thread
- Shut-off wrench for gas and water
- Plastic sheeting
- Family emergency preparedness plan
- Flashlight and extra batteries*
- Non-electric can opener, utility knife
- Tube tent
- Tape
- Matches in a waterproof container
- Plastic storage containers
- Paper, pencil
- Medicine dropper
- Whistle
- Dust mask and work gloves



****Do not install batteries until needed***

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 the box.

Water heater _____ (action required)

Top heavy free standing furniture _____ (action required)

Heavy or breakable objects _____ (action required)

Electronic equipment/appliances _____ (action required)

Hanging plants _____ (action required)

Mirrors/heavy pictures _____ (action required)

Unsecured cupboard doors _____ (action required)

Poisons, toxins and solvents _____ (action required)

House foundation _____ (action required)

Chimney and roof _____ (action required)

Utilities (*flexible gas connections, electrical wiring, shut off valves/switches*)

(action required)

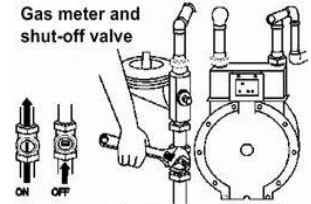
Date completed: _____

Date of next review: _____

UTILITIES

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.



Have wrench stored in a specific location where it will be immediately available.

Sewer

- Your sewer system could be damaged in a disaster such as an earthquake or a 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.

Electricity

- Locate your main electrical switch or fuse panel and learn how to turn off the electrical power.
- Remember, electrical sparks can cause a fire or explosion.
- Improper installation or use of generators can result in serious damage or injury, including possible death or injury to utility crews trying to restore service to the area. The following are basic principles that should guide detailed plans for the use of a generator:



Installed generators—generators that are integrated into a structure’s electrical system must:

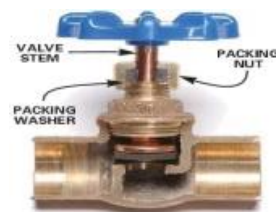
- Be installed by a licensed electrician;
- Meet the installation requirements of the National Electrical Code; and
- Be inspected and approved by a County of Lexington Building Inspection Official.
- Improperly installed generators are a serious potential hazard.

Portable generators—people who use portable generators should:

- Read the owner’s manual and follow all instructions;
- Be sure the portable generator is properly grounded;
- Connect the portable generator directly to appliances to be powered using approved and
- Properly sized power cords--not to existing house wiring.
- Operate portable generators outside, away from flammable materials, children and pets.
- Never add fuel when a generator is running; turn it off and let it cool, first.

Water

- Always turn clockwise to shut off
- Label the water shut off valve and learn to turn off the water supply to your home.
- Identify the valve with a large tag.
- If the shut-off valve is located outside of the home in a buried housing, keep all debris out of the housing and keep the housing covered
- Ensure the valve can be fully turned off. If the water valve requires the use of a special tool, make sure the tool is readily available. The valve should be turned off and on several times a year to verify proper operation.
- Shut off the main valve to prevent contamination of the water supply in your water heater and plumbing.



PLANNING FOR SPECIFIC DISASTERS

Fires



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.

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 the deaths of 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, flash floods, and fires.

Tornadoes and Hurricane

A tornado is a violently rotating column of air extending from a thunderstorm, tropical storm or hurricane to the ground that may contain rotating winds of up to 250 miles per hour. Thunderstorms, tropical storms and hurricanes also can produce tornadic winds involving dangerous downbursts that may come from various directions. Tropical storms are formed from simple complexes of thunderstorms. Hurricanes are tropical storms with winds that exceed 74 mph and circulate counterclockwise about their centers in the Northern Hemisphere (clockwise in the Southern Hemisphere Hurricane). Tropical storms only may grow to hurricane strength with cooperation from both the ocean and the atmosphere. The water temperature (more than 81 degrees F) and moisture from the ocean are the sources of energy for hurricanes. That is why they weaken rapidly over land or colder ocean waters— locations with insufficient heat and/or moisture.



Winter Storms



Even Fort Meade, which normally experiences mild winters, can be hit with a major snow storm or unusually cold weather. The results can be cars and trucks sliding on icy highways or heating emergencies due to power outages, lack of adequate home insulation, or difficulty in keeping adequate heat sources and supplies.

Power Outages

Everyone experiences power interruptions from time to time. Unfortunately, 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; many lose their source of heat and water as well. When the power is out, safety becomes a major concern.



Hazardous Materials



As many as 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 area residents to evacuate.

Nuclear Power

In the United States, nuclear power plants have been generating power for more than 35 years. Nuclear power plants operate in most states in the country and produce about 20 percent of the nation's power. Maryland has several nuclear reactor sites, none of which are located in Anne Arundel County. However, a few are close enough to have the potential for affecting county residents.



The following pages give you specific instructions on what to do for fire, flood, earthquakes, winter storms, power outages, hazardous materials and nuclear power accidents. The preparedness steps in this section are in addition to those identified in the section “Four Steps to Disaster Planning.” You should first complete “Four Steps to Disaster Planning.”

Fires



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 that windows are not nailed or painted shut and that security grating on windows have a fire safety opening feature
- Teach everyone to stay low to the floor when escaping from a fire.

In Case of Fire: *Not sure you can control the fire? Evacuate and then call the fire department from a cellular phone or a neighbor's house.*

- 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.
- Inspect or service your fire extinguishers 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 an 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.
- 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: *Do not throw away damaged goods until an official has inventory has been taken.*

- Stay out of the burned structure.
- Notify your 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 floodproof 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.



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.
- Stay away from flood waters.
- When deep flooding is likely, permit the flood waters to flow freely into your basement to avoid structural damage to the foundation and the house.
- Stay away from flood waters.
- Stay away from moving water. Moving water six inches deep can sweep you off your feet.
- Be aware of areas where flood waters have receded and may have weakened road surfaces.
- 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.

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.*

- 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 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.

When the Ground Moves: *Doorways are not always a safe place to be during an earthquake.*

- 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 Shaking Stops: *Do not use candles, matches or open flames indoors because of the possibility of gas leaks.*

- If you live near coastal waters evacuate to high ground immediately.
- 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 buildings, 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.
- 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.
- 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.
- Be aware of possible high water due to dam failures. Go to high ground and remain there until you are told it is safe to return to home.

Tornadoes and Hurricane



Getting Prepared

Before the Hurricane Season: *Conduct severe storm drills with your family.*

- Determine safe evacuation routes inland
- Learn locations of official shelters
- Check emergency equipment, such as flashlights, and battery-powered equipment such as cell phones and your NOAA Weather Radio All Hazards receiver.
- Buy food that will keep and store drinking water.
- Buy plywood or other material to protect your home if you don't already have it.
- Find pet-friendly hotels on your evacuation route.
- Identify a safe place to take shelter; consider building a "safe room." Tips on "safe room" construction can be found on the Internet at: www.fema.gov/mit/saferoom
- Conduct frequent drills each season, to include going to the designated safe place you have identified. Review your family communications plan in case a storm strikes while you are away.
- Keep a highway map nearby to follow storm movement from weather bulletins.
- Have a NOAA Weather Radio with a warning alarm tone and battery backup to receive watches and warnings.
- Check for weather bulletins on the Internet: www.nws.noaa.gov or weather.gov.
- Listen to radio and television for weather information.

- Check the weather forecast before leaving for extended periods outdoors and watch for signs of approaching storms.
- If severe weather threatens, check on people who are elderly, very young, or physically or mentally disabled.
- Inventory and refresh, as necessary, your Disaster Supply Kit.

When the Storm Strikes

When in a Watch Area: *Seek shelter. Use your arms to protect your head and neck.*

- Frequently listen to radio, TV or NOAA Weather
- Radio All Hazards for official bulletins of the storm's progress.
- Fuel and service family vehicles, ensure you have extra cash on hand.
- Check batteries and stock up on canned food, first aid supplies, drinking water and medications.
- In a home or building, move to a pre-designated shelter, such as a basement, a small interior room with no windows (for example, an interior hall or bathroom), a safe room or under a sturdy piece of furniture. Put as many walls as possible between you and the outside.
- Stay away from windows; if a windowless interior room is unavailable, go to the center of the room (stay away from corners because they attract debris).
- When in a vehicle get outside and when outside with no secure structure available, lie flat in a nearby ditch or depression and cover your head and neck with your arms. Be aware of the potential for flooding. Do not get under an overpass or bridge. In a tornado, you are safer in a low, flat location. In a hurricane, find the best built structure you can.
- Be aware of flying debris, bring in light-weight objects such as garbage cans, garden tools, toys and lawn furniture —this causes most fatalities and injuries in major storms.

When in a Warning Area:

- Closely monitor radio, TV or NOAA Weather Radio All Hazards for official bulletins.
- Follow instructions issued by local officials. Leave immediately if ordered!
- Stay with friends or relatives at a low-rise inland hotel or at a designated public shelter outside the flood zone.
- DO NOT stay in a mobile or manufactured home.
- Notify neighbors and a family member outside of the warned area of your evacuation plans.

- Take pets with you if possible, but remember, most public shelters do not allow pets other than those used by people with disabilities. Identify pet-friendly hotels along your evacuation route.
- Mobile homes, even if tied down, offer little protection from tornadoes. You should leave a mobile home and go to the lowest floor of a sturdy nearby building or a storm shelter.
- Avoid places with wide-span roofs such as auditoriums, cafeterias, large hallways, or shopping malls.
- Do not open windows; use your time to seek shelter.
- Use your arms to protect your head and neck.

If Staying in a Home:

- Turn refrigerator to maximum cold and keep it closed.
- Turn off utilities if told to do so by authorities.
- Unplug small appliances.
- Fill bathtub and large containers with water in case clean tap water is unavailable. Use water in bathtubs for cleaning and flushing only. Do NOT drink it.

When the Storm is Over: *Carefully inspect your surroundings. Look for trapped or injured persons.*

- Keep your family together and listen to the radio or television for instructions.
- Use the phone – even your cell phone – only for emergency calls.
- After being assured that the storm danger has passed, exit damaged premises. If light is needed use a flashlight—not a candle, cigarette lighter, or any open flame.
- Watch for closed roads. If you come upon a barricade or a flooded road, **Turn Around; Don't Drown!**
- Stay on firm, dry ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from power lines.
- Avoid weakened bridges and washed out roads.
- Avoid electrocution by not walking in areas with downed power lines.
- Help injured or trapped persons; give first aid when appropriate but don't try to move the seriously injured unless they are in immediate danger of further injury. Call for help immediately.
- Stay out of damaged buildings and away from downed power lines and from puddles with power lines in them. Return home when authorities say it's safe.
- Once home, check gas, water and electrical and appliances for damage. Use a flashlight to inspect damage. Never use candles and other open flames indoors.
- Wear proper shoes to prevent cutting feet on sharp debris.

- Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately. If you smell gas or chemical fumes, open a window and quickly leave the building. If you smell gas, turn it off at the outside main valve, if you can, and call the gas company from a phone outside the building or in another building. If you turn off the gas, a professional must turn it back on.
- If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician for advice.
- If you suspect sewage lines are damaged, avoid using the toilets and call IAP. If water pipes are damaged, contact the water company and avoid using water from the tap. Melt ice cubes or use bottled water for safe drinking. Do not drink or prepare food with tap water until officials say it is safe.
- Take pictures of the damage—both the house and contents—for insurance purposes.

For answers to questions about debris removal or other solid waste issues, check the Fort Meade web site (www.ftmeade.mil) or call the Melwood at 301-310-4446 or Emergency Work orders at 301-677-1629.

Winter Storms

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 an alternate heat source and a supply of fuel.
- Install storm windows or cover windows with plastic.
- Insulate walls and attics.
- Caulk and weatherstrip doors and windows.
- Keep your car “winterized” with antifreeze. Use snow tires.

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. 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.
- Shelter pets inside a protected structure.

Caught in Your Car during a Blizzard: *Remain in your vehicle and wait to be found.*

- Have an Emergency kit in your vehicle (i.e., blankets, water, non perishable foods,)
- 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 remote rural or wilderness area, spread a large 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 so keep a warm set of clothing, gloves, hats, scarves, boots, flashlight and/or flicker light in your vehicle.

Power Outages



Getting Prepared: *Cordless phones do not work when the power is out.*

- Register life-sustaining equipment with your utility.
- 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 listing of your local utility.
- 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 a supply of fuel.
- Have a corded telephone available.
- Keep a car charger for your cell phone..

When the Lights go Out: *Report power outages to the BGE utility company.*

- 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. A natural or LP gas heater (e.g. gas logs, etc.) — not butane — is a good source of auxiliary heat during power outages. Neither requires electricity, but care must be taken to make sure they are properly installed.
- 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 Materials



Getting Prepared: *Evaluate the risks to your family.*

- Ask about emergency warning procedures. (*See page 3 of this handbook*).
- Determine how close you are to freeways, railroads or factories which may be used to transport or produce toxic materials.
- Be prepared to evacuate.
- Have materials available to seal off your residence from airborne contamination. (*For more on “shelter-in-place” action, see page 33 of this handbook*).
- If you are a witness to an event such as an accident, a spill, or a release, 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 and keep children and pets away from the site.
- 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.

- To reduce the possibility of toxic vapors entering your home, seal all entry routes as efficiently as possible.

Responding to a Hazardous Material Incident: *Strictly follow all instructions given by emergency authorities.*

- If an explosion is imminent—close drapes, curtains and shades.
- 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.
- Do not eat or drink any food or water that may have been contaminated.

After a Hazmat Incident: *Follow decontamination instructions from the Directorate of Emergency Services (Fire).*

- Seek medical help for unusual symptoms.
- If medical help is not immediately available and you suspect contamination — remove all clothing and shower thoroughly.
- 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.

Nuclear Power

Getting Prepared: *Time, distance and shielding are the keys to minimizing radioactive exposure.*

- Know the terms that describe a nuclear emergency:
 - Notification of Unusual Event
 - Alert
 - Site Area Emergency
 - General Emergency



- Learn the Installation warning system. Commercial nuclear power plants are required to install sirens and other warning systems within a ten mile radius of a nuclear power plant (See page 4).
- Obtain public emergency information materials from the company operating the plant.
- Learn the emergency plans for schools, day care centers, nursing homes and other places where members of your family might be.
- Be prepared to evacuate.

Responding to a Power Plant Emergency: *Local instructions take precedence over advice in the handbook.*

- Keep calm. Not all incidents result in the release of radiation.
- Stay tuned to your local radio or television stations for information.
- Evacuate if you are advised to do so.
 - Close and lock home doors and windows.
 - Keep car windows and vents closed; use recirculating air.
 - Listen to the radio for evacuation routes and other information.
 - Take pets with you unless you are going to a public shelter.
- If not ordered to evacuate:
 - Stay indoors
 - Close all doors and windows.
 - Turn off air conditioner, ventilation fans, furnace and other air intakes; close chimney flues.
 - Go to a basement or other underground area if possible.
 - Keep a battery-powered radio handy at all times.
 - If you must go outdoors — cover your nose and mouth with a handkerchief.
 - Bring pets inside.
- Shelter livestock and give them stored feed, if time permits.
- Do not use the telephone unless absolutely necessary.
- If you have just been outdoors — shower and change clothes. Put clothing and shoes in a plastic bag; seal it up and store it out of the way.

Active Shooter



Profile of an Active Shooter

- An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.
- Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims
- Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation



With an Active Shooter Situation

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

How to respond: *Learn what to do when an active shooter is in your vicinity*

If there is an accessible escape path, attempt to evacuate the premises. Be sure to;

1. Evacuate

- Have an escape route and plan in mind
- Leave your belongings behind.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

2. Hide Out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement
- Block entry to your hiding place and lock the doors.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet.

If evacuation and hiding out are not possible;

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take Action

As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Attempt to incapacitate the shooter.
- Act with physical aggression and throw items at the active shooter.



When Law Enforcement arrives

- Remain calm and follow instructions.
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.

Information; You should provide to operator or 911 Operator (If known)

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

THREE WAYS TO PURIFY WATER

In addition to having a bad odor and taste, contaminated water can contain agents that cause diseases such as dysentery, typhoid and hepatitis. You should purify all water of uncertain purity before using it for drinking, food preparation or hygiene. There are many ways to purify water. None is perfect. Often the best solution is a combination of methods. Two easy purification methods are outlined below. These measures will kill most microbes but will not remove other contaminants such as heavy metals, salts and most other chemicals. Before purifying, let any suspended particles settle to the bottom, or strain them through layers of paper towel or clean cloth. A third, more difficult method, distillation, is also described below.

1 *Boiling.* Boiling is the safest method of purifying water. Bring water to a rolling boil for 3-5 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking. Boiled water will taste better if you put oxygen back into it by pouring the water back and forth between two clean containers. This will also improve the taste of stored water.

2 *Disinfection.* You can use household liquid bleach to kill microorganisms. Use only regular household liquid bleach that contains 5.25 percent sodium hypochlorite. Do not use scented bleaches, color-safe bleaches or bleaches with added cleaners. Add 16 drops of bleach per gallon of water, stir and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dosage and let stand another 15 minutes. The only agent used to purify water should be household liquid bleach. Other chemicals, such as iodine or water treatment products sold in camping or surplus stores that do not contain 5.25 percent sodium hypochlorite as the only active ingredient, are not recommended and should not be used.

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

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

SHELTER-IN-PLACE

In the event of a nuclear, biological or chemical event or accident, there may not be sufficient time or it may not be advisable to evacuate affected areas. “Shelter-in-place” plans should be used under these circumstances. In an emergency where hazardous materials have been released into the atmosphere, it may be necessary 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,” keep your radio or TV on to receive instructions and updates. As with any emergency procedure, pre-planning is essential and requires some material purchases, such as the following:

Required Materials *

- 500 sq. ft. of 2, 3 or 4 mil Plastic Sheeting
- 2 rolls Duct Tape
- Bath Size Cloth Towels
- Battery powered radio or TV for official emergency broadcasts & lantern(s) or flashlights with spare batteries
- Important prescription medications
- First aid kit

** Required Materials are minimums and should be expanded based on your plan.*

Optional Materials

- Sleeping bag(s) or blanket(s) & Coat(s)
- Books, games or other diversions
- Cordless or Cellular Telephone
- Drinking Water, 1 gal / person / day
- 72 hour kit for each person and pet
- Port-A-Potty made of a 5-gallon bucket lined with garbage bags
- Pet litter material for pets
- Use RV/holding tank chemicals or a pail of dirt to cover wastes
- Plastic or rubber Weather Stripping

Planning

Locate interior, second story or higher room(s) with as few vents, windows and doors as possible. DO NOT use basements or other underground enclosures as many agents are heavier than air and settle into lower levels. It is ideal to select a room with a hardwired telephone in the room as cellular equipment may be overwhelmed or damaged in an emergency. Store above materials in each safe room in unlocked closet(s). Determine maximum occupancy by multiplying the room's width by its length and dividing by thirty-six. This is the number of people that can remain "sealed in" for up to two hours. (A 360 sq. ft. room can accommodate ten people for 1 to 2 hours.) Precut plastic sheathing 2 inches wider than the dimensions of each window, vent, door, electrical outlets, phone jacks or other opening that leads to the outside and mark each sheet for quick installation. Install weather stripping around door(s) and window(s) where possible. Hold a meeting with all members of the household or employees of your business. Discuss the location of materials and equipment, installation and emergency notification procedures to be used, and hold regular drills to practice the plan.

When a Warning is Issued

- Do not attempt to get your children from day care or school facilities—staff members there have been trained to protect your children and will initiate shelter-in-place procedures where they are located. If visitors or customers are present, ask them to stay, not leave.
- If radiological contamination is suspected, persons coming from the outside should shower if possible, and change clothes immediately with the old clothes sealed in a plastic bag. Immediately gather any supplies or materials stored outside the room(s), including pet food, and make sure the radio is working.
- Close and lock all exterior doors and windows, close all drapes and curtains. Turn off all air handling systems such as furnaces, air conditioners & exchangers and close all flues, dampers and vent covers. Gather all occupants, including pets, enter the room(s) and close and lock the door behind the last person. Soak bath towels in water and jam into openings under doors or in open vents. Install pre-cut plastic sheathing by taping around the edges of windows, doors, electric outlets, phone jacks, cable TV boxes, heat/ac vents and any other opening to the exterior to form a seal.

Note: *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).*

- Turn on your radio, tune in your local "official news" station and listen for further instructions.
- Stay off the phone, it should be used for emergency purposes only. Emergency officials may decide that an evacuation of the area is the appropriate next step. Preparations for evacuation should be discussed and begun during in-place sheltering if evacuation is mentioned as a possibility.

- You should not try to shelter-in-place in a vehicle unless you have no other choice. Vehicles are not airtight enough to give you adequate protection from many types of airborne hazards.
- If you are close to home or other available shelter, go there immediately.

If there is no available shelter:

- Pull off the road in a safe, shady/sheltered spot, turn off the engine and close windows and vents.
- If possible seal the heating/ air conditioning vents with duct tape.
- Listen regularly to the radio for advice and instructions.
- Stay put until you hear it is safe to get back on the road. Then follow the traffic directions of public safety officials, as some roads may be closed or traffic detoured.

After an Emergency:

- Carefully remove and dispose of the tape, the bath towels and the plastic sheathing exercising care when removing and disposing of these materials in order to minimize contamination of your safe room(s) from residual agents.
- When possible, hire a disaster cleanup company or other professional decontamination service to insure the premises is safe for occupancy.
- Open doors and windows.
- Turn on your heating/cooling system to ventilate the structure.
- Bring pets inside. Be cautious about letting pets out. Storm damage may cause pets to become disoriented or lost. Fallen power lines and other conditions following an emergency can pose life threatening risks to pets.

EVACUATION

- Authorities may decide to evacuate an area for your protection. It is important to stay calm, listen carefully and follow all instructions.
- If you are told to evacuate, listen to your radio to make sure the evacuation order applies to you and to understand how much time you have to pack essentials. Advance warning of approaching hazards may be as little as 5 minutes to as long as several hours.
- Check on neighbors to make sure they have been notified, and offer help to those with disabilities or other special needs.

If you are told to evacuate immediately:

- Close and lock your windows.
- Shut off all vents, furnaces, air conditioning units, and air exchange units.
- You do not need to turn off your refrigerator or freezer, but you should turn off all other appliances and lights before locking your home as you leave.
- Lock the doors.
- Move quickly and calmly.
- Take only one car and carpool to the evacuation site.
- Close your car windows and air vents and turn off the heater or air conditioner.
- Do not take Shortcuts because a shortcut may put you in the path of danger. For your safety, follow the exact route you are told to take.

What to Bring to a Shelter

REMINDER: If you are told to leave your home, do so immediately!

- First-aid kit
- Medicine, prescriptions
- Baby food and diapers
- Games, books, music players with headphones
- Toiletries
- Battery-powered radio and cell phone
- Flashlights
- Extra batteries
- A blanket or sleeping bag for each person
- Identification
- Copies of key papers such as insurance policies
- Pet food and updated shot records

Emergency Preparedness for Kids



Kids, Learn what to do in an Emergency.



Ask your parents to make a plan of where you should all meet up in case your home is damaged.



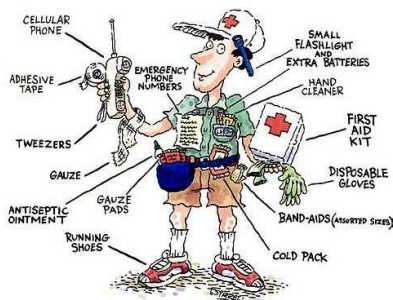
You should talk to your family about:

- Where to meet away from your home in case of a fire (like a neighbor's house or the corner of the street);
- Where to meet outside your neighborhood if you must evacuate. You should pick a friend or relative's house;
- Where to call to "check in" if you become separated from your family during a disaster. You should memorize the phone number of a favorite aunt or family member who lives in another state. You would call there to report where you are so your family can find you.

Write down your family plan keep it in your backpack.



Ask your parents to make sure your emergency card on file at your school includes anyone who might be able to pick you up from school.



Prepare a disaster supplies kit for your home;

- Include a first aid kit,
- your favorite snacks,
- bottled water,
- battery-operated radio,
- flashlight or glow sticks (never use candles)
- an extra set of clothing,
- include a family photo,
- Phone numbers & addresses of relatives
- Color book & crayons



Store them all in a backpack

Here are some really great links for fun facts and games and much more



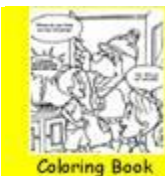
<http://www.fema.gov/kids>



<http://www.fema.gov/kids/games1.htm>



<http://www.fema.gov/kids/games/crossword/>



<http://www.fema.gov/kids/games/colorbk/>



http://www.fema.gov/kids/games/wordsearch/quake_game.htm



http://www.fema.gov/kids/games/wordsearch/safety_game.htm

Earthquakes: Do you know what to do?



Practice duck, cover, and hold drills at home with your family and at school.

Choose a safe place in every room. It's best to get under a sturdy piece of furniture like a table or a desk where nothing can fall on you.

(A) Duck;

Injuries and deaths during earthquakes are caused by falling objects and collapsing structures. Knowing how to protect yourself when the shaking starts may save your life. Duck under a strong table or desk.

(B) Cover;

Cover your head and face to protect them from broken glass and falling objects. Hold onto the table or desk and be prepared to move with it.

(C) Hold;

Hold your position until the shaking stops.

AFTER THE SHAKING STOPS: Check for injuries. Expect aftershocks. Each time you feel one, **DROP, COVER AND HOLD ON.**

If you're outdoors, find a clear spot away from buildings, trees and power lines.

Then, drop to the ground.

If you're in a car, stay in the car until the shaking stops.

Can kids get disaster training?

YES



A fun-filled day of first aid and safety drills taught by local high school and adult volunteers,

Kid Power is specifically designed for kids in 3rd, 4th, and 5th grades.

Some of the activities include, bandaging, a relay race, rescue breathing on manikins, choking emergencies, and the proper way to call 911.

<http://www.siliconvalley-redcross.org/openrosters/ViewOrgPageLink.asp?LinkKey=7400&orgkey=1484>
Boys

Can take First aid & Emergency preparedness training in Boys of America



The primary emphasis of this initial step in the program is to train members to be mentally and emotionally prepared to act promptly and to develop in them the ability to take care of them. Teaching young people to know and be able to use practical survival skills when needed is an important part of individual preparedness.

www.scouting.org/Media/Publications/EmergencyPreparedness.aspx

Girls

Can take First aid & Emergency preparedness training in Girl Scouts



http://www.girlscouts.org/program/gs_central/insignia/online/safety/junior_safety_award.asp

- Emergency Preparedness
 - Outdoor Survival
 - First-aid Courses

In case of accidents, skill, good judgment, and quick action must come into play. Girls have the opportunity to learn about first aid at each program age-level.

Check with your local Girl Scout council for a current list of approved first-aid courses and training schedules.

Here are some fun websites that may also help you:

Earthquake Fun Facts

- The largest recorded earthquake in the United States was a magnitude 9.2 that struck Prince William Sound, Alaska on Good Friday, March 28, 1964 UTC.
-
- The largest recorded earthquake in the world was a magnitude 9.5 (Mw) in Chile on May 22, 1960.

CARING FOR ANIMALS



Your pet is an important member of your household. Unfortunately, animals are also affected by disaster.

- To be sure you can properly take care of your pet during an emergency, like Hurricane Katrina, or during an evacuation, you must plan ahead.

Before you have to travel, get your pet used to a crate. Familiar surroundings might help ease a pet's anxiety. And getting an animal into a crate for travel will be easier once the animal is used to it.

- If you evacuate your home, **DO NOT LEAVE YOUR PETS BEHIND!** You are the best person to take care of your pet. Pets most likely cannot survive alone and if by some remote chance they do, you may not be able to find them when you return. Also, as the American Veterinary Medical Association (AVMA) pointed out in a brochure it issued about preparing for a disaster, if the situation is dangerous for people, it is dangerous for animals, too.

Take pet food, medicines, vaccination records, and information about pet insurance if you have a policy. Assemble all of this into a disaster kit that you can grab as you leave.

- When you have to leave your home, know where you can take your pet. Find out which motels or hotels are “pet friendly,” or which ones will accept pets in an emergency. If you are going to a public shelter, it is important to understand that animals may not be allowed inside. Plan in advance for shelter alternatives that will work for both you and your pets; consider loved ones or friends outside of your immediate area who would be willing to host you and your pets in an emergency
- Make a back-up emergency plan in case you can't care for your animals yourself. Develop a buddy system with neighbors, friends and relatives to make sure that someone is available to care for or evacuate your pets if you are unable to do so. Be prepared to improvise and use what you have on hand to make it on your own for at least three days, maybe longer

Relying on a neighbor

- If you get trapped away from your home due to a disaster or other emergency, your pet will be better off if you have already made arrangements with your neighbor or nearby friend to take care of the animal.
- The temporary caretaker should have phone numbers to reach you (a cell phone number may be the best), and all the instruction necessary to properly care for the animal. Those instructions should include a signed authorization for veterinary care, and financial limits to the veterinary care.

Afterward

- Emergencies can make pets display unexpected or uncharacteristic behaviors. Well-behaved animals may become aggressive and defensive after a major disruption in their lives. The animal may not return to more typical behavior for several weeks. Be careful releasing an animal after an emergency, especially in unfamiliar surroundings. Make sure it cannot escape. Do not release the animal outside until you know the area is safe, AVMA said.

Allow your pet plenty of time to rest and get used to new surroundings. Provide familiar toys, if possible

ONLINE RESOURCES

FirstGov—*The Official Web Portal of the US Federal Government*

<http://www.firstgov.gov/>

Centers for Disease Control and Prevention—*Public Health Emergency Preparedness and Response*

<http://www.bt.cdc.gov/>

Chemical Stockpile Emergency Preparedness Program—*Residential Shelter-in-Place*

<http://emc.ornl.gov/CSEPPweb/SIP/SIP.htm>

CitizenCorps.gov

<http://www.citizencorps.gov/>

Department of Education—*Emergency Preparedness Plans for Schools*

<http://www.ed.gov/emergencyplan/>

Department of Health and Human Services—*Disasters and Emergencies*

<http://www.hhs.gov/disasters/index.shtml>

Disaster Help

<https://disasterhelp.gov/portal/jhtml/index.jhtml>

Anti-Terror

<https://disasterhelp.gov/portal/jhtml/community.jhtml?community=Acts+of+Terror&index=0&id=19>

Environmental Protection Agency—*Emergency Preparedness*

<http://www.epa.gov/eftpages/emergencypreparedness.html>

Federal Citizen Information Center

<http://www.pueblo.gsa.gov/>

Federal Emergency Management Agency

<http://www.fema.gov/>

FirstGov for Consumers

<http://www.consumer.gov/>

Threat Alert System—*Information for Citizens*

<http://www.dhs.gov/dhspublic/display?theme=29>

USA Freedom Corps

<http://www.usafreedomcorps.gov/>

Federal Government Non-Profit Organizations

American Association of Retired Persons

<http://www.aarp.org/>

American Red Cross—*Terrorism - Preparing for the Unexpected*

<http://www.redcross.org/services/disaster/keepsafe/unexpected.html>

Boy Scouts of America

<http://www.scouting.org/>

Girl Scouts of the USA

<http://www.girlscouts.org/>

Neighborhood Watch—*Safety Tips*

<http://www.usaonwatch.org/tips.asp>

Points of Light & Volunteer Center National Network—*Organization Coordinating Unaffiliated Volunteers in Disasters*

<http://www.pointsoflight.org/>

Traveling With Pets

<http://www.interpetexplorer.com>

<http://www.petsonthego.com>

<http://www.petswelcome.com>

<http://www.surfnpet.com>

<http://www.takeyourpet.com>

EMERGENCY TELEPHONE NUMBERS

Airman and Family Readiness	301-677-4136 301-677-4138	Army community service	301-677-5590
Army Community Service Information & Referral	301-677-5590	Army Emergency Relief	After regular hours Call Military Police for Staff Duty Officer (Number) 301-677-5662 301-677-4542
Army Substance Abuse Program	301-677-7121	Argonne Hills Chapel Center NCOIC	301-677-5246
Argonne Hills Chapel Center Receptionist	301-677-3785 301-677-6035	Casualty Office	301-677-2206
CDC I, Bldg. 4725	301-677-5201	CDC II Bldg. 3100	301-677-6002
CDC III Bldg. 910	301-677-1530	Argonne Hills Chapel Center: Catholic priest	301-677-3792
Garrison chaplain	301-677-4952	Deputy garrison chaplain	301-677-5823 or 301-677-7842
Child Development Services Family Child Care	301-677-1160	Child Youth School Services	301-677-4804
Claims	301-677-9960 301-677-9898	Community Counseling Center	301-677-8791
Commissary	301-677-7463	Domestic violence 24-hour hot line	240-688-6918
Installation/Emergency Operation Center	301-677-4444 301-677-5993	Emergency Work Orders	301-677-1629
Exceptional Family Member	301-677-5590	Exceptional Family Program	301-677-4122
Family Advocacy Program	301-677-5590	Financial Readiness	301-677-5590
Family Life Ministry Center	301-677-3784 301-677-3785	Family Pet Care Center	301-677-4059
Financial Planning/ Assistance (ACS)	301-677-5590	Fire and Emergency Services	301-677-2117
Fire Department Non-Emergency Number	301-677-3805	Fort Meade Operator (Information)	301-677-6261

Guest House (Abrams Hall)	301-677-5660	Heritage Park (Corvias Military Housing)	410-672- 2000
Household Hazardous Waste Center	301-677-9674 301-677-9894	ID Cards (CAC Cards)	301-677-9589 301-677-9377
Inbound Shipments (Household goods)	703-806-4900	Inclement Weather	301-677-6323
Information (Post Operator)	301-677-6261	Inspector General	301-677-5030
Assistant Inspector General	301-677-2803	Kimbrough Ambulatory Care Center (Automated Appointment Lines)	301-677-8606
Legal Assistance Office	301-677-9536	Lodging Manager	410-674-7700 301-677-5660 301-677-2045 301-622-5884
Main Store PX	410-674-7170	MacArthur Middle School	410-674-0032
Manor View Elementary	410-222-6504	Meade Senior High School	410-674-7710
Military Police	301-677-6622 301-677-6623 301-677-6540	Meuse Forest (Corvias Military Housing)	410-672-2475
Midway Common (Corvias Military Housing)	410-672-2301	Normandy Bluffs (Corvias Military Housing)	410-672- 2000
Notary Public (Office of the Staff Judge Advocate)	301-677-9536	Staff Judge Advocate	301-677-9337 301-677- 9108
Affirmative Claims	301-677-9975	Attorney Advisor (Claims)	301-677-9960 301-677- 9025
Attorney Advisor (Legal Assistance)	301-677-9504 301-677- 9536	Patriot Ridge (Corvias Military Housing)	410-672-2183
Potomac Place (Corvias Military Housing)	410-672-2981	Provost Marshal	301-677-6622
Rape/ Sexual assault (24-hour hot line)	240-688-6918 443-845-0876	Red Cross (Baltimore)	410-358-2900
Relocation Assistance (Army Community Service)	301-677-6948	Sarah's House	410-551-7722

Share Program	301-677-3626	Shoppette	410-672-1183
Social Work Services	301-677-8895	Teen Center	301-677-6054 301-677-6056
Trial Defense Service (USATDS)	301-677-9218	Veterinary Clinic	301-677-1300 301-677-1316
Weather, Snow closings	301-677-6323	Youth Services, Bldg. 909	301-677-1437 301-677-1847 301-677-1835

LOCAL HOSPITALS

Clifton T Perkins Hospital Center	8450 Dorsey Run Road Jessup, MD, (410) 724-3000
Baltimore Washington Medical Center	301 Hospital Drive Glen Burnie, MD, (410) 787-4000
Johns Hopkins Hospital	600 North Wolfe Street Baltimore, MD, (410) 955-5000
Maryland General Hospital	827 Linden Avenue Baltimore, MD, (410) 225-8000
Laurel Regional Hospital	7300 Van Dusen Road Laurel, MD, (301) 725-4300
Spring Grove Hospital Center	55 Wade Avenue Baltimore, MD, (301) 402-6000

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.

Out-of-Area Contact

Name _____
 City _____
 Telephone (day) _____ Telephone (evening) _____

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.

Local Contact

Name _____
City _____
Telephone (day) _____ Telephone (evening) _____

Nearest Relative

Name _____
City _____
Telephone (day) _____ Telephone (evening) _____

Family Work Numbers

Father _____
Mother _____
Other _____

Emergency Telephone Numbers

Police Department _____
Fire Department _____
Hospital _____

Family Physicians

Name _____ Telephone _____
Name _____ Telephone _____
Name _____ Telephone _____

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.

Reunion Locations

1. Right outside your home _____
2. Away from the neighborhood, in case you cannot return home:
Location Name _____
Address _____
Telephone _____
Route to try first _____

NOTE: For School closings and road delays tune into (TV) WMAR (ABC), WBAL (BALT), WBBF (FOX NEWS), (Radio) WNAV 1430 AM or just call 301-677-(MEADE) 6323.

PRACTICING THE PLAN:

- Practice helps the steps become second nature, like developing muscle memory in a sport.
- When you revisit the plan and practice it, you know that the equipment works and that your supplies are safe to use.
- Review your disaster plan with other family members by asking these questions;



What are the main hazards we have planned for?	Where can I find a copy of our family disaster plan?	Where can I find our family disaster supply kit?
If I am at school when an emergency happens, how will I reach my parents?	If members of our family are separated during an emergency or disaster, who will they contact?	If I am at home and hear a tornado or other warning siren or alert on the radio or TV, what should I do?
Where can I find our pet disaster supply kit?	If we have an emergency or disaster, what should I immediately do about our pet?	Where can I find a copy of our communications plan?
How often should our family disaster supply kit be checked and updated, and who is responsible for doing it? When was it last checked?	Which family member is responsible for checking our smoke detectors, and how often will they do it? When was it last checked?	Which family member is responsible for checking our fire extinguishers, and how often will they do it? When was it last checked?
If our family is told to evacuate the neighborhood and we are not together, where is our meeting place?	Who is our out-of-state family contact in case of an emergency or disaster?	Where are the main switches for water, gas, and electricity in our house, and how do you turn them on and off?
What should we do if we have a house fire in the middle of the night?	If we have to evacuate our home, what things should we take with us?	What precautions should we take when returning to our home if it has been damaged in a disaster?

PET FRIENDLY HOTELS AND LODGING

The Following hotel chain accept pets at some or all of their locations. Call to inquire about the specific pet policy.

Best Western			800-528-1234
Choice/Comfort Inn			800-228-5150
Comfort Inn-BWI Airport	6921 Baltimore Annapolis Blvd BWI Airport 21225	(410) 789-9100	888-826-1055
Days Inn			800-329-7466
Doubletree Hotel-Annapolis	210 Holiday Ct Annapolis 21401	(410) 224-3150	800-222-TREE
Duncan Family Campground	5381 Sands Rd Lothian 20711	(410) 267-0993	800-222-2086
Extended Stay America			800-389-7829
Four Points by Sheraton-BWI Airport	7032 Elm Rd BWI Airport 21240	(410) 589-3300	800-638-5858
Hampton Inn-Linthicum	829 Elkridge Landing Rd BWI Airport 21240	(410) 850-0600	800-HAMPTON
Holiday Inn-BWI Airport Conference Center	890 Elkridge Landing Rd BWI Airport 21240	(410) 859-8400	800-810-0271
Holiday Inn-Laurel	3400 Fort Meade Rd Laurel 20724	(301) 498-0900	800-HOLIDAY

Homestead Studio Suites-Annapolis	120 Admiral Cochrane Dr Annapolis 21401	(410) 571-6600	800-660-MAIN
Homewood Suites by Hilton-BWI	1181 Winterson Rd BWI Airport 21240	(410) 684-6100	800-225-5466
Howard Johnson			800-446-4656
Hyatt Hotels			800-544-9288
Hyatt Hotels & Resorts			800-544-9288
Jonas Green House B&B	124 Charles St Annapolis 21401	(410) 263-5892	877-892-4845
La Quinta Inns			866-725-1661
Loews Annapolis Hotel	126 West St Annapolis 21401	(410) 263-7777	800-526-2593
Marriott Hotels			800-228-9290
Microtel Inns & Suites-BWI	1170 Winterson Rd BWI Airport 21240	(410) 865-7500	888-771-7171
Motel 6			800-466-8356
Quality Inn-Annapolis	1542 Whitehall Rd Annapolis 21401		800-DAYS-INN
Red Roof Inn			800-843-7663
Red Roof Inn-Jessup	8000 Washington Blvd Jessup	(410) 796-0380	800-843-7663
Red Roof Inn-Linthicum	827 Elkridge Landing Rd BWI Airport 21240	(410) 850-7600	
Radisson Hotel			800-967-9033

Residence Inn by Marriott-Annapolis	170 Admiral Cochrane Drive Annapolis 21401	(410) 573-0300	800-331-3131
Scotlaur Inn B & B	165 Main St Annapolis 21401	(410) 268-5665	
Sheraton Barcelo Hotel-Annapolis	173 Jennifer Rd Annapolis 21401	(410) 266-3131	
Sheraton/Westin			800-325-3535
Sleep Inn & Suites-BWI	6055 Belle Grove Rd BWI Airport 21225	(410) 789-7223	888-826-1055
State House Inn	25 State Cir Annapolis 21401	(410) 990-0024	
Super 8 Motel-Annapolis	74 Old Mill Bottom Rd N Annapolis 21401	(410) 757-2222	800-800-8000
Wyndham			877-999-3223

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 SHELTERS IN MARYLAND THAT ALLOWS PETS



When evacuating your home with pets, owners should bring the following items:

- A leash and a carrier. A pet friendly shelter will require your animal to be leashed or crated. The pet carrier should be large enough for the animal to stand up and turn around in.
- Pet identification. Your pet should wear an identification tag, license and rabies tag.
- Contact information and a photo of you and your pet. The County's Animal Services will require these.
- At least three days of food and plenty of extra water.
- Extra medications, if your pet takes them.
- Pet sanitation supplies.
- The pet's immunization and medical records. The County's Animal Services will require these if your pet stays there during an emergency

- During a large-scale disaster, **Baltimore County** does not have the resources to care for thousands of animals. During certain small-scale emergencies, Baltimore County emergency managers do have the capability to open a "pet friendly" shelter at **Eastern Technical High School in Essex**. This shelter allows pet owners to **bring leashed and crated dogs, cats and other pets weighing less than 80 pounds (excluding exotic pets)**. The animals are not allowed to intermingle with human evacuees in order to protect citizens with pet allergies or a fear of animals. They will be housed elsewhere on the school site, and pet owners will be able to visit and care for them.



In the event the Social Services Shelter at **Easton High School** is opened, the Talbot Animal Disaster Services shelter will also open to house pets for those residing in the shelter. Please be advised this shelter IS NOT a drop off for your pets- it is only for those residents living in the shelter.

Jewish Community Center, 3506 Gwynnbrook Ave., Owings Mills, MD 21117 (Pet Friendly)

University of Maryland, College, 7950 Baltimore Ave., College Park, MD, 20740 Ritchie Coliseum (Pet Friendly)

UMBC Retriever Center, 1000 Hilltop Circle, Baltimore, MD 21250 (Pet Friendly)

Oliver Community Center, 1400 E. Federal St., Baltimore City, MD (Pet Friendly)

Baltimore Junior Academy 3006 W. Cold Spring Lane, Baltimore City, MD (Pet Friendly)

Forest Park High School (Pet Friendly)

War Memorial (Pet Friendly)

Edmondson Westside Skills Center (Pet Friendly)

Patterson Park High School (Pet Friendly)

Baltimore County

Eastern Technical High School, 1100 Mace Ave., Essex, MD

Calvert County

Huntington High School (Pet Friendly)

Caroline County

Colonel Richardson High School

Goldsboro Volunteer Fire Company

Carroll County

Century High School (Pet Friendly)

Winters Mill High School (Pet Friendly)

Cecil County

Rising Sun High School (Pet Friendly)

Dorchester County

North Dorchester Middle School

Cambridge South Dorchester High School

Harford County

Patterson Mill High School

Howard County

Bain Center, 5470 Ruth Keeton Way, Columbia, MD 21044- Open Oct. 29, 2012 at 12 p.m. (Pet Friendly)

Queen Anne's County

Kent Island High School (Pet Friendly)

Centreville Middle School (Pet Friendly)

Animal Services will be open 6-8pm to take pets of shelter resident. Animal services can be contacted at 410-758-2393 for more pet shelter information.

Somerset County

Washington High School (Pet-Friendly)

St. Mary's County

Great Mills High School (Pet Friendly/Fairgrounds across the street)

Leonardtown High School (Pet Friendly)

Talbot County

Easton High School (Pet Friendly)

Wicomico

James M. Bennett High School (Pet Friendly)

Worcester County

Snow Hill High School

Pocomoke High School (Pet Friendly)

Stephen Decatur High School

Stephen Decatur Middle School (Pet Friendly)



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