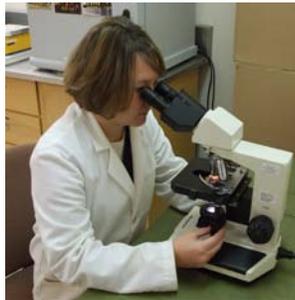




Family Preparedness Plan

Preparing the Department
by Preparing You



Plan Contains:

Household members and Pet(s) Inventory

Work, School and Other Contacts

Household and Vehicle Information

Emergency Numbers

Family/Friends/Neighbors

Out of Area Contact Information

Medication List

Pharmacy/Specialists

Additional Health Information

Utility and Service Contacts

Insurance/Other Information

Banking/Finance

Safe Meeting Place

Home Layout/Diagram

Utility Control

Water in an Emergency

Food in an Emergency

Generator Safety Tips

Important Notes and Procedures

About Your Family Preparedness Plan

A strong network of prepared people, families and organizations is essential to our department's successful response to any type of emergency. Kansas is subject to a number of potential natural disasters such as tornadoes, floods, winter storms and heat waves. There are also hazards from chemical or biological accidents, as well as acts of terrorism. In addition, a fast-spreading infectious disease may cause our health care system to be overwhelmed, and many in our workforce may be too sick to work.

Who is responsible for the health and welfare of you and your family in an emergency or disaster? Emergency services and government agencies may not be able to respond to your health needs immediately. Their buildings, equipment, personnel, communications and mobility may be severely hampered by the event.

So... Who is responsible for the health and welfare of you and your family in an emergency or disaster? **YOU ARE!**

Everyone needs to be prepared to survive on their own for a minimum of three days and, in some case, it may be necessary to stay home for 10 days.

We cannot stop these disasters from occurring, but we can limit their impact on us and on those we love. Proper planning and preparation will help you in an emergency. The most important concept in developing a **Family Preparedness Plan** is communication. Every member of the family needs to be involved so when disaster strikes everyone will know what to do and how to keep in touch. A great deal depends on how well you manage the aftermath of a disaster and on how well you prepare now – before a disaster strikes.

This booklet is intended to give you a format with suggestions about information you may want to include in your **Family Preparedness Plan**. It is suggested that a pencil be used for future corrections to information contained in the document. Consider scanning your family plan to a CD or flash drive so you can grab it and go with confidence that you have important information with you. Also included in this booklet is helpful information about water, food and utility issues you should consider prior to an emergency or disaster.

Once your family is prepared, it is time to look to your neighbors. In times of disaster you neighbors will probably be the first ones available to come to your aid. Find out before a disaster strikes what resources you share and how you can work together for the good of one another. Good luck!

A reminder will be sent by email to review and update your plan every six months. These reminders will be sent before the holidays and prior to the start of severe weather season. The plan contains a table that you can fill out to keep track of updates. If you move, you can always print a new book and transfer information that still applies.

It will take you at least an hour, maybe two, to gather all of the information and fill out the plan. You will want to gather the following items: local phone book, insurance papers for home and vehicles, prescription information, and your personal address book.

Begin by reading through the information and identifying any other information you may need. Gather the things you need and start filling out the tables.

There are many parts of this plan where having a web address or an email may be helpful. Write those down if they are applicable.

NOTE: You should use a pencil to fill out areas that may change frequently!!

If you need additional copies of the plan, contact the Kansas Department of Agriculture's Homeland Security Specialist at (785) 296-8281.

FAMILY PREPAREDNESS PLAN UPDATES

____/____/2010 ____/____/2010	____/____/2011 ____/____/2011	____/____/2012 ____/____/2012
____/____/2013 ____/____/2013	____/____/2014 ____/____/2014	____/____/2015 ____/____/2015
____/____/2016 ____/____/2016	____/____/2017 ____/____/2017	____/____/2018 ____/____/2018

The Kansas Department of Agriculture uses a phone tree system to notify employees of events that may affect the workplace. Calls are initiated to program managers and supervisors who will notify their staff of any changes in reporting time, closures, or any other events requiring communication with all department staff.

If you learn of an event that you think may impact your workplace or coworkers, you should call your supervisor. You should add your supervisor's contact information to your cell phone and record it here:

Supervisor Contact Information			
Name	Work Phone	Home Phone	Cell Phone
Email Address:		Home Address:	
Manager Contact Info:			

If you are a supervisor, use this space to log staff contact information. You should also add all of their contact information to your cell phone and/or BlackBerry address book.

Staff Contact Information			
Name	Work Phone	Home Phone	Cell Phone
Comments:			

HOUSEHOLD MEMBERS AND PET(S) INVENTORY

Name	Date of Birth	Current HT/WT	Relation	Social Security Number	Special Needs

Pet Name	Gender/Age	Breed	License #	Vet Name	Phone Number	Vaccinations/Date

WORK, SCHOOL AND OTHER CONTACTS

Household Member Name	Work/School Name	Cell:
	Address	Email:
	Phone:	Alt Phone:
Household Member Name	Work/School Name	Cell:
	Address	Email:
	Phone:	Alt Phone:
Household Member Name	Work/School Name	Cell:
	Address	Email:
	Phone:	Alt Phone:
Household Member Name	Work/School Name	Cell:
	Address	Email:
	Phone:	Alt Phone:

HOUSEHOLD INFORMATION

Home Address:	
Phone #1	
Phone #2	
Email #1	
Email #2	

VEHICLE INFORMATION (List boats, trailers, other tagged vehicles)

	Make	Model	Year	Vin #	License Plate #
Vehicle #1					
Vehicle #2					
Vehicle #3					
Vehicle #4					

VEHICLE(s) INSURANCE

Company		Phone #		Policy #	
Address				Email	
Notes:					

EMERGENCY NUMBERS

Doctor #1 Name	
Doctor #2 Name	
Doctor #3 Name	
Fire Number	
Police Number	
Ambulance Number	
Poison Control Number	
Hospital Emergency Room Number	
Name/Number	

NOTE: After a disaster, 911 may not be working. Use the numbers you listed above.

FAMILY/FRIENDS/NEIGHBORS

Name	Address	Physical Location from Home	Home #	Work #	Cell #	Email

NOTE: Identify two neighbors. Agree to check on each other

NOTE: People with disabilities are advised to identify two or three people at work, school, neighborhood, etc. who will help them in a disaster.

OUT-OF-AREA CONTACT #1

Name	Home Address	Home Phone	Email Address
Relationship	Work Address	Work Phone	Cell Phone

OUT-OF-AREA CONTACT #2

Name	Home Address	Home Phone	Email Address
Relationship	Work Address	Work Phone	Cell Phone

IMPORTANT: During disasters, use the phone for emergencies only. Local phone lines may be tied up. Make one call to someone out of the area to report in. Let this person contact others.

TEXTING: Teach family and friends to text: I M O K if they are in an area where a disaster or emergency occurs. Texting uses very little bandwidth, and it is a quick and easy way to provide updates.

PHARMACY/SPECIALISTS

Pharmacy Name (s) Address	Pharmacist Name	Phone:
	Pharmacist Name	Phone:
Specialist Name	Area of Concern	Phone:
	Organization	Address
Specialist Name	Area of Concern	Phone:
	Organization	Address

NOTE: Include websites and/or email addresses, if available.

ADDITIONAL HEALTH INFORMATION

Name	Allergies	Additional Health Information and/or Disability	Special Equipment, Supplies, Dietary Needs, etc.

UTILITY AND SERVICE CONTACTS

Electric	Address	Outage #
	Acct #	Phone:
Gas	Address	Leak Line
	Acct #	Phone
Water/Sewer	Address	Emergency #
	Acct #	Phone
Telephone	Address	Phone
	Acct #	
Trash Collection	Address	Phone
	Acct #	
Cable Company	Address	Toll Free #
	Acct #	Local #
Home Medical Services Supplies	Address	Phone
	Acct #	Emergency #

INSURANCE/OTHER INFORMATION

Type of Insurance	Business Name	Policy #	Phone
Health			
Home			
Auto			
Dental			
Life			

BANKING/FINANCE

Bank Name	Phone #	Address
	Accounts:	
	Name on Accts:	
Bank Name	Phone #	Address
	Accounts	
	Name on Accts	
Bank Name	Phone #	Address
	Accounts	
	Name on Accts	

DO NOT PUT account t numbers, only types of accounts (checking, savings, VISA, Mastercard, etc.).

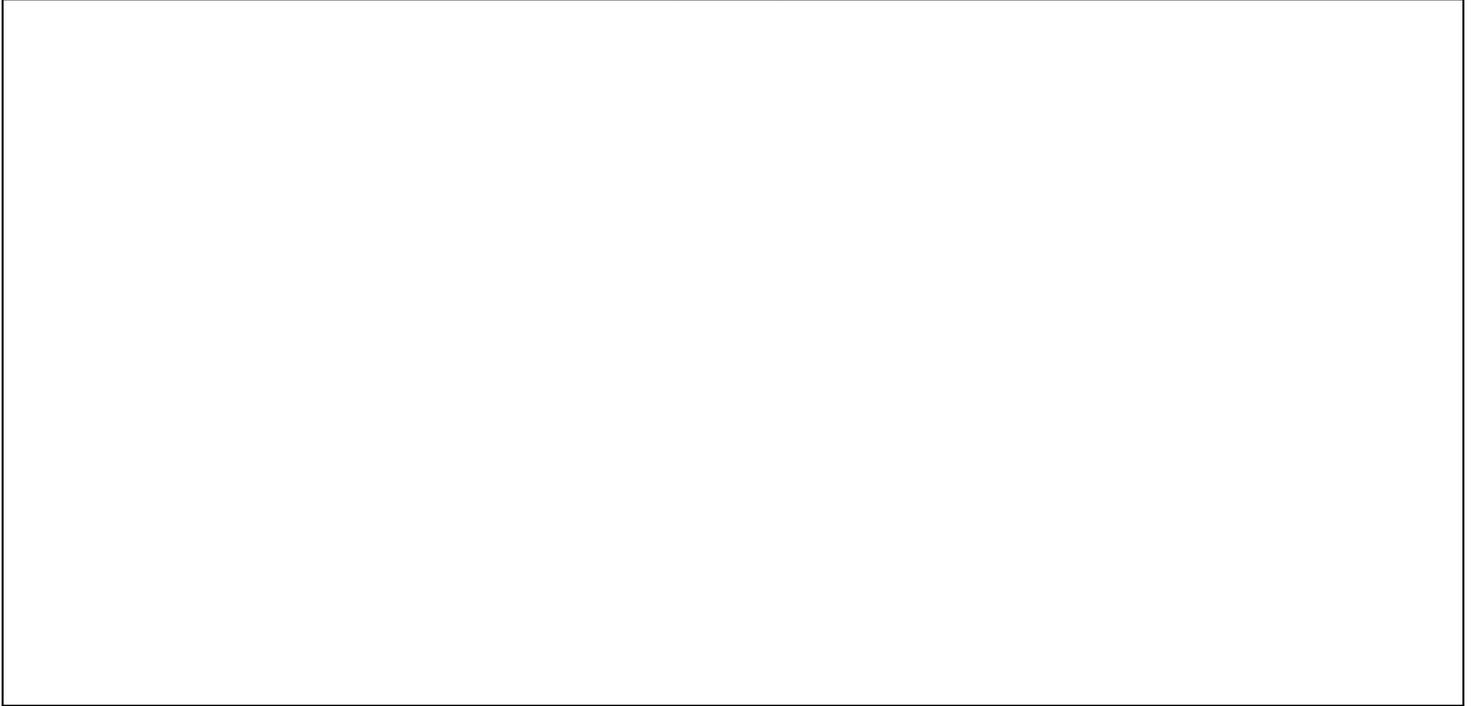
SAFE MEETING PLACE

In or Around Home	Inside Home
	Outside Home
When Family is Not Home	Priority Location

Identify and discuss with household members the reunion places if a disaster prevents anyone from entering the home. Also, reunion and evacuation procedures need to include children at school and house members with disabilities. Talk to school officials. Write down procedures.

HOME LAYOUT/DIAGRAM

Draw a layout of your home.

A large, empty rectangular box with a thin black border, intended for drawing a home layout diagram. The box is currently blank.

NOTE: Make sure you include locations of utility shutoffs and safety equipment like fire extinguishers, disaster supplies, etc.

UTILITY CONTROL

Electricity:

In the event that you need to turn off the electricity in your house, go to the breaker box and do the following:

1. Turn off smaller breakers one by one.
2. Flip the “main” breaker last.

To re-energize your home, reverse the steps above.



Water:

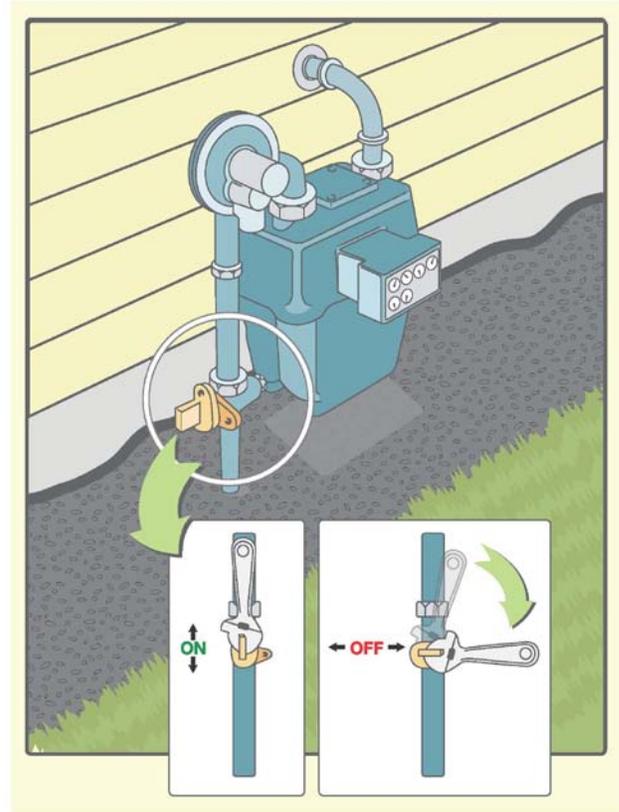
In the event you need to shut water off inside your home, find the main water valve and turn it to your right. To open the flow of water back into the house, turn it to your left.

IMPORTANT – Only turn off the valves at the meter if you smell gas!

To turn off natural gas to your house, use a wrench and tighten it on the quarter-turn valve located on the pipe that feeds into the gas meter. Turn it one-quarter turn to make the indicator parallel to the ground. In most locations, once you do this, you cannot turn the gas back on to the house without the utility company.

Propane:

If you live in an area that uses outdoor propane or LPG, you will find this outside the home. Open the top of the tank and you will see either a regular turn knob or a quarter turn valve. Turn the knob to your right to shut off the flow of propane into your house. For quarter turn valve see above.



WATER IN AN EMERGENCY

Hidden Water Sources in Your Home

If a disaster catches you without a stored supply of clean water, you can use the water in your hot-water tank, pipes and ice cubes. As a last resort, you can use water in the reservoir tank of your toilet (not the bowl).

Do you know the location of your incoming water valve? You'll need to shut it off to stop contaminated water from entering your home if you hear reports of broken water or sewage lines.

To use the water in your pipes, let air into the plumbing by turning on the faucet in your house at the highest level. A small amount of water will trickle out. Obtain water from the lowest faucet in the house. To use the water in your hot-water tank, be sure the electricity or gas is off, and open the drain at the bottom of the tank. Start the water flowing by turning off the water intake valve and turning on a hot-water faucet. Do not turn on the gas or electricity when the tank is empty.

Three Ways to Purify Water

In addition to having a bad odor and taste, contaminated water can contain microorganisms that cause diseases like dysentery, typhoid and 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 is perfect. Often the best solution is a combination of methods. Two easy purification methods are outlined below. These measures will kill most microbes but will not remove other contaminants like heavy metals, salts and most other chemicals. Before purifying, let any suspended particles settle to the bottom, or strain them through layers of paper towel or clean cloth.

BOILING – Boiling is the safest method of purifying water. Bring water to a rolling boil for 3 to 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.

DISINFECTION – You can use household liquid bleach to kill microorganisms. Use only regular household liquid bleach that contains 5.25 percent sodium hypochlorite. Do not use scented bleaches, color-safe bleaches or bleaches with added cleaners. 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 the dosage and let stand another 15 minutes. The only agent used to purify water should be household liquid bleach. Other chemicals, such as iodine or water treatment products sold in camping or surplus stores that do not contain 5.25 percent sodium hypochlorite as the only active ingredient, are not recommended and should not be used.

While the two methods described above will kill most microbes in water, distillation will remove microbes that resist these methods, and heavy metals, salts and most other chemicals.

DISTILLATION – Distillation involves boiling water and then collecting the vapor that condenses back to water. The condensed vapor will not include salt and other impurities. To distill, fill a pot halfway with 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 into the water) and boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.

How to Store Water

Store your water in thoroughly washed plastic, glass, fiberglass or enamel-lined metal containers. Never use a container that has held toxic substances. Plastic containers, such as soft drink bottles, are best. You can also purchase food-grade plastic buckets or drums. Seal water containers tightly, label them and store in a cool, dark place. Rotate water every six months.

Emergency Outdoor Water Sources

If you need to find water outside your home, you can use these sources. Be sure to purify the water according to the instructions before drinking it.

- Rainwater
- Streams, rivers and other moving bodies of water
- Ponds and lakes
- Natural springs
- Avoid water with floating material, an odor or dark color. Use saltwater only if you distill it first. You should not drink floodwater.

If an earthquake, hurricane, winter storm or other disaster strikes your community, you might not have access to food, water and electricity for days, or even weeks. By taking some time now to store emergency food and water supplies, you can provide for your entire family. This information was developed by the Federal Emergency Management Agency in cooperation with the American Red Cross and the U.S. Department of Agriculture.

Having an ample supply of clean water is a top priority in an emergency. A normally active person needs to drink at least two quarts of water each day. Hot environments can double that amount. Children, nursing mothers and ill people will need even more. You will also need water for food preparation and hygiene. Store a total of at least one gallon per person, per day. You should store at least a two-week supply of water for each member of your family. If supplies run low, never ration water. Drink the amount you need today, and try to find more for tomorrow. You can minimize the amount of water your body needs by reducing activity and staying cool.

FOOD IN AN EMERGENCY

Short Term Food Supplies

Even though it is unlikely that an emergency would cut off your food supply for two weeks, you should prepare a supply that will last that long. The easiest way to develop a two-week stockpile is to increase the amount of basic foods you normally keep on your shelves.

Storage Tips

- Keep food in a dry, cool spot—a dark area if possible.
- Keep food covered at all times.
- Open food boxes or cans carefully so that you can close them tightly after each use.
- Wrap cookies and crackers in plastic bags, and keep them in tight containers.
- Empty opened packages of sugar, dried fruits and nuts into screw-top jars or air tight cans to protect them from pests.
- Inspect all food for signs of spoilage before use.
- Use foods before they go bad, and replace them with fresh supplies, dated with ink or marker. Place new items at the back of the storage area and older ones in front.

Nutrition Tips

During and right after a disaster, it is essential that you maintain your strength. So remember:

- Eat at least one well-balanced meal each day.
- Drink enough liquid to enable your body to function properly (two quarts a day).
- Take in enough calories to enable you to do any necessary work.
- Include vitamin, mineral and protein supplements in your stockpile to assure adequate nutrition.

When Food Supplies Are Low

If activity is reduced, healthy people can survive on half their usual food intake for an extended period and without any food for many days. Food, unlike water, may be rationed safely, except for children and pregnant women.

If your water supply is limited, try to avoid foods that are high in fat and protein, and don't stock salty foods, since they will make you thirsty. Try to eat salt-free crackers, whole grain cereals and canned foods with high liquid content.

You don't need to go out and buy unfamiliar foods to prepare an emergency food supply. You can use the canned foods, dry mixes and other staples on your cupboard shelves. In fact, familiar foods are important. They can lift morale and give a feeling of security in time of stress. Also, canned foods won't require cooking, water or special preparation.

Special Considerations

As you stock food, take into account your family's unique needs and tastes. Try to include foods that they will enjoy that are also high in calories and nutrition. Foods that require no refrigeration, preparation or cooking are best. Individuals with special diets and allergies will need particular attention, as will babies, toddlers and elderly people. Nursing mothers may need liquid formula, in case they are unable to nurse. Canned dietetic foods, juices and soups may be helpful for ill or elderly people. Make sure you have a manual can opener and disposable utensils. And don't forget nonperishable foods for your pets.

How to Cook If the Power Goes Out

For emergency cooking, you can use a fireplace or a charcoal grill or camp stove can be used outdoors. You can also heat food with candle warmers, chafing dishes and fondue pots. Canned food can be eaten right out of the can. If you heat it in the can, be sure to open the can and remove the label first.

GENERATOR SAFETY TIPS

The following modified information, developed by the Red Cross with technical advice from the Centers for Disease Control and Prevention, the National Fire Protection Association (publisher of the National Electric Code ®) and the U. S. Consumer Product Safety Commission, is provided to address questions about using a generator when disaster strikes. The full Fact Sheet: Using a Generator When Disaster Strikes is available at www.redcross.org/services/disaster/0,1082,0_565_00.html.

Using a Generator

The primary hazards to avoid when using a generator are carbon monoxide (CO) poisoning from the toxic engine exhaust, electric shock or electrocution, and fire. Follow the directions supplied with the generator. Every year, people die in incidents related to portable generator use.

Under no circumstances should portable generators be used indoors, including inside a garage, carport, basement, crawlspace, or other enclosed or partially-enclosed area, even with ventilation. Opening doors and windows or using fans will not prevent CO buildup in the home. The CO from generators can rapidly lead to full incapacitation and death, but CO can't be seen or smelled. Even if you cannot smell exhaust fumes, you may still be exposed to CO. If you start to feel sick, dizzy, or weak while using a generator, get to fresh air RIGHT AWAY - DO NOT DELAY.

Additional Notes:

KANSAS
DEPARTMENT OF
AGRICULTURE



Kansas Department of Agriculture
109 SW 9th Street
Topeka, Kansas 66612
(785) 296-3556
www.ksda.gov