

# **Emergency Preparedness Packet**

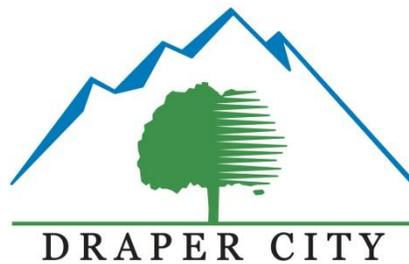
**February 1, 2016**

# Introduction

The information contained in this packet is for general information about Emergency Preparedness in Draper City

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## **A Summary of Draper City's Emergency Preparedness Concepts and Practices**

In an emergency we dial 911 and in a matter of minutes fire fighters respond to put out the fires, police officers arrive to restore order, and paramedics rush in to treat illness and injury. We depend upon these people and they do an excellent job! But in the event of a major, widespread disaster, professional first responders may be overwhelmed, making it impossible for them to get to everyone who needs help for hours or even days. Because of this, it is important for citizens to realize that they will be proactive, and plan to help each other as much as possible until professionals arrive.

The Basic function of government is to provide for the health, safety and the general welfare of its citizens. It is a fundamental responsibility of Draper City to engage in a comprehensive emergency management plan in order to protect life and property from the potential impacts of an emergency or disaster. In order to prepare for disasters, Draper City has created an Emergency Operation Plan and has divided the city into nine (9) emergency districts The Draper Emergency Districts Map is attached.

Each of the nine districts has a District Representative that answers to the District Representative Coordinator. Under each District Representative there is a District Leader, Area Leader and Block Captain/Survey Teams. The flow chart titled Draper City Emergency Communication Flow Chart illustrates the flow of the Communication. Also is attached are descriptions of the duties of the District Representative, District Leader, Area Leader and Block Captain/Survey Team. The purpose of this structure is to establish an emergency communication system and plan.

Activation and implementation of the Draper City EOP occurs when the Mayor declares an emergency or when an emergency is imminent or probable and the implementation of the EOP and the activation of the Draper City EOC is a prudent and proactive response. Saving lives will take precedence over protecting property for decisions involving resources allocation and prioritization.

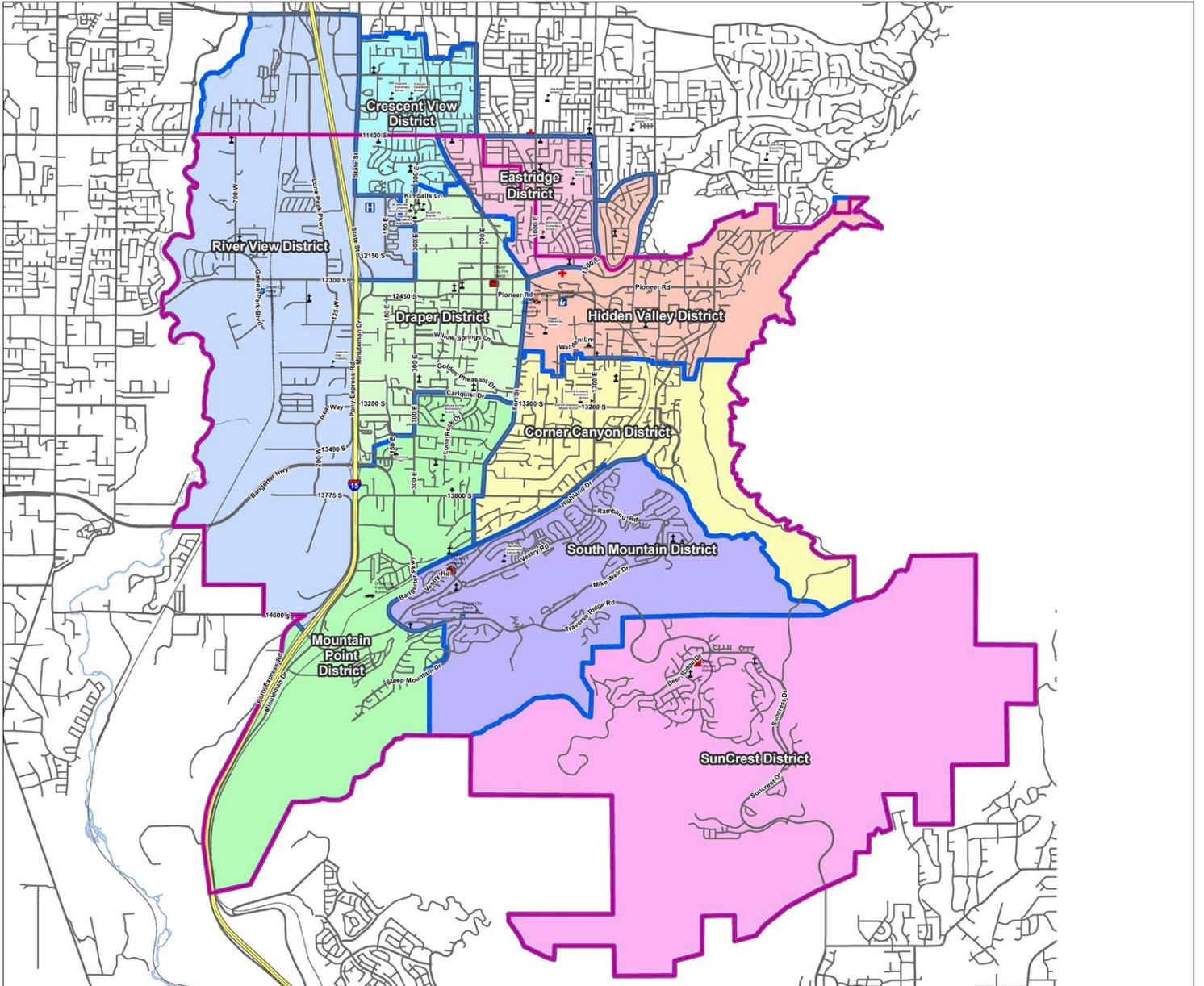
# Draper Emergency District Map

0 0.375 0.75 1.5 Miles



## Legend

- |                           |              |                |                   |
|---------------------------|--------------|----------------|-------------------|
| Hospital                  | City Hall    | Police Station | City Boundary     |
| Urgent Care Limited Hours | City Courts  | Public Works   | District Boundary |
| School                    | Fire Station |                |                   |
| Church                    | Library      |                |                   |



# Geographic Units

- Draper has approximately 16,000 homes.
- The City is subdivided into 9 Districts of 1000-3000 homes.
- Each District is subdivided into Areas of 200-300 homes.
- Each Area is divided into Blocks of 8 to 12 homes.

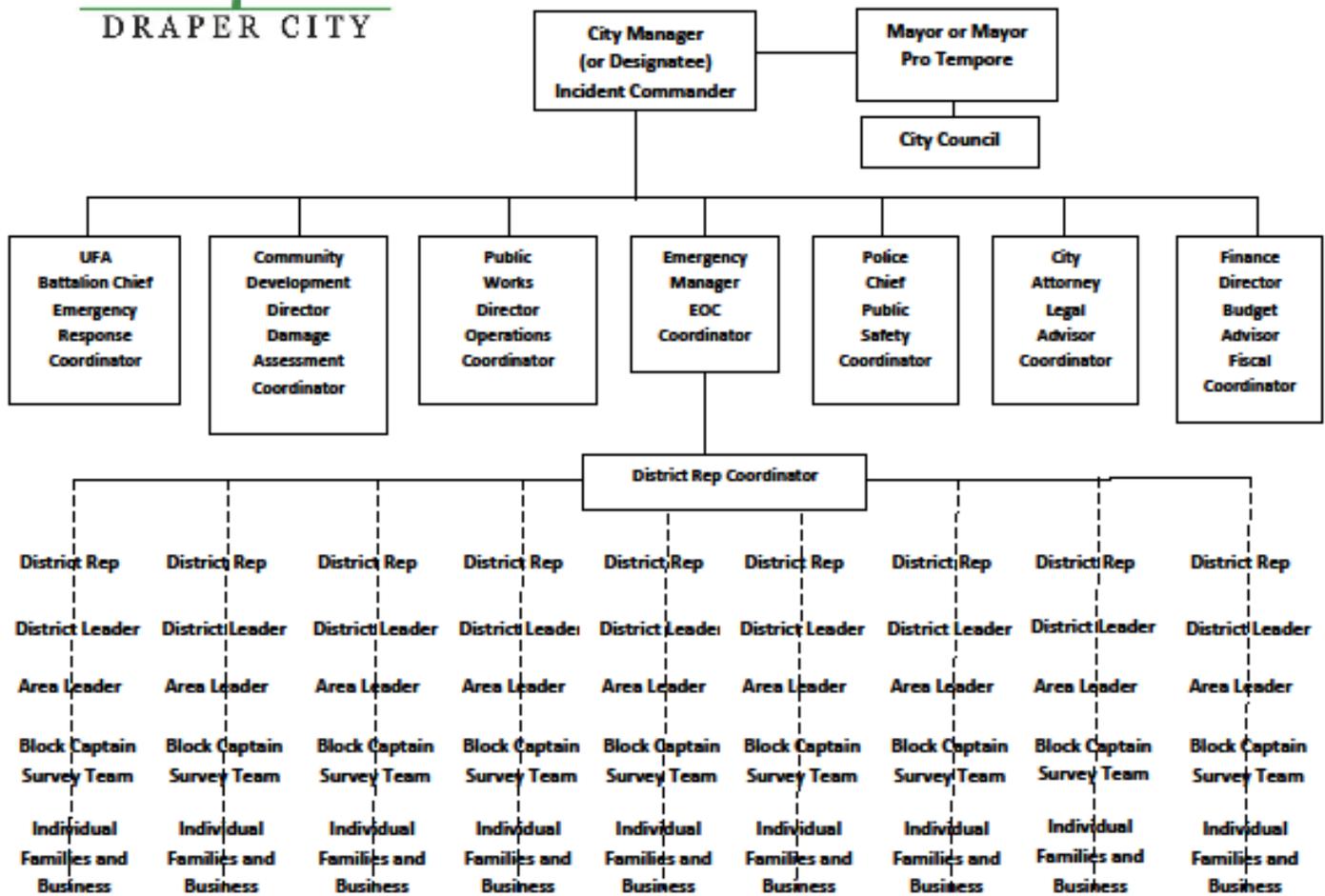
| Geographic Unit | Number of Smaller Units | Typical Population |
|-----------------|-------------------------|--------------------|
| City            | 9 Districts             | 40,000-50,000      |
| District        | 7 to 9 Areas            | 4,000-6,000        |
| Area            | 20-25 Blocks            | 500-1,000          |
| Block           | 8 to 12 Homes           | 15-50              |
| Homes           | 1 to 10 Individuals     | 1-10               |

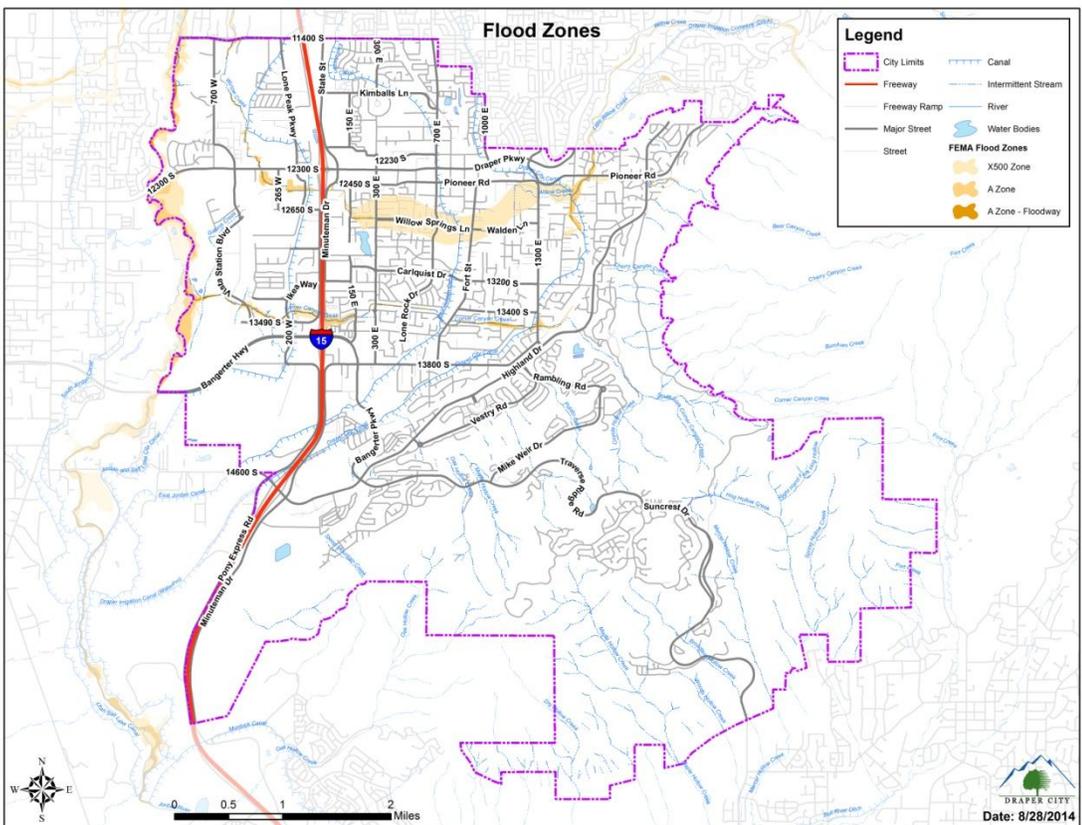
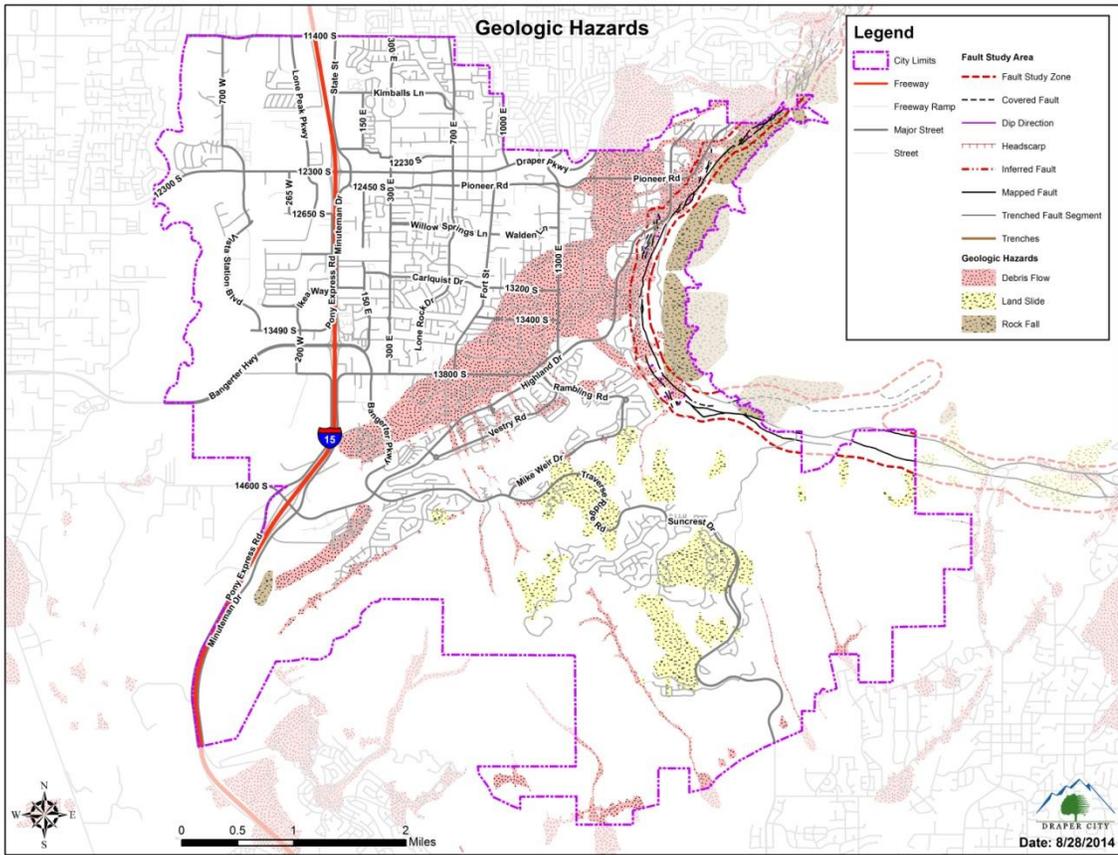
Numbering System for Geographic Units: **X X XX**

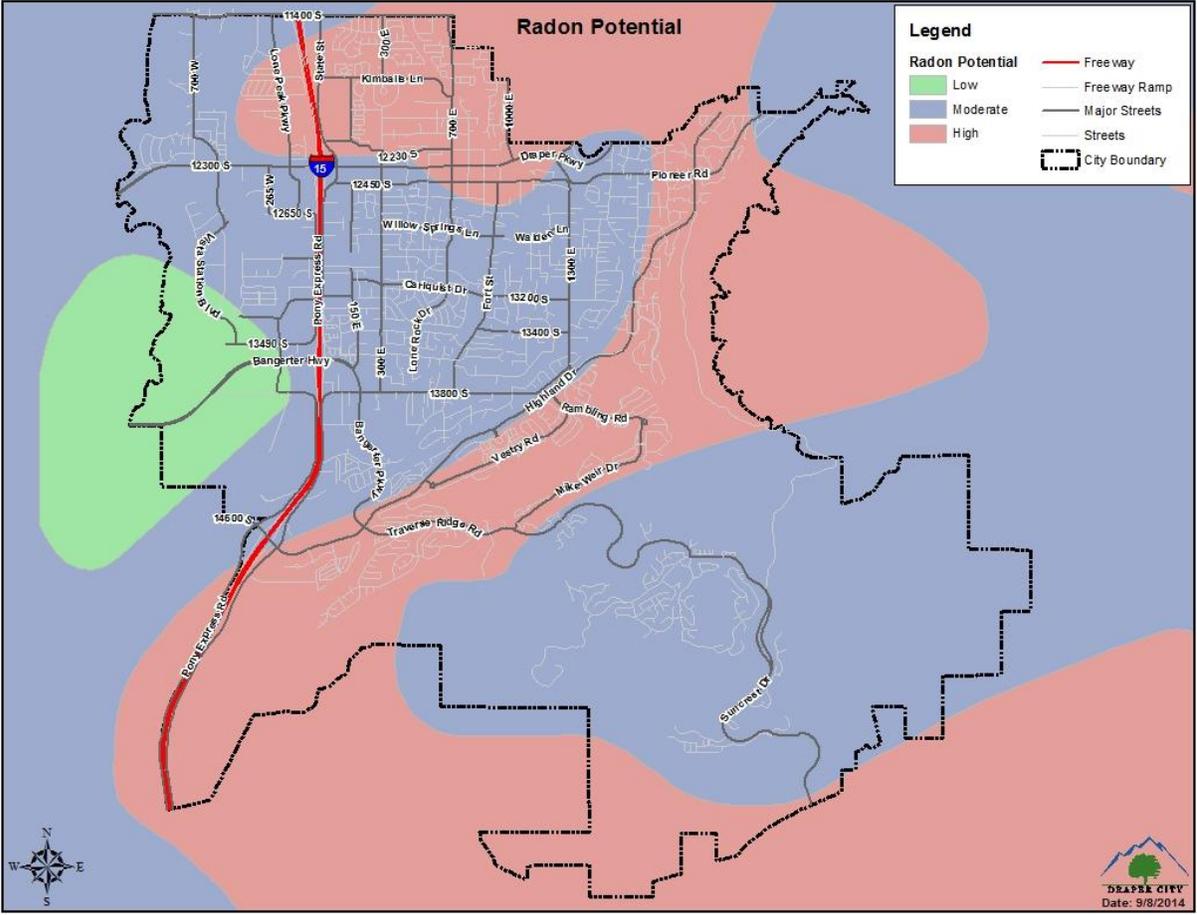
↗      ↑      ↖  
 District Area Block  
 1-9    1-9    01-25



# Draper City Emergency Communication Flow Chart







# Duties of District Representative

## Preparing for an Emergency:

- Establish an emergency communication system that will allow City officials to obtain and provide information to residents and businesses during emergency situations
- Meet monthly to discuss the emergency communication system and collaborate with Draper City officials to prepare for emergency situations
- Recruit two alternates and provide their contact information to the City

## Responding to an Emergency:

- Disseminate accurate information from the City to District Leaders about emergency situations and activities with-in the City
- Submit District status reports to the City that include:
  - Information about significant injuries and deaths observed
  - Preliminary damage reports
  - General State of conditions
  - Locations of the District/Area command posts and contact information
- Conduct regular briefings and de-briefings on the emergency situation and keep accurate records of all radio communications using ICS 205 or ICS 205A form

# Duties of District Leaders

## Preparing for an Emergency:

- Establish an emergency communication system for the District that dovetails with the City emergency communication system

## Responding to an Emergency:

- Disseminate accurate information from the City to Area Leaders about emergency situations and activities with-in the City
- Receive Area status reports from Area leaders
- Set up a District command post to coordinate emergency services and communications, if needed
- Compile and submit District status reports to the District Representative that include:
  - Information about significant injuries and deaths observed
  - Preliminary damage reports
  - General State of conditions
  - Locations of the District/Area command posts and contact information
- keep accurate records of all radio communications using ICS 205 or ICS 205A form

# Duties of Area Leaders

## Preparing for an Emergency:

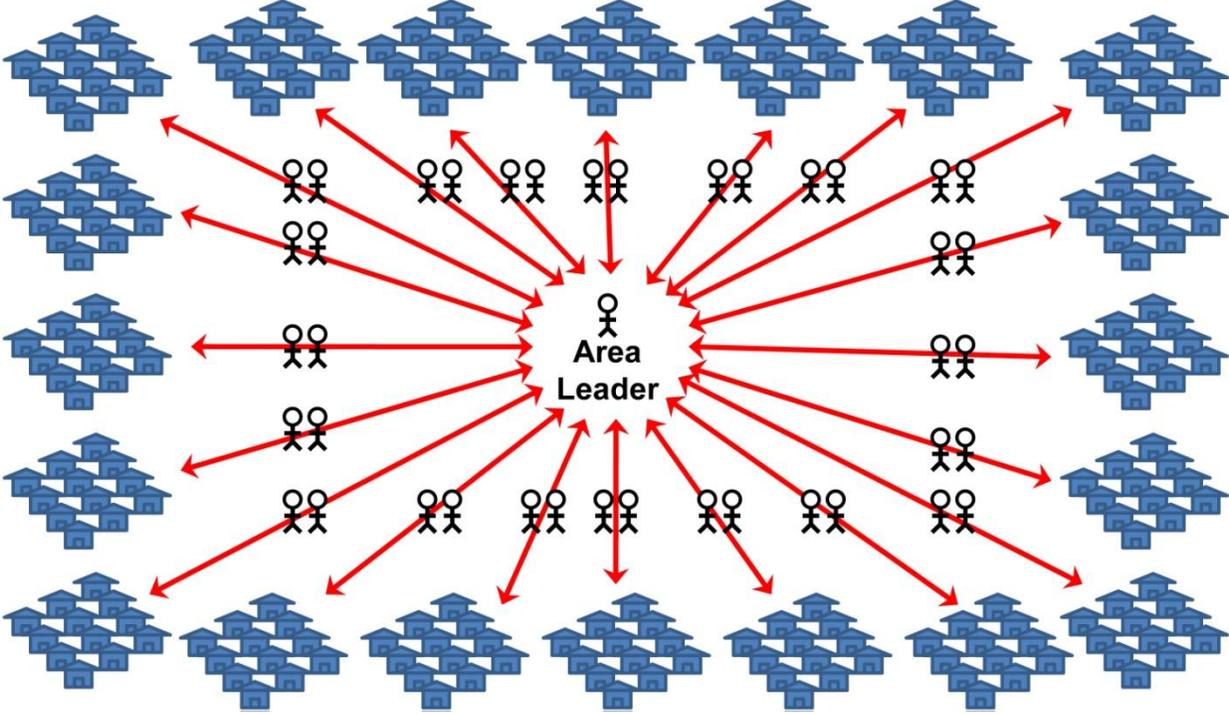
- Establish an emergency communication system for the Area that dovetails with the District emergency communication system and reach all residents and businesses in the Area

## Responding to an Emergency:

- Disseminate accurate information from the City to Area residents and businesses about emergency situations and activities with-in the City.
- Assign block captains or block survey teams (at least two people per team) to visit every home and business with-in the Area or affected area (one team per block 8-12 homes) and have them report back on the status/needs of each resident, home and business.
- Set up and Area command post to coordinate emergency services and communications, if needed.
- Compile and report the following information to the District Leader:
  - Status/needs of all Area residents
  - Damage to homes, business, buildings and other facilities/properties
  - Urgently needed supplies, medical help, resources, skills
  - Excess resources available to help other Areas
  - Location of the Area command post and contact information

# Block Survey Teams

Volunteers go out in pairs to survey houses in each block, then return and report.  
Forms preprinted with residents' names and addresses for each block



# Alternative Emergency Communication Method in Order of Preference

1. Land, Satellite or Cell phone
2. SMS Text message or e-mail
3. Family Radio Service (FRS) radio (0.25-1 Mile range) / General Mobile Radio Service (GMRS) radio (1-2 mile range)
4. Hand written reports delivered by a runner to Area and District leaders
5. FM transceiver (HAM Radio) for communication between Areas, Districts and City

**Draper Ham Radio Association (DHRA) Public Safety Net** Weekly on Thursdays at 8:30pm, on 447.100-, tone 100 hz.

## District Nets in City of Draper as of Jan. 26, 2014:

- **Corner Canyon District**, weekly on Thursdays at 9pm, on 146.500 MHz simplex (corrected 26 Jan 2014), except for the 4th Thursday, which will be held on the 447.100- repeater (tone of 100 hz). at 9pm after the DHRA monthly face-to-face meeting.
  - **Crescent View District, weekly** — day, time and frequency TBA
  - **Draper District**, 3rd (or 4th) Thursday, at 9pm on 146.56 MHz simplex
  - **Eastridge District**, weekly on Sundays at 9pm on 145.77 MHz simplex
  - **Hidden Valley District**, 2nd and 4th Sundays at 9pm, on 146.58 MHz simplex (this is a new change announced 20 Feb 2014)
  - **Mountain Point District**, weekly on Wednesdays at 7:15pm, on 147.50 MHz simplex
  - **River View District**, weekly on Thursdays at 8:15pm, at 447.100-, 100 hz tone or 438.450 Simplex
  - **South Mountain District**, weekly on Tuesdays at 9pm, on 147.48 MHz simplex
  - **SunCrest District**, weekly on Sundays at 8pm, on 447.100-, 100 hz tone on the first Sunday, 146.480 simplex on the remaining Sundays
- 
- If FRS or GMRS radios are used in an emergency, the area leaders will preselect a channel number to prevent interference with communications between adjacent Areas.
  - Monitor Television channels or Radios for official instruction from civil authorities as it becomes available.

## Draper City Telephone Contact Info

**Draper City Police Emergency 911, Non-Emergency 801-840-4000**

**Draper City Receptionist 801-576-6500**

**Emergency Services Coordinator**

**Office 801-576-6377, Cell 801-860-9259**

**email [emergencypreparedness@draper.ut.us](mailto:emergencypreparedness@draper.ut.us)**

**Emergency Operating Center (during emergency only)**

**Call Takers 801-619-6200**





**NEIGHBORHOOD PREPAREDNESS SURVEY**

|          |      |              |
|----------|------|--------------|
| DISTRICT | AREA | BLOCK NUMBER |
|          |      |              |

|         |  |
|---------|--|
| ADDRESS |  |
|---------|--|

|             |  |               |  |
|-------------|--|---------------|--|
| FAMILY NAME |  | PHONE NUMBER: |  |
|-------------|--|---------------|--|

**Occupants:**

| Name | Sex | Age | Workplace/School | Cell Phone | e-mail |
|------|-----|-----|------------------|------------|--------|
|      |     |     |                  |            |        |
|      |     |     |                  |            |        |
|      |     |     |                  |            |        |
|      |     |     |                  |            |        |
|      |     |     |                  |            |        |
|      |     |     |                  |            |        |

Special Needs - To assist emergency responders, please list any special needs for residents of your household (i.e. physically or mental impaired, wheelchair bound, oxygen, bedridden, etc.)

|                       |  |         |  |
|-----------------------|--|---------|--|
| Out of State Contact: |  | Phone # |  |
| Nearest Relative:     |  | Phone # |  |

**Pets / Animals**

| Name | Animal type | Color / Discription |
|------|-------------|---------------------|
|      |             |                     |
|      |             |                     |
|      |             |                     |
|      |             |                     |
|      |             |                     |
|      |             |                     |

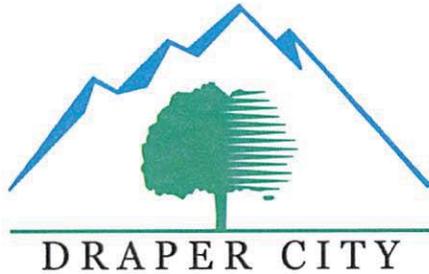
Draper City is committed to emergency preparedness. History has taught that through pre-disaster planning, neighborhoods can work together to help reduce injuries, loss of life, and property damage. In the event of a natural disaster or other emergency, neighborhood preparedness will enhance the ability of individuals and neighborhoods to reduce their emergency needs and to manage their existing resources until professional assistance becomes available.

This is a voluntary survey to assist you and others in your neighborhood with emergency preparedness and response. The information provided will be *confidentially maintained* and will only be used if needed during an emergency. Please provide any information you feel comfortable sharing in advance for the purpose.



## Professional Skills and Resources

| General Skills                     | X        | Emergency Medical Skills    | X        | Communications  | X        |
|------------------------------------|----------|-----------------------------|----------|---|----------|
| Counseling professional            |          | Health care professional    |          | Handheld Radio FRS/GMRS #   |          |
| Engineer/Technician                |          | Emergency Management        |          |   |          |
| Child Care                         |          | CERT Trained                |          | HAM Radio Operator License #  |          |
| Cleaning/Sanitation                |          | Firefighter                 |          | Public Address gear   |          |
| Computer Operator                  |          | First Aid                   |          | ARES or RACES training  |          |
| Computer Repair                    |          | Law Enforcement             |          | CB Radio  |          |
| Cooking/mass food prep             |          | Military                    |          | Cell phone  |          |
| Damage Appraiser                   |          | Paramedic/EMT               |          | GPS   |          |
| Elderly Care                       |          | Scouting skills/Eagle scout |          | Satellite Phone   |          |
| Foreign Language skills (Language) |          | Security                    |          | Other   |          |
| Sign Language                      |          | Veterinarian                |          |   |          |
| Insurance professional             |          | Other                       |          | <i>First Responder: In a disaster, would you be required to report to a hospital or other emergency duty?</i> |          |
| Legal Professional                 |          | <b>Resources</b>            | <b>X</b> |   |          |
| Sewing                             |          | Air Compressor              |          |   |          |
| Truck or Bus driver                |          | ATV/Horses                  |          |   |          |
| Water purification                 |          | Backhoe/Bulldozer           |          | <b>Shelter</b>  | <b>X</b> |
| Other                              |          | Chainsaw                    |          | What would you share with consent   |          |
| <b>Construction and Repair</b>     | <b>X</b> | Crutches/Walker             |          | Air Mattresses  |          |
| Appliance repair                   |          | Cutting Tournch             |          | Bedroom   |          |
| Asphalt                            |          | Drinking Water hose         |          | Beds  |          |
| Brick/Masonry                      |          | Dutch Oven                  |          | Balnkets  |          |
| Cabinets/Furniture                 |          | Extension Ladder            |          | Camper  |          |
| Carpenter                          |          | Fire Extinguisher           |          | Camping Equipment   |          |
| Carpenter                          |          | First Aid/Medical Supplies  |          | Clothing  |          |
| Carpet Layer                       |          | Hand Truck/Dolley           |          | Cots  |          |
| Concrete                           |          | Hooist/Wench                |          | Floor Space   |          |
| Contractor                         |          | Jack Hammer/Sledge Hammer   |          | Food  |          |
| Drywall                            |          | Pick-up/Flat Bed Truck      |          | Fuel  |          |
| electrician                        |          | Portable stove/BBQ grill    |          | Generator   |          |
| Framer                             |          | Portable Heater             |          | Lanterns  |          |
| Glazier                            |          | Portable Toilet             |          | RV  |          |
| Heavy Equipment operator           |          | Portable water pump         |          | Shelter for Animals   |          |
| HVAC                               |          | Pry Bar                     |          | Sleeping Bags   |          |
| Landscaping                        |          | Rope/rock climbing gear     |          | Tarps   |          |
| Locksmith                          |          | Shop vacuum                 |          | Tents   |          |
| Machinist                          |          | Snow blower/Snow plow       |          | Water   |          |
| Mechanic/auto repair               |          | Snowmobile                  |          | Other   |          |
| Painter                            |          | Tow bar/chain/straps        |          | <b>Additional Notes:</b>  |          |
| Pipefitter                         |          | Tracktor                    |          |   |          |
| Plumber                            |          | Trailer                     |          |   |          |
| Roofer                             |          | Water Filter                |          |   |          |
| Utilities                          |          | Water Well                  |          |   |          |
| Welder                             |          | Wheelbarrel/Cart            |          |   |          |
| Other                              |          | Wheelchair                  |          |   |          |
|                                    |          | Other                       |          |   |          |



# Emergency Plan Mission Statement

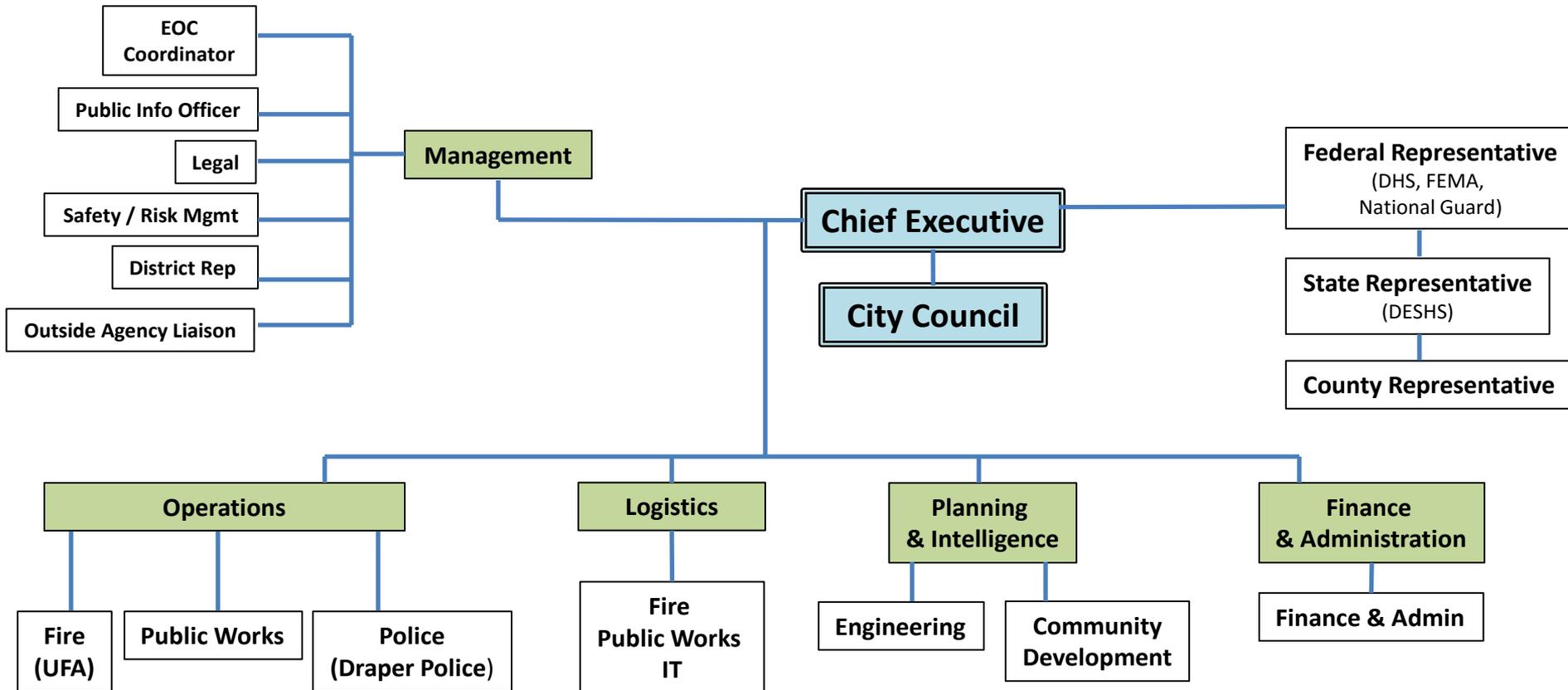
To provide leadership in the effort to reduce the loss of life and property of Draper residents in the event of an emergency situation or disaster by providing leadership in the preparation of protocols and standards for emergency mitigation, assessment, response, and recovery.

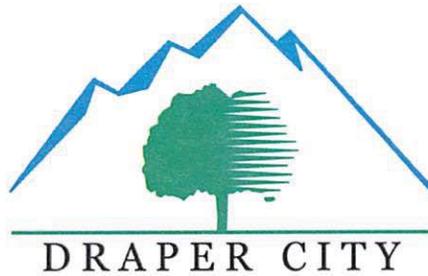
## Vision Statement

Draper City envisions a community-wide effort where citizens and business owners are educated and prepared to manage the impact of an emergency situation or disaster.

| Level of Emergency or Disaster | Initiating Events   | EOC Operational Level | Corresponding Actions   |
|--------------------------------|---|-----------------------|---|
| I                              | Widespread threats to the public safety; large-scale Salt Lake County, state and federal response anticipated | I                     | Full activation of Draper City EOC. All ESF primary and support agencies send representatives to the Draper City EOC.   |
| II                             | An incident begins to overwhelm Draper City response capability; some Salt Lake County assistance possible    | II                    | Limited activation. Selected primary ESF representatives report to the EOC. Draper City EOC all other ESFs are alerted and put on standby.  |
| III                            | Emergency incident for which local response capabilities are likely adequate                                  | III                   | Emergency management duty officers will monitor situation and, if needed, appropriate local jurisdictional agencies/departments are notified to take action as part of their everyday responsibilities. |

# Organizational Chart for the Emergency Management Team





## Draper Emergency Operation Center (EOC) & Execution of the Emergency Operation Plan (EOP)

- The Draper City Emergency Operation Plan (EOP) and its Emergency Operation Center (EOC) will be activated and implemented when the Mayor declares an emergency or when an emergency is imminent and activation of the EOC is a prudent proactive response.
- The City is under the immediate operational direction and control of the City Manager who coordinates interdepartmental emergency operations.
- SAVING LIVES will take precedence over protecting property for decisions involving resource allocation and prioritization.

\* See page ii of EOP



FEMA

# Emergency Support Functions (ESF)

- The EOC is organized based on the Incident Command System (ICS) structure, which provides EOC staff with a standardized operational structure and common terminology. There are 15 ESF's, which are as follows: ESF #1 Transportation, ESF #2 Communication, ESF #3 Public Works and Engineering, ESF #4 Firefighting, ESF #5 Emergency Management, ESF #6 Mass Care – Emergency Assistance – Housing – Human Services, ESF #7 Logistics Mgmt – Resource Support, ESF#8 Public Health & Medical Services, ESF #9 Search & Rescue, ESF #10 Oil & Hazardous Materials, ESF #11 Animal Services – Agriculture – Natural Resources, ESF #12 Energy, ESF #13 (Law Enforcement) Public Safety & Security, ESF #14 Long-Term Community, ESF #15 External Affairs

# 72-Hour Kit Checklist

You should prepare a portable kit for each member of your family. Consider preparing one for your place of work as well as one for children to keep at school and one for the car.

- WATER. Store 1 gallon of water per person per day. Keep at least a three day supply of water.
- FOOD and UTENSILS. At least one to three-day supply of non-perishable food that could include ready-to-eat meats, juices, high-energy foods such as granola or power bars.
- NOAA WEATHER ALERT RADIO, either hand crank or battery powered, extra batteries
- BLANKETS/PILLOWS/ SLEEPING BAG
- FLASHLIGHT and extra batteries or hand crank, or light sticks. Do not use candles/open flame during an emergency.
- WHISTLE for emergency signal.
- DUST or FILTER MASKS, N95 mask recommended for preventing inhalation of airborne particles.
- MOIST TOWELETTES or baby wipes for sanitation
- TOOLS - Wrench or pliers to turn off utilities, broom, shovel, Hammer and Working Gloves.
- CAN OPENER for food (if kit contains canned items).
- PLASTIC SHEETING and DUCT TAPE to "seal the room" for sheltering in place.
- MEDICATIONS to include prescription and non-prescription medications such as pain relievers, stomach remedies and etc.
- FIRST AID SUPPLIES. An assortment of bandages, ointments, gauze pads, cold/hot packs, tweezers, scissors and sanitizer.
- PERSONAL HYGIENE ITEMS to include at least one change of clothing/shoes/outerware.
- GARBAGE BAGS and plastic ties for personal sanitation.
- PAPER SUPPLIES. Note pads, markers, pens, pencils, plates, napkins, paper towels and etc.
- CAMERA. Disposable camera to record damage.
- CASH/ATM AND CREDIT CARD. Keep enough cash for immediate needs in small denominations.
- EMERGENCY CONTACT PHONE LIST.
- MAPS. Local road and area maps.
- MEDICAL HISTORY LISTS. For every family member in your home make a list of medical history, all medications (by name) and dosages.

## Emergency Container Tip:

Create emergency kit(s) and store in any type of containers with wheels. Such as for the larger kits; garbage cans, foot-lockers, chest, duffle bags, tote bags, ice chest, various size suitcases or various size plastic boxes. A water-tight container is most ideal for keeping a 72-Hour Kit.

## Suggested Areas To Store Emergency Kit(s):

Store grab-and-go food and water container where easy to access in case you are advised to evacuate.

Children and adults keep their emergency kit(s) in their bedrooms. Let the children have responsibility for their own backpack and have the older children buddy-up and take care of younger brothers or sisters. Mom, dad take care of baby.

If a senior citizen resides with the family, also buddy-up and help them for they move slower and a backpack may be too heavy for them to carry.

Don't forget house pets should also have emergency kits to be ready to grab-and-go. Pack the foods pet(s) normally eat, leashes, crates and litterbox.

Re-think where all of your camping gear is located throughout the household. Keep in one area if possible for easy access so you're not looking in the dark with a flashlight for things.

Always keep a pair of hard sole shoes underneath your bed.



## Car Survival and Emergency Kit

- Kept in a backpack
- Maintain a minimum of ½ tank of gas
- Tools needed to change a flat tire
- Jumper cables
  
- Road emergency flares
- Flashlight with extra batteries – Light Sticks
- Blanket(s) – (can be Mylar)
- Whistle (equipped to hang around neck)
- Food/Power Bar(s)
- Water: 2-liter soda bottles (filled ¾ full to allow for freeze expansion) Rotate water every six months. Secure for safety
  
- Collapsible shovel
- Fire extinguisher (Standard Class ABC)
- Rubber disposable gloves
- Coat(s) or Jacket(s) and Rain Poncho
- Boots/Goulashes
  
- First Aid Kit
  - Band aids, gauze, non-adherent sterile pads (various sizes) First aid tape
  - Anti-bacterial ointment
  - Burn cream
  - Scissors, tweezers, pocketknife, razor blades...
  - Large cotton cloth (use for sling, tourniquet, bandage)
  - Non-aspirin pain reliever
  - Chemical ice pack, hand warmer packets
  - Safety pins (various sizes) needles, heavy thread
  - Matches (waterproof)
  - Eye wash
  - Hand wipes (antiseptic) cotton balls, cotton pads
  - Alcohol swabs, iodine (bottle or pads)
  - PRESCRIPTION MEDICATIONS
  
- Additional car kit supplies
  - Siphoning Hose
  - Bag of sand or rock salt
  - Tow rope
  - Personal sanitation items (toilet tissue, Towelletes)
  - Writing pad, pencils, road map
  - Ice scraper
  - Dust Mask

Maintain your vehicle(s) for seasonal changes and...  
**ALWAYS BUCKLE UP AND DRIVE SAFELY!!**

# Family Emergency Plan

[BeReadyUtah.gov](http://BeReadyUtah.gov)



 Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Out-of-Town Contact Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Neighborhood Meeting Place: \_\_\_\_\_  
 Regional Meeting Place: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

Fill out the following information for each family member and keep it up to date.

Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_  
 Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_  
 Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_  
 Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_  
 Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_  
 Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_  
 Important Medical Information: \_\_\_\_\_

Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

**Work Location One**  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

**School Location One**  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

**Work Location Two**  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

**School Location Two**  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

**Other Place You Frequent**  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

**School Location Three**  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Evacuation Location: \_\_\_\_\_

| Important Information | Name | Telephone Number | Policy Number |
|-----------------------|------|------------------|---------------|
| Doctor(s):            |      |                  |               |
| Other:                |      |                  |               |
| Pharmacist:           |      |                  |               |
| Medical Insurance:    |      |                  |               |
| Home Insurance:       |      |                  |               |
| Veterinarian/Kennel:  |      |                  |               |

# Family Communication Plan



BeReadyUtah.gov

Make sure your family has a plan in case of an emergency. Fill out these cards and give one to each member of your family to make sure they know who to call and where to meet in case of an emergency.

Blank lined area for notes.



Additional Important Phone Numbers & Information

FOLD HERE

## Family Communication Plan

Emergency Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Out-Of-Town Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Neighborhood Meeting Place: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Other Important Information: \_\_\_\_\_



DIAL 911 FOR EMERGENCIES

Blank lined area for notes.

Additional Important Phone Numbers & Information

## Family Communication Plan

Emergency Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Out-Of-Town Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Neighborhood Meeting Place: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Other Important Information: \_\_\_\_\_



DIAL 911 FOR EMERGENCIES

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Additional Important Phone Numbers & Information

## Family Communication Plan

Emergency Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Out-Of-Town Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Neighborhood Meeting Place: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Other Important Information: \_\_\_\_\_



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Additional Important Phone Numbers & Information

## Family Communication Plan

Emergency Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Out-Of-Town Contact Name: \_\_\_\_\_  
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Neighborhood Meeting Place: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Other Important Information: \_\_\_\_\_



DIAL 911 FOR EMERGENCIES

# Building Disaster-Resilient Communities

## A 12 Point Program for Individual, Family & Community Preparedness

By Al Cooper, Division of Homeland Security

### **1. Have an emergency plan**

Develop, maintain and practice a written, comprehensive plan detailing how emergency contingencies will be mitigated, prepared for, responded to and recovered from.

Ask the question – “What would we do if . . .” a particular set of emergency circumstances was to arise? Think about possible and likely risks and areas of vulnerability, and then identify desirable resources and possible options. Consider how your plan correlates with school, work place and neighborhood plans. Keep in mind the fact that the very process of making a plan may well be more important than the plan itself.

### **2. Get an emergency kit**

Assemble and maintain a portable 72-hour emergency kit containing items designed to support each individual with vital health & personal items designed to support each individual with vital health and personal comfort essentials for two or three days away from home. Of the two most likely responses to a wide range of emergencies, the possibility of evacuation should drive this effort.

Keep your personal kit simple, light in weight, and easy to update according to seasonal and other variables. Any of a long list of possible carrying options may prove practical, including a compact backpack, which leaves hands free. Of primary importance is a flashlight and battery radio together with fresh backup-up batteries for each. Other important items often overlooked might include essential medications, some cash money (“plastic” might not work” and a list of key contact information. Position your kit(s) with quick access in mind.

### **3. Have emergency food supplies**

Fortify home-base with food, water and other provisions designed to care for the regular daily needs of those resident there, anticipating the second of the two most likely emergency situations – one where for possibly extended periods of time, outside resources will be unavailable or limited.

Don’t allow yourself to be daunted by the notion that there is “magic” in the famous “one-year-supply.”

Begin with an inventory of what you already have, then set some practical, reasonable and achievable goals for adding the things in form and quantities which make sense for you. This is not a one-size-fits-all game plan. Build your program around foods which are desirable for you, have a long shelf life, and require a minimum of preparations. Date everything, and begin at once to put it into regular use, always maintaining and increasing based upon experience.

### **4. Prepare to shelter-in-place**

Identify, outfit and prepare an area of your home base suitable for a “shelter-in-place” emergency, such as might arise from a hazardous material release. In such a case, evacuation might expose a population to a greater danger than “staying put.” Select a room or space, which is relatively easy to isolate from outside air intake, and which promises a degree of comfort for a short period of time. In outfitting this space, assume that the emergency may involve a temporary interruption of electric power with the personal inconveniences, which follow.

A shelter-in-place kit should include a battery-powered radio and flashlight, along with pre-cut sheets of plastic and tape for helping to further proof the area against outside contamination. Some of the same thoughtfulness, which goes into the 72-hour kit, can help guide preparations here. A kit, which fits under a bed or into a closet corner, is sensible.

### **5. Know your home**

Make it your business to become familiar with the critical infrastructure of your home base and learn how to operate electric circuits, natural gas service controls, culinary water main valves, outside air vents, etc. Locate necessary tools where they are handy for use in an emergency. Consult appropriate experts if necessary. Knowing when to take in turn utilities off and on is important. Remember during a "shelter-in-place" emergency to turn off air conditioner/heating systems, which bring outside air into the building or space providing shelter. In schools and work places, this may require the services of a custodian.

### **6. Take inventory**

Take inventory items of special value and importance and their location in the home base, assigning a priority to each. In the event of an evacuation order, there may be only minutes to take property with you. Limitations of time and space may suggest the need to pre-position and/or protect such belongings.

The very act of producing this list – like the basic plan itself – may prove a useful reminder of the things that really have value in our lives. Usually, it will be family records, genealogies, irreplaceable photos, etc. which rise to the top of the list. A plan to consolidate the location and enhance the portability of high-priority items may result.

### **7. Equip your car**

Outfit the family vehicle(s) with items, which will add to its safety and security in various emergency and everyday situations, with an eye to the changing of seasons and circumstances. Make it a matter of habit to keep the fuel level above the halfway mark. Such obvious items as a blanket, heavy-duty flashlight, and container of drinking water, a collapsible shovel, a basic first aid kit and jumper cables are a start. Some high-energy snack bars and weather-conscious clothing items are good additions. A sharp pointed rock hammer within the driver's reach may become a life-saving method of breaking through a window in a flood situation, and a spare cell-phone kept charged is a smart further step.

### **8. Prepare to go powerless**

Prepare the home base to remain secure and reasonably comfortable during short or extended periods of electrical power failure. This is one of the most likely events to follow in the wake of both natural and man-caused emergencies. Alternate lighting, communication, heating and food preparation resources should be part of the basic emergency response plan. Battery-operated lights should be positioned strategically in different parts of a residence along with a program, which insures a supply of back-up batteries. (Alkaline batteries have a long shelf life, and LED systems operate frugally.) In the case of a prolonged outage, alternate-fuel lamps may prove important.

Propane lanterns with handy cartridge replacement systems are easy to use and widely available. Kerosene- fueled lamps, such as the Aladdin design are economical to operate and provide a soft, silent source of illumination while producing a minimum of fumes. (Always plan for extra fresh air sources and ventilation when using any fueled device indoors or in a confined space. They all will consume some of the available oxygen supply as well as produce fumes.) Storing flammable fuels requires special attention, and kerosene is less volatile than others. Outdoor propane and charcoal grills are an excellent cooking alternative, as are camp stoves and Dutch oven systems.

Extra blankets, sleeping bags and warm clothing should be a part of every non-electric plan. At least one adult family member should remain awake and on watch when alternate lighting/heating devices are in use, even with recommended ventilation. Make sure that the presence of charged A, B,C fire extinguishers and practice in using them correctly is a part of your basic emergency response plan. Gasoline or other combustible-fueled generators may greatly extend the ability to compensate for loss of commercial power, but require knowledge and planning to operate safely. Never position a generator indoors or where its exhaust fumes may migrate into a living space.

Remember that the storage of adequate fuel supplies adds a certain safety burden, and limits the duration of this alternate source of power.

### **9. Plan for pets**

Create a plan for the care and disposition of pets and domestic livestock in the event of a range of possible emergency-spawned contingencies. Almost without exception, emergency shelters—usually managed by the Red Cross—do not welcome pets. Domestic pet plans might include larger quantities of food, supplies, provision for automatic, gravity-feed water and food dispensers, multiple litter boxes, etc. Arrangements for extended care by family members, friends or commercial service providers might also be considered.

### **10. Figure financial contingencies**

Develop a comprehensive “Financial Contingency Plan” geared to your particular set of economic circumstances and designed to respond to the possible interruption of normal cash flow and debt retirement obligations.

Among those “emergencies” most likely to occur at some point, but least anticipated and planned for is the interruption of income occasioned by loss of employment, illness or even the unexpected death of a breadwinner.

The economic consequences of a natural or manmade disaster may also affect cash flow in a temporary or even long-term way, reducing our ability to deal with everyday affairs and activities. In addition to making use of food storage supplies already identified, and thereby freeing up financial resources, contingency plans might also include such goals as the accumulation of cash reserves on an ongoing basis, and the pre-payment of some key monthly obligations, i.e. Home mortgages, car contracts, and medical insurance plans. “Buying time” thus becomes an important dimension of the overall emergency plan. While this may not be accomplished easily, or all at once, it is a worthwhile long-term objective well worth pursuing.

### **11. Remember your health**

Make a plan for the continuation of health and medical needs during a time of extended emergencies and special circumstances. With an emphasis on critical, life-supporting medications and supplies, and with the consultation of the prescribing physician where indicated, maintain a supply of such items sufficient to bridge an emergency response such as enforced evacuation or other interruption of normal access. Carry on your person preferably, vital written prescriptions for eye glasses and other vital, personal medical needs, and a clear description of treatment requirements.

An insulin-dependent diabetic, for instance, should anticipate having to leave home base with a small portable cooler, and a supply of insulin and syringes. Just as one shouldn't allow the fuel in the vehicle to get below half, the person with a medication dependency should not allow the supply to get below the 30-day mark. Make sure some other family member has a copy of your medical plan.

### **12. Remember those with special needs**

Include someone with special needs in your planning. Somewhere, probably nearby, is a neighbor or acquaintance that is handicapped, elderly, homebound, or medically dependent and alone. Be prepared to share your resources, and the security of your home base with that person, and to check on their well being in a time of emergency. It is an article of faith among those who have studied, or personally endured real disasters, that in the end, it is neighbor helping neighbor which most insures the “disaster-resiliency” of a community.