9/11 2011

USAID
FROM THE AMERICAN PEOPLE

A TIME TO REMEMBER

A TIME TO PREPARE

NATIONAL PREPAREDNESS MONTH 2011

USAID Readiness –

Eighth Annual National Preparedness Month in September: "A Time to Remember. A Time to Prepare," The campaign seeks to transform awareness into action by encouraging all Americans to take the necessary steps to ensure that their homes, workplaces and communities are prepared for disasters and emergencies of all kinds. "As we move forward with planning for this year's events and activities, we also recognize that this September marks the ten year anniversary of the 9/11 terrorist attacks," said FEMA Administrator Craig Fugate. "By doing what we can to ensure that our communities, and our nation, are prepared to respond and recover from all types of disasters and hazards, we honor the memory of those who were lost that day."

RISK

The first thing one must do in any preparation is understand the risks, as they say know your enemy. You want to know what to prepare for so that you know how to prepare for it. Sun Tzu made this statement "The general who wins the battle makes many calculations in his temple before the battle is fought. The general who loses makes but few calculations beforehand." Physical, mental and spiritual threats benefit from Sun Tzu's wisdom.

Making calculations is a mix of study, of deep thought, and carefully planning. This helps you determine whether the threat is something that can be avoided all together, often called mitigating the threat, or if it is something that must be faced. One tool to help you calculate the risks posed by threats is called a risk analysis tool. Provided in the following pages is a very simplified version of this tool, in any risk analysis you identify the risk, you determine how likely it is and what the impact level might be. With this information you then develop your plan of action, to mitigate the impact and then you monitor for signs of the threat.

COMMUNICATION

To monitor for this threat you must be informed. Information has always been a key to any threat. Information comes in many forms but to simplify them we will put them into two categories push and pull. Information that you pull "the ability to draw out people and resources as needed to address opportunities and challenges*."Examples are experts in the fields, public news, TV, Websites, radio stations, and research. To pull information takes effort and often gives longer lead times before the threat is upon you.

Pushed information on the other hand is often the watch man on the tower sounding the alarm, today that could be alert systems -Via email, text message, Twitter, Sirens, and Weather Radios. In any case typically when information is pushed the threat is imminent. The time for preparations may be past. The store shelves cleared the roads gridlocked, the oil in your lamp better be filled.

With any threat you first need to make sure you are safe or you are no good to others you may want to help. Next is of course your family, it could be argued that knowing your family is safe keeps you safer. In this ends provided is a family communications plan.

**Deloitte Center for the Edge*

INFORMATION

Even though things come and go the information that makes up your world remains and is highly vital to your wellbeing. So provided are some list of items that you could include in the information you would want and need. We call this Grab-N-Go-Documentation it could be considered your life on a stick, if you put it on a flash drive.

SHORT TERM PHYSICAL NEEDS

Most often the threats we encounter are bound within a short timeframe usually 3 days/ 72 hours. For those in hurricane prone areas you know this time frame well. To this end you might have heard of go-bags or 72hr-grab-bags. Covered in the following pages are items not only for you but for kids, pets and your car. Sometimes you will have the ability to have a larger kit so provided is also a larger check list of items to have on hand.

LONGER TERM PHYSICAL NEEDS

You will need to have a plan on what to do if the event goes beyond 72 hours. It could be 1 month, 3 months, 6 months yes even up to a year. There are real life examples and reasons for this type of preparedness and hiding in a fall-out-shelter is not really one of the events that is likely to affect you but extended loss of job, pandemic or events that break down the supply line are. There are some very helpful ways to prepare for longer term events. If you are prepared you will not fear.

GRAVITY

The preparation can seem overwhelming, finding all the right documents, getting all the right supplies, storing and rotation those supplies. Do not become overwhelmed but start with what you can. Start at 72 hours and build, rotate, and replace along the way. Very few things in this world can be created in a day.

BE INFORMED

Find out what kinds of disasters, both natural and man-made, are most likely to occur in your area and how you will be notified.

RISK ANALYSIS

Risk Identification
Risk Assessment/Measurement – Determine Risk Level
Risk Treatment – your plan on what you will do
Risk Monitoring and review – be aware of events

Likelihood →				
	Very likely	**Medium 2**	**High 3**	**Extreme 4**
	Likely	**Low 1**	**Medium 2**	**High 3**
	Unlikely	**Low 1**	**Low 1**	**Medium 2**
What is the chance it will happen?		**Minor**	**Moderate**	**Major**
How serious is the risk?		**Impact ----------→**		

Risk Identification, the possible hazards and emergencies				
Risk	Likelihood	Impact	Risk score	Treatment / Action
Biological Threat				
Blackouts				
Chemical Threat				
Earthquakes				
Explosions				
Extreme Heat				
Fires				
Floods				
Hurricanes				
Influenza Pandemic				
Landslide and Debris Flow (Mudslide)				
Nuclear Threat				
Radiation Threat				
Thunderstorms				
Tornadoes				
Tsunamis				
Volcanoes				
Wildfires				
Winter Storms and Extreme Cold				
Armed attack (active shooter)				
Financial				
Physical/ Mental Accident				
Cyber (at home)				
Avalanche				
Food Safety info State and Local info				

Determine Risk Level (None, Low, Moderate, or High)
Then ask "How can I reduce my risk?" for each

AWARENESS OF SURROUNDINGS

When you enter a building do you look for the quickest ways out?
Too often we get stuck in patterns and forget options

BE INVOLVED

DAT - *Red Cross* Disaster Action Teams (*DAT*) are organized to place trained Red Cross volunteers at the scene of a disaster to provide immediate, identifiable emergency services to disaster victims and emergency workers. In addition to initiating Red Cross relief actions, the team paves the way for mobilizing other chapter and national sector resources that may be required.

Citizens corps Citizen Corps was created to help coordinate volunteer activities that will make our communities safer, stronger, and better prepared to respond to any emergency situation. It provides opportunities for people to participate in a range of measures to make their families, their homes, and their communities safer from the threats of crime, terrorism, and disasters of all kinds.

CERT - The Community Emergency Response Team (CERT) Program educates people about disaster preparedness for hazards that may impact their area find more at http://www.citizencorps.gov/cert/

VolunteerMatch strengthens communities by making it easier for good people and good causes to connect

Exercise

A family plan a work plan or a community plan it is always helpful to exercise the plans. Exercises are conducted to test plans, procedures, equipment, facilities, and training. Exercises are evaluated to determine what went right and what needed improvement

Classes online or in Classrooms

USAID – online USAID University has loads of classes that cover topics such as COOP or how to use a Filtering Mask to our internal finance software.

FEMA- EMI independent study program courses are called IS course online are free and there are many are taught in classroom settings that have a cost but look up courses today that would be helpful to you. http://training.fema.gov/IS/crslist.asp

Red Cross – offers many classes from first aid to disaster management courses. http://www.redcrossnca.org/index.php/take-a-class.html

Alert Systems for your county provide real-time emergency alerts, notifications, and updates to your email, wireless phone, BlackBerry or PDA. Sign up at:

Washington, DC	https://textalert.ema.dc.gov/index.php?CCheck=1
Frederick, MD	http://www.frederickcountymd.gov/list.aspx
Montgomery, MD	https://alert.montgomerycountymd.gov/register.php
Prince George's, MD	http://www.emergencyemail.org/add.asp?lc=33240
Arlington, VA	https://www.arlingtonalert.com/index.php?CCheck=1
Fairfax, VA	https://www.fairfaxcounty.gov/alert/register.php
Loudoun, VA	https://alert.loudoun.gov/register.php
Prince William, VA	https://alert1.alert.pwcgov.org/register.php
Alexandria, VA	https://enews.alexandriava.gov/register.php
Fairfax (City), VA	http://www.fairfaxva.gov/emas/subscribe.asp?new=1
Falls Church, VA	https://alert.fallschurchva.gov/register.php
Manassas, VA	https://alert.manassasva.gov/register.php
Manassas Park, VA	http://mp.alertncr.com/register.php

Evacuation Guidelines

Always:	If time permits:
Keep a full tank of gas in your car if an evacuation seems likely. Gas stations may be closed during emergencies and unable to pump gas during power outages. Plan to take one car per family to reduce congestion and delay.	Gather your disaster supplies kit.
Make transportation arrangements with friends or your local government if you do not own a car.	Wear sturdy shoes and clothing that provides some protection, such as long pants, long-sleeved shirts, and a cap.
Listen to a battery-powered radio and follow local evacuation instructions.	Secure your home: Close and lock doors and windows. Unplug electrical equipment, such as radios and televisions, and small appliances, such as toasters and microwaves. Leave freezers and refrigerators plugged in unless there is a risk of flooding.
Gather your family and go if you are instructed to evacuate immediately.	Let others know where you are going.
Leave early enough to avoid being trapped by severe weather.	
Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.	
Be alert for washed-out roads and bridges. Do not drive into flooded areas.	
Stay away from downed power lines.	

Some other helpful Web sites:

http://www.ready.gov/index.html
http://72hours.org/index.html
http://ready.wi.gov/kit/GetKit.asp
http://www.fema.gov/areyouready/index.shtm
http://www.readysetgokitsblog.com/2009/09/emergency-preparedness-for-people-with.html
http://www.firstsurvivor.com/
http://www.cbsnews.com/digitaldan/disaster/disasters.shtml

USAID EMERGENCY RESPONSE PLANS

Knowing what to do in an emergency offers you the best protection. USAID has a number of plans and trainings that will inform you on what you will need to know so you can quickly and safely respond to an event. They are called the Shelter-in-Place plan, Occupant Emergency Plan and the Continuity of Operations Plan you can find these plans at the Occupational Safety and Health web page on the left hand side http://inside.usaid.gov/M/AS/FMD/OSH/ or http://inside.usaid.gov/M/AS/FMD/

Also in each work station you should find the "Emergency office pamphlet" that has specific information on different types of events that might affect the Ronald Reagan Building. Please read it and become familiar with it – for your own protection and for the protection of contractors or visitors who are on site should we have an emergency.

How will I know what to do?

Based on the nature of the situation, different signals and instructions will guide you. Learning what they are will help you react quickly and safety if there is an emergency. Depending on the emergency, you may be asked to evacuate the building or take shelter-in-place.

Shelter-in-Place Plan (SIP)

The plan for staying inside the building because it is safer than going outside (ex. hazardous material outside the building)

Occupant Emergency Plan (OEP)

The plan for evacuating the building in the event it is safer to leave the building (ex. fire)
Assembly points in case of an evacuation can be found on the USAID Emergency Evacuation card

Continuity of Operations Plan (COOP)

The plan for allowing USAID to perform its essential functions at an alternate location in case of an emergency that renders the building unusable

To learn more about each of these plans

By taking the training on USAID University online or Contact the USAID Continuity Program Manager Peter Garcia

How to Develop a Family Communications Plan in Case of Emergency
In the hustle and bustle of daily family life, it is easy to forget to prepare for the unexpected. However, in the event of a major emergency, it is likely that your family will not be together. You can communicate with each other quickly if you develop an emergency family communications plan and stick to it.

Gather Emergency Information
1. Determine what types of disasters that occur in your area, your risk levels.
2. Contact schools/work places and ask what their emergency evacuation procedures are.
3. Hold a family meeting to discuss what to do during an emergency, and share the disaster information you have gathered.

Select an Emergency Contact Person Outside the Family
Choose a friend or relative to serve as an emergency family contact point. Pick someone who lives out of town in case the emergency is citywide. Program the name, phone number and email address of your contact person into each family member's cell phone. Write out the name and number of your family contact person and ask each family member to carry a copy in her handbag or wallet. This functions as a backup plan should a cell phone be lost or broken.

Develop a Family Emergency Communications Plan
1. Create an emergency information sheet.
2. List the name, date of birth and social security number of every member of the family.
3. Include any relevant medical information, such as allergy details. Include details of any persistent medical problems, such as diabetes or high blood pressure.
4. Decide on pick-up locations for the workplace and school of every family member. By doing so, you will know exactly where to pick up family members in case of an emergency.
5. Develop a list of locations each member of your family frequents. Include the address and phone number for schools and workplaces and your prearranged emergency pick-up locations.
6. Include a listing of emergency-services phone numbers. Your family doctor's, pharmacist's and veterinarian's contact information may be needed by emergency personnel and the National Poison Control Center 1-800-222-1222 in case of poisoning.

Exercise, practice, go over the plan with your family
At least once a year choose a day to exercise your plan with the whole family asking questions like, what if you cannot use cell phones? What if there is no power? What if one member cannot make it to the identified location? What if a member is out of town?

Helpful Web sites for Communications Plan
This site has a form online communications plan which you can then print http://www.americanfamilysafety.com/kits/cart.php?target=communicationplan
FEMA Are you Ready planning guide: http://www.fema.gov/pdf/areyouready/areyouready_full.pdf

Family Communication Plan

Your family may not be together when disaster strikes, so plan how you will contact one another and then review your plan for different situations.

Out-of-town contact: Ask an out-of-town friend to be your family contact. After a disaster, it's often easier to call long distance. This person may be in a better location to communicate among separated family members

Out-of-Town Contact Name:	Telephone Number:
E-mail:	Telephone Number:

Keep an updated record for each family member:

Name:		Important Medical Information:
Date of Birth:	Social Security #:	
Name:		Important Medical Information:
Date of Birth:	Social Security #:	
Name:		Important Medical Information:
Date of Birth:	Social Security #:	
Name:		Important Medical Information:
Date of Birth:	Social Security #:	
Name:		Important Medical Information:
Date of Birth:	Social Security #:	
Name:		Important Medical Information:
Date of Birth:	Social Security #:	

Where to go in an emergency- Write down site-specific information for the places family members spend time:

Home:	Address:	**Other location:**	Address:
	Phone Number:		Phone Number:
	Neighborhood Meeting Place:		Evacuation Location:
	Regional Meeting Place:		
School:	Address:	**Work:**	Address:
	Phone Number:		Phone Number:
	Evacuation Location:		Evacuation Location:
School:	Address:	**Work:**	Address:
	Phone Number:		Phone Number:
	Evacuation Location:		Evacuation Location:

Important Contacts	Name	Telephone Number	Policy Number
Doctor(s):			
Pharmacist:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Veterinarian/Kennel			
Other:			
For emergencies 9-1-1	*Poison Control 1-800-222-1222*	*Police Non-Emergency Phone:*	

Important Information	Name or Web Site	Telephone Number	Policy Number
Life Insurance:			
Car Insurance:			
Monthly Bills			
Gas			
Power			
Phone			
Cable			
Cell Phone			
Home Loan			
Car Loan			
Bank Accounts /Credit Cards			
Checking			
Savings			

Find a great resource from ready.gov http://ready.adcouncil.org/beprepared/fep/index.isp

Grab-N-Go Documentation

During an emergency or when you are in a rapid evacuation it may not be possible to carry away every essential record. Essential records are the records that protect your family's health, identity and financial resources in the event of a major property loss. The following information has been prepared to assist you in planning for an emergency.

IDENTIFY THE RECORDS

Before the emergency occurs, decide which records are most essential to you and your family. The following guidelines will help you to think about what is most important during an emergency. Remember to personalize this list is not all inclusive.

Essential (Grab-N-Go) records:

1. Backup of key computer records
2. Bank account information (including online account user ID and password)
3. Birth Certificates
4. Contracts, leases, and other agreements that obligate others to make payments to you
5. Driver's license
6. Immunization records
7. Insurance records (dental, disability, health, life, property, vehicles)
8. Medical history/records (including list of allergies, medical conditions and current medications, and history of medical emergencies and hospitalizations)
9. Pet records (shots, medical history, registration papers)
10. Photo identification (for persons without a driver's license)
11. Social Security cards
12. Map of the area and phone numbers of places you could go

High-Risk records:

As you decide what to evacuate, one factor to consider is how readily a lost record could be replaced. The loss of any of the following records could result in major financial or personal damage, but many are duplicated by governments or financial institutions and so may be replaceable. There is one other factor to consider, though: unless the duplicate record is stored far away, it too could be destroyed during a widespread disaster. Courthouses and banks are not immune to hurricanes, fires and floods.

13. Adoption records
14. Child support and alimony settlements/payments
15. Divorce settlement records
16. Income tax records
17. Leases (rental properties, storage facilities)
18. Marriage certificate
19. Mortgage
20. Motor vehicle and vessel titles
21. Passports
22. Proof of intellectual property (copyrights)
23. Property deed(s)
24. Records of current legal proceedings (probate, civil, criminal)
25. Records of donations and contributions
26. Records of educational attainment (transcripts, diplomas)
27. Records of household improvements
28. Records of loans and loan payments
29. Records of recent work history and income (Social Security, payroll)
30. Stock certificates, certificates of deposit, bonds, other banking and investment records
31. Will, other estate records

Irreplaceable records:

Family photos, historical documents and journals

Inventory of household goods; suggest to take photos and that this be kept on a Flash drive

PREPARE THE RECORDS

There are many ways to prepare your essential records for an emergency. You may have hard copies in a physical binder, water proof and/or fire proof is helpful. You may use electronic media like a CD or flash drive. Whatever method you use, remember to keep your records up to date. Choose one day each year and review your essential records to make certain they are current and ready to evacuate. Many archives do this each year during an event called "May Day". It's held on May 1st, and it's an easy way to remember to review your plans and make corrections as needed.

THE ORGANIZATION OF YOUR RECORDS

There are many ways to organize the grab-n-go documentation. Some do it by family member even having a binder for each member, some by major area i.e. financial, medical etc. when you organize your records do it in a way that make since to you. Provided below is an example of one way to you may choose to use.

Insurance Documents:
Copies of your insurance policies i.e. life, health auto, homeowners, etc.
Inventory of Household goods / Records of improvements (photos)

Ownership Documents:
Mortgage
Property deeds / motor vehicles titles
Copyrights
Have current pictures of your home

Medical Documents:
Copy of health insurance cards
A list of blood types for each family member
Names, addresses and phone numbers of all doctors/ dentists
Medical histories of each family member including allergies/conditions/hospitalizations
Immunization records
List of current medications and prescriptions including eye

Personal Documents:
Names, addresses, phone numbers, and email addresses of relatives and close friends and religious leader
Include copies of:
- Birth certificates / marriage license/religious certificates, i.e. baptisms
- Drivers licenses / passports / and all photo ID
- CCW permits
- pet vaccine records

A list of firearm serial numbers
Legal documents pertaining to child custody matters
Recent photos of each family member and each pet
Color photos of your house and each room in the house
Photos of anything of particular value
Education attainment/transcripts/diplomas
Military Records/discharge papers
Social security cards
Backup of key computer records
Family photos/historical documents/journals
List physical characteristics and medical info for your family members as well as height, weight, and a DNA sample (hair)

Pet Records
Registration papers
Shot records
Medical history
Location tag information

Financial Documents:
Bank Account Information including addresses and phone numbers and online accounts and passwords
Stock Certificates / Certificates of Deposit / Bonds
Contact info for stock broker/accountant/financial advisor
Contracts / Leases (including rental properties)
Records of loan and loan payments
Copies of the fronts and backs of debit/credit cards
Copies of house and car titles
Other important documents related to employment and/or a family business
Copies of pay stubs
Copy of utility bills with account info
Safety deposit box info

Legal Documents
Will/estate papers/ living Will
Power of attorney
Adoption records
Child support/alimony settlements/payments
Divorce statement records
Income tax filings
Receipt of donations and contributions made
Current legal proceedings papers
Recent work history, including resume

METHODS OF PROTECTING ESSENTIAL RECORDS METHOD

In the storage of your records it is helpful if you have duplicated your information and keep the information in an alternate location. Below are a few ideas you could use to insure your family's records are secure.

Ready-to-evacuate original records

Keep the original records together in a ready-to-evacuate container, such as a plastic file box, water proof folder, or a fire proof container.

Duplicate paper copies

Make duplicate photocopies of your essential records. Keep them together, ready to evacuate or send them to a trusted friend or relative who lives at least 100 miles away.

Duplicate electronic copies

Scan your essential records and store them on CD, DVD, Flash drive, or a online secure site. Carry the device with you, or send it to a trusted friend or relative who lives at least 100 miles away.

Combination

Use a combination of these three methods. Duplicate copies (paper or electronic) work well for records that change infrequently while the originals of frequently changing essential records might be kept together for rapid evacuation.

THINGS YOU MIGHT NOT KNOW ABOUT YOUR RECORDS:

- Having a copy of your credit report means having all your account numbers, names and addresses of all your creditors in one place.
- The declaration page (usually the front page) of your insurance policies includes the company's name and contact information, as well as the amount of your deductible. Having the declaration handy means you won't have to carry the whole policy and all the endorsements.
- A recent property tax bill can be used to prove ownership when you file an insurance claim.
- Transcripts can help establish professional credentials, such as a medical or law degree.
- After a traumatic occurrence it might be hard to remember common passwords and access codes you use daily. Write them down. Encrypt them and save them on your computer. You will need them.
- Assembling preaddressed and pre-stamped envelopes to mail your mortgage, car and other payments might be helpful.
- Remember, even if there is a disaster, you're not exonerated from making your regular monthly payments, no matter the condition of your home or car.
- Copies of your marriage certificate and divorce certificates will be useful in establishing residency and may be necessary to set up new bank accounts.
- Having report cards and test records will make it easier to place children in a new school. Don't forget their immunization records!
- Your safe-deposit box is useless if you can't open it. Make sure you have a key to your box and proof of ownership.
- Keeping current pictures of every member of your family will make it easier for rescue agencies and law enforcement authorities to locate missing relatives. This should include pet photos too.
- Everyone in your household should have access to this critical information. Even children can be shown how to access information such as what medications are being taken, what allergies people have, or whom to call in an emergency.
- Even if you are organized and you know where all your important documents are located, it will be difficult to gather them in an emergency. Your best bet is to have them together in one place.

Household Family Disaster Kit Checklist

WATER:
- ❑ 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 your household

FOOD:
- ❑ Ready-to-eat canned meats, fruits and vegetables
- ❑ Canned juices, milk, soup (if powdered, store extra water)
- ❑ Staples--sugar, salt, pepper
- ❑ High energy foods--peanut butter, jelly, crackers, granola bars, trail mix
- ❑ Vitamins
- ❑ Foods for infants, elderly persons or persons on special diets
- ❑ Comfort/stress foods--cookies, hard candy, sweetened cereals, lollipops
- ❑ Instant coffee, tea bags

FIRST AID KIT:
- ❑ Sterile adhesive bandages (assorted sizes)
- ❑ Antiseptic
- ❑ 2-inch sterile gauze pads (4-6)
- ❑ Triangular bandages (3)
- ❑ 4-inch sterile gauze pads (4-6)
- ❑ Moistened towelettes
- ❑ Hypoallergenic adhesive tape
- ❑ Thermometer
- ❑ 2-inch sterile roller bandages (3 rolls)
- ❑ Tongue Blades (2)
- ❑ 3-inch sterile roller bandages (3 rolls)
- ❑ Cleansing agent/soap
- ❑ Scissors, Tweezers, Needle
- ❑ Latex gloves (2 pair)
- ❑ Tube of petroleum jelly or other lubricant
- ❑ Assorted sizes of safety pins
- ❑ Sunscreen

NON-PRESCRIPTION DRUGS:
- ❑ Aspirin or non-aspirin pain reliever
- ❑ Anti-diarrhea medication
- ❑ Antacid (for stomach upset)
- ❑ Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- ❑ Laxative
- ❑ Activated charcoal (use if advised by the Poison Control Ctr)

TOOLS/SUPPLIES:
- ❑ Mess kits, or paper cups, plates and plastic utensils
- ❑ Tape
- ❑ Emergency preparedness manual
- ❑ Pliers
- ❑ Battery-operated radio and extra batteries
- ❑ Compass
- ❑ Flashlight and extra batteries
- ❑ Whistle
- ❑ Cash or traveler's checks, change
- ❑ Tube tent
- ❑ Non-electric can opener, utility knife
- ❑ Signal flare
- ❑ Fire extinguisher: small canister, ABC type
- ❑ Paper/pencil
- ❑ Matches in a waterproof container
- ❑ Aluminum foil
- ❑ Plastic storage containers
- ❑ Needles, thread
- ❑ Medicine dropper
- ❑ Shut-off wrench, to turn off household gas and water
- ❑ Plastic sheeting
- ❑ Insect Repellant
- ❑ Map of the area (for locating shelters)

SANITATION:
- ❑ Toilet paper, towelettes
- ❑ Personal hygiene items
- ❑ Soap, liquid detergent
- ❑ Feminine supplies
- ❑ Plastic bucket with tight lid
- ❑ Disinfectant
- ❑ Household chlorine bleach
- ❑ Plastic garbage bags, ties (for personal sanitation uses)

CLOTHING AND BEDDING:
- ❑ Sturdy shoes or work boots
- ❑ Hat and gloves
- ❑ Thermal underwear
- ❑ Rain gear
- ❑ Blankets or sleeping bags
- ❑ Sunglasses

SPECIAL ITEMS: (For Baby)
- ❑ Formula
- ❑ Diapers
- ❑ Bottles
- ❑ Powdered milk
- ❑ Medications

SPECIAL ITEMS: (For Adults)
- ❑ Heart and high blood pressure medication
- ❑ Insulin
- ❑ Prescription drugs
- ❑ Denture needs
- ❑ Contact lenses and supplies
- ❑ Extra eye glasses
- ❑ Entertainment--games & books
- ❑ Important Family Documents: (Keep these records in a waterproof, portable container.)
- ❑ Grab-N-Go Documentation (see larger list) Will, insurance policies, contracts, deeds, stocks & bonds
  - o Passports, social security cards, immunization records
  - o Bank account numbers
  - o Credit card account numbers and companies
  - o Inventory of valuable household goods, important telephone #s
  - o Family records (birth, marriage, death certificates)

SUGGESTIONS AND REMINDERS:
- Store your kit in a convenient place known to all family members.
- Keep a smaller version of the Disaster Supplies Kit in the trunk of your car.
- Keep items in air-tight plastic bags.
- Change your stored water supply every six months so it stays fresh.
- Rotate your stored food every six months.
- Review your kit and family needs at least once a year. Replace batteries, update clothes, etc.
- Ask your physician or pharmacist about storing prescription medications.
- Create a list of "can't live without" items that you would want to grab in a moment's notice if you have to evacuate in a hurry. each member of the family should be allowed a few items. (keepsakes, photo albums, etc.) that will fit in the car with you.

PRACTICE AND MAINTAIN YOUR PLAN

- ❑ Quiz your kids every six months so they remember what to do.
- ❑ Conduct fire and emergency evacuation drills.
- ❑ Year _____ Drill Date _____
- ❑ Year _____ Drill Date _____
- ❑ Year _____ Drill Date _____

- ❑ Rotate stored water every three months and stored food every six months.
- ❑ Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- ❑ Test your smoke detectors monthly

Jan.	❑	July	❑
Feb.	❑	Aug.	❑
Mar.	❑	Sep.	❑
Apr.	❑	Oct.	❑
May	❑	Nov.	❑
June	❑	Dec.	❑

- ❑ Change batteries each year.
  (suggested day, daylight savings)

NEIGHBORS HELPING NEIGHBORS

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for child care in case parents can't get home.

Links for more reading:
www.ready.gov/america/makeaplan
www.fema.gov/plan/index
www.flu.nc.gov/epi/gcdc/pdf/disasterplan.pdf
www.ces.ncsu.edu/disaster/factsheets/index.html
www.disastercenter.com/guide/family

Family Disaster Plan Contact Card

Emergency Meeting Place_____
outside your home

Meeting Place_____ **Phone**_____
outside your neighborhood

Address_____

Family Contact_____
name

Phone (___) _____ **Phone** (____)_____

Family Disaster Plan Contact Card

Emergency Meeting Place_____
outside your home

Meeting Place_____ **Phone**_____
outside your neighborhood

Address_____

Family Contact_____
name

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Address_____

Family Contact_____
name

Phone (___) _____ **Phone** (____)_____

GO-BAGS

72-Go-Kit / Go-Bags

Along with your larger Household Disaster Kit you should have a GO-BAG at home but because you may be away from home when disaster strikes, you are advised to keep a GO-BAG at work and in your vehicle. Each member of your family should have a 72-hour GO-bag. The pack needs to be readily available and easy to carry. It needs to be **personalized** for that person.

There may seem to be some duplication with your Household Disaster Kit and your personal GO-bags. Public Health recommends that you keep them separate and independent. There may be a time when you have to evacuate after you have started utilizing your Household Disaster Kits. Stay out of the GO-bags unless it is an emergency. Recommended to **rotate** medications food and water every **3 to 6 months**.

What goes into a Go-Bag?

Essential Items

Cash
Contact lenses and solution
Communications plan (hard copy)
Drinking water
Eating utensils
First-aid kit and first-aid items
Flashlight
ID, ie driver license etc.
Large garbage bag
Map of the area
Medications/Prescriptions
Multi-tool
Non-perishable food/snacks
Personal hygiene items (soap, toothpaste)
Phone numbers of places you could go
Portable NOAA weather/am/fm radio
Walking/hiking shoes

Considered Items

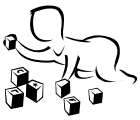
Blanket
Change of clothing
Credit and debit cards
Dust mask
Extra batteries
Extra house and car keys
Flash Drive of Go-documentation
Hat and gloves (cold weather)
Matches in waterproof container
Non-electric can opener
Paper and pencil
Rain gear
Small Games (cards)
Sunglasses
Thermal underwear (seasonal)
Toilet paper, towelettes
Visine
Water filtration straw
Whistle

Children's GO-bags

- Children's GO-bags should have an emergency contact list and current family photo inside the backpack. It should have the child's name and date of birth, address, guardian's names and contact information, the name and contact information for a friend or family member out-of-area, any medical conditions, and any medications that must be administered. This is necessary in the event you and your child are separated. You could also include a favorite toy, cards or book.
- Several companies have designed single use identification wristbands that are waterproof, tear-proof, hypoallergenic and comfortable to wear. These bands have helped greatly to reunite parents/guardians with lost children. Hospital wristbands can also be used.
- Remember to make a GO-bag for your pet. Keep in mind that most emergency shelters (for people) do not accept pets.
- You may want to make up an inventory list for each pack. That way when you check it every six months or so, you will know right away if something is missing and needs replacing.

Special Items for Infants

- Formula, bottled water, bottles, nipples
- Jars of baby food and baby spoons
- Diapers and diaper rash ointment
- Medications
- Moist towelettes and hand sanitizer



- Blankets, pacifiers, and layers of clothing
- Sunhat in warm months, warm hat in cool months

Pet's GO-bags

Keep your grab & go bags for pets in an easily accessible location near your own emergency supplies.

- Food, water – 3-day supply for each pet
- Bowls – (non-spill type)
- Collar and leash -for dogs and cats
- Muzzle
- Poop scooper, bags
- Treats, toy
- Blanket, towel, or newspaper for warmth
- ID tag should always be on pet
- Extra name tag
- License number
- Pet carrier or crate for each pet labeled with pet and owner's information (keep near your bag).

- Name, address and phone number of veterinarian, animal control agency and shelters.
- People to contact to take care of the animal
- Medications /Vaccination and medical records. Keep inoculations current. In an emergency, pets may come in contact with diseased animals.
- Allergy or other special instructions
- Photo of you and your pet

Pet First Aid Kit

- Scissors
- Gauze pads
- Wipes
- Instant cold pack
- Adhesive tape
- Tweezers
- Soap
- Antiseptic cream
- Eye drops

Emergency Car Kit:

You should also keep a smaller version of your household disaster kit in your vehicle, in case you are commuting or traveling when disaster strikes.

- First aid kit and handbook
- Hand sanitizer/cleaner or pre-moistened towelettes
- Class ABC fire extinguisher
- Portable radio, flashlight and extra batteries
- Non-perishable food & bottled water (about 4 liters in your car)
- Reflectors/flares
- Tools for minor auto repairs; including your tire repair tools
- Short rubber hose for siphoning

- Shovel
- Jumper cables
- Extra pair of sturdy shoes
- Blankets
- Duct tape
- Lighter or waterproof matches or both
- Utility knife
- Other (paper, pencils, maps, tissues, pre-moistened towelettes, plastic bags (garbage and Ziploc), permanent marker, toilet paper/paper towel roll

Preparedness beyond 72hours

In the event that requires a more long term solution like long term sheltering in place for a pandemic or simply out of work what is the recommended direction?

There has never been a time when the average family has had less food in their homes than now. A hundred years ago, people generally didn't go to the store very often. America was much more agrarian than it is today, with people growing the majority of the plants and animals they ate. We have seen in recent events how quickly store shelves clear for a winter storm and how quickly an event can turn into chaos with Katrina or Haiti. Today, we are city dwellers, relying heavily on the instant need and food chains. Listed below are some of the things that have happened within the last couple of years to break up a normal family's food supply channels:

- Loss of employment
- Strikes
- Fire
- Floods
- Droughts
- Hurricanes
- Wind Storms
- Earthquakes
- Civil unrest
- Major injury or death of the prime wage earner

At one time or another, nearly every family will face accidents, illness, unemployment, or other emergencies that will require them to depend on the resources they have stored.

Basic rules for home storage:

Rule 1: Store what you eat, and eat what you store. It would be too bad to have a supply of food you would only eat with the greatest reluctance. Also, you can spend a lot of money on a supply of food and other provisions now, but after 15 or 20 years it won't be much good anymore.

Rule #2: Rotate your food supply. Eat the old and replace with new food. It's great on the pocket book. Large amounts can be purchased when they are on sale, and then used when they are not. This may also require you to change your eating habits just a bit - like eating more whole grain and legume foods that are inexpensive but nutritious. But whatever you choose to store, be sure it's something you can eat or it will never get rotated.

Rule #3: Whatever you store, insure it is as nutritious as possible with the 50 essential elements required for good health. You should also consider storing a good mineral/vitamin supplement.

Rule #4: Special care should be taken in preserving your emergency supply, especially if you plan on storing it for several years. Generally, if you plan on using it up within a year it should be safe to store your dry grains and beans in the paper or plastic bags it came in. But if you do this, be sure you have a cool, dry place to keep it. Bugs are always a serious concern. If you haven't bug proofed your food you need to check it every few weeks to insure it stays insect free. Aside from packing up your own dry goods, you can also...

- Can your garden produce in bottles. This works best for fresh vegetables and fruits, and even meat if it is done correctly. However, know that after two years, wet packed foods in cans or bottles lose much of their nutritional value. Rotation is the key!
- Dehydrate your own foods. Some foods that lend themselves well to this kind of food preservation are potatoes, carrots, onions, peppers, and all kinds of fruits. After dehydration, be sure to store them in air tight bags or containers. It would also be a good idea to throw in a couple of oxygen absorber packets.
- Whatever method you use to preserve your food, Store it in a cool, dry, dark place.

Rule 5: Learn to grow a garden now before any hard times come. This way you will get the trial and error out of the way before you really need to eat off your garden. For someone who has never grown a garden before, it is not as easy as it may seem. There is a real art to growing a great garden and this knowledge doesn't come all at once. Become proficient at it now, and learn now how to preserve what you grow.

Simplified Readiness chart

How prepared are you? If you are filling out the chart for one person place an (1) in the box; if for a family place the number of people you are prepared for e.g.(5).

Go-Bag	Basic Items	10 Days	1 Month	3 Months	6 Months	1 Year
	Water					
	Food					
Do what you can, start today and build						

www.shelfreliance.com/foodstorage

www.storefood.com/HowTo/

www.providentliving.org/

USAID
FROM THE AMERICAN PEOPLE

NATIONAL
PREPAREDNESS
MONTH

A Time to Remember,
A Time to Prepare

9/11
2011

TOPICS COVERED TODAY

- Time to Remember,
  - USAID preparedness efforts since 9/11
- A Time to Prepare,
  - Get a Kit, Make Plan, Be Informed and Get Involved
  - OEP – covering the shelter-in-place and evacuations procedures

Ten Years of preparedness September 2011 A Time to Remember. A Time to Prepare.

2011 EMERGENCY PREPAREDNESS MONTH

September 11 Attacks

Are You Ready? Home preparedness the ready web site launched

Readiness for Elderly and Occupant Emergency Plan (OEP)

Ready Business

Ready Kids, preparedness at work

Pandemic Influenza and readiness for special needs

Preparedness for military families get a kit, make a plan, be informed, and get involved and OEP

Pandemic flu preparedness

Personal preparedness at work, at home and in the car.

A Time to Remember. A Time to Prepare. And OEP

2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011

USAID Emergency Plans Shelter-In-Place(SIP), Occupant Emergency Plan (OEP) and Continuity of Operations Plan (COOP) are set with new objectives and goals

First deployment of team test (Forward Challenge 2004) - first exercise of new plan

ICE'05 – first full scale deployment of teams to new facility – National Conference Center – collaborate with PBGC – hurricane

OPS alert and notification communications

Identification of Mission Essential Functions - MEF

ICE 07 – personal preparedness Pandemic influenza (plan and exercise vital records CMT)

National Level Exercise - scenario hurricane, exercised pandemic plan

Eagle Horizon, Mission Essential Function, devolution, pandemic preparedness planning

Eagle Horizon, International cell with the State Dept., and Peace Corps

Eagle Horizon Table table top exercise reconstitution and devolution

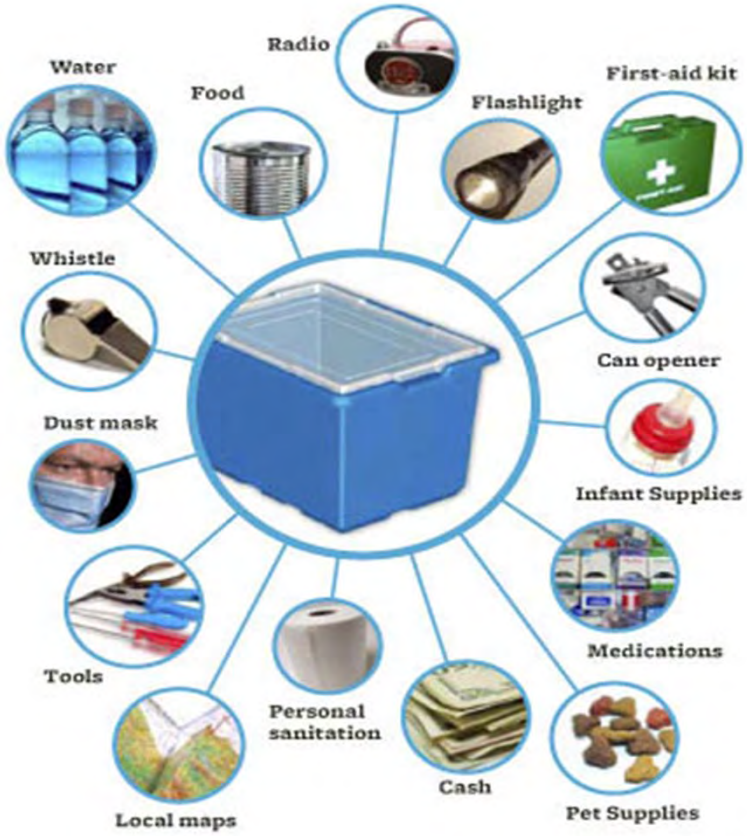
Alert/ Notification for employees

USAID FROM THE AMERICAN PEOPLE

USAID Preparedness Timeline

The First 72 Hours Post-Disaster

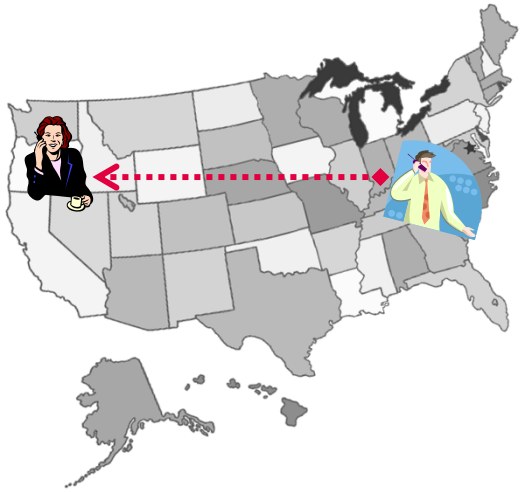
- The government will have many competing priorities
- You and your family should be prepared to be self-sufficient



What can I do now?

Create a solid planning base:

- Designate an out-of-area contact person.
- Duplicate important documents and keep copies off-site.
- Inventory valuables, in writing and with photographs or video .



ASSESS YOUR THREATS

- What kinds of disasters, both natural and man-made, are most likely to occur in this area?

Explosions
Nuclear Threat
Financial
Landslide
Chemical Threat
Blackouts
Winter Storms
Wildfires
Volcanoes
Active Shooter
Extreme Heat
Fires
Thunderstorms
Biological Threat
Earthquakes
Hurricanes
Tornadoes
Floods
Tsunamis
Influenza Pandemic

RISK ANALYSIS

Risk Identification

Risk Assessment/Measurement
Determine Risk Level

Risk Treatment
your plan on what you will do

Risk Monitoring and review
be aware of events

Likelihood ↑	Very likely	Medium 2	High 3	Extreme 4
	Likely	Low 1	Medium 2	High 3
	Unlikely	Low 1	Low 1	Medium 2
What is the chance it will happen?		Minor	Moderate	Major
How serious is the risk?		Impact ----------→		

Risk	Likelihood	Impact	Risk score	Action
Blackouts	Very Likely	Minor	Medium	Generator, Batteries, candles
Cyber	Very Likely	Minor	Medium	Virus protection, Network password,
Volcanoes	None on the	East Coast	No risk	Stay informed/follow authorities direction

INFORMATION FLOW push-N-pull

Methods of getting your attention vary from community to community.

Common **Push** methods are:

- Via email, text message, phone call, Twitter, Sirens, Weather Radios All

Hazards or emergency workers may go door-to-door.

Common **Pull** Methods of getting information are:

- News station websites – CNN, FOX, BBCA, etc…
- Paper and their websites Times/dailynews/sun/post
- Personal web pages – Igoogle, myyahoo, Aol etc…
- Arlington Emergency Management Radio 1700AM, runs on a generator

*note information overload and misinformation is often an issue in times of emergencies so verify information if you can and stay calm and informed

GO-BAGS

- **72-Go-Kit / Go-Bags**
  - @home, @work, in car, for pets, kids, even infants.
- Family Communication Plan
- *Grab-N-Go Documentation*
- ***PRACTICE AND MAINTAIN YOUR PLAN***

AWARENESS OF SURROUNDINGS

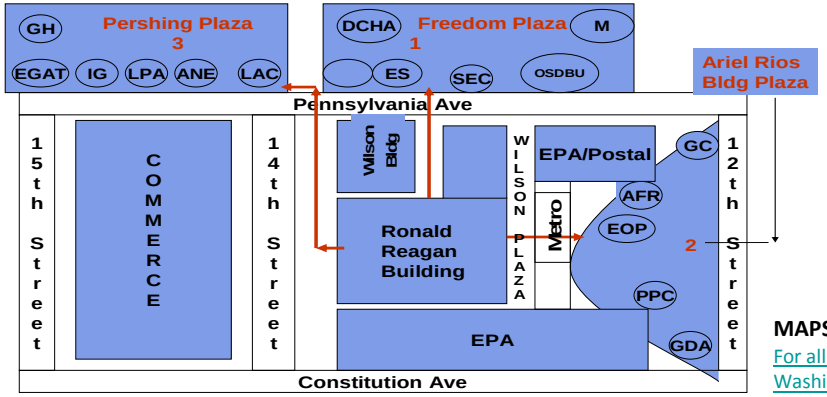
When you enter a building do you look for the quickest ways out?

Do you take different routes home from work?

Do you use different transportation methods?

Do you know the evacuation routes out of the city?

USAID Emergency Evacuation and Assembly Sites For the RRB

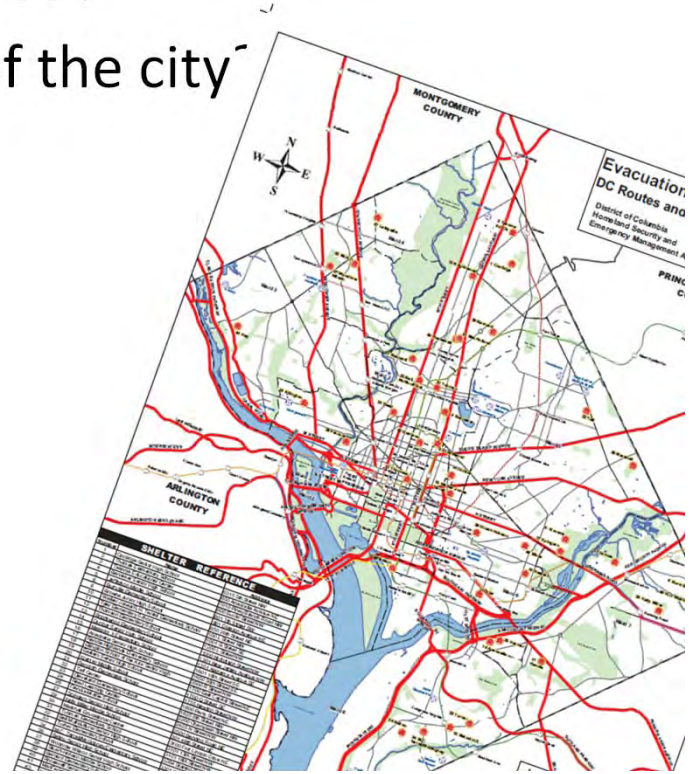


MAPS AND EVACUATION ROUTES

For all states

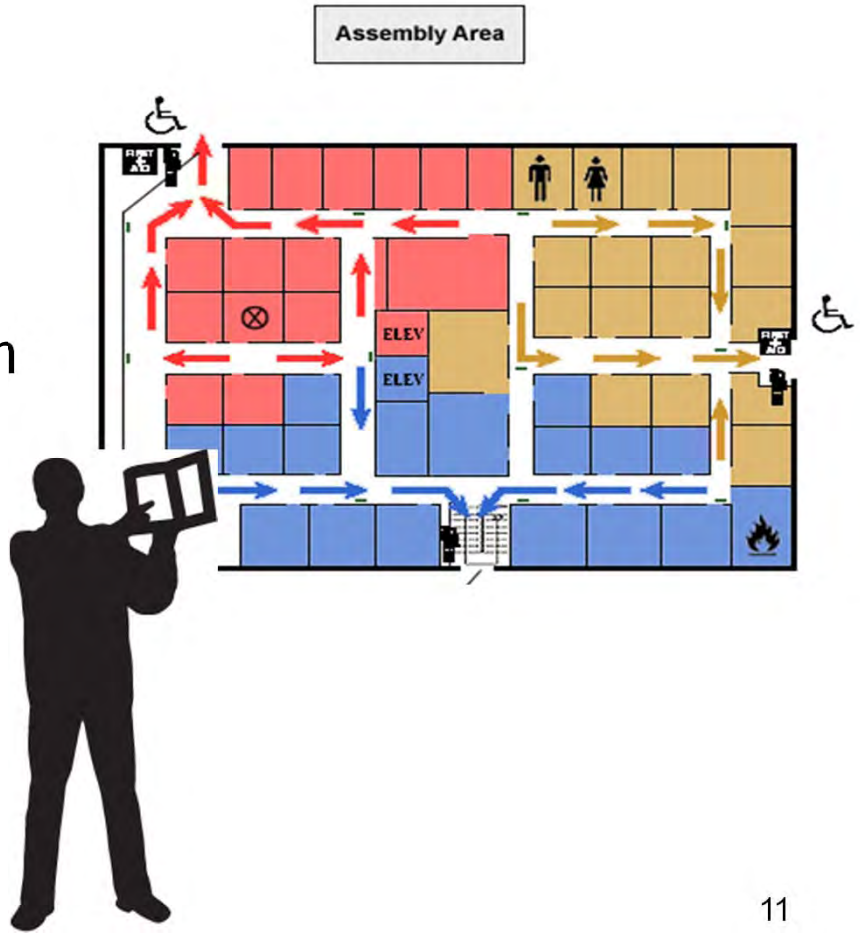
Washington, DC

Also see http://dcatlas.dcgis.dc.gov/evac/



Take Care of You by Improving Work Readiness

- Do you know your building's emergency evacuation plan and how to report emergencies?
- Do you understand the chain of command for activating and directing emergency procedures?
- Are you aware of the opportunities to obtain training in order to provide emergency medical assistance?



Emergency Plans

There are three emergency plans:

1. The Shelter-in-Place (SIP) plan for remaining in the building during an emergency
2. The Occupant Emergency Plan (OEP) that covers building evacuation.
3. The Continuity of Operation Plan (COOP) that covers moving Agency operations to an Alternate Location.

Each of these plans can be found by visiting the Management Services, Headquarters Management Division homepage or the Safety and Health Office homepage on the USAID Intranet.

Emergency Notification Methods

Emergency Notification System (ENS). This ENS provides the opportunity to strengthen USAID's emergency preparedness by delivering quick and accurate information via telephone, text messaging and email.

Emergency Communications System (ECS): ECS is a public address system installed in Potomac Yard. When activated, ECS be used to broadcast audible messages via Speakers located throughout the building.

Word of Mouth: During select emergencies, OEP and emergency personnel may walk from office-to-office providing specific instructions on the appropriate response to the emergency.

USAID Bulletin Board: USAID employees can call the USAID Bulletin Board to receive instructions, building evacuation and responses updates. The USAID Bulletin Board phone number is **(866) 997-0981**

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Monitors (Hats)

The OEP Team is comprised of the Building Monitor(s), Floor Managers, and Assistance Monitors, as well as alternates for each. You will be able to distinguish between them by the color of Baseball caps: Burgundy, Red, Yellow, and White. In emergencies directions are to follow the leadership of the OEP Team. As a manager who wears one of the colored baseball caps you should understand your responsibilities.

Designated Monitors (White Hat)

The **Designated Official** is responsible for directing USAID response and ensuring appropriate procedures are followed during an emergency. The Designated Official works with first responders and building management on the cause and status of the emergency. The Designated Official and other Command Center Team (CCT)

Members can be identified by white hats.

Building Monitors (Burgundy Hat)

Building Monitors receive reports on floor clearance status from the Floor Managers and communicate that information to the Designated Official*.

Building Monitors can be identified by burgundy hats.

Floor Monitors (Red Hat)

Floor Managers instruct employees, contractors, and visitors to evacuate or SIP; check USAID occupied space to ensure occupants have relocated to the appropriate Assembly Areas; and report floor clearance status to the Building Monitor.

Floor Managers can be identified by red hats.

Assistance Monitors (Yellow Hat)

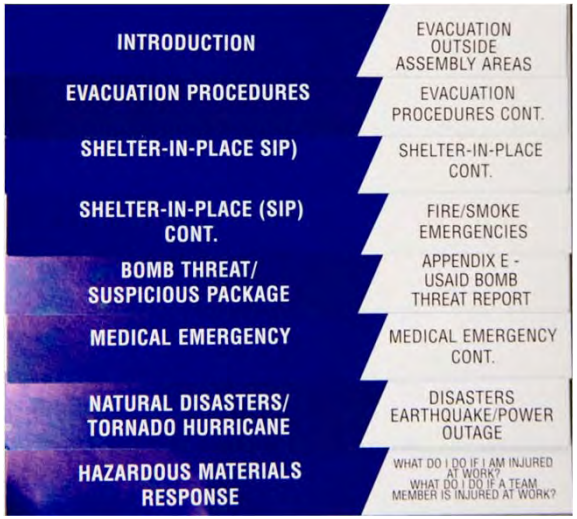
Assistance Monitors ensure employees and visitors needing assistance are either brought to the Inside Assembly Area on their floor or are assisted out of the building.

Assistance Monitors can be identified by yellow hats.

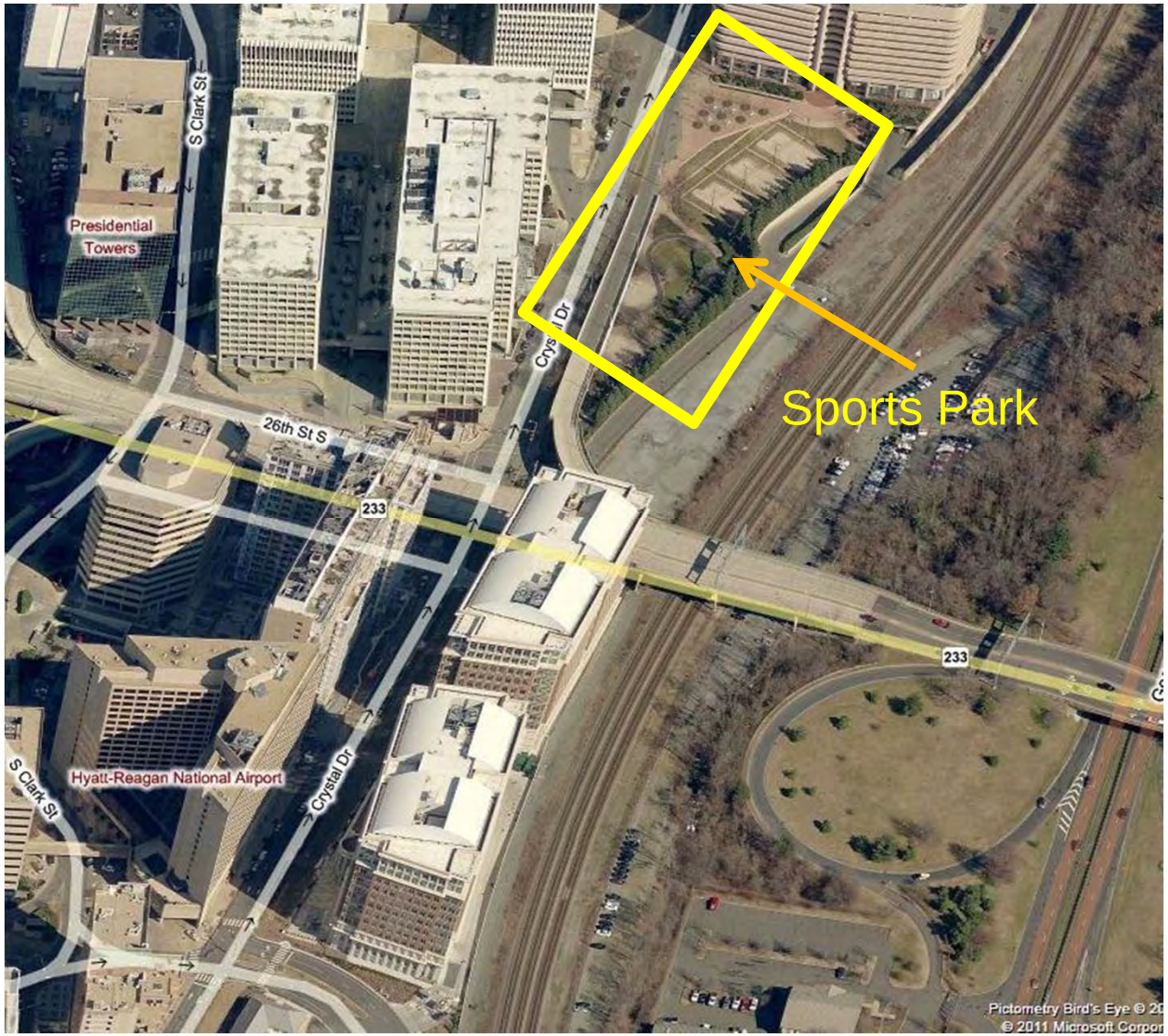
Evacuation Pocket Card

USAID employees can refer to the emergency office space pamphlet and flip to the tap that reads EVACUATION PROCEDURES for basic directions. Employees should also follow the guidance from the floor monitor or manager for specific event guidance. In the pamphlet you will find which of the USAID assembly points you should report to these point are also found on the evacuation card.

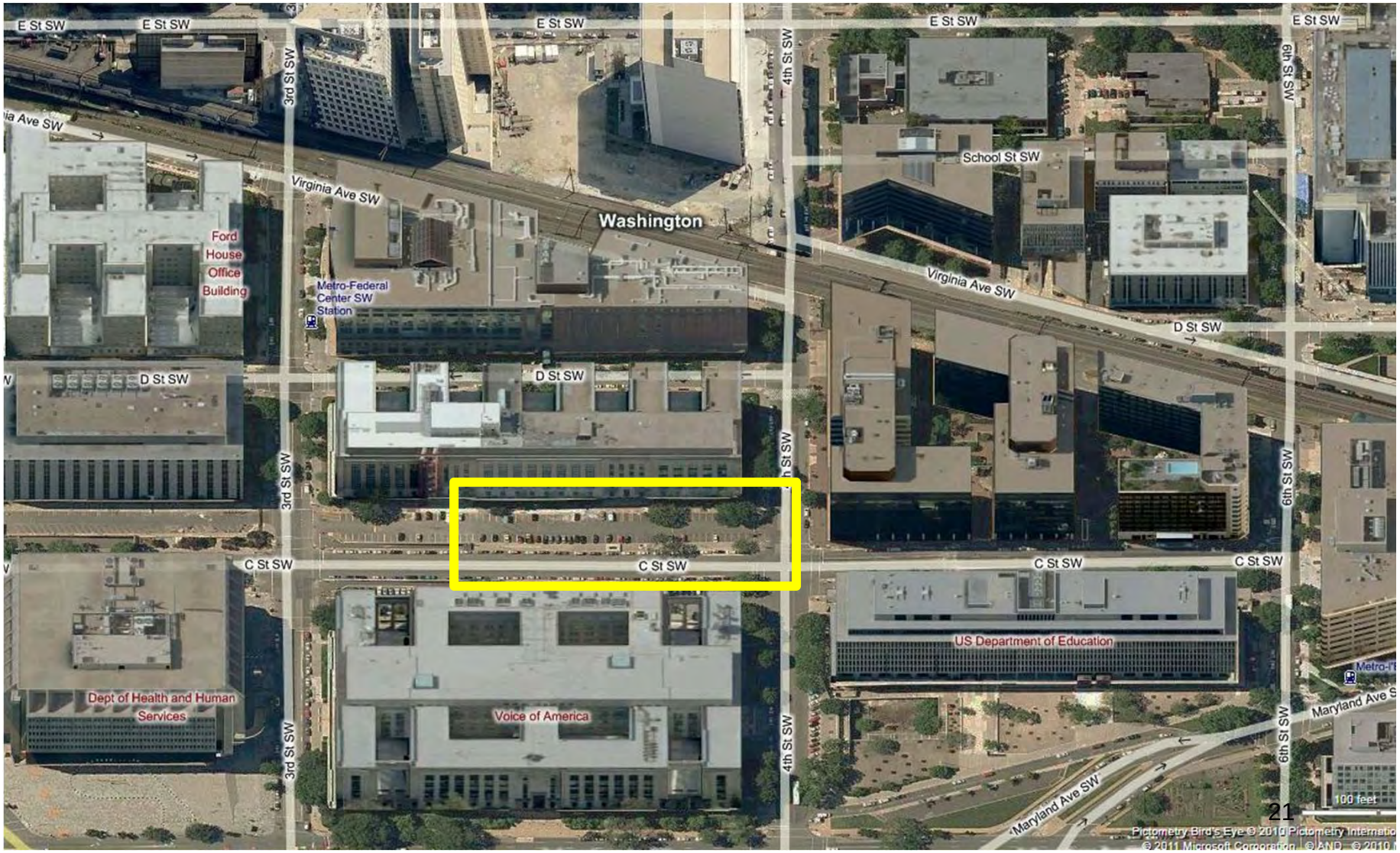
Evacuation cards can be obtained by contacting the USAID Safety and Health Officer or the Headquarters Management Division.



North Evacuation Point



EMERGENCY EVACUATION AND ASSEMBLY SITES



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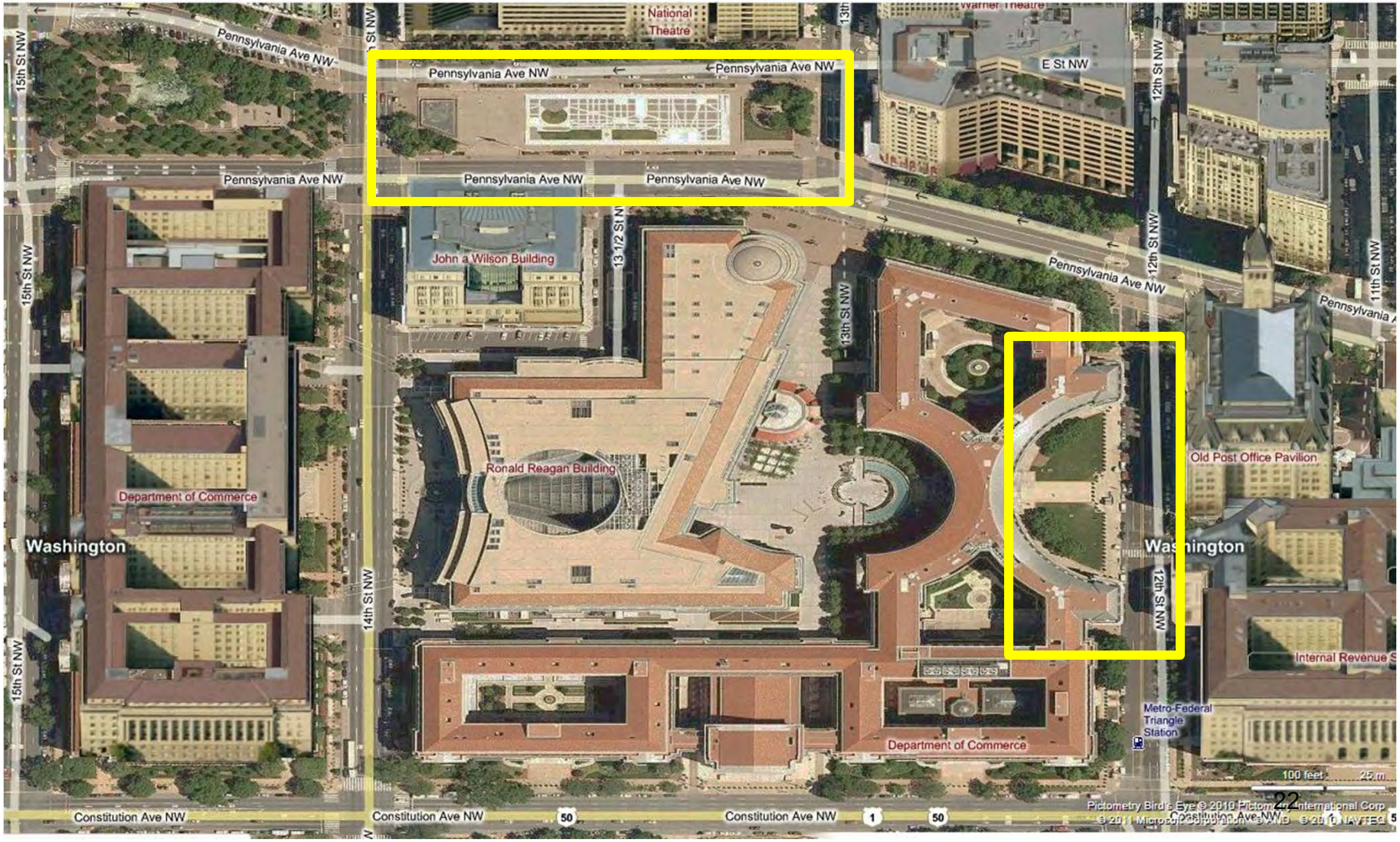

Shelter – in – Place

Short-term response that allows individuals to remain inside the building when immediate evacuation is not appropriate

- If notified of an emergency and it is recommended that you remain in the building:
  - Remain calm and follow the instructions of the OEP Team
  - Do not use elevators or stairs to travel between floors and do not attempt to leave the building
  - Turn off personal fans/heaters to eliminate air-flow and, if applicable, close all windows and blinds
  - Move away from windows
  - Remain on your floor at your workstation unless you are instructed to proceed to your designated SIP Assembly Area.

SIP ASSEMBLY AREA:

- At your workstation or within an interior location on your floor. Same as inside assembly points
- Stay tuned to information and instructions disseminated through the ECS, voicemail or e-mail broadcasts, OEP Team Members, or your supervisor.

Caution! If a SIP order is initiated and you are outside of the building, you may not be permitted to enter the building. If you are in the building and choose to evacuate during a SIP order, you may not be permitted to reenter.

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UPCOMING SCHEDULE

Emergency Preparedness Fair:

A Time to Remember, A Time to Prepare 2011

10 am and end at 2 pm

Tuesday, September 13th

Located in this room

USAID
FROM THE AMERICAN PEOPLE

NATIONAL
PREPAREDNESS
MONTH

A Time to Remember,
A Time to Prepare

9/11
2011