

BE PREPARED



A 5-STEP
GUIDE TO
EMERGENCY
PLANNING FOR
YOUR FAMILY



BE PREPARED

Each year, thousands of Montana families face emergency situations that could change their lives forever. Don't be caught off-guard.

PREPARE NOW! HERE'S HOW...



1. IDENTIFY THE RISKS

Knowing the risks will help you better plan for them. You may find it helpful to prepare a list of the risks you are most likely to face and think about how they might affect your family. Here are some possibilities to consider:

NATURAL PHENOMENA

- Floods
- Earthquakes
- Severe Weather
- Tornadoes, hurricanes and blizzards
- Hail and lightning
- Landslides and avalanches
- Freezing rain storms
- Wildland fire
- Winter Storms

TECHNOLOGICAL FAILURES OR DELIBERATE ACTS

- Power outages
- Toxic chemical spills or fumes
- Terrorism, explosions
- Biological, radiological or nuclear incidents

"It was really eerie.
After the shaking
stopped, it
went silent."



Here's a tip: When disaster strikes, LISTEN and WATCH for official public information with advice about how to protect yourself and your family. Make sure you have a battery-operated radio, in case of power outage.

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2. PREPARE YOUR FAMILY EMERGENCY PLAN

It's important to have a family emergency plan in place before disaster strikes. To prepare your plan, choose:

- **An out-of-area contact**, someone each member of the family can call or e-mail in case of an emergency. This person can help family members stay in touch and get together if they are separated. Be sure to pick someone who is far enough away so as not to be affected by the same situation.
- **Temporary accommodation**, such as a friend's place or hotel, where you can stay for a few days in case you are evacuated. This may also be where you decide to meet if you are separated during a disaster. When choosing your shelter, remember that bridges may be out and roads may be blocked. **Don't forget to plan for your pets** - they are not always welcome in emergency shelters or hotels.

You can enter your out-of-area contact and temporary accommodation information into the family emergency plan form at the end of this brochure. It only takes a minute! Then print out the plan and give a copy to each member of your family, your out-of-area contact, your children's school (possibly their usual sports facilities as well - arena, pool, etc).



Post important numbers near your telephone or program them into your cell phone.

Here's a tip: In case of a tornado, house fire or other unexpected incident, each member of the family should know what to do, step-by-step, in case you need to leave your home quickly. Practice your emergency home evacuation plan at least once a year, particularly if you have young children.

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Out-of-area contact

Name _____
 Address _____

 Telephone _____
 (Home) _____
 (Work) _____
 (Cell) _____
 E-mail _____

Temporary accommodation

 Telephone _____
 Telephone _____
 E-mail _____

Family Information

Name	Date of Birth	Medical Information	Usual weekday location	Main family Residence (Address, telephone, E-mail)
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____

_____ 's workplace _____ 's workplace

Address _____ Address _____
 Telephone _____ Telephone _____
 E-mail _____ E-mail _____

_____ 's school _____ 's school

Address _____ Address _____
 Telephone _____ Telephone _____
 E-mail _____ E-mail _____

OTHER IMPORTANT NUMBERS

Post important numbers near your telephone or program them into your cell phone

Police: _____ Ambulance: _____ Fire: _____
 Doctor: _____ Insurance: _____

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GIVE A COPY OF THIS PLAN TO EACH MEMBER OF YOUR FAMILY, YOUR EMERGENCY CONTACT, YOUR CHILDREN'S SCHOOL, ETC.

Remember that the objective of a family emergency plan is to be prepared to be self-sufficient for a minimum of 72 hours.



3. ASSEMBLE YOUR EMERGENCY KITS

Having essential items at hand will be a great comfort in an emergency. Many stores stock first aid kits for the home, trips, cars, outdoors, etc. You can also make your own. Here are some other examples of basic emergency kits.

BASIC EQUIPMENT

- . Small fuel-driven stove and fuel (follow the manufacturer's directions and store them properly)
- . Waterproof matches, plastic garbage bags, duct tape and paper towels
- . Disposable plates and glasses, knives, forks, spoons, manual can-opener and bottle opener
- . Weather radio

Tip: Place all these items in a portable container and keep it accessible.

"We used fondue fuel to heat water."

FOOD AND WATER

- . At least three liters of bottled water per person, per day
- . Canned food: soups, stews, beans, pasta, meat, poultry, fish, fruits and vegetables
- . Energy bars and dried foods
- . Honey, peanut butter, nuts, syrup, jams, salt and pepper, sugar, instant coffee and tea

Here's a tip: Keep enough water and non-perishable food to meet your needs for at least 3 days. Check the food and replace water every year.

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SURVIVAL KIT

- . Food and water
- . Flashlight and spare batteries
- . Crank or battery-operated radio (portable stereo and headphones)
- . Candles and matches or lighter
- . Whistle (in case you need to attract attention)
- . Toiletries, spare eyeglasses and other personal items
- . First aid kit, medicine
- . Extra set of keys and money (including small change for pay telephones)
- . Copies of important documents (identification, personal papers)
- . Winter clothing, boots and blankets or sleeping bags
- . Games, toy, or other entertainment



Here's a tip: Each member of the family could have their own personalized survival kit in a backpack, ready to go in case you need to evacuate.

CAR KIT

- . Shovel, scraper and snow brush
- . Sand, salt or cat litter and antifreeze
- . Matches and candles in a metal container
- . Spare clothing and shoes, blanket
- . Tow rope, jumper cables, windshield-washer fluid
- . Warning light or road flares and fire extinguisher
- . First aid kit with seatbelt cutter
- . Water and emergency food (such as energy bars)
- . Roadmaps, whistle and flashlight
- . Copy of Winter Survival Guide, download a copy from <http://www.mdt.state.mt.us/travinfo/docs/wshandbk02.pdf>

Here's a tip: Always try to keep your gas tank at least half full, especially in the winter.

Your kits can be big or small, depending on your needs and the season.

All family members could have their own survival kit and another bag could be devoted to equipment and larger quantities of food and water for the whole family.

Keep special needs in mind. For instance, if you have a baby, don't forget to include supplies like diapers, powdered milk, a bottle and a pacifier. Think about the needs of older or people with disabilities in your family. If you have pets, put aside a small bag of food for them.

Here's a tip: Make copies of all your prescriptions and keep a minimum one-week supply of medications in your emergency kit.

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4. CHECK EMERGENCY PLANS...



AT YOUR CHILDREN'S SCHOOL OR DAYCARE

- In case of emergency, you should know if the school will keep your children until an authorized adult comes to get them or if they need to find their way home by themselves.
- Determine what kind of authorization the school requires to release your child to your representative if you cannot get there yourself.
- Ensure that the school knows your current contact information and that of the people authorized to collect your children for you. Give them a copy of your family emergency plan.
- Find out about the emergency plans of your children's schools. Help your children understand all that they must do when an alarm goes off.

"It's a really, really huge job to prepare a school!" ■



AT WORK

- Find out about the emergency plan at your workplace. Ask questions: What would be your role in case of a disaster? What are the evacuation procedures? Is there an alternate work site in case of emergency?
- Keep important numbers - including fire, police, ambulance - near your telephone.

Here's a tip: Contact your municipality to find out about local emergency plans. Ask about emergency shelters and evacuation procedures.

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5. PRACTICE AS A FAMILY AT LEAST ONCE A YEAR

An emergency can happen anytime and anywhere. Practice often helps people feel less disoriented and better organized in case of a disaster – even in the middle of the night or the middle of winter.



HAVE A FAMILY EXERCISE

- Show each member of the family where and how to turn off the water, electricity and gas in your home. (Prepare, easy-to-see signs for water and gas shut-offs as well as the main circuit breaker.)
- Each person should also know where to find the fire extinguisher and how to use it in case of fire (and the fire alarm if you are in an apartment building).
- Put yourself physically in each room of your home and practice evacuation (don't forget your emergency kit!).

"You don't think it's going to happen to you." ■



UPDATE YOUR FAMILY EMERGENCY PLAN



- Verify the telephone numbers and personal information of everyone on the plan.
- Print updated copies for all the members of your family, school and other frequently-used facilities, as required/requested.

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CHECK THE CONTENTS OF YOUR KITS, EACH SPRING AND FALL WHEN YOU "CHANGE YOUR CLOCK" AND "CHANGE YOUR BATTERIES IN SMOKE DETECTORS"

- Change the batteries in your flashlights and portable radio; replace spare batteries.
- Replenish your emergency kits. Replace bottled water, ensure that all food is still safe to eat and that medicines have not expired.



can make a difference by being prepared!

Here's a tip: You never know when some basic first aid techniques could help. Remember, it's NOT possible to learn all the skills necessary to save a life during an emergency. Call your local American Red Cross to find out about first aid or cardiopulmonary resuscitation (CPR) courses offered in your area.

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LEARN MORE - Go to these websites:

<http://www.dphhs.mt.gov>



Montana Department of Public Health and Human Services. Our mission is to improve and protect the health, well-being, and self-reliance of all Montanans.

<http://www.ready.gov/index.html>



Ready.gov Ready.gov "Ready.gov is a common sense framework designed to launch a process of learning about citizen preparedness. One of the primary mandates of the U.S. Department of Homeland Security is to educate the public.

<http://www.redcross.org>



Be Prepared - American Red Cross Preparedness Information

<http://state.mt.us/dma/des/>



Good communication is critical to the success of any business or organization. DES is committed to sharing emergency management information.

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