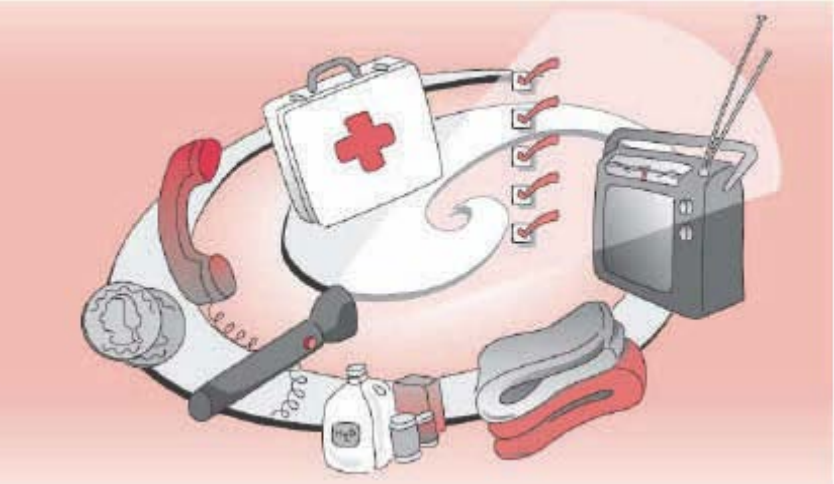
Family Emergency Preparedness Plan

Reference Guide



Be sure to review the plan in your workbook every 6 months, and change information on your Emergency Phone List and Wallet Cards.

For additional copies or more information please visit our website at: www.maurycountyoem.com

This Reference Guide is designed to be used in conjunction with The *Family Emergency Preparedness Plan Workbook.*

This Reference Guide should be reviewed every six months.

The Maury County Office of Emergency Management has adapted this plan and its editions and modifications that were previously made. Additional editions and modifications were made by Pat Woodmansee, Emergency Management Assistant, to make the information more pertinent to our region.

The Family Emergency Preparedness Plan was originally developed by the Office of Emergency Preparedness Group at Group Health Cooperative of Puget Sound, et al. Editions and modifications were made by Douglas Fry, Regional Welfare Specialist, to make the information more pertinent to our region.

Public Health Preparedness:

The capability of the public health system, communities and individuals to prevent, protect against and quickly respond to and recover from health emergencies

Our Mission:

To promote, protect and improve the health of persons living in, working in or visiting the state of Tennessee!

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Family
Emergency Preparedness
Plan

Reference Guide

Why Plan?

Fires, floods, tornadoes, severe storms, heat waves, and communicable disease outbreaks, are some potential disasters that face communities in our area.
Other potential disasters include nuclear, biological or chemical accidents, or acts of terrorism. No matter what the situation, do you know **who is responsible for the health and welfare of you and your family during an emergency or disaster?**

Following a disaster, emergency services and government agencies may not respond to your needs immediately. Their buildings, equipment, personnel, communications, and mobility, may be severely impaired by the event. They will be overwhelmed.

So who is responsible for the health and welfare of you and your family during an emergency or disaster? YOU ARE!

Everyone should be prepared to survive on their own for a minimum of three days following a disaster, and in some cases as much as 10 days.

We cannot stop these disasters from occurring, but by being prepared, we can limit their impact on us and those we love. Every member of the family needs to be involved so that when disaster strikes, everyone will know what to do. Most importantly, family members will know how to keep in touch with each other during or after a disaster. How well you manage the aftermath of a disaster depends a great deal on how well you prepare now – before disaster strikes.

This Reference Guide is to be used in conjunction with the Family Emergency Preparedness Plan Workbook. These two documents will serve as a step-by-step guide to disaster planning along with other essential information you will need in building a comprehensive Family Emergency Preparedness Plan. Be sure to involve all members of your household when developing your preparedness plan. A plan will only work when everyone knows about it.

A National Oceanic and Atmosphere Administration (NOAA) Weather Radio will provide REAL TIME notification of ANY impending or actual emergency event; not just weather related. Purchasing a NOAA radio is a crucial step in preparing for emergencies.

Once your family is prepared, look to your neighbors. In times of disaster, your neighbors will probably be the first ones available to come to your aid. Find out before disaster strikes what resources you share and how you can work together for the good of one another. Good luck! And don't forget to review your plan every 6 months.

Prepare… Because you care

Fire

Fire is the most likely disaster families will experience. Adults over 65 and children under five are at highest risk. Also at risk are people living in rural areas. Most people die from smoke or toxic gasses, and most home fires occur during the winter.

GETTING PREPARED

Working smoke detectors double your chances of surviving a fire!

- Install smoke detectors on every level of your house; outside bedrooms on the ceiling or high on the wall, at the top of open stairways or at the bottom of enclosed stairs, and near (but not in) the kitchen.
- Clean smoke detectors once a month. Change the batteries when you set your clocks for Daylight Savings or Standard Time.
- Make sure your house address is visible from the road.
- Plan two escape routes from each room. Contact your local fire authority to help plan a safe escape for those with special needs.
- Keep a folding ladder in each upstairs bedroom.
- Make sure windows are not nailed or painted shut, and security grating on windows have a fire safety opening feature.
- Teach everyone to stay low to the floor when escaping a fire.
- Pick a meeting place outside your home for family to meet after escaping a fire. ONCE OUT, STAY OUT!
- Practice your escape plans at least twice a year.
- Clean out storage areas. Store flammable and combustible liquids in approved containers. Keep containers in the garage or in an outside storage area.
- Annually inspect electrical appliances and extension cords for bare wires, worn plugs and loose connections.
- Have ALL heating equipment cleaned and inspected annually.

GETTING PREPARED

-Continued

- Learn how to turn off gas and electricity in case of emergency.
- Install A-B-C type fire extinguishers; teach family members how and when to use them.
- Inspect or service your fire extinguisher annually.
- Have your chimney inspected and cleaned by a professional annually.

During a Fire

Not sure you can control the fire?

Evacuate and call the fire department from a neighbor's house.

- Do not attempt to extinguish rapidly spreading fires – **CALL 911**.
- Know where your nearest exit is before attempting to put out a fire. Always keep your back facing the exit.
- Use a fire extinguisher or water to put out **small** fires.
- Never use water on an electrical fire.
- Smother oil or grease kitchen fires with baking soda or salt. Place a lid over the flame if burning in a pan.
- If your clothes catch fire -- **Stop-Drop-Roll** -- until the fire is out.
- If the smoke alarm sounds, crouch down low. Feel the bottom of the door before opening it. If the door is hot, escape through the window. If the door is not hot, crawl below the smoke level and use the first available exit door to escape. If you cannot escape, leave the door closed. Stay where you are and hang a white or light-colored sheet outside the window.

After a Fire

Don't throw away damaged goods until an official inventory has been taken.

- Stay out of burned structures.
- Notify local disaster relief services if you need housing, food, etc.
- Call your insurance agent. If you are a tenant, notify the land-lord.
- Ask the fire department for assistance retrieving important documents.
- Keep records of all clean-up and repair costs.

Floods and Severe Storms

Most areas in the Southeastern United States are susceptible to many types of severe weather including tropical storms, hailstorms, severe thunderstorms, tornados, torrential rains, and flooding. Our area is vulnerable to severe tropical storms forming in both the Atlantic Ocean and the Gulf of Mexico. Hurricane season runs from June 1 to November 30. Thunderstorms by definition include lightening. We average over 8 deaths per year caused by lightning strikes. In general, lightning strikes peak in July with June and August being the next two months of highest occurrence. Floods and severe storms have caused millions of dollars in property damage. Tornado season is generally March through August, although tornadoes can occur at any time of year. They tend to occur in the afternoons and evenings: over 80 percent of all tornadoes strike between noon and midnight.

GETTING PREPARED

Learn what to do when you hear flood warning signals.

• Buy a NOAA Weather Radio. Place batteries in it and keep it plugged in at all times.

• Find out if you live in a flood-prone area. Identify dams in your area. Consider purchasing flood insurance.

• Take steps to flood-proof your home. Call your local building inspector or emergency management office for information.

• Ask your local emergency management director about official flood and severe storm warning signals.

• Know the terms: Flood Watch and Warning, Flash Flood Watch and Warning, Urban and Small Stream Warning, Severe Thunderstorm Watch and Warning, and Tornado Watch and Warning.

• Plan for evacuation in case of flooding.

• Talk with your emergency management director about your county's evacuation plan.

• Determine an interior room on the first level of your home to use in a case of a tornado.

• Remove large branches and dead trees that may fall on your house.

• Consider having a professional install a lightning rod on your home.

If a WATCH is issued

If there is any possibility of a flash flood occurring, move immediately to higher ground.

• If a watch is issued, listen to radio or television stations for local information. If local authorities issue a flood watch, prepare to evacuate. If the National Weather Service issues a severe thunderstorm or tornado watch, prepare to take shelter.

• Secure your home and items outside if time and weather permits.

• Fill a bathtub with water in case drinking water becomes contaminated or services are cut off. Purify water before drinking.

• Stay away from streams, drainage channels, and areas known to flood suddenly.

• If you are in a boat, or in the water, seek shelter on dry land.

• Do not go outside during an electrical storm.

• If you are caught outside during an electrical storm, go to a low area, and crouch down (do not lie down). Avoid being, or being near the tallest object.

• Do not use faucets, electrical appliances or telephones, during an electrical storm.

If a WARNING is issued

Take action immediately

• If a watch is issued, listen to radio or television stations for local information.

• If a Flood Warning is issued, consider seeking higher ground.

• If a Tornado Warning is issued, go to an interior room on the lowest level of the building.

• When deep flooding is likely, permit floodwaters to flow freely into your basement to avoid structural damage to the foundation and house.

After a Flood or Severe Storm

Flood waters may be contaminated by oil, gasoline, or raw sewage. The water may also be electrically charged from underground or downed power lines.

• Stay away from floodwaters. Clean hands well if you come into contact with floodwater.

• Stay away from moving water. Moving water six inches deep can sweep you off your feet.

• Be aware of areas where flood waters have receded and may have weakened road surfaces.

• Stay away from downed power lines. Report them to authorities.

• Stay away from disaster areas unless authorities ask for volunteers.

• Continue listening to the radio for information about where to get assistance.

• Consider health and safety needs. Wash your hands frequently with soap and clean water.

• Make sure your tetanus vaccination is up to date. You should have had it no more than 7-10 years ago. If it is not, or you are not sure, contact your public health department.

• Bathe pets that come into contact with flood waters.

• Throw away food that has come into contact with floodwaters.

• If your house sustained damage, call your insurance agent and keep records of all clean-up and repair costs.

• Take photos or videotapes of your belongings and your home.

• Don't throw away damaged goods until an official inventory has been taken.

• Contact your local public health department if there is a possibility your well has been contaminated.

Heat Wave & Drought

Heat is the number one weather-related killer. On average, more than 1,500 people in the U.S. die each year from excessive heat. A heat wave is an extended time interval of abnormally and uncomfortably hot and unusually humid weather. To be a "heat wave" such a period should last at least one day, but conventionally it lasts from several days to several weeks. The heat index is the "APPARENT TEMPERATURE" that describes the combined effect of high air temperature and high humidity. The higher this combination, the more difficult it is for the body to cool itself.

Under conditions of high temperature (above 90 degrees) and high relative humidity, the body is doing everything it can to maintain 98.6 degrees inside by sweating, increasing circulation, panting, etc. When the temperature of the body's inner core begins to rise and the body cannot reduce the heat, it may result in heat cramps, heat exhaustion, or heat stroke.

Excessively dry and hot conditions can provoke dust storms and low visibility. A heat wave combined with a drought is a very dangerous situation. Recent droughts have severely affected municipal and industrial water supplies, stream-water quality, recreation at major reservoirs, hydropower generation, navigation, and agricultural and forest resources.

GETTING PREPARED

Think about your own family and your neighbors, too.

- Check with elderly neighbors and relatives to see who will check on them during a heat wave.
- Install awnings, louvers or drapes, over windows, and cover windows that get morning or afternoon sun.
- Keep a few bottles of water in your freezer. If the power goes out, move them to your refrigerator, and keep the doors shut.

Responding to a Heat Wave

- Do strenuous tasks at cooler times of the day.
- Drink at least 8 ounces of water, 8 times per day. Make sure pets have plenty of water. Eat more frequently, but make sure meals are balanced and light. Watch for signs of dehydration. If detected treat immediately.
- Place a cool wet wash cloth on your forehead, neck or wrists to keep cool.
- Wear a wide-brimmed hat and loose clothing when outside.

Responding to a Heat Wave

(continued)

• Watch for signs of heat exhaustion (heavy sweating, paleness, dizziness, nausea, headache, muscle cramps, nausea or vomiting). If detected, move to a cooler location, and slowly drink a cool beverage. Seek medical treatment if this does not help.

• Watch for signs of heat stroke (extremely high body temperature; red, hot and dry skin; rapid, strong pulse; throbbing headache; dizziness; or nausea). Seek help immediately if you suspect you have heat stroke.

• Avoid extreme temperature changes, especially for elderly or babies. Avoid sunburn; it slows the ability of skin to cool itself.

• Never leave a person or pet in a closed, parked vehicle. Avoid dressing babies in heavy clothing or wrapping them in blankets.

• If you take diuretics, antihistamines, mood-altering or antispasmodic drugs, check with your doctor about their effects with sun and heat exposure.

Winter Storms and Extreme Cold

Winter storms bring the threat of freezing rain, ice, and snow. Even small amounts of snow and ice can cause severe problems for anyone involved. Winter storms are most likely to occur January through March with the highest risk in February. A heavy accumulation of ice, which is often accompanied by high winds, devastates trees and transmission lines. Sidewalks, streets, and highways become extremely hazardous to pedestrians and motorists. Over 85% of ice storm deaths are traffic related.

GETTING PREPARED

Help the elderly prepare, too.

• Know the terms used by weather forecasters.

• Consider purchasing a battery-powered NOAA weather radio and stock extra batteries.

• Keep your car "weatherized" with antifreeze, and keep your car’s gas tank at least 1/2 full.

• Carry a cell phone.

• Have an alternative emergency heating source, such as a fireplace or wood stove. Use appropriate safeguards and have proper ventilation.

GETTING PREPARED

Continued

• Make sure your home is properly insulated.

• To keep pipes from freezing, wrap pipes in insulation or layers of old newspapers, cover the newspapers with plastic to keep out moisture, let faucets drip a little to avoid freezing, and know how to shut off water valves.

DURING THE STORM

• Monitor radio/TV or NOAA Weather Radio.

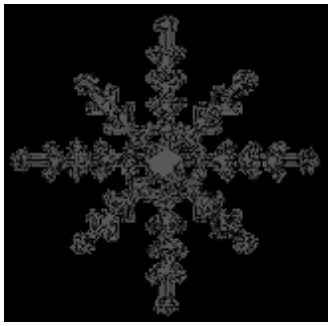
• Stay inside. Long exposure to cold increases the risk of frost-bite or hypothermia.

• If you must go out, dress in layers.

• If you suspect frostbite or hypothermia, begin warming the person slowly and seek immediate medical assistance. Arms and legs should be warmed last because stimulation of the limbs can drive cold blood toward the heart and lead to heart failure. Put the person in dry clothing and wrap their entire body in a blanket. Never give a frostbite or hypothermia victim alcohol or caffeine.

• Avoid overexertion. The strain from the cold may cause a heart attack and sweating could lead to a chill and hypothermia.

• Drive with caution and carry a disaster supplies kit in your



Power Outages

Everyone experiences power outages from time to time. Unfortunately, many of these outages come at times of extreme weather or various disasters. When power is out, many lose their source of heat, water and sanitation. Many medical devices rely on electricity, and cordless phones and cell phones will not charge. When the power is out, safety becomes a major concern.

GETTING PREPARED

The elderly and babies are most susceptible to the dangers of extended power outages.

• Register life-sustaining equipment with your utility company.

• Post the phone number of your power utility company on your Emergency Phone List.

• If you own an electric garage door opener, learn how to open the door without power.

• Have a corded telephone available. Cordless phones without battery back-up will not work.

• Consider purchasing a small generator. When installing generators, follow manufacturer instructions and have it inspected by your utility company and state electrical inspector.

When the Lights Go Out

Report power outages to the utility company.

• If your home is the only one without power, check your fuse box or circuit breaker panel. Turn off large appliances before replacing fuses or resetting circuits.

• If power is out in the neighborhood, disconnect all electrical heaters and appliances to reduce the initial demand and protect motors from possible low voltage damage.

• If you leave home, turn off or unplug heat producing appliances.

• Unplug computers and other voltage sensitive equipment to protect them against possible surges when power is restored.

• Conserve water, especially if you have a well.

• Keep doors, windows and draperies, closed to retain heat in your home.

• Be extremely careful of fire hazards caused by candles or other flammable light sources.

Power Outage

- Continued

• When using kerosene heaters, gas lanterns or stoves inside the house, maintain ventilation to avoid build-up of toxic fumes. *Never use charcoal or gas barbecues inside; they produce carbon monoxide.*

• Keep refrigerator and freezer doors closed. If doors remain closed, a fully loaded freezer can keep foods frozen for two days. Refrigerated foods will usually remain cool for 4-6 hours, depending on the room temperature.

• Use a cooler packed with ice or snow to keep food cold, or place blocks of ice in the refrigerator.

If in doubt, throw it out!

Throw out meat, seafood, dairy products, and cooked food that do not feel cold.

• Use caution if storing food outside during the winter. Outside temperatures vary, especially in the sun. Food stored outside must be secured from animal contamination.

• Use foods that may spoil first.

• Never taste suspect food. Even if food looks and smells fine, illness-causing bacteria may be present.

NOTE: Leave one light switch in the on position to alert you when service is restored!

Biological and Public Health Emergencies

Whether an intentional release by a terrorist, or a natural epidemic, a biological agent – such as a virus or bacteria - may spread quickly through the community, region, or nation. Medical facilities will become overwhelmed, and health care may not be available to all that need it. Individuals need to have supplies on hand to care for themselves for at least 10 days. **It is important to remember that significant differences exist among potential threats and the actions you must take to protect yourself and your family. For example, in some instances it may be more appropriate to evacuate than to stay and "shelter-in-place".**

GETTING PREPARED

Learn about the wide variety of hazards, and safe responses to them

• Ask your local public health department about community public health emergency preparedness plans or visit www.maurycountyoem.com and print off your copy.

• Educate family members on keeping hands clean and covering sneezes and coughs. Reinforce regularly.

- Sneeze or cough into your sleeve or tissue.
- Discard tissue immediately after use.
- Wash hands after coughing, sneezing or touching, your nose or mouth
- Wash hands before preparing food or eating
- Wash hands after touching someone who is sick.

Stockpiling antibiotics or anti-viral medications is NOT recommended.

• Do not share drinking cups, water bottles, utensils, or other items placed in another person's mouth.

• Stay home when you are sick.

• Get seasonal flu vaccinations - if appropriate.

• Store up to 10 days of food, water and medicines. Include items you may need for fever, cough and colds, and fluids with electrolytes (Gatorade, Pedialite, etc.).

• Ask your doctor or pharmacist about getting an extra supply of prescription medications. To prevent expiration, be sure to rotate these into the supply you use regularly.

• Find a backup situation for children and those with special needs who rely on you, in case schools and day cares are closed.

Responding to a Biological Emergency

• It may be possible to prevent exposure to biological agents by "sheltering in place."

• If a family member becomes sick during a public health emergency, it is important to be suspicious, but not assume you should go to the hospital. Symptoms of many common illnesses may overlap. Use common sense, practice good hygiene and seek medical advice.

In the event of an infectious disease, staying at least 3 feet away from people and washing your hands will be an effective measure of infection control for the general public.

• Get medical attention if you know you have been exposed.

• Listen to your radio for official instructions. Delivery of medical services may be handled differently in response to increased demand.

• Once instructed to a local site for medication, you will need to know information such as: any chronic conditions you have, the medications you are on, your weight, your date of birth, your social security number, etc.

• If your skin or clothing comes in contact with a visible, potentially infectious substance, you should remove and bag your clothes and personal items, and wash yourself with warm soapy water. Put on clean clothes and seek medical assistance immediately.

• If the biological event is ongoing, such as an infections disease outbreak or epidemic:

- Wash your hands often, using soap. Scrub for at least 30 seconds.
- Stay at least three feet away from other people.
- Use drive-thrus, email and phone, when ever possible.

Hazardous Material Releases

Hazardous materials in various forms can cause death, serious injury, long-lasting health effects, and damage to buildings, homes, and other property. Many products containing hazardous chemicals are used and stored in homes routinely. These prod ucts are also shipped daily on the nation's highways, railroads, waterways, and pipelines. Local Emergency Planning Committees (LEPCs) plan and prepare for accidental or intentional hazardous material releases. Law requires facilities to provide information on hazardous materials present in terms of potential risks and their effects on public health, safety, and the environment.

GETTING PREPARED

Evaluate the risks to your family.

• Contact the Local Emergency Planning Committee in your area to find out more about chemical hazards and what needs to be done to minimize the risk to individuals and the community from these materials. Your local emergency management office can provide contact information on the LEPC.

• Ask local emergency management official(s) about emergency warning procedures.

• Find out where reportable quantities of extremely hazardous substances are stored, transported and used.

• Determine how close you are to freeways, railroads or factories, which may produce or transport toxic materials.

• Be prepared to evacuate or shelter in place.

10 square feet per person of floor space will provide sufficient air to prevent carbon monoxide build-up for up to five hours.

• Choose an interior room with as few windows and doors as possible. To seal off windows and doors, you should add the following supplies to your disaster kit:

- Plastic sheeting
- Duct tape
- Scissors

• Teach responsible family members how to shut off all ventilation systems, including furnaces, air conditioners, vents, and fans.

• Ensure that several people at your work place know how to turn off ventilation systems.

• Purchasing a gas mask is NOT recommended.

Initial Response to a Hazardous Material Incident
Follow all instructions given by emergency personnel

• If you are a witness -- call 911.

• If you hear a warning signal -- listen to NOAA Weather Radio All Hazards, local radio or television stations, for further information. Follow instructions from emergency personnel.

• If local officials say there is time, close all windows, curtains, and doors. Shut vents, and turn off attic fans and other ventilation systems to minimize contamination.

• Take a portable radio and family disaster kit to an interior room with as few windows and doors as possible.

• Cover doors with plastic sheeting and secure with duct tape.

• If caught outside stay upstream, uphill or upwind.

• If you suspect gas or vapor contamination, take shallow breaths through a cloth or towel.

• If you are in a car, close windows and shut off ventilation.

• Evacuate or shelter in place, if told to do so.

• If you have been exposed to chemical agents, seek medical help. Advise emergency personnel of your potential exposure.

After a Hazardous Material Release

• If medical help is not available, use extreme caution and:
- Remove all items in contact with the body.
- Flush eyes with plenty of water.
- Gently wash face and hair with soap and water.
- Clean contaminated body areas. Blot (do not swab or scrape) with a cloth soaked in soapy water, and rinse with clear water.
- Place exposed clothing and shoes in tightly sealed containers. Follow directions for proper disposal.
- Change into uncontaminated clothing. Clothing stored in drawers or closets are unlikely to be contaminated.
- As soon as possible, proceed to a medical facility for screening.

• Avoid contact with any spilled liquid materials, airborne mist or condensed solid chemical deposits.

• Do not eat or drink any food or water that may have been contaminated.

• Seek medical help for unusual symptoms; advise emergency personal of possible exposure.

• Get direction from local authorities on property and land clean-up.

• Return home only when directed.

• Upon returning home, ventilate the house. Report lingering vapors or other hazards.

Nuclear Power Plants

Nuclear power plants have been generating power in the United States for more than 45 years. There are numerous power plants in our area. Nuclear power plants are designed to provide multiple barriers to prevent escape of radioactive material. Accidents at these plants are unlikely, but still possible. Outdoor emergency warning systems are in place, and consist of sirens placed throughout a ten-mile radius of each plant. Local and state governments, federal agencies, and the electric utilities have emergency response plans in the event of a nuclear power plant incident. The plans define two “emergency planning zones.” One zone covers an area within a 10-mile radius of the plant, where it is possible that people could be harmed by direct radiation exposure. The second zone covers a broader area, usually up to a 50-mile radius from the plant, where radioactive materials could contaminate water supplies, food crops, and livestock. It is important to understand that federal, state, and local officials agree that evacuation away from a radioactive plume is by far the best means of limiting radiation exposure. Potassium Iodide (KI) is a small tablet that can be an effective means to protect the human thyroid from the effects of radioactive iodine. KI specifically protects one of the isotopes that could be released during an emergency. KI will not protect the entire body from radiation, only the thyroid, and only from one isotope. KI must be administered at the correct time and dosage to work. Therefore, the most effective means of minimizing negative health effects from nuclear radiation are to increase the distance between you and radioactive material, shield yourself using barriers, and reduce time of exposure.

GETTING PREPARED

Time, distance and shielding, are keys to minimizing radio-active exposure

• Know the terms and actions associated with nuclear emergencies:

1. Notification of Unusual Event – This is the lowest alert level. No radiation leak is expected. No action is needed by the general public.
2. Alert – This classification is issued when a minor problem inside the plant exists. Officials are notified and prepare to take action. No action is needed by the general public.
3. Site Area Emergency – This classification is issued when a more serious problem at the plant exists. There is a potential for small amounts of radiation to be released from the plant. Officials will take action to ensure public safety. Listen to NOAA Weather Radio, TV or radio, for further instructions
4. General Emergency – This is the most serious emergency. Radiation could be released. Sirens would sound. Upon hearing the sirens, listen to NOAA Weather Radio, TV or radio, for further instructions.

• Learn your community's warning signals, and what to do when they sound.

• Obtain public emergency information materials from the company operating a plant near you.

• Be prepared to evacuate.

• Know the evacuation procedures for schools and day cares.

Responding to a Power Plant Emergency

• If a siren sounds, go indoors and listen to a radio or TV for official instructions.

• Keep calm. Not all incidents result in radiation release.

• Stay tuned to your local radio or television station for information.

• Evacuate if advised to do so.
- Close and lock doors and windows.
- Place a large sign in your window indicating you have been notified.
- Keep car windows and vents closed; use re-circulating air.
- Listen to the radio for evacuation routes and other information.

Responding to a Power Plant Emergency

continued

• If not ordered to evacuate, stay indoors.
- Close doors and windows.
- Turn off air conditioner, ventilation fans, furnace, and other air intakes.
- Go to a basement or underground area if possible.
- Keep a battery-powered radio handy at all times.
- If you must go outdoors, cover your nose and mouth with a handkerchief.

• Shelter livestock and give them stored feed, if time permits.

• Do not use a telephone unless absolutely necessary.

• If you have been outdoors, shower and change clothes.
Put clothing and shoes in a plastic bag; seal it up and dispose of according to official instructions.

Stay Healthy During an Emergency

Dispose of Waste Properly

Proper disposal of human waste is important to prevent spread of disease. Lack of working sanitation facilities following an emergency can quickly create more problems unless basic guidelines are followed.

Do not flush the toilet if water lines are damaged, damage is suspected, you are on a well and septic system, and power is out. The water remaining in the fixture is not sufficient to flush waste down the pipes. Water must be conserved until the emergency situation has passed.

Do not dig a hole in the ground for disposal of human waste (except in extreme emergency conditions). Untreated raw sewage can pollute fresh ground water supplies, or attract flies, which promote spread of disease.

Make a temporary toilet:

- Either remove the water from a toilet bowl, or find a sturdy bucket to use as a temporary toilet.
- Line the toilet or bucket with a heavy-duty plastic bag.
- After using the temporary toilet, add a few ounces of liquid bleach. Securely tie the bag, and put the bag in a large trash can with a tight fitting lid. If a secure lid can be created for the temporary toilet, the bag can be left in the toilet for several uses. Add a small amount of bleach after each use.
- Tie bags securely, and throw bags away in a large trash can, with a tight fitting lid, that is also lined with a sturdy trash bag.

Stay Clean and Healthy During an Emergency

- Continue regular hygiene practices such as brushing your teeth, washing your face, combing your hair, and washing your body with a wet washcloth. This will help prevent the spread of disease and irritation, as well as help relieve stress.
- Keep your fingers out of your mouth. Avoid handling food directly with your hands.
- Wash your hands with soap and water, or alcohol gel after using the toilet, and before eating.
- Only drink purified water.
- Sterilize your eating utensils with heat, or rinse dishes in purified water that has chlorine bleach added to it (2 1/2 teaspoons of bleach per gallon of purified water).

Prevent the Spread of Germs

During an emergency, stress, poor sleep, and changes in food and water consumption, increase the risk of getting sick. Germs (viruses and bacteria) that cause infections spread through droplets from the nose, throat and lungs, of someone who is sick. You can help stop the spread of these germs by practicing "respiratory etiquette."

Below are simple actions that will help keep many contagious diseases from spreading. These actions may become life-saving during an infectious disease epidemic.

Keep the germs away:

- Clean your hands before eating, and after touching your eyes, nose or mouth.
- Clean your hands after touching someone who is sick, and if possible, stay at least three feet away from a sick individual.
- Don't share things like food, utensils, cups, cigarettes, towels, lipstick, toys, or anything else that might be contaminated with germs.
- Clean hands after clearing debris, or coming in contact with flood waters.

Keep from spreading your germs:

- Use warm water and soap, or alcohol-based hand sanitizers, to clean your hands.
- Cover your nose and mouth with a tissue when sneezing, coughing or blowing your nose. Put used tissues in the trash.
- Always clean your hands after sneezing, blowing your nose, coughing, or touching used tissues or handkerchiefs.
- Stay home if you have a fever or cough.
- See your doctor if you have a fever or cough that lasts for a long time, or gets worse.
- If asked to, use face masks provided in the doctor's office or clinic waiting room.

Clean your hands:

Alcohol-based hand sanitizers work well, but use enough sanitizer so you can rub your hands for 20 seconds before the sanitizer is all gone. If hands are visibly dirty, wash with soap and water. Use the following method:

- Get your hands wet.
- Add soap – rub vigorously for 30 seconds including the backs and fingernails.
- While rubbing, rinse hands in warm running water.
- Dry hands with a disposable towel.
- Use the disposable towel to turn off the water, and then dispose of it.

Purify water

Contaminated water may contain germs (bacteria and viruses) that cause disease such as dysentery, typhoid or hepatitis. You should purify all water of uncertain purity before using it for drinking, food preparation or hygiene. There are many ways to purify water; none are perfect. Boiling and disinfecting kill most germs, but only distillation removes all germs and other contaminants such as heavy metals, salts and chemicals. Before purifying water with dirt in it, let particles settle to the bottom, or strain the water through layers of paper towel or a clean cloth.

Boiling

Boiling will kill many disease-causing germs in water. Bring water to a rolling boil for 3-5 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking.

Boiled water will taste better if you put oxygen back into it by pouring the water back and forth between two clean containers. This will also improve the taste of stored water.

Disinfecting

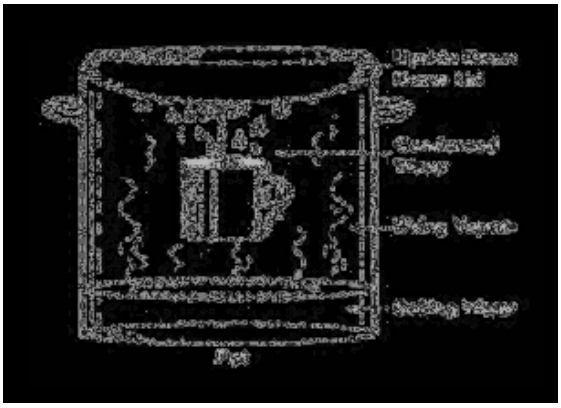
Use only regular household liquid bleach or commercial water treatment products that contain 5.25% sodium hypochlorite. Do not use iodine, scented bleaches, color-safe bleaches, or bleaches with added cleaners.

Use an eye dropper to add 16 drops of bleach per gallon of water. Stir and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat dosage and let stand for 15 minutes.

Distillation

Distillation involves boiling water then collecting vapors that condense back to water. The condensed vapor will not include salt or impurities.

To distill water, fill a large pot with a few inches of water. Tie a cup to the handle on the pot's lid so that the cup will hang right-side up when the lid is upside-down (make sure the cup is not dangling in the water). Boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.



Functional Needs Emergency Preparedness

Some people have barriers or special needs that make responding to an emergency more difficult. These barriers may be physical, mental, emotional, ethnic, socio-economic, cultural, or language based. Because of the chaotic nature of emergencies, it is critical that advanced planning and coordination of resources be conducted for those with special needs. Disorientation, anxiety and panic, sensitivity to heat, loss of power to life support machines, reliance on the medical and pharmaceutical community, and difficulty hearing or understanding emergency warnings, are just a few components that make people with special needs more vulnerable. Addressing special needs ahead of time will reduce the physical and emotional trauma caused by an emergency. Below are recommendations that will assist people with a variety of special needs.

Special Needs

- Ask about assistance that may be available during an emergency.
- Register with local emergency management, so help can be provided more quickly.
- If you currently use a personal care attendant from an agency, check with that agency to see if there are special provisions for emergencies.
- Determine what you will do in each type of emergency. For example, people in a wheel chair may not be able to reach a basement during a tornado.
- Learn what to do during power outages. Know how to connect or start a back-up power supply for essential medical equipment. Write down clear directions, and attach to main power supply.
- Arrange for a relative or neighbor to check on you during an emergency.
- Keep your medications and aids in a consistent place. Keep extra aids in a second place, if possible.
- Keep extra supplies of special items you need, including extra batteries if you need them. Be sure to rotate out any items that expire.
- Service animals may become confused or frightened. Keep them confined or securely leashed.

Mobility

- Store emergency supplies in a bag or backpack attached to your walker, wheelchair or scooter.
- Keep a pair of heavy gloves in your bag to use while wheeling over glass or debris.
- If your chair does not have puncture-proof tires, keep a patch kit, can of sealant and air, to repair tires.
- If you cannot use stairs, discuss lifting and carrying techniques that work for you. Write out brief instructions, and keep in your bag.

Visual

- If you have visual challenges, place security lights with battery back-up in each room to light paths of travel.
- If helpful, mark emergency supplies with large print, fluorescent tape or Braille.
- Store high-powered flashlights with wide beams and extra batteries.

Hearing Impaired

- Store hearing aids in a strategic and consistent place, so they can be located quickly.
- Have paper and pencil in your kit to use if you do not have your hearing aids.
- Install smoke alarms with both visual and audible alarms. At least one should be battery operated.
- If possible, obtain a battery-operated TV.

Medical Needs

- Always have a ten (10) day supply of medications and medical supplies (bandages, Ostomy bags, syringes, tubing, solutions, etc).
- If you use oxygen, be sure to have a ten (10) day supply.
- Store medications in one location and in original containers.
- Keep lists of all of your medications (name of medication, dose, frequency, and prescribing doctor) in your wallet.
- For medical equipment requiring power, obtain information regarding back-up power supplies such as batteries or generators.
- Know if your IV infusion pump has a battery back-up, and how long it would last during an emergency.
- Ask your home care provider about manual infusion techniques.
- Have written instructions for all equipment attached to the device(s).

Animal Emergency Preparedness

During an emergency, a well thought out and practiced plan for pets or farm animals will not only reduce stress, but save precious time and lives. It has been shown that during an emergency, people often resist official evacuation instructions, out of concern for their pets. Failure to plan for animals will put animals and owners at a significantly higher risk of injury or death.

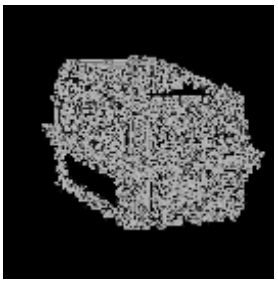
Use extreme caution when handling animals in an emergency. Animals are sensitive to severe weather and stress, and will act unpredictably. Below are recommendations to keep you and your pets calm during an emergency.
Remember that only service animals will be allowed in emergency shelters.

All Animals

- Animals should have an identification tag, collar or halter, on at all times. Phone numbers can be written directly on collars and halters.
- Post phone numbers of boarding facilities and veterinarians, including 24 hour phone numbers, on your Emergency Phone List and Wallet Card
- Keep pet vaccinations up to date. Keep records of all vaccinations.

Household Pets in Disaster

- Find local hotels and motels that allow pets. Know where pet boarding facilities are.
- Keep a current photo of your pet with you, in case you get separated from your pet.
- Have a secure pet carrier and leash for each pet. Pets may need to be restrained during a tense situation.
- Assemble a disaster kit for your pet that includes:



  - Food, water and medication for three days
  - Bowl for water
  - Pet first aid kit
  - Copy of Veterinary and vaccination records
  - Extra collar and leash
  - Current photo of your pet
  - Carrier or crate with bedding and toys
  - Litter box, litter and bags. Newspaper for caged animals.
  - Disinfectant
  - Written description for feeding your animals, and any behavioral problems they may have. Include a phone number of someone who can care for your animals.

Place these items in a duffel bag, back pack or waterproof container. Provide the kit to whoever will assume responsibility for your pet during a disaster.

Animal Emergency Preparedness – Continued

Cats and Dogs

Train your pet to enter its carrier at command. Place your pet's favorite treat in the carrier and ring a bell at the same time. Repeat this process every day until your pet enters the carrier at the sound of the bell. Continue this training periodically. This training will be helpful for finding and securing scared animals.

Birds

Birds should be transported in a secure travel cage or carrier. In cold weather, wrap a blanket over the carrier and warm up the car before placing birds inside. During warm weather, carry a small spray bottle to mist the bird's feathers. Provide a few slices of fruit or vegetables with high water content, but do not put water inside the carrier during transport.

Snakes

Snakes can be transported in a pillowcase, but must be placed in secure housing at an evacuation site. If your snake requires frequent feedings, carry food with you. Take a water bowl large enough for soaking, as well as a heating pad.

Lizards, Tarantulas, Turtles (dry)

These animals should be transported in a secure, dry and warm environment.

Hamsters, Gerbils, etc.

Transport hamsters, gerbils, etc., in secure carriers suitable for maintaining animals at a shelter. Take bedding, food and water bowls. Do not take animals out of their carriers.

Fish, Aquatic Turtles

It is usually not necessary to evacuate or shelter aquatic pets during a short-term situation. If they must be evacuated, these pets are best sheltered with friends or relatives. If left behind during an evacuation, check and change water upon return. If evacuated, net fish into sealable plastic bags filled with aquarium water, and bring food.

Farm Animals in Disaster

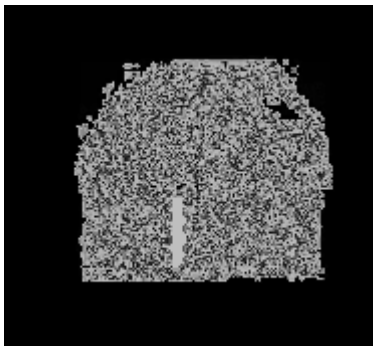
- Prepare an evacuation plan including a primary and secondary route, as well as a final destination. Be sure the destination has sufficient capacity to handle (or to obtain) the feeding, housing and medical needs of your animals.
- Keep vaccinations, testing and records, up to date. Take records with you.
- If evacuation will be across state lines, animals will need a health certificate. Check with the receiving state regarding any other veterinary records that may be required (e.g., horses will need proof of a negative Coggins test).
- Train animals to load into trailers.

Animal Emergency Preparedness - Continued

If animal evacuation is not possible, the nature of the disaster will determine the best course of action. In a nuclear, chemical or biological release, some amount of shielding may be provided if animals are inside. During severe weather, or forest fires, it may be better for animals to outside.

In the event animals are released, or escape, make sure every animal has proper identification. Leave water for animals, and food in timed feeders, if possible. Do not tie or cage animals, as the chance for survival is greater if animals can move around. Post a highly visible sign in a window letting rescuers know how many animals are left behind.

Farm Animals in a Nuclear Release
In the event of a radioactive material release, farm animals will require special consideration for feeding and care. This will be coordinated through the Incident Commander and the local emergency management.



Utilities

It may be necessary to turn off utilities during an emergency. When done properly, turning off utilities may prevent further injury to you and your home. Before an emergency, it is important to learn how and when to shut off natural gas or propane sources, electricity and water. Below are some general guidelines, but check with your utility providers for more specific instructions.

Gas

• Locate your gas meter shut-off valve and learn how and when to turn off the gas.

• If you suspect the shut-off valve may be corroded and not working properly, call your utility company for an operational check of the valve.

• If your gas shut-off uses a special tool, be sure that it is non-sparking (such as aluminum). Consider tying the tool to something nearby with a long rope.

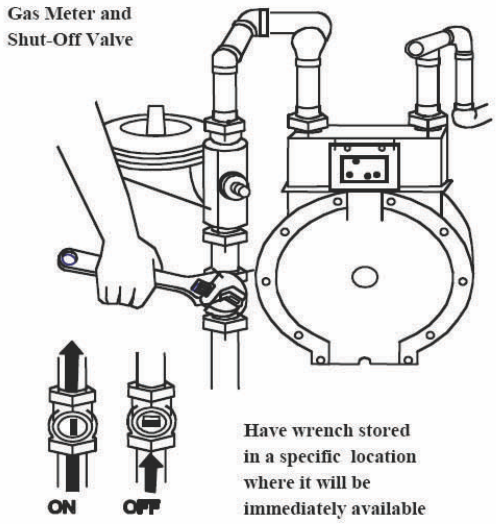
• If you smell natural gas, get everyone out and away from the home immediately. Do not use matches, lighters, open flame appliances, or operate electrical switches. Sparks can ignite gas causing an explosion.

• If you feel it is safe, shut off the gas only if you smell gas and cannot locate the leak.

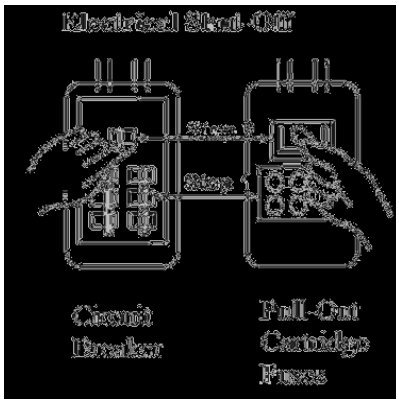
• **<u>ONLY</u> the gas company can turn the gas back on!**

• Have qualified individuals repair any gas pipe damage.

Sample Gas Meter and Shut-Off Valve

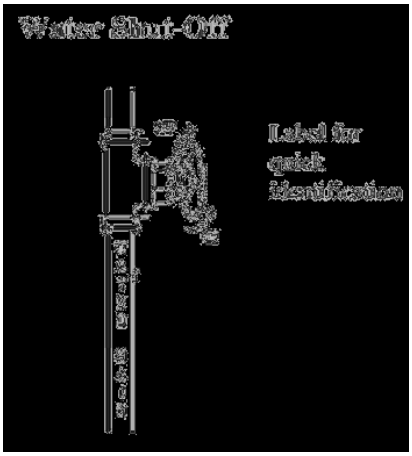


Electricity



- Locate your main electrical switch or fuse panel, and learn how to turn the electrical power off.
- Step 1: Turn off smaller breakers, one by one
- Step 2: Flip the “main” breaker
- Remember, electrical sparks can cause a fire or explosion.
- If you are using a generator as a backup power supply, remember to:
  - Follow manufacturer’s instructions.
  - Connect lights and appliances directly to the generator and not the electrical system.
  - Generators connected to a utility company's electrical system must be inspected by the utility company and the state electrical inspector. Improperly connected generators may result in injury or death to utility crew members restoring service to an area.
- To restore power to your home, flip the “main” breaker first, and then the smaller breakers, one by one.

Water



- Label the water shut off-valve, and learn how to turn off the water supply to your home.
- Be sure the valve can be fully turned off. If the water valve needs a special tool, make sure the tool is located nearby.
- If the power will be out for a long period of time, shut off the main water valve to prevent contamination in your water heater and plumbing. In an emergency, the water in your water heater may be used for drinking if it does not become contaminated.

Sewer and Septic

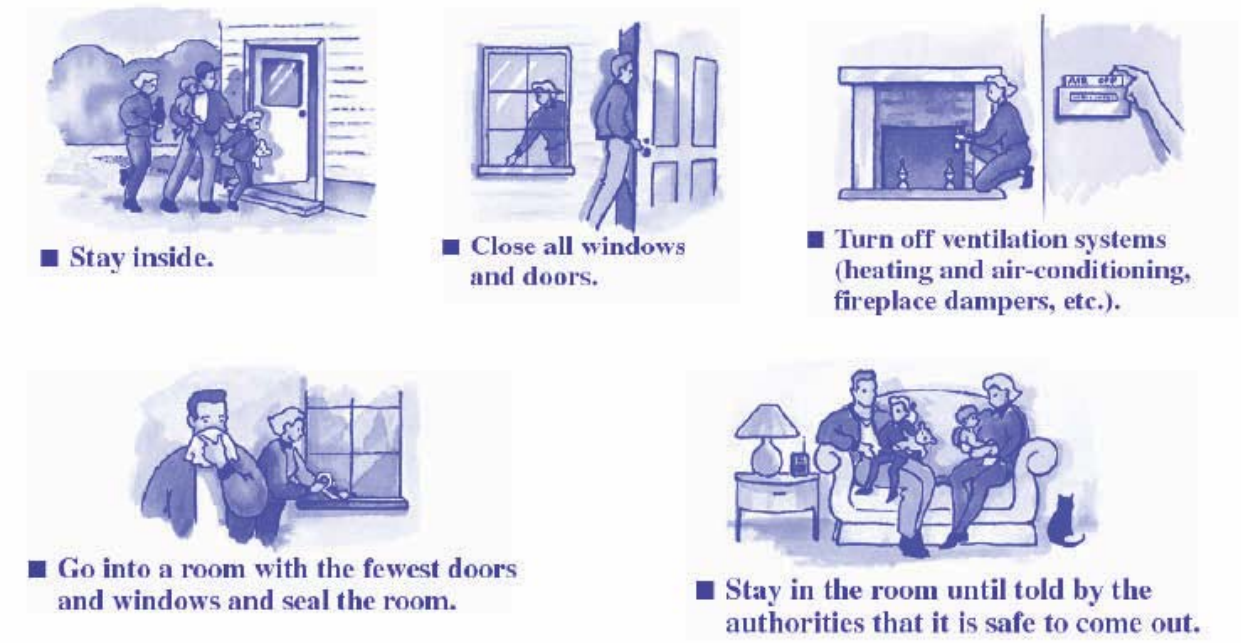
- Your sewer or septic system may be damaged in a disaster such as a tornado or flood, and septic systems will not work during a power outage. Have a bucket or portable toilet available for disposing of human waste. Plastic bags placed in the toilet bowl will also work.
- In an emergency, make sure the system is functioning properly before use to prevent contamination of the home or drinking water supply.

Shelter in Place

There are situations when it is safer for you to stay where you are, than to move into harms way. People are familiar with sheltering in place for tornados. Similarly, if there is a release of a hazardous biological, chemical or radiological agent, it may be better for you to stay where you are. In all situations, listen for official instructions from your TV, radio, and/or NOAA Weather Radio.

Tornado

- If a tornado warning is issued, seek shelter immediately.
- If in a residence or small building, move to the lowest level. If there isn't a basement, go to a small interior room. Bathrooms are good, as the plumbing will provide additional support. Get under a sturdy table if possible.
- Do not open windows. Use the time to seek shelter.
- In schools, nursing homes, hospitals, or shopping centers, go to pre-determined shelter areas. Interior hallways on the lowest level are usually safest. Stay away from windows and large rooms.



- In all situations, listen for official instructions from your TV, radio, and/or NOAA Weather Radio.
- Dampen towels and place over the crack under the door.
- Cut plastic sheeting to fit over windows and vents. Secure with duct tape.
- Do not evacuate unless told to do so by authorities.

Other Situations Include: Floods, ice storms, terrorism

In all situations, listen for official instructions from your TV, radio, and/or NOAA Weather Radio.

Evacuation

Evacuations are more common than most people realize. Transportation and industrial accidents, flooding and fire, cause hundreds of evacuations each year. Preparing for evacuation now will help you remain calm during an emergency, leave safely, and take important things with you. When you leave, take your prescriptions, your purse or wallet, and your pets. Law enforcement will control traffic and secure the evacuated area, and only authorized individuals will be allowed back into the evacuated area.

BEFORE EVACUATION

- Make arrangements for pets and animals. You will be responsible for their care, but they will not be allowed in public shelters.
- If evacuation of animals will be across state lines, verify with the receiving state any veterinary records that may be needed.
- Be sure that every family member has the name and contact information for your "out of area contact" in their purse or wallet. If you are not able to reach your family members directly, you may all be able to reach the "out of area" contact.
- Be sure that every family member knows where you will meet during an evacuation.
- Contact local emergency management to determine two routes for evacuation. If you do not have a car, make arrangements with neighbors.
- Keep the gas tank of your car at least ½ (one-half) full.
- Find out about school evacuation plans. Do not attempt to pick up your child during a school evacuation. Instead, wait for official instructions regarding when and where to pick up your child.

DURING EVACUATION

- Move quickly, but do not rush or panic.
- Listen and follow instructions on your NOAA Weather Radio, TV or local radio station.
- Take your prescriptions, purse or wallet, and pets.
- Take your Basic Emergency Kit.
- Take your Supply Kit during extended emergencies.
- Post a note in the window indicating that you have been notified, the time you left, and where you are going.
- Close and lock windows and doors.
- Call your "out of area contact" and let them know when you left and where you are going.
- Keep your car windows and vents closed.
- Follow the specified route(s). Do not use shortcuts

IF TIME ALLOWS

- Wear sturdy shoes, protective clothing, gloves, and a hat.
- If instructed, turn off utilities.
- Pack necessities for at least one week.

South Central Region Health Departments

South Central Regional Office
1216 Trotwood Avenue
Columbia, TN 38401

Bedford County
140 Dover Street
Shelbyville, TN 37160

Coffee County
800 Park Street
Manchester, TN 37355

Tullahoma Center
615 Wilson Avenue
Tullahoma, TN 37388

Giles County
209 S. Cedar Street
Pulaski, TN 38478

Hickman County
111 Murphree Avenue
Centerville, TN 37033

Lawrence County
2379 Buffalo Road
Lawrenceburg, TN 38464

Lewis County
51 Smith Avenue
Hohenwald, TN 38462

Lincoln County
1000 Washington Street
Fayetteville, TN 37334

Marshall County
206 Legion Street
Lewisburg, TN 37091

Maury County
1909 Hampshire Pike
Columbia, TN 38401

Moore County
251 Majors Blvd.
Lynchburg, TN 37352

Perry County
31 Medical Drive
Linden, TN 37096

Wayne County
102 J.V. Mangubat Drive
Waynesboro, TN 38485