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DEDICATION

*This manual is dedicated to Volunteers all around the world who give their heart, soul, energy, and time unselfishly for the betterment of our society.
Thank you.*

ABOUT THE AUTHORS

Bill and Janet Liebsch are the founders of Fedhealth, a publishing and marketing company formed in 1999 to help the public focus on preparedness and health-related issues. They are dedicated to developing and marketing collaborative programs that primarily benefit First Responders, schools, and volunteers. Fedhealth's books and ebooks are continually updated on preparedness and safety-related topics. To order additional copies and to learn about fundraising programs and free customization, visit www.fedhealth.net

DISCLAIMER

The authors of this Manual are not licensed physicians, and the enclosed suggestions should not replace the advice of trained medical staff and officials. This information is not intended as a substitute for a first aid course, but reviews basic first aid measures that could be used when professional medical assistance is delayed or temporarily unavailable due to a major disaster or crisis. All data compiled here is for informational purposes only and neither the authors nor Fedhealth can accept responsibility for any injury, loss or damage arising from the use of this information. During a time of crisis, citizens should heed the advice of local officials over the data contained in this book.

FAMILY EMERGENCY PLAN CHECKLIST

The next time disaster strikes, you may not have much time to act and local first responders may not be able to reach you right away. **PREPARE NOW** for a sudden emergency and discuss these ideas with your entire family to create a **Family Emergency Plan**.

Even though this checklist looks long and scary, it is easy to do and can help you make a plan. We suggest you and your family review this list, then read through the Manual since there are many tips mentioned in various topics and Sections that could help develop your plan.

PLEASE make some time in your busy lives to prepare for a disaster... a few minutes now could possibly save a life when a disaster hits. Remember - **be aware... be prepared... and have a plan!**

LEARN ABOUT RISKS & EXISTING PLANS:

- [] Find out which disasters could occur in your area and ask local officials how to prepare for each disaster, but read this Manual first.
- [] Ask how you will be warned of an emergency.
- [] Learn your community's evacuation routes and map them out using a free service like Google Maps or Mapquest or order Depiction.
- [] Ask about special assistance for elderly or disabled persons.
- [] Ask your workplace about emergency plans and learn about plans at your children's school(s) or day care center(s).

TIPS ON MAKING YOUR FAMILY PLAN:

*(Review all and complete **Family Emergency Plan** on pages 12-13):*

- [] Meet with household members to talk about the dangers of fire, severe weather, earthquakes and other emergencies. Explain how to respond to each using the tips in this Manual.
- [] Find safe spots in your home for each type of disaster that affects your community. *(see Section 2 for explanations of each disaster)*
- [] Talk about what to do when there are power outages and injuries.
- [] Take a basic first aid and CPR class (or join a CERT - see page 224).

- [] Draw a floor plan of your home showing doors, windows and stairways. Mark locations of first aid and disaster kits, fire extinguishers, smoke detectors, ladders, and utility shut-off points. Next, use a colored pen to draw a broken line charting at least 2 escape routes from each room. And practice drills!
- [] Show family members how to turn off water, gas and electricity at the main switches when necessary.
- [] Post emergency telephone numbers near telephones and teach children how and when to call 9-1-1. (*see Section 3*)
- [] Make sure household members understand they should turn on the radio for emergency information.
- [] Pick one out-of-state and a local friend or relative for family members to call if separated during a disaster. (It is often easier to call out-of-state than within the affected area.)
- [] Pick two emergency meeting places in case you can't go home: 1) A place near your home. 2) A place outside the neighborhood.
- [] Teach children meeting places and emergency phone numbers in case you get separated during a crisis.
- [] Put **ICE** before a name and number in cell phone address books so First Responders would know who to call “**In Case of Emergency**”.
- [] Make sure family members know how to send and receive photos and text messages (if you have those capabilities on your cells). Also consider joining a network like Twitter or a local text message alert system to receive emergency broadcast warnings, updates, etc.
- [] Get some FRS walkie-talkies and teach family how to use them.
- [] Practice emergency evacuation drills with all household members at least two times each year. Also learn how to get involved with America's *PrepareAthon!* at www.ready.gov/prepare
- [] Consider doing a Living Will and/or a Healthcare Power of Attorney.
- [] Keep family records in a water- and fire-proof container. Consider keeping another set of records in a safety deposit box offsite.
- [] Check if you have enough insurance coverage. (*see Section 2 for more information on flood insurance.*)

TIPS FOR ELDERLY & DISABLED FAMILY MEMBERS:

- [] Ask about special aid that may be available in an emergency for elderly and disabled family members. Find out if assistance is available for evacuation and in public shelters. FEMA suggests people with a disability register with local fire department so help can be provided quickly in an emergency (if available in your area).
- [] Ask your children's teachers and caregivers about emergency plans for schools, day care centers or nursing homes.
- [] If you currently have a personal care attendant from an agency, check to see if the agency will be providing services at another location if there is an evacuation -- and tell family members.
- [] Learn what to do and where to go for each type of emergency. For example, basements are not wheelchair-accessible so you should have alternate safe places for different types of disasters for disabled or elderly persons.
- [] Learn what to do in case of power outages and injuries. Know how to start a back-up power supply for essential medical equipment!
- [] If someone in the home uses a wheelchair, make sure 2 exits are wheelchair-accessible in case one exit is blocked.
- [] Consider getting a medical alert system that will allow you to call for help if you have trouble getting around.
- [] Both elderly and disabled persons should wear a medical alert bracelet or necklace at all times if they have special needs.
- [] Talk to your doctor to ask if you can keep a 60-90 day supply of medications and special medical parts and supplies on-hand in case of emergency.
- [] Consider setting up a "Buddy" system with a roommate, trusted friend or neighbor. Give buddy a copy of your **Family Emergency Plan** and an extra house key or tell them where one is available.
- [] Consider putting a few personal items in a lightweight draw string bag (e.g. a whistle, some medications, a small flashlight, extra hearing aid batteries, etc.) and tie it to your wheelchair or walker for emergencies. Make sure to rotate items so current and working.
- [] Visit the **National Organization on Disability** web site to learn more about Emergency Preparedness issues at www.nod.org .

TIPS FOR PETS OR LIVESTOCK / LARGE ANIMALS:

TIPS FOR PETS

- [] If you have to evacuate your home, DO NOT leave pets behind! Make sure you take a secure pet carrier, leash or harness with you.
- [] Emergency shelters may not accept pets (unless it is a service animal). Find out which motels and hotels in your area allow pets in advance of needing them. Ask your veterinarian or animal shelter if they board animals during a disaster or emergency.
- [] Make sure identification tags are current and securely fastened to pet's collar or get a microchip implanted in your pet. Keep a current photo in your wallet or cell phone for identification purposes.
- [] Make sure a roommate, trusted neighbor or friend has an extra house key to evacuate your pets in the event you are unavailable.

TIPS FOR LIVESTOCK / LARGE ANIMALS

- [] Evacuate livestock whenever possible. Make arrangements for evacuation, including routes and host sites, in advance. At least two alternate evacuation routes should be mapped out as a backup.
- [] The evacuation site should have food, water, veterinary care, handlers, equipment and proper facilities.
- [] Trucks, trailers, and vehicles for transporting animals should be available with experienced handlers and drivers to transport them.
- [] If evacuation is not possible, a decision must be made whether to move large animals to available shelter or turn them outside. This decision should be based on the type of disaster and the soundness and location of the shelter or structure.
- [] If you board animals, ask if facility has an evacuation plan in place.

Next, we suggest you sit with your family and write down your **Family Emergency Plan** using the next 2 pages as a guide. Then review how to put together a **Disaster Supplies Kit** since you may not have much time if you are told to evacuate quickly.

Again, we suggest you and family members read this manual together - especially your kids - since there are many tips here that could help you make a plan and learn what to do if the unexpected happens. You may just want to review the book first and then come back to this Section later.

FAMILY EMERGENCY PLAN

EMERGENCY CONTACT NUMBERS

(Post a copy of this information near phone and in kits for easy access.)

Emergency Numbers

In a life-threatening emergency, **call 9-1-1** or local emergency number:

Police Department: _____

Fire Department: _____

Ambulance: _____

Hospital: _____

Poison Control: 1-800-222-1222 (U.S. only) _____

Out-of-State Contact

Name _____

Address _____

Telephone (Day) _____ (Evening) _____

Local Contact

Name _____

Telephone (Day) _____ (Evening) _____

Family & Friends Work / Cell Numbers

Name: _____ Phone#: _____

Name: _____ Phone#: _____

Name: _____ Phone#: _____

Neighbors

Name: _____ Phone#: _____

Name: _____ Phone#: _____

Name: _____ Phone#: _____

School Information (if you have children)

Child / School Name: _____ / _____ Ph#: _____

Child / School Name: _____ / _____ Ph#: _____

Child / School Name: _____ / _____ Ph#: _____

Family Doctors

Name: _____ Phone#: _____

Name: _____ Phone#: _____

Medical Allergies

Name: _____ Allergy: _____

Name: _____ Allergy: _____

Current Prescriptions

Name: _____ Medication: _____

Name: _____ Medication: _____

Other

Dentist: _____ Phone#: _____

Veterinarian: _____ Phone#: _____

Electric company: _____

Gas company: _____

Water company: _____

EMERGENCY MEETING PLACES (OR AREAS)

In case you get separated during an emergency or disaster, decide on two Meeting Places or Areas where you can join each other. Include children in this decision so they understand why they should meet here.

1. Near your home (within 1 mile of your house) _____

2. Away from your home (at least 5 miles from your house) _____

Note: If these meeting places cannot be reached, text or send pictures of a new location or a landmark you are near so others can find you.

Wildfires are intense fires that are usually caused by careless humans or lightning. Campfires, children playing with matches or lighters, and cigarettes are the most common things that cause brush fires or wildfires so please be careful when you're out in deserts, mountains, or any other heavy vegetation areas. And please don't toss cigarettes out when driving!

NEVER leave a campfire burning - make sure it is completely out using plenty of water before leaving the area. Stir the coals around with a stick or log while pouring water over them to ensure all the coals get wet and they are no longer hot. Any hot coals left unattended can be easily ignited by wind since they can stay hot for 24 - 48 hours.

When building a campfire, always choose a level site, clear away any branches and twigs several feet from the fire, and never build a fire beneath tree branches or on surface roots. Also, build at least 10 feet (3 m) from any large rocks that could be blackened by smoke or cracked from a fire's heat.

See your local Forest Service office or Ranger Station for more information on campfires and permits. Or visit www.fs.fed.us or www.pc.gc.ca

BEFORE A WILDFIRE (FIRE SAFETY TIPS):

Prepare - See WILDFIRE MITIGATION at beginning of this Section.

Learn fire laws - Ask fire authorities or the forestry office for information on fire laws (like techniques, safest times to burn in your area, etc.)

Could they find & reach you? - Make sure that fire vehicles can get to your property and that your address is clearly marked.

Safety zone - Create a 30-100 foot (9-30 m) safety zone around your home. (see *WILDFIRE MITIGATION*)

Teach kids - Explain to children that matches and lighters are TOOLS, not toys... and if they see someone playing with fire tell an adult right away. And teach kids how to report a fire and when to call 9-1-1.

Tell authorities - Report hazardous conditions that could cause a wildfire.

Be ready to evacuate - Listen to local authorities and leave if you are told to evacuate. (see *EVACUATION*)

DURING A WILDFIRE:

Listen - Have a radio to keep up on news, weather and evacuation routes.

Evacuate? – If you are told to leave - do so ... and IF you have time also...

- Secure your home - close windows, vents, all doors, etc.
- Turn off utilities and tanks at main switches or valves.
- Turn on a light in each room to increase the visibility of your home in heavy smoke.
- See WILDFIRE MITIGATION at front of this section.

Head downhill – Fire climbs uphill 16 times faster than on level terrain (since heat rises) so always head down when evacuating the area.

Food & water - If you prepared ahead, you'll have your **Disaster Supplies Kit** handy to **GRAB & GO**... if not, gather up enough food and water for each family member for at least 3 days or longer!

Be understanding - Please realize the firefighters main objective is getting wildfires under control and they may not be able to save every home. Try to understand and respect the firefighters' and local officials' decisions.

AFTER A WILDFIRE:

Don't go there - Never enter fire-damaged areas until authorities say it's okay and watch for signs of smoke or heat in case the fire isn't totally out.

Critters - Don't try to care for a wounded critter -- call Animal Control.

Utilities - Have an electrician check your household wiring before you turn the power back on and DO NOT try to reconnect any utilities yourself!

Damage - Look for structural damage (roof, walls, floors) -- may be weak.

Call for help - Local disaster relief services (Red Cross, Salvation Army, etc.) can help provide shelter, food, or personal items that were destroyed.

Insurance - Call your insurance agent or representative and...

- Keep receipts of all clean-up and repair costs
- Do not throw away any damaged goods until an official inventory has been taken by your insurance company.

If you rent - Contact your landlord since it is the owner's responsibility to prevent further loss or damage to the site.

Move your stuff - Secure belongings or move them to another location.

Recovery tips - See TIPS ON RECOVERING FROM A DISASTER.

What are YOU gonna do about...

A STROKE?

According to the American Stroke Association, every 4 minutes someone dies of a stroke making it the 4th leading cause of death in the U.S. It also is a leading cause of adult disability. Stroke is the 3rd leading cause of death to Canadians according to the Heart and Stroke Foundation of Canada. And more women die of strokes each year than men in both countries.

A stroke (or “brain attack”) occurs when oxygen and vital nutrients carried by blood are cut off causing brain cells to die. It’s cut off because...

...a blood vessel is blocked in the neck or brain (by a blood clot or narrowing of an artery) -- called an **ischemic** [is-KEM-ik] stroke (*causes about 80% of strokes*)

... or ...

...a blood vessel bursts or leaks -- called **hemorrhagic** [hem-o-RAJ-ik] stroke or bleeder (*causes about 20% of strokes*)

NOTE: You only have 2 - 6 hours maximum to stop permanent brain damage from a stroke - so get to a hospital as quickly as possible (within 3 hours is best!)

Things to watch for...

Sudden confusion, trouble speaking or understanding

Loss of muscle control on one side of the body

Loss of balance, stumbling, dizziness or fainting

Different sized pupils (one pupil small / one enlarged)

Severe headache

Blurred or double-vision in one or both eyes

Shock (pale, cold or clammy, weak or rapid pulse, etc.)

Transient ischemic attack (TIA / mini-stroke) - a minor or warning stroke - risk of major stroke is high

What to do...

- Call 9-1-1 for an ambulance.
- Get victim to lie back with head raised (put pillows or blankets under head and shoulders so partially sitting up).
- Loosen any tight or restrictive clothing.
- See if there are any other injuries.
- If victim is drooling or having problems swallowing, place them on their side to keep the airway open.
- Stay with victim until medical help arrives.

APPENDIX A

Citizen Corps / CERT

(Volunteer Programs for Americans & Canadians)

WHAT IS CITIZEN CORPS?

Citizen Corps was created to help coordinate volunteer activities that make the nation's communities safer, stronger, and better prepared to respond to any emergency situation. Citizen Corps is managed at local levels by Citizen Corps Councils, which bring together existing crime prevention, disaster preparedness, and public health response networks with the volunteer community and other groups.

CITIZEN CORPS PROGRAMS & PARTNERS

Community Emergency Response Teams (CERTs) educate people about disaster preparedness and trains them in basic disaster response skills, such as fire safety, light search and rescue, and disaster medical operations. Using their training, CERT members can assist others in their neighborhood or workplace following an event and can take a more active role in preparing their community. The program is administered by DHS. Learn more at www.fema.gov/community-emergency-response-teams

Fire Corps promotes the use of citizen advocates to enhance the capacity of resource-constrained fire and rescue departments at all levels: volunteer, combination, and career. Citizen advocates can assist local fire departments in a range of activities including fire safety outreach, youth programs, and administrative support. Fire Corps provides resources to assist fire and rescue departments in creating opportunities for citizen advocates and promotes citizen participation. Fire Corps is funded through DHS and is managed and implemented through a partnership between the National Volunteer Fire Council, the International Association of Fire Fighters, and the International Association of Fire Chiefs. Visit www.firecorps.org

Medical Reserve Corps (MRC) strengthens communities by helping medical, public health and other volunteers offer their expertise throughout the year as well as during local emergencies and other times of community need. MRC volunteers work in coordination with existing local emergency response programs and also supplement existing community public health initiatives, such as outreach and prevention, immunization programs, blood drives, case management, care planning, and other efforts. The MRC program is administered by the Department of Health & Human Services. Check out www.medicalreservecorps.gov

National Neighborhood Watch incorporates terrorism awareness education into its existing crime prevention mission, while also serving as a way to bring residents together to focus on emergency preparedness and emergency response training. The National Neighborhood Watch is administered by the National Sheriffs' Association. Learn more at www.nnw.org

Volunteers in Police Service (VIPS) works to enhance the capacity of state and local law enforcement to utilize volunteers. VIPS serves as a gateway to resources and information for and about law enforcement volunteer programs. Funded by DOJ, VIPS is managed and implemented by the International Association of Chiefs of Police. To learn more visit www.theiacp.org/VIPS

Citizen Corps **Affiliate Programs & Organizations** offer communities resources for public education, outreach, and training; represent volunteers interested in helping to make their community safer; or offer volunteer service opportunities to support first responders, disaster relief activities, and community safety efforts. Some Affiliates include:

The **American Radio Relay League (ARRL)** represents the interests of the more than 650,000 U.S. Radio Amateurs (or “HAMS”). Many amateurs have organized themselves under a formal structure to better provide public service and emergency communications like the Amateur Radio Emergency Service (ARES) and Radio Amateur Civil Emergency Service (RACES). Learn more by visiting www.arrl.org or contact your local Emergency Management office.

Civil Air Patrol is a congressionally chartered, non-profit corporation and is the civilian auxiliary of the U.S. Air Force. CAP supports Homeland Security efforts by providing coastal patrol, air/ground observation, radio communications and relay, aerial reconnaissance, air-to-ground photography, radiological monitoring, and disaster and damage assessment assets. Learn more by visiting www.gocivilairpatrol.com

National Association for Search and Rescue is a non-profit membership association comprised of thousands of paid and non-paid professionals interested in all aspects of search and rescue throughout the United States and around the world. NASAR has trained over 30,000 responders since 1989 utilizing its internationally respected SARTECH© Certification Program. NASAR is dedicated to ensuring that volunteers (non-paid professionals) in search and rescue are as prepared as the career public safety personnel (fire, law and emergency medical services) with whom they work on a daily basis. Learn more at www.nasar.org.

Some other Affiliates include The American Legion, Home Safety Council, National Safety Council, National Voluntary Organizations Active in

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