

# EMERGENCY PLANNING TIPS

Disasters and emergencies of all types can happen anytime and anywhere. When an emergency strikes there may not be much time to respond. Proactive planning and preparation can be the key to surviving an emergency.



## BE PREPARED

Six basic items should be stocked in every home: **water, food, clothing/bedding, first aid kit, tools/supplies and special items** (see checklist reverse). Keep items most likely needed during an evacuation in an easy-to-carry container. Possible containers include a large covered storage bin, backpack or duffel bag.

Put items in airtight plastic bags and store the emergency kit in a convenient place known to all family members. Consider keeping a kit in your vehicle as well. Evaluate contents of the kit and family needs at least once a year. Replace items as needed. For additional information regarding an all hazards approach to preparedness call the City of Colorado Springs Office of Emergency Management - **385-CALL (2255)**

### MEET AND DISCUSS AS A FAMILY:

- Evacuation procedures
- Individual roles

### PLAN HOW THE FAMILY WILL STAY IN CONTACT IF SEPARATED BY DISASTER:

- Decide on two meeting places - one outside of the home and one outside of the neighborhood
- Choose an out-of-state friend or relative that will act as a point of contact for everyone

### MEET WITH NEIGHBORS:

- Plan how everyone will work together
- Consider how to help neighbors with special needs
- Make plans for children at home if parents can't return to the area

### COMPLETE THESE STEPS:

- Post emergency phone numbers by every phone and program into cell phones
- Know how and when to shut off water, electricity and gas at main controls
- Install smoke and carbon monoxide alarms on each level of your home near bedrooms
- Make arrangements for animals, public shelters do not accept them

### PERSONAL SAFETY SHOULD BE THE HIGHEST PRIORITY.

- During an evacuation, immediately follow instructions from fire, police, and emergency officials
- Learn alternate ways out of the neighborhood - plan and rehearse an escape plan
- Make a list of items to take with you - remember, you may only have a few minutes
- If told to evacuate immediately, take only essential items:
  - Medications/Prescriptions
  - Identification
  - Eyeglasses, dentures, hearing aids
  - Financial Resources - cash, credit cards, checks, bank cards

# EMERGENCY PLANNING TIPS

## ASSEMBLE AN EMERGENCY KIT FOR YOUR HOME AND ONE FOR EACH CAR. THE EMERGENCY KIT SHOULD INCLUDE:

### WATER

- Store in a location that will prevent water from freezing.
- Avoid using containers that will decompose or break, such as wax milk cartons or glass bottles.
- Change your stored water supply every six months so it stays fresh.
- Store one gallon of water per person per day (two quarts for drinking, two quarts for food preparation/sanitation).
- Keep at least a three day supply of water for each person in the household.

### FOOD

- Store at least a three day supply of non-perishable food.
- Select foods that are compact, lightweight, require no refrigeration, preparation or cooking and little or no water.
- Rotate stored food every six months.
- Ready-to-eat canned meats, fruits and vegetables, juices, milk, soup (if powdered, store extra water).
- Staples – sugar, salt, pepper.
- High-energy foods – peanut butter, jelly, crackers, granola bars and trail mix.
- Comfort/stress foods – cookies, hard candy, sweetened cereals, lollipops, instant coffee, and tea bags.

### CLOTHING/BEDDING

- Include at least one complete change of clothing and footwear per person.
- Sturdy shoes or work boots
- Hat and gloves
- Sunglasses
- Thermal underwear and rain gear
- Blankets or sleeping bags

### FIRST AID

- |                                       |                                |  |
|---------------------------------------|--------------------------------|--|
| • Sterile adhesive bandages           | • Needle                       | • Latex gloves (2 pair)                |
| • Triangular bandages                 | • Moistened towelettes         | • Sunscreen                            |
| • Sterile gauze pads (assorted sizes) | • Antiseptic                   | • Aspirin or non-aspirin pain reliever |
| • Hypoallergenic adhesive tape        | • Thermometer                  | • Anti-diarrhea medication             |
| • Scissors                            | • Medicine dropper             | • Antacid (for stomach upset)          |
| • Tweezers                            | • Safety pins (assorted sizes) | • Prescription drugs                   |
|                                       | • Cleansing agent/soap         |  |

### TOOLS AND SUPPLIES

- |  |                                     |                              |
|--|-------------------------------------|------------------------------|
| • Plastic cups, plates and utensils    | • Tent                              | • Plastic storage containers |
| • Battery operated radio & flashlights | • Pliers                            | • Signal flare               |
| • Extra batteries                      | • Tape                              | • Paper & pencil             |
| • Non-electric can opener              | • Compass                           | • Needles & thread           |
| • Utility knife                        | • Wrench to turn off gas and water  | • Whistle                    |
| • Fire extinguisher – ABC type         | • Matches in a waterproof container | • Plastic sheeting           |
|  | • Aluminum foil                     |                              |

### SPECIAL NEEDS

Important Documents (*keep in waterproof, portable container*)

- Cash, change, or travelers checks
- Important telephone numbers
- Will, insurance policies, contracts
- Social Security Cards/Bank numbers
- Inventory of valuable household goods
- Family records (birth/marriage/etc.)

#### For Adults

- Denture needs
- Extra eye glasses
- Contact lenses and supplies
- Medications
- Oxygen

#### For Babies

- Formula/Bottles/Powdered Milk
- Medications
- Diapers

#### For Pets

- Extra food
- Medications

#### Sanitation

- Plastic bucket with tight lid
- Toilet paper & towelettes
- Plastic garbage bags & ties
- Soap
- Personal hygiene items
- Disinfectant
- Household chlorine bleach