Be Ready & Aware!
Plans in Place at Home and Work
When Disaster Strikes

72 HOURS

IS YOUR FAMILY PREPARED?

co.portage.oh.us/portageprep
Ready.gov

Portage County Office of Homeland Security and Emergency Management

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Portage Prepare's Mission

To provide information that will help Portage County residents:

- Be safe
- Reduce risk of injury
- Reduce property destruction
- To prepare citizens to be self-sufficient for the first 72 hours of an emergency or disaster

A program provided by Portage County Commissioners and the Portage County Office of Homeland Security and Emergency Management
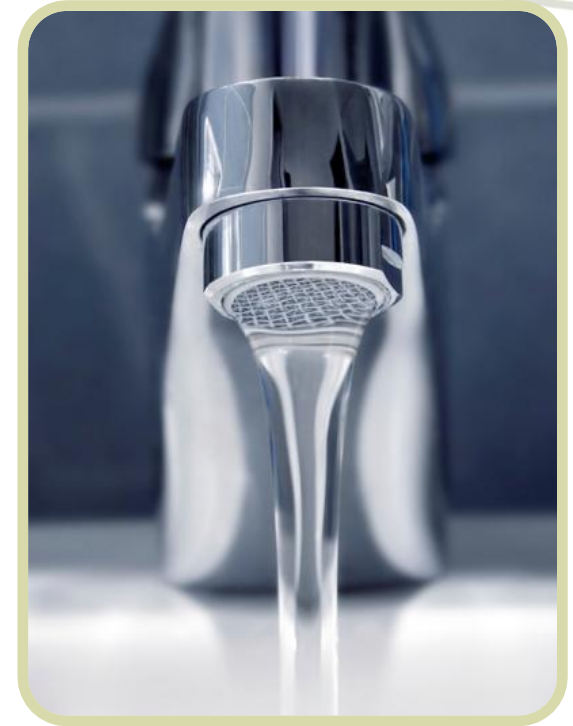
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Have you ever thought about how to prepare for an emergency?

How would you:

- Look after your family for 72 hours?
- Cope without power or tap water?
- Contact your family and receive information?

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Fast fact:

- Although the majority of Americans believe that having an emergency plan and emergency kit are important, *only a small minority* have actually created them

Learn the three steps to getting prepared:

- Know the risks
- Make a plan
- Get a kit

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Common misconceptions:

- Most emergencies are short-lived
- I won't ever have to deal with an emergency where I live
- There are a lot of emergencies I just can't prepare for
- Preparing takes too much time

STEP 1

Know the risks; Know your region

The consequences of emergencies can be similar, but knowing the risks in your region can help you better prepare.

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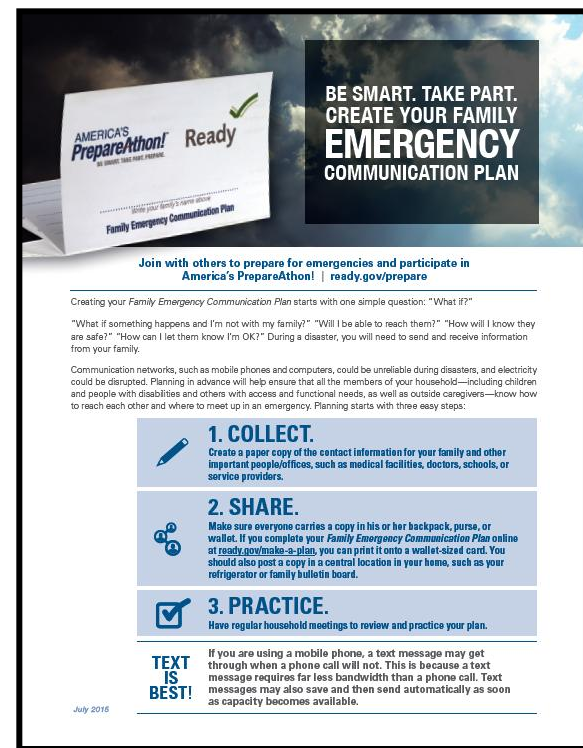Prepare·Survive·Thrive

72
HOURS
IS YOUR FAMILY
PREPARED?

STEP 2

Make a plan

You aren't prepared — until you make a plan.

- Head to our web page or Ready.gov
- Photocopy your plan
- Keep copies of your plan in safe and memorable places
- Share your plan with family! OFTEN!

BE SMART. TAKE PART.
CREATE YOUR FAMILY
EMERGENCY
COMMUNICATION PLAN

AMERICA'S
Prepareathon!
Ready

Family Emergency Communication Plan

Join with others to prepare for emergencies and participate in
America's PrepareAthon! | ready.gov/prepare

Creating your *Family Emergency Communication Plan* starts with one simple question: "What if?"

"What if something happens and I'm not with my family?" "Will I be able to reach them?" "How will I know they are safe?" "How can I let them know I'm OK?" During a disaster, you will need to send and receive information from your family.

Communication networks, such as mobile phones and computers, could be unreliable during disasters, and electricity could be disrupted. Planning in advance will help ensure that all the members of your household—including children and people with disabilities and others with access and functional needs, as well as outside caregivers—know how to reach each other and where to meet up in an emergency. Planning starts with three easy steps:

1. COLLECT.
Create a paper copy of the contact information for your family and other important people/offices, such as medical facilities, doctors, schools, or service providers.

2. SHARE.
Make sure everyone carries a copy in his or her backpack, purse, or wallet. If you complete your *Family Emergency Communication Plan* online at ready.gov/make-a-plan, you can print it onto a wallet-sized card. You should also post a copy in a central location in your home, such as your refrigerator or family bulletin board.

3. PRACTICE.
Have regular household meetings to review and practice your plan.

TEXT IS BEST!
If you are using a mobile phone, a text message may get through when a phone call will not. This is because a text message requires far less bandwidth than a phone call. Text messages may also save and then send automatically as soon as capacity becomes available.

July 2015

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STEP 2
Make a plan

Easy Peazy!

- **COLLECT.** Create a paper copy of the contact information for your family and other important people/offices, such as medical facilities, doctors, schools.

- **SHARE.** Make sure everyone carries a copy in his or her backpack, purse, or wallet. If you complete your Family Emergency Communication Plan online at ready.gov/make-a-plan, you can print it onto a wallet-sized card. You should also post a copy in a central location in your home.

- **PRACTICE.** Have regular household meetings to review and practice your plan. Then update when needed.

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STEP 2
Make a plan

Your Family's Plan: Start with a Floor Plan

- Emergency exits
- Designate a family meeting area
- Escape routes from neighborhood
- Ensure help for people with disabilities now known known as "functional needs"

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STEP 2
Make a plan

Links to Plans

- Ready.gov Family Communications Plan: https://www.fema.gov/media-library-data/0e3ef555f66e22ab832e284f826c2e9e/FEMA_plan_parent_508_071513.pdf

- Read.gov Steps to Make a Plan: https://www.fema.gov/media-library-data/0e3ef555f66e22ab832e284f826c2e9e/FEMA_plan_parent_508_071513.pdf

- American Red Cross: http://www.redcross.org/get-help/prepare-for-emergencies/be-red-cross-ready/make-a-plan

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STEP 2
Make a plan

This is Us!

- School's emergency policies
- Updated contact information
- Designate contact persons and make sure your children know how to get in touch with them

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STEP 2
Make a plan

Functional needs plan

- Health information card
- Grab-and-go bag with medication, prescriptions, medical documents
- Ensure walkers, oxygen tanks and other emergency supplies
- Personal support network
- Planning resources: https://www.ready.gov/individuals-access-functional-needs

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STEP 2
Make a plan

Plan for high-rise residents

- Evacuation plan
- Know your exits
- Extra water in case of power outage
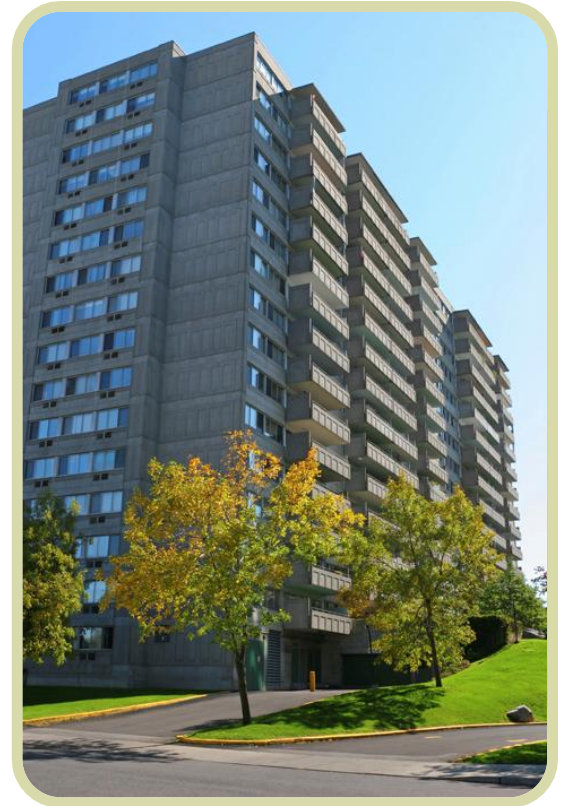
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STEP 2
Make a plan

Logan's Plan

- Location of "pet-friendly" shelters/hotel
- Extra pet food and water in emergency kit
- How will you transport your pets?
- https://www.ready.gov/animals

STEP 2
Make a plan

Other helpful hints:

- Choose an out-of-town contact person
- Make arrangements through friends or cultural centres
- Practice your plan!
- Review your plan once a year

STEP 3

Prepare a kit

To prepare for an emergency that could last 72 hours or more, what would you put in a kit?

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STEP 3
Get a kit

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72 HOURS
IS YOUR FAMILY PREPARED?

STEP 3
Get a kit

www.ready.gov/sites/default/files/documents/files/checklist3.pdf

✓ **Additional Items to Consider Adding to an Emergency Supply Kit:**

☐ Prescription medications and glasses

☐ Infant formula and diapers

☐ Pet food and extra water for your pet

☐ Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container

☐ Cash or traveler's checks and change

☐ Emergency reference material such as a first aid book or information from www.ready.gov

☐ Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.

☐ Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.

☐ Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.

☐ Fire Extinguisher

☐ Matches in a waterproof container

☐ Feminine supplies and personal hygiene items

☐ Mess kits, paper cups, plates and plastic utensils, paper towels

☐ Paper and pencil

☐ Books, games, puzzles or other activities for children

Ready
Prepare. Plan. Stay Informed. ®

Emergency Supply List

FEMA
www.ready.gov

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Three steps to getting prepared:

- Know the risks
- Make a plan
- Get a kit

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Receiving timely information about weather conditions, emergency events

- Portage Co. Emergency Management App
- Portage Prepares on Facebook facebook.com/PortagePrepares/
- PortagePrep on Twitter @PortagePrep
- Portage Prepares: co.portage.oh.us/portageprep
- PC HS/EM: co.portage.oh.us/emergencymanagement.htm
- US National Weather Services CLE
- Many jurisdictions have opt-in public alert and warning systems.

Portage County Emergency Management App

FREE
Available on the App Store
ANDROID APP ON Google play
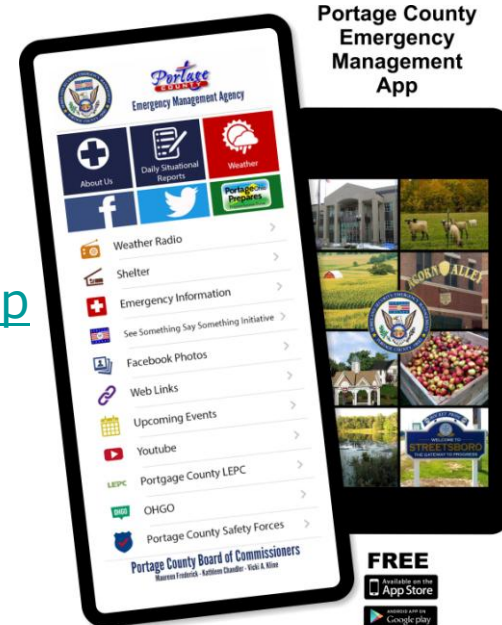
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Receiving timely information about weather conditions, emergency events

- National Oceanic and Atmospheric Administration (NOAA)
- Integrated Public Alert and Warning System (IPAWS)
- Enhanced telephone notification
- Outdoor sirens and alerts
- Local school and organization notifications
- FEMA App and other mobile apps
- American Red Cross App
- Weather Channel App
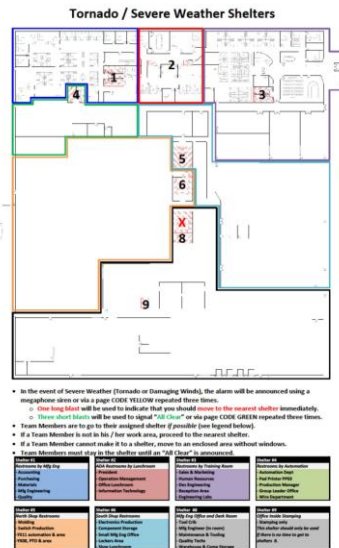- More info on IPAWS, EAS, and WEA, visit www.ready.gov/alerts

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Every business should have a plan!

A plan to stay in business!

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On Fire to Make a Plan!

https://www.fema.gov/media-library-data/5f16cc3c-5e7a-47db-91f9-4a1bf523f9d5/Business_Continuity_Training_-_Pt_01.mp4

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Continuity of Operations

- Review business process flow chart, if one exists, to identify operations critical to survival and recovery.

- Determine which staff, materials, procedures and equipment are absolutely necessary to keep the business operating.

- Establish procedures for succession of management.

- Make a list of your most important customers and proactively plan ways to serve them during and after a disaster.

- Identify key suppliers, shippers, resources and other businesses you must interact with on a daily basis.

- Plan what to do if your building, plant or store is inaccessible.

- Talk with your staff or co-workers and frequently review and practice what you intend to do during and after an emergency.

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Emergency Planning for Employees

- Include emergency information in newsletters, on your company intranet, in periodic employee emails and /o r other communication tools.

- Include an out-of-town phone number where employees can leave an "I'm okay" message in a catastrophic disaster.

- If you have employees with disabilities or special needs, ask them what assistance, if any, they require.

- OHSA.gov Emergency Preparedness and response, https://www.osha.gov/SLTC/emergencypreparedness/index.html

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Emergency Supplies

- Encourage everyone to have a portable emergency supply kit customized to meet their personal needs, such as the inclusion of essential medications.

- Talk to your co-workers about what emergency supplies the company can feasibly provide, if any, and which ones individuals should consider keeping on hand.

- Include what was on the home list plus plastic sheeting and duct tape in the event of airborne chemical hazards and moist towelettes, garbage bags and plastic ties for personal sanitation.

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Emergency Supplies

- Keep copies of important records such as site maps, building plans, insurance policies, employee contact and identification information, bank account records, supplier and shipping contact lists, computer backups, emergency or law enforcement contact information and other priority documents in a waterproof, fireproof portable container.

- Store a second set of records at an off-site location.

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Stay or go?

- **Make an Evacuation Plan:** Some disasters will require workers to leave the workplace quickly. The ability to evacuate workers, customers and visitors effectively can save lives.

- **Make a Shelter-in-Place Plan:** There may be situations when it's best to stay where you are to avoid any uncertainty outside.

- Go to www.ready.gov for more information on these topics as well as when and how to "seal-the-room" for protection from chemical contamination and steps to take for fire safety and medical emergencies.

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Talk to Your Co-workers

- Practice the Plan with Co-workers
- Promote Family and Individual Preparedness
- Write a Crisis Communication Plan
- Support Employee Health After a Disaster

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Protect Your Investment

- Review Insurance Coverage
- Prepare for Utility Disruptions
- Secure Facilities, Buildings and Plants
- Improve Cyber Security
- Subscribe to the U.S. Department of Homeland Security National Cyber Alert System, www.us-cert.gov, to receive free, timely alerts.

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Online resources to assist you

- Business Continuity Planning Suite:
  https://www.ready.gov/business-continuity-planning-suite

- Preparedness Planning for Your Business:
  https://www.ready.gov/business

- Every Business Should Have a Plan Brochure:
  https://www.fema.gov/media-library-data/1388786699366-f6593a40cee347ce4a8def70a28b748e/Business_quadfold_brochure_2012.pdf

- OHSA.gov Emergency Preparedness and response,
  https://www.osha.gov/SLTC/emergencypreparedness/index.html

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Morgan Stanley Case Study

- 1993 World Trade Center Attack
- 2001 World Trade Center Attack

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Hurricane Wilma

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Contact Information

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