

Linwood Seventh-day Adventist Church

And

Community

Readiness

Manual

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INTRODUCTION

This manual has been designed to help the community be prepared to handle an emergency or disaster.

When an emergency strikes, you can be prepared. Take time to think about how you would respond.

Use this document as a tool to help you be prepared.

MISSION STATEMENT

The goal is to respond to the needs of the people and/or community in a time of disaster or a crisis event. Time, talents, money and goods are given to serve the victims of disaster in cooperation with the appropriate government and other voluntary agencies.

FAMILY EMERGENCY PLAN



Family Emergency Plan



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: _____	Telephone Number: _____
Email: _____	
Neighborhood Meeting Place: _____	Telephone Number: _____
Regional Meeting Place: _____	Telephone Number: _____
Evacuation Location: _____	Telephone Number: _____

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

Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
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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: _____
Work Location Three Address: _____ Phone Number: _____ Evacuation Location: _____	School Location Three Address: _____ Phone Number: _____ Evacuation Location: _____
Other place you frequent Address: _____ Phone Number: _____ Evacuation Location: _____	Other place you frequent Address: _____ Phone Number: _____ Evacuation Location: _____

Important Information	Name	Telephone Number	Policy Number
Doctor(s):			
Other:			
Pharmacist:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Veterinarian/Kennel (for pets):			

Dial 911 for Emergencies



Prepare. Plan. Stay Informed.

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.

ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION

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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OTHER IMPORTANT INFORMATION: _____

DIAL 911 FOR EMERGENCIES

Ready 

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When preparing for a possible emergency situation, it's best to think first about the basics of survival: **fresh water, food, clean air and warmth.**

Recommended Items to Include in a Basic Emergency Supply Kit:

- **Water**, one gallon of water per person per day for at least three days, for drinking and sanitation
- **Food**, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- **First aid kit**
- Whistle to signal for help
- **Dust mask**, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Local maps

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

DISASTER PREPAREDNESS QUIZ

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Are You Prepared? Find out by answering these questions:

Imagine that a police officer knocks at your door. A hurricane is quickly approaching, and you have 45 minutes to evacuate.

If You Have Pets:

1. Can you gather all your pets and put them into pet carriers in time? Do you have carriers for all your pets?
2. Are all your pets wearing collars and ID tags with their name, your name, your telephone number, and an emergency telephone number?
3. If your cat escapes the cat carrier and becomes lost, could you provide a photograph?
4. Do you know where you can go with your pets in the event of an emergency evacuation? Do you know of any animal-friendly motels nearby? Do you know where your local emergency animal shelter is located?
5. Do you have your veterinarian's telephone number on your list of emergency numbers in case your dog or cat becomes ill?

6. Do you have a contingency plan to evacuate your pets if something happens when you are at work?
7. Where is your pet's disaster evacuation emergency "go kit"?

If You Have Horses

1. Can you have your horses loaded on the trailer ready to leave in time? Will your horse trailer hold all your horses? Have you recently practiced trailering up your horse?
2. Is your horse wearing a halter with her name, your name, your telephone number, and an emergency telephone number on it?
3. Do you know where you can go with your horses in the event of an emergency evacuation? Do you know where your local emergency equine shelter is located?
4. Do you have your horses' Coggins tests in your emergency packet to present to the officer at the emergency shelter?
5. When you arrive at the emergency shelter to pick up your horse after several days, could you provide identification photos and descriptions from your emergency packet to prove ownership?

If You Have Farm Animals

1. Can you evacuate your animals in time? Do you have a way to transport your animals?
2. Have you mapped out an evacuation route?
3. Do you have a safe place to shelter your animals on your property if you cannot evacuate them?
4. Do you have materials on hand to reinforce your barn and outbuildings?
5. Do you have a backup plan for feeding and watering your animals should your power supply be cut off?

HOW TO HELP A DISRUPTIVE PERSON

This can be man, woman or child; member or visitor; and there are many kinds of disruptive behavior: relationship problems, disagreement with what is being said, mental disease, drugs and/or alcohol in system, etc.

- ❖ Keep your voice low & calm.
- ❖ Someone else should call 911, stay on the phone to keep them informed of any escalation.
- ❖ Make sure there are no weapons before approaching.
- ❖ Have several people surround person, as this can be intimidating and help to quiet them.
- ❖ Do not touch person in the presence of the larger audience, as this may incite them to get louder.
- ❖ Escort them out of the area & outside if possible.
- ❖ If there is a possibility of danger to the congregation, someone else should escort them in the opposite direction as quietly as possible once the disruptive person is out of site.

HOW TO HELP IN A DISRUPTIVE SITUATION

This will usually be something along the lines of someone having a heart attack or any other medical emergency situation.

- ❖ One person can check the person with first responder ABC's.
- ❖ Another person can be calling 911, stay on the phone to keep them apprised of the situation.
- ❖ Do not crowd the person, give them plenty of air and room.
- ❖ Assess the situation carefully.



WHAT TO DO IF THERE IS GUNFIRE

You're in a shopping mall when you hear what sounds like balloons popping. Then you realize someone is shooting a gun. What do you do?

Most people do not ponder this question in advance. Recently many shoppers reacted to a rampaging shooter in a Nebraska mall by retreating into dressing rooms and stockrooms while others ran out the exits to the parking lot. A few days later, parishioners in Colorado, when threatened by another man with a gun, either froze in place or dove under wooden pews.

Many law enforcement experts say preparing a mental checklist in advance of possible actions can greatly improve your odds of surviving the experience unscathed.

Wherever you may be – an office building, bank, restaurant, shopping mall, church, etc. – make it a habit to be aware of your surroundings at all times. Note the exits, possible escape routes, and places to hide in case of trouble.

If you hear shots fired or if you witness a person with a gun nearby, immediately move to a safer location.

If possible, call 911. Give your name and location and tell the operator what you have observed.

Keep a cool head, even in dire circumstances. Constantly re-evaluate the situation as it evolves. Escape may be impossible at first but an opportunity may open up.

Shooter In The Building

If you learn that a shooter is in the building, the following steps could save your life:

- ❖ Escape the area safely by the nearest exit or window. Leave behind any backpacks, purses, etc.

- ❖ As you exit the building, keep your hands empty and above your head in plain view at all times. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat.
- ❖ If you cannot escape the area, turn off all the lights in the room where you are hiding, close and lock all its windows and doors. If you cannot lock the door, try to block it with a chair, desk, or other furniture at hand.
- ❖ Lie on the floor and /or under a desk and remain silent. Wait for the police to come and find you.

Shooter Enters Your Area

There obviously is no set procedure in this situation; the following are suggestions from law enforcement sources:

- ❖ Attempt to put a barrier between you and the person with the gun. Remain silent; playing dead may also be a consideration.
- ❖ Call 911, but if speaking to the dispatcher is too much of a risk, leave the phone line open so they can hear what is going on.
- ❖ Attempt to communicate with or take down the suspect only if you feel your life is in imminent danger (otherwise this is never a recommended option).
- ❖ If the shooter exits your area and you can escape, leave the area immediately because the person might return.
- ❖ Because the police might mistake you for the shooter, as soon as you see an officer put your hands over your head and comply with any instructions.

EMERGENCY ACTION PLAN

FIRE

1. **Evacuate** to parking lots, when alarm is heard.
2. **Call 911** give address & explain type of emergency & any injuries.
3. **Treat** injuries with First Aid. **Watch** for emergency vehicles.
4. **Determine** safety of building before returning.
5. **Convene** an emergency board meeting to deal with the aftermath.



EARTHQUAKE

1. Immediately take shelter under a desk or sturdy table. (DROP, COVER & HOLD). Do not attempt to evacuate the building. If no desks or tables are nearby, interior doorways can sometimes be used as a place of refuge.
2. Stay clear of outside walls, windows, or objects that can fall.
3. When shaking stops, evacuate immediately. Stay clear of buildings, trees, lamp poles, and electrical power poles and lines.
4. Check for and provide care for injured.
5. Follow instructions of responsible persons.



WEATHER (WIND, THUNDER/LIGHTENING) RELATED

1. Evacuate offices according to the plan. Move toward downstairs hallways.
2. Avoid windows, doors & any wide span or overhead structure. North & East walls are preferable to south and west walls. Sit in fetal position with face and head protected.



3. Get word to any who are outside.
4. Check for and provide care for injured.
5. Account for all staff and members.
6. Determine status for safe return to work.

WINTER STORMS

1. Sleet is raindrops that freeze into ice pellets before reaching the ground. Freezing rain is rain that falls onto a surface with a temperature below freezing; this caused it to freeze to surfaces, such as trees, cars, and roads, forming a glaze of ice. An ice storm occurs when freezing rain falls and freezes immediately on impact; communications and power can be disrupted for days.
2. A storm “WATCH” is a message indicating that conditions favor the occurrence of a certain type of hazardous weather. Announced 12-36 hours in advance. A storm “WARNING” indicates that an event is occurring or is imminent in about 30 minutes to an hour. A blizzard Warning means sustained winds or frequent gusts to 35 miles per hour or greater and considerable falling or blowing snow (reducing visibility to less than a quarter mile) are expected to prevail for a period of three hours or longer.
3. **Dress** in layers, use hats, scarves, mittens/gloves, cover mouth, nose & ears.
4. **Limit** time outside. Go inside for periods long enough to warm up to reduce your risk of frostbite & hypothermia. If you start to shiver a lot or get very tired, or if your nose, fingers, toes, or earlobes start to feel numb or turn very pale, get inside & assistance as quick as possible.
5. **Listen** to radio, TV, or check computer for local weather for updated conditions.
6. **Avoid** unnecessary travel & be sure to have an emergency pack in car if you do. Be sure to have a cell phone or two-way radio with you. You

should try to keep a windshield scraper, small broom & a shovel in your car.

WILDFIRE

1. **Wear** protective clothing – sturdy shoes, cotton or woolen clothing, long pants, a long-sleeved shirt, gloves and a handkerchief to protect your face
2. **Back** your car into the garage or park it in an open space facing the direction of escape.
3. **Arrange** temporary housing at a friend or relative's home outside the threatened area.
4. **Choose** a route away from fire hazards. Watch for changes in the speed and direction of fire and smoke.
5. **Tell** someone when you left and where you are going.



TORNADO

1. A tornado WATCH means one is possible in your area
2. A tornado WARNING means one has been sighted and may be headed for your area.
3. **Prepare** a home Plan. Pick a place all family members would gather; a basement, a center hallway, bathroom or a closet on the lowest floor.
4. **Listen** to local radio, TV and computer for updates and changes.
5. **Afterwards** watch out for fallen power lines, stay out of damaged area. Use a flashlight to inspect your home for damage. **DO NOT** use candles at any time.



VOLCANO ERUPTION

1. **Know** community's warning systems, emergency plans and evacuation routes.

2. **Prepare** disaster supplies and keep on hand: flashlight with extra batteries, first aid kit and manual, emergency food and water, non-electric can opener, essential medicines, dust mask, long-sleeved shirts, long pants, and sturdy shoes for each person in your family.
3. **Put** all machinery inside a garage or barn. **Bring** animals and livestock into closed shelters. **Keep** car or truck engines off. **Listen** to battery operated radio or TV for information.
4. **Avoid** areas downwind and river valleys downstream of the volcano. **Clear** roofs of ash fall. **Avoid** driving in heavy ash fall.
5. **Stay** indoors until local health officials advise it is safe to go outside, if you have a respiratory ailment, avoid contact with any amount of ash.

TERRORISM

1. **Make** plans for if you are at home, in the car, at church, at the mall or at school, for all family members, whether together or separated. Include your pets in plans as they will not be allowed to be in the shelters.
2. **Keep** an emergency kit in each of your cars, in your home and always have a cell phone with you and each of your family members if possible. Also, make copies of essential documents like marriage license, birth certificates, licenses, passports, life insurance policies, beneficiary designations, and your wills. Place the copies in ziplock baggies and place in each of the adult kits. Make sure all originals are kept in a safe place like a safe deposit box.
3. **Know** emergency plans for your work and each of the schools your children attend.
4. **Remain** calm, be patient and follow the advice of the local emergency officials.
5. **Check** yourself and anyone around you for injuries. **Give** first aid and get help for the more seriously injured.
6. **Shut off** any damaged utilities, such as gas, water, and electricity.
7. **Evacuate** your home if ordered by the authorities, be sure utilities are off and secure home.

8. **“Shelter In Place”** if ordered by local officials. Means to remain in your home or office and protect yourself. Close and lock windows and exterior doors. Turn off all fans, heating and/or air conditioners. Close the fireplace dampers.
9. **Listen** to the radio for instructions and updates.



QUICK FIRST AID TIPS

If you encounter someone who is injured, apply the emergency action steps: **Check-Call-Care**. **Check** the scene to make sure it is safe for you to approach. Then check the victim for unconsciousness and life-threatening condition, such as not breathing or severe bleeding, requires immediate care by trained responders and may require treatment by medical professional. **Call** out for help. There are some steps that you can take, however, to **care** for someone who is hurt, but whose injuries are not life threatening.

CONTROL BLEEDING

- Cover the wound with a dressing, and press firmly against the wound (direct pressure).
- Elevate the injured area above the level of the heart if you do not suspect that the victim has a broken bone.
- Cover the dressing with a roller bandage.
- If the bleeding does not stop:
 - ✓ Apply additional dressings and bandages.
 - ✓ Use a pressure point to squeeze the artery against the bone.
- Provide care for shock.

CARE FOR SHOCK

- Keep the victim from getting chilled or overheated.
- Elevate the legs about 12 inches (if broken bones are not suspected).

- Do not give food or drink to the victim.

TEND BURNS

- Stop the burning by cooling the burn with large amounts of water.
- Cover the burn with dry, clean dressings or cloth.

CARE FOR INJURIES TO MUSCLES, BONES AND JOINTS

- Rest the injured part.
- Apply ice or a cold pack to control swelling and reduce pain.
- Avoid any movement or activity that causes pain.
- If you must move the victim because the scene is becoming unsafe, try to immobilize the injured part to keep it from moving.

BE AWARE OF BIOLOGICAL/RADIOLOGICAL EXPOSURE

- Listen to local radio and television reports from the most accurate information from responsible governmental and medical authorities on what's happening and what actions you will need to take.
- The Web sites referenced in this manual can give more information on how to protect you from exposure to biological or radiological hazards.

REDUCE ANY CARE RISKS

The risk of getting a disease while giving first aid is extremely rare. However, to reduce the risk even further:

- Avoid direct contact with blood and other body fluids.
- Use protective equipment, such as disposable gloves and breathing barriers.
- Whenever possible, thoroughly wash your hands with soap and water immediately after giving care.

It is important to be prepared for an emergency and to know how to give emergency care.

EMERGENCY PLANNING FOR AMERICA'S SCHOOLS

The U.S. Department of Education is working with school safety experts from around the United States to make available to schools a model emergency response and crisis management plan. For more information, visit www.ed.gov/emergencyplan.

Emergency Plans

If you don't have a school crisis plan in partnership with public safety agencies, including law enforcement and fire, health, mental health and local emergency preparedness agencies, develop one. Ensure that it addresses traditional crises and emergencies such as fires, school shootings and accidents, as well as biological, radiological, chemical and other terrorist activities.

If you do have a crisis plan, review it. Ensure that it addresses issues related to terrorism, such as biological, radiological and chemical attacks.

Train, practice and drill. Documents on a shelf don't work in a crisis.

Ensure that your school district crisis plan addresses the unique circumstances and needs of individual schools. Districts are encouraged to develop a separate plan for each school building. Each school crisis plan should address four major areas—prevention/mitigation; preparedness; response and recovery.

Actions that schools should take under each of these areas include:

Prevention/Mitigation:

- Conduct an assessment of each school building. Identify those factors that put the building, students and staff at greater risk, such as proximity to rail tracks that regularly transport hazardous materials or facilities that produce highly toxic material or propane gas tanks, and develop a plan for reducing the risk. This can include plans to evacuate students away from these areas in times of crisis and to reposition propane tanks or other hazardous materials away from school buildings.

- Work with businesses and factories in close proximity to the school to ensure that the school's crisis plan is coordinated with their crisis plans.
- Ensure a process is in place for controlling access and egress to the school. Require all persons who do not have authority to be in the school to sign in.
- Review traffic patterns, and where possible, keep cars, buses, and trucks away from school buildings.
- Review landscaping, and ensure buildings are not obscured by overgrowth of bushes or shrubs where contraband can be placed or persons can hide.

Preparedness:

- Have site plans for each school facility readily available and ensure they are shared with first responders and agencies responsible for emergency preparedness.
- Ensure there are multiple evacuation routes and rallying points. Your first or second evacuation site options may be blocked or unavailable at the time of the crisis.
- Practice responding to crisis on a regular basis.
- Ensure a process is established for communicating during a crisis.
- Inspect equipment to ensure it operates during crisis situations.
- Have a plan for discharging students. Remember that during a crisis many parents and guardians may not be able to get to the school to pick up their child. Make sure every student has a secondary contact person and contact information readily available.
- Have a plan for communicating information to parents and for quelling rumors. Cultivate relationships with the media ahead of time, and identify a public information officer to communicate with the media and the community during a crisis.

- Work with law enforcement officials and emergency preparedness agencies on a strategy for sharing key parts of the school crisis plans.

Response:

- Develop a command structure for responding to a crisis. The roles and responsibilities for educators, law enforcement and fire officials, and other first responders in responding to different types of crisis need to be developed, reviewed and approved.

Recovery:

- Return to the business of teaching and learning as soon as possible.
- Identify and approve a team of credentialed mental health workers to provide mental health services to faculty and students after a crisis. Understand that recovery takes place over time and that the services of this team may be needed over an extended time period.
- Ensure the team is adequately trained.
- The plan needs to include notification of parents on actions that the school intends to take to help students recover from the crisis.

www.ed.gov/emergencyplan

Source: U.S. Department of Education, March 2003

TIPS FOR PEOPLE WITH DISABILITIES



Before an Emergency

- Set up your home, apartment or workplace so that you can quickly get under a sturdy desk, table or other safe place for protection. This will be most important during an earthquake or explosion
- Identify doorways that do not have doors in which you can take cover.
- In the event of an emergency, be prepared to get to safety, or help others to help you, by regularly practicing emergency exit drills.
- Maintain a list of medications, allergies,
- special equipment, names and numbers of doctors, pharmacists and family members with you at all times.
- Keep extra medication with your emergency supplies.
- Keep extra emergency supplies at your bedside and by your wheelchair.
- Have walking aids near you at all times. Place extra walking aids in different rooms of the house.
- Put a security light in each room. These lights plug into any outlet and light up automatically if there is a loss of electricity. They continue operating automatically for four to six hours, and they can be turned off by hand in an emergency.
- Have a whistle near you to signal for help. Find two people you trust who will check on you after an earthquake or other disaster. Tell them your special needs. Show them how to operate any equipment you use. Show them where your emergency supplies are kept. Give them a spare key.

During and After A Disaster

- ✓ During an earthquake or explosion, if you are in bed or out of a wheelchair, stay where you are and cover your head and neck.
- ✓ If you are in a wheelchair during an earthquake or explosion, stay in it and go into a doorway that doesn't have a door.
- ✓ Cover your head and neck with your hands. If possible, stay away from windows that may shatter.
- ✓ Prepare to be self-sufficient for at least three days.
- ✓ Turn on your portable radio for instructions and news reports. For your own safety, cooperate fully with public safety officials and instructions.
- ✓ Prepare for aftershocks following an earthquake.
- ✓ If you evacuate your home, leave a message at your home telling family members and others where you can be found.

EMERGENCY PREPAREDNESS WEBSITES

Many of these sites have areas in many different languages.

www.beprepared.com

www.ready.gov (get family forms)

www.listo.gov (multicultural)

www.govlink.org/3days3ways/

www.medicalert.org

www.publichealth.va.gov/flu/pandemicflu.htm

www.spokanecounty.org/emergencymgmt/

www.srhd.org/safety/emergency/default.asp

www.doh.wa.gov/phepr/default.htm

www.redcross.org

www.fema.gov

www.communityservices.org

www.doh.wa.gov/

www.hsus.org (the Humane Society)