

# Ready Washington County



The Washington County-Johnson City Emergency Management Agency

## A Household Preparedness GUIDE

AN INFORMATIONAL RESOURCE FOR WHAT TO DO IN AN EMERGENCY

• What to Have in Your Head • What to Have in Your Hand • What to Have in Your Home



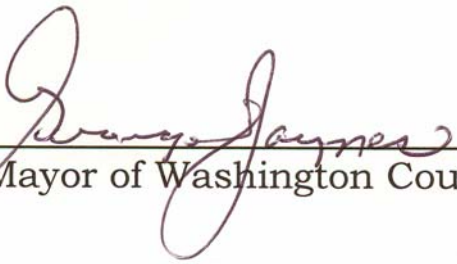
Dear Citizens,

Washington County and Johnson City have worked hard to prepare for emergencies. Along with the county/city government; schools, businesses and non-profit organizations plan and drill regularly. Although the county/city can respond to disasters, only you can prepare yourself and your household for emergencies. As you read this guide, you will see how easy it is to prepare.

Are You Ready Washington County/Johnson City describes many emergencies we could face and provides IMPORTANT INFORMATION on how to prepare and respond. This advice can help you and your household take control in the event of a disaster.

Please carefully read this guide and keep it close at hand. Share this information with your family, friends and neighbors. Be Ready! Be Prepared!

Sincerely,

  
\_\_\_\_\_  
Mayor of Washington County

# ARE YOU READY

## WASHINGTON COUNTY/JOHNSON CITY

### WHAT'S INSIDE...

<b>Emergency Preparedness Advice</b>	3
<b>General Emergency Response</b>	4
EVACUATION	4
SHELTER IN PLACE	4
DISASTER SHELTER	4
UTILITIES DISRUPTIONS	4
<b>Hazard-Specific Information</b>	5
WEATHER DISASTERS:	5
Severe Weather: Thunderstorms, Flash Flooding & Tornadoes	5
Winter Weather	6
Extreme Heat	6
FIRE	7
EARTHQUAKES	8
CARBON MONOXIDE	8
DISEASE OUTBREAKS & BIOLOGICAL EVENTS	8
RADIATION EXPOSURE	8
BUILDING COLLAPSES & EXPLOSION	9
HAZARDOUS MATERIALS OR CHEMICAL SPILLS	9
THOUGHTS ON TERRORISM	9
MENTAL HEALTH	10
PARENTS & FAMILIES	10
TIPS FOR PET OWNERS	10
HOW YOU CAN HELP THE COUNTY/CITY	11
PANDEMIC PLANNING	11
RESOURCES	12
Emergency Reference Card	13

# EMERGENCY PREPAREDNESS ADVICE FOR YOU AND YOUR HOUSEHOLD

**E**mergency preparedness is as simple as planning ahead. It's easy and inexpensive for everyone. Go over the checklists below with your household to determine how you can take control of an emergency. Check and update your kits when you change your clocks during daylight-savings transitions. Make sure the kits are complete and ready to go.

- Extra set of house and car keys.
- Cash, credit and ATM cards, especially in small denominations. It is recommended that you keep at least \$50 to \$100 cash on hand.
- Non-perishable foods such as energy and granola bars and bottled water.
- Battery operated flashlights, AM/FM radio and extra batteries.
- A week's supply of medications and other essential personal items. Be sure to change medications before they expire. Keep a list of your doctors' phone numbers, medications and their dosages or copies of prescription slips.
- First Aid Kit.
- Sturdy, comfortable shoes, lightweight raingear, and a Mylar blanket.
- Contact and meeting place information on a small regional map.
- Child care supplies or other special care items.

## HOUSEHOLD DISASTER PLAN CHECKLIST

### What to Have in Your (Head):

Consider developing a disaster plan with your household that outlines what to do, how to find each other, and how to communicate in an emergency.

- Decide where your household will reunite after a disaster.  
Identify two places to meet: one right outside your home and the other outside your neighborhood.
- Make sure everyone knows the address and phone number of the second meeting place.
- Know and practice all possible exit routes from your home and neighborhood.
- Designate an out-of-town friend or relative household members can call if separated during a disaster. If local phone circuits are busy, long distance calls may be easier to make.
- Account for everyone's needs, especially seniors, people with disabilities, and non-English speakers.
- Practice you plan.
- Familiarize yourself with emergency plans for your workplace, child's day care or school and other relevant institutions.

## READY TO GO BAG CHECKLIST

### What to Have in Your (Hand):

Every household should consider assembling a *Ready to Go Bag* – a collection of items you may need in the event of an evacuation. Each household member's *Ready to Go Bag* should be packed in a sturdy easy-to-carry container such as a suitcase on wheels or a backpack. And it should be accessible if you have to evacuate your home in a hurry. Make sure it is ready to go at all times of the year.

- Copies of important documents in a waterproof bag or container (birth certificates, Photo Identification and proof of address, insurance cards, social security cards, etc.)

## EMERGENCY SUPPLY KIT CHECKLIST

### What to Have in Your (Home):

Keep enough supplies in your home to survive on your own for at least three days. If possible keep these supplies in a separate container or special cabinet. You should stress to your family that these supplies are for *EMERGENCIES* only.

- One gallon of drinking water per person per day.
- Non-perishable, ready-to-eat canned foods and a manual can opener.
- Battery operated flashlight, AM/FM radio and extra batteries.
- First-aid kit, medications and prescriptions.
- Whistle.
- Iodine tablets or one quart of unscented bleach (for disinfecting water *ONLY* if directed to do so by Health Officials) and eyedropper (for adding bleach to water).
- Personal hygiene items; soap, feminine hygiene products, toothpaste, etc.
- Sturdy shoes, heavy gloves, warm clothes, a Mylar blanket, and lightweight raingear.
- Extra fire extinguisher, smoke detectors, carbon monoxide detectors.
- Phone that does not rely on electricity.
- Child care supplies or other special items.
- Other supplies and tools.

Responding to an emergency can be easier if you plan ahead.

## GENERAL EMERGENCY RESPONSE

### EVACUATION

**I**n some cases, it may be necessary to evacuate your home or neighborhood. County/City officials will tell you when to evacuate through the media and direct warnings. Evacuation is used as a last resort when a serious threat to public safety exists.

#### Evacuate Immediately When You:

- \* Are directed to do so by an emergency official.
- \* Are in immediate danger.

#### Be Prepared to Evacuate:

- \* If there is time, secure your home: close and lock windows and doors, and unplug appliances before you leave. (Authorities will instruct you if it is necessary to turn off utilities).
- \* Wear sturdy shoes and comfortable, protective clothing such as long sleeves and long pants.
- \* Bring your *Ready to Go Bag* with you.
- \* Know your workplace, schools, etc. evacuation plans.
- \* Remember evacuation routes change based on the emergency so stay tuned to the local news.

### SHELTER IN PLACE

**W**hen evacuation to shelters are neither appropriate nor possible, you may be asked to stay where you are. Sheltering in place is an effective way to protect yourself in many emergencies involving contaminated air. However, you should only do so if directed by emergency officials.

#### If You're Asked to Shelter In Place:

- \* Go inside your home or the nearest appropriate facility (school, library, place of worship, etc.).
- \* Take shelter in a room that has few doors or windows. Ideally, a room to shelter in place should allow at least 10 square feet per person.
- \* Seal all doors and windows.
- \* Turn off all ventilation systems.

- \* Do not use the phone – keep the phone line available for emergency calls.
- \* Stay tuned to your radio or television for emergency information and updates.
- \* Make use of your *Ready to Go Bag* and *Emergency Supply Kit*.

**S**ome emergencies may require that you leave your home and travel to an emergency shelter. Local officials will inform you when sheltering is necessary.

#### Disaster Shelter Guidelines:

- \* If you can, try to seek shelter with friends or relatives outside the affected area.
- \* Evacuation shelters can be set up in schools, municipal buildings and places of worship. They provide basic food and water. If possible, bring clothing, bedding, bathing, sanitary supplies, special food, pre-filled prescriptions and other medications to the shelter.
- \* Alcoholic beverages, firearms, and illegal substances are not allowed in emergency shelters.
- \* You cannot bring pets to shelters. Only service animals are allowed.
- \* Take your *Ready to Go Bag* to the shelter with you.
- \* Cooperate with shelter managers and other people in order to make a difficult situation less stressful.

### UTILITIES DISRUPTIONS

**U**tilities disruptions are an occasional inconvenience of the modern age.

#### If You Lose Phone Service:

- \* Use your cell phone, or borrow one from a friend or neighbor if possible, and call your provider to report the outage.
- \* If you have a cordless phone, keep in mind you may lose service during a power outage. It is a good idea to have a phone that does not rely on electricity.
- \* Battery operated fire alarms will continue to work.

Responding to an emergency can be easier if you plan ahead.

#### **If You Smell Gas:**

- \* Do **NOT** smoke or light lighters; use matches. If the odor is very strong, do not use your phone or operate any light switches or electrical devices – any spark could cause a fire.
- \* Open windows.
- \* Evacuate immediately and call **911**.

#### **Water And Sewer-Related Problems:**

It is always a good idea to have a supply of bottled water in the house.

- \* If authorities determine that there is a concern about drinking water quality, you will be advised of what actions to take. In some cases, you may be told not to use the water for cooking or drinking purposes unless it is boiled, treated with bleach or iodine, or disinfected by other means. In an extreme case, you may be told not to use the water for cooking, drinking, hand-washing or bathing purposes.
- \* If there is a drought, authorities will advise you to conserve water. Please restrict your water use as much as possible. If the drought worsens, mandatory drought restrictions can be imposed. Conservation measures can slow the depletion rate of the stored water and potentially postpone or eliminate the threat of serious water shortages.

#### **If There Is A Power Outage:**

- \* Call your power provider immediately to report the outage.
- \* Disconnect or turn off all appliances that would otherwise go on automatically when service is restored. If several appliances start up at once, they may overload the electric circuits.
- \* In order to prevent food spoilage, keep refrigerator and freezer doors closed as much as possible. Each time the door is opened, heat enters and speeds up the thawing process.
- \* Stay indoors if possible. Never touch or go near downed power lines, even if you think they are safe.
- \* Keep a battery-operated radio on for updates on the restoration process.
- \* If you lose power and/or heat in the winter, insulate your home as much as possible.
- \* Do not burn charcoal indoors and do not use your kitchen gas range to heat rooms as this can lead to fire or a hazardous smoke condition.
- \* Do not use generators indoors. Without proper ventilation they can create deadly carbon monoxide.

## **HAZARD-SPECIFIC INFORMATION**

### **WEATHER DISASTERS**

**W**eather is monitored closely by various government agencies. Severe weather should be taken seriously. It can be dangerous and harm both you and your property.

### **SEVERE WEATHER: THUNDERSTORMS, FLASH FLOODING & TORNADOES**

#### **In a Thunderstorm:**

- \* Avoid handling metal, electrical equipment, telephones, bathtubs, water faucets and sinks because lightening can follow wires and pipes. Be especially careful with televisions.
- \* If there is a severe thunderstorm, take cover immediately in a stable facility, but avoid trees.

#### **In a Flash Flood:**

- \* Seek high ground. Never attempt to drive your vehicle through standing water.

#### **In a Tornado:**

- \* Go to your basement or the lowest point of your residence or an interior room or hallway without windows. If you cannot find shelter, take cover in a ditch or other recessed area.

*If you are asked to evacuate, do so immediately.*

#### **Some Measures to Help Weather Major Storms:**

- \* Secure outdoor objects such as lawn furniture or garbage cans that could blow away and cause damage or injury.
- \* Never touch or go near downed power lines, even if you think they are safe.
- \* In extreme conditions, consider shutting off power switches and appliance gas to prevent damage to your appliances.

Responding to an emergency can be easier if you plan ahead.

**During Severe Weather:**

- \* Dress appropriately for weather conditions.
- \* Stay updated by watching TV or listening to the radio. The National Weather Service broadcasts forecasts, warnings and other information 24 hours a day. Special weather radios are available at local retail stores.

**NATIONAL WEATHER SERVICE TERMS**

**Severe Thunderstorm Watch:**

There is potential for thunderstorms to form that can produce wind gusts greater than 58 mph and/or hail greater than ¾ of an inch in diameter.

**Severe Thunderstorm Warning:**

A severe thunderstorm is occurring.

**Tornado Watch:**

A tornado could form in the next few hours.

**Tornado Warning:**

A tornado has been reported and/or the National Weather Service radar has detected a tornado or the signature of a tornado.

**Flash Flood Watch:**

Localized flooding due to heavy rainfall is possible.

**Flash Flood Warning:**

Localized flooding due to heavy rainfall is imminent.

**Freezing Rain Advisory:**

Minor accumulation of ice due to freezing rain is expected.

**Winter Weather Advisory:**

Minor accumulation of snow, sleet and freezing rain is expected.

**Snow Advisory:**

Accumulation of one to four inches expected within a 12-hour period.

**Blizzard Warning:**

Strong winds, blinding driven snow and dangerous wind chill are expected in the next several hours.

**Winter Storm Watch:**

Significant accumulation of snow and/or ice is possible within 36 hours.

**Winter Storm Warning:**

A storm with six or more inches of snow/sleet/freezing rain within a 24-hour period is expected.

See the National Weather Service Web site at [www.weather.gov](http://www.weather.gov) for more information.

**WINTER WEATHER**

Dangerous winter weather includes winter storms and blizzards. These can involve a combination of heavy snow, ice accumulation and dangerous wind chills.

**Dress Warmly and Stay Dry:**

- \* Wear hats, scarves, layers and water-repellent coats. Wear mittens instead of gloves; they are warmer.
- \* Make sure small children - especially babies - stay warm, as infants can easily become hypothermic under conditions that would not necessarily be as dangerous for adults.

**Cover Your Mouth:**

Protect your lungs from extremely cold air by covering your mouth when outdoors.

**Avoid Overexertion:**

Take your time while shoveling snow or pushing a car. Stretch before you go out and drink plenty of non-alcoholic, non-caffeinated fluids.

**Car Safety:**

Be sure to clear snow from your tail pipe before you start your car to prevent carbon monoxide poisoning.

**Safe Heating:**

Many fires and emergencies are caused every year in the County/City from unsafe heating.

- \* Fuel-burning items (such as furnaces, boilers, water heaters and clothes dryers) should be ventilated and inspected by a professional regularly in order to prevent unintentional carbon monoxide poisoning.
- \* Electric heaters should be used with extreme caution to prevent shock, fire and burns.
- \* Materials near heaters should be kept at least three feet from the heat source to prevent fire.
- \* Gas ovens and burners should never be used to heat your home.

**EXTREME HEAT**

Heat waves are particularly dangerous for children and people with special needs. Please check on your neighbors and offer them assistance.

The terms listed below describe the illnesses that extreme heat can cause. Heat-related illnesses can become medical emergencies-call 911, especially in the case of heat stroke.

Responding to an emergency can be easier if you plan ahead.

### Heat Cramps:

Heat cramps are muscular pains and spasms resulting from heavy exertion. Although heat cramps are the least severe heat-related illness, they are an early signal that the body is having trouble coping with heat and should be treated immediately with rest and fluids. Stretching or direct pressure can also reduce cramps. Unless very severe, heat cramps do not require emergency medical attention.

### Heat Exhaustion:

Heat exhaustion occurs when body fluids are lost through heavy sweating due to vigorous exercise or working in a hot, humid place. Symptoms include: sweating, pale clammy skin, fatigue, headache, dizziness, shallow breaths, and a weak or rapid pulse. Victims of heat exhaustion are tired but not confused. The condition should be treated with rest in a cool area, drinking water or electrolyte solutions, elevating the feet 12 inches, and further medical treatment in severe cases. If not treated, the victim's condition may escalate to heat stroke. If the victim does not respond to basic treatment, seek medical attention.

### Heat Stroke:

Also called "Sunstroke." The victim's temperature control system, which produces sweat to cool the body, stops working. The skin is flushed, hot and dry, and body temperature may be elevated. The victim may also be confused, develop seizures, breathe shallowly and have a weak or rapid pulse. This is the most serious heat-related illness. People exhibiting these symptoms should seek emergency medical attention.

## FOLLOW THESE TIPS TO STAY COOL

- \* Stay out of the sun. When in the sun, wear sunscreen (at least SPF 15).
- \* Wear lightweight, light-colored, loose fitting clothes that cover as much skin as possible to prevent sunburn.
- \* Give your body a chance to adjust to extreme temperature changes.
- \* Drink plenty of non-alcoholic, non-caffeinated fluids.
- \* Use shades or awnings.
- \* Consider going to public pools and air-conditioned stores and malls.
- \* Never leave children, pets, or those who require special care in a parked car during periods of intense summer heat.

## HEAT TERMS

### Heat Wave:

Prolonged period of excessive heat often combined with excessive humidity.

### Heat Index:

Number of degrees Fahrenheit that indicates how hot it feels when relative humidity is factored onto air temperature.

### Heat Advisory:

When the heat index exceeds 100°F for less than three hours a day for two consecutive days.

### Excessive Heat Warning:

When the heat index is expected to exceed 115°F or when it exceeds 100°F for three or more hours for two consecutive days.

### Excessive Heat Watch:

A long-term alert for excessive heat.

### Ozone Advisory:

Issued when ozone levels are expected to exceed 0.08 parts per million of ozone over an eight-hour period. People should limit their outdoor activity and those with respiratory problem (such as asthma) should be especially careful and avoid strenuous activity.

## FIRE

If your smoke detector goes off or if you notice a fire, remain calm. Do not try to fight a major fire.

- \* If your clothes catch on fire, **STOP** where you are, **DROP** to the ground, and **ROLL** over and over to smother the flames.
- \* If you live in a high-rise multiple story dwelling, and the fire is not in your apartment, stay in your apartment rather than entering smoke-filled hallways.
- \* In high-rise office buildings, only evacuate if the fire is on your floor or the one above it, and descend to the second floor below the fire floor. Other occupants should remain on their floor and monitor the PA system for further instructions.
- \* If a fire breaks out in your house or non-fireproof apartment building, get out as quickly as possible.
- \* Feel doors with the back of your hand before you open them. If they are hot, find another way out. Stay as close to the floor as possible – smoke and heat rise and the air is clearer and cooler near the floor. **Close doors behind you.**
- \* If you are unable to get out for any reason, stay near a window and close to the floor. Close the door and stuff the bottom with a towel to avoid smoke. If possible, signal for help by waving a cloth or sheet outside the window.
- \* **Call 911** from a safe place such as a neighbor's house.
- \* **Do not stop to get anything.**
- \* **Do not use the elevator.**
- \* To prevent fires, keep an ABC fire extinguisher and working smoke detectors in the house. Check batteries twice a year at daylight saving times.
- \* Consider renter's insurance if you rent an apartment.



Responding to an emergency can be easier if you plan ahead.

## EARTHQUAKES

**A**lthough major earthquakes are uncommon in Washington County and Johnson City, tremors could occur and residents should be prepared. NOTE: After an earthquake utilities may be disrupted.

### In The Event of an Earthquake:

- \* Drop to the floor.
- \* Take cover under a solid piece of furniture or next to an interior wall. Cover your head and neck with your arms.
- \* Hold on to a sturdy piece of furniture and be prepared to move with it. Stay where you are until the shaking stops.
- \* Be prepared for aftershocks, which often follow an earthquake.

## CARBON MONOXIDE

**D**angerous levels of carbon monoxide – a colorless and odorless gas – can be produced from improperly vented furnaces, plugged or cracked chimneys, water heaters, fireplaces, stoves and tail pipes.

### If You Suspect Carbon Monoxide Poisoning:

- \* Leave your home.
- \* Call **9-1-1**.
- \* Get any victims to fresh air immediately.
- \* Open windows.
- \* Call your local utility.

### Carbon Monoxide Safety Tips:

- \* Make sure all fuel-burning items are properly ventilated.
- \* If you have a working fireplace, keep chimneys clean and clear of debris.
- \* Never turn on your oven to heat you kitchen, or operate gas or charcoal barbecue grills, kerosene-or oil burning heaters in an enclosed space.
- \* Make sure you have a working carbon monoxide detector. Check and change batteries often.
- \* Recognize signs of carbon monoxide poisoning: the most common symptom is **HEADACHE**. Symptoms may also include dizziness, chest pain, nausea and vomiting.

## DISEASE OUTBREAKS

**W**ashington County and Johnson City have plans for cooperating with State and Federal agencies in responding to

potential situations involving disease outbreaks and biological events.

- \* The County/City may distribute medicine or a vaccine to those who are at risk. This course of action will be decided based on the specific health hazard. To distribute treatment or vaccines, the County/City may open Points of Dispensing (POD) locations where treatment will be provided. In the event PODs are activated, you may find the one closest to you by listening to local news media.

## RADIATION EXPOSURE

**S**mall amounts of radiation – such as from X-rays – are considered safe. In the unlikely event that the County/City is exposed to unsafe levels of radiation, there are ways to minimize exposure.

### These 3 General Guidelines Will Minimize Your Exposure to Radiation:

1. **TIME:** Radioactive materials become less radioactive over time. Stay inside until authorities alert you the threat has passed.
2. **DISTANCE:** The greater the distance between you and the source of the radiation the better. Authorities may call for an evacuation of people from areas close to the release.
3. **SHIELDING:** Put as much heavy, dense material between you and the source of the radiation as possible. Authorities may advise you to stay indoors or underground for this reason. Close and seal your windows and turn off any ventilation.

### Additional Steps to Reduce Your Exposure Include:

- \* If you are outside, get inside. Remove all clothing and wash thoroughly.
- \* Cover your nose and mouth to avoid ingesting dust.
- \* If there's an event indoors, try to get out of the building without passing through the contaminated area. If you cannot escape, it may be better to shelter in place.
- \* Potassium Iodide (known as KI) is a kind of salt that can prevent damage to your thyroid gland **ONLY** if you are exposed to radioactive environments, and must be administered within a few hours of exposure to be effective. KI is generally only recommended for children, adolescents, pregnant women and others with growing thyroids. In the unlikely event of radiation exposure, the legal officials may distribute KI.

Responding to an emergency can be easier if you plan ahead.

## **BUILDING COLLAPSES or EXPLOSIONS**

**B**uilding collapses or explosions can be the result of structural damage or sabotage. Either way, the set of rules below applies:

### **If You Are in a Building Collapse or Explosion:**

- \* Get out as quickly and calmly as possible.
- \* If you can't get out of the building, get under a sturdy table or desk.

### **If You Clean Up Debris:**

- \* Wear gloves and sturdy shoes.
- \* Sort debris by type (wood, appliances, etc.).
- \* Do not touch debris that contains utility wires.
- \* Do not move large or heavy debris. Ask for help from neighbors, friends and recovery workers.

### **If There is a Fire: (See FIRE Section)**

- \* Fires often occur after a building explosion.

### **If You Are Trapped By Debris:**

- \* Cover your nose and mouth with a cloth or clothing.
- \* Move around as little as possible to avoid kicking up dust, which is harmful to inhale.
- \* If possible, use a flashlight so that you can see your surroundings.
- \* Tap on a pipe or wall so rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort as shouting can cause you to inhale dangerous amounts of dust.

## **HAZARDOUS MATERIALS or CHEMICAL SPILLS**

**W**e use hazardous materials in our homes and businesses every day. Small spills occasionally occur, but these incidents generally cause the public little difficulty other than traffic delays. In the event of a major spill, authorities will instruct you on the best course of action. However, you should heed the precautions listed below.

### **General Guidelines:**

- \* Stay upwind of the material if possible.
- \* Seek medical attention as soon as possible if needed.
- \* If there's an event indoors, try to get out of the building without passing through the contaminated area. Otherwise, it may be better to move as far away from the event as possible and shelter in place.
- \* If exposed, remove outer layer of clothes, separate yourself from them and wash yourself.
- \* In some circumstances, after being exposed to hazardous materials, it may be necessary to be "decontaminated." Specially trained emergency personnel will perform decontamination procedures.

## **THOUGHTS ON TERRORISM**

**A** terrorist's primary objective is to create fear. With accurate information and basic emergency preparedness, you can fight back. Keep in mind that accidents can sometimes appear to be terrorist events and vice versa. Your response should be similar in either case.

### **Know The Facts And Be Responsible:**

- \* Know the facts of a situation and think critically.
- \* Confirm reports using a variety of reliable sources of information, such as the government or media.
- \* Do not spread rumors.
- \* Do not accept packages from strangers and do not leave luggage or bags unattended in public areas.

### **Biological Attacks:**

- \* A biological attack occurs when a terrorist intentionally causes a disease epidemic.

### **Chemical Attacks:**

- \* The intentional release of hazardous materials constitutes an act of terrorism, however accidents involving hazardous materials may also occur. Your course of action should be the same in either case.

### **Radiological Attacks:**

- \* Radiological attacks occur when radioactive material is intentionally released.
- \* Radiological Dispersion Device (RDD): An RDD is designed to scatter amounts of radioactive material over a wide area. The further the material disperses, the less harmful it is. In most cases, the amount of material is unlikely to be lethal.
- \* "Dirty Bomb": A Dirty Bomb is a kind of RDD that combines conventional explosives and radioactive material. The explosive is intended to scatter the radioactive material. More damage and casualties may result from the explosion than from the radiation itself.

### **A Parcel or Letter May Be Considered Suspicious When it Has More Than One of The Following Characteristics:**

- \* Handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- \* Addressed to someone no longer with your organization or not addressed to a specific person.
- \* Strange return address or no return address.
- \* Marked with restrictions, such as "Personal," "Confidential" or "Do not X-ray."
- \* Excessive postage.
- \* Powdery substance on the outside.
- \* Unusual weight given its size, lopsided, or oddly shaped.
- \* Unusual amount of tape on it.
- \* Odors, discolorations or oily stains.

Responding to an emergency can be easier if you plan ahead.

### **If You Receive a Suspicious Package or Envelope:**

- \* **PUT IT DOWN** – preferably on a stable surface.
- \* Cover it with an airtight container such as a trash can or plastic bag.
- \* Call **911** and alert your building's security officials.
- \* Alert others to the presence of the package and evacuate the area.
- \* Wash your hands with soap and water if you have handled the package.
- \* Make a list of the people who were in the room or area where the suspicious package was recognized, and give it to authorities.
- \* Do not stray far from the area if you believe you have been exposed.

### **If You Receive a Bomb Threat:**

- \* Ask the caller as many of the following questions as possible:
  1. When is the bomb going to explode?
  2. Where is the bomb right now?
  3. What does the bomb look like?
  4. What kind of bomb is it?
  5. Where are you calling from?
  6. Why did you place the bomb?
- \* Keep the caller on the line for as long as possible and try to write down or record the conversation.
- \* Write down the exact time and length of call.
- \* Listen carefully to the caller's voice and background noise.
- \* After you hang up, call **911 IMMEDIATELY**.

## **MENTAL HEALTH**

**D**isaster victims are likely to experience at least one of several emotional responses: anger, fatigue, loss of appetite, sleeplessness, nightmares, depression, inability to concentrate, hyperactivity, or increased alcohol or drug use.

### **Mental Health Experts Suggest a Number of Ways to Relieve the Symptoms of Emotional Distress:**

- \* Talk about your feelings with family, friends, and neighbors. These people are good medicine, and sharing common experiences helps people overcome anxiety and feelings of helplessness.
- \* Get back into daily routines as soon as you can, and try to maintain a healthy diet and get plenty of sleep.
- \* Get some physical exercise every day.
- \* If you continue to have the symptoms described above for an extended period of time, think about consulting a mental health professional.

## **PARENTS & FAMILIES**

**I**nclude your children in planning for an emergency. Teach them how to get help and what to do in different situations.

Practice your family emergency plan with your children and quiz them about preparedness information.

### **Every Child Should Know:**

- \* Family contact information for use in an emergency.
- \* Never touch wires lying on the ground or hanging from poles.
- \* How to identify the smell of gas. Tell them that if they smell it, they should tell a grown-up or leave the building.
- \* How and when to call **911**.

### **Information To Know About Your Child's School or Day Care Facility:**

- \* Find out what your child's school does in the event of an emergency and know the school's emergency plans.
- \* Find out where can you pick up your child during an evacuation.
- \* Ensure that the school has up-to-date contact information for you and at least one other relative or friend.
- \* Find out if you can authorize a friend or relative to pick up your children in an emergency if you cannot.

### **Ready to Go Bag:**

- \* Pack child care supplies as well as games and small toys in your family's *Ready to Go Bag*.

### **Reassurance:**

- \* Children are particularly vulnerable to emotional stress after a disaster and may exhibit excessive fear of the dark, crying, fear of being alone and constant worry. Reassure children that they are safe. Encourage them to talk about their fears, emphasize that they are not responsible for what happened, and comfort them.

## **TIPS FOR PET OWNERS**

**P**et owners should include provisions for their pet in a household disaster plan. Please note that pets are not allowed in Shelters. (Only service animals are allowed in Shelters.) Therefore, it is important that you have a plan for your pet in the case of an evacuation.

### **Pet Emergency Planning Tips:**

- \* Contact friends or relatives outside your area to see if they would be willing to accommodate you and your pets in an emergency. Also, ask a neighbor, friend or family member if they will look after your pet if you cannot return home due to a disaster.

Responding to an emergency can be easier if you plan ahead.

- \* See if your veterinarian or groomer provides shelter for animals during an emergency.
- \* Transport your pets in a carrier for the duration of the disaster. This makes pets feel safer and more secure.
- \* Know your pets' hiding places so that you can easily find them in times of stress.
- \* Make sure each pet has a license and ID tag.

**Assemble a "Pet Survival Kit" that can be ready to go if you are evacuating your pet to a kennel, friends or Family. you should include :**

- \* Water, food and containers.
- \* A leash/muzzle/harness.
- \* A copy of all current vaccination and health records, license numbers and microchip numbers.
- \* Medication for your pet (if needed).
- \* A pet carrier or cage ( a luggage carrier can be used to wheel the carrier around).
- \* Plastic bags for pick-up.
- \* Photo of your pet.

## HOW YOU CAN HELP THE COUNTY AND CITY

**M**any of the tips in this guide are designed to help you and your household. Here's what you can do to help the County/City recover from all kinds of emergencies.

### **Become a Volunteer:**

- \* It is best to affiliate with a recognized disaster volunteer organization such as the Red Cross or the Salvation Army before a disaster happens.
- \* Before going directly to volunteer at a relief organization, hospital or disaster site after a disaster, wait for instructions from local officials, or check with specific organizations.
- \* Be patient. In the wake of a disaster, there are often many people waiting to volunteer. However, there may be a greater need for volunteers in the weeks and months after a disaster.

### **Make a Donation:**

- \* Making a financial contribution to a volunteer agency involved in disaster relief is often the most sensible and efficient way of helping people in need after a disaster.
- \* Before donating any goods, including food or clothing, wait for instructions from local officials or check with a specific organization. Unneeded items overwhelm the recovery effort and may go to waste.

## PANDEMIC FLU PLANNING

The Northeast Tennessee Regional Health Office of Tennessee Department of Health urges the public to : Be Prepared for a Flu Pandemic. A Pandemic is a global outbreak of respiratory disease. Being prepared is the best response to the threat of a pandemic flu. Many of these steps will also help in other emergencies. There are simple steps to take right now!!!

- \* Understand how flu spreads ([www.pandemicflu.gov](http://www.pandemicflu.gov)).
- \* Learn how to help prevent infection.
- \* Practice healthy habits.
- \* Stay informed.
- \* Prepare an emergency kit.
- \* Be ready to cooperate with authorities in times of emergency.

### **For Prevention of Disease**

#### **DO:**

- \* Try to stay 3 feet from someone coughing and sneezing.
- \* Cover your mouth and nose when coughing and then throw away tissue.
- \* Wash your hands often (wet hands with warm water, lather with soap, scrub for 15-20 seconds, rinse and dry thoroughly).
- \* Stay at home if you are sick.

#### **DON'T:**

- \* Touch your eyes, nose or mouth.
- \* Share personnel items, these include anything that has been near a person's mouth.
- \* Don't be around others when ill (BE RESPONSIBLE).

**If a pandemic is expected or occurring-federal and local officials will make "common-good" decisions. These may include:**

- \* School Closings.
- \* Limit public gatherings.
- \* Request that everyone stay at home for a certain period.
- \* Limit travel.
- \* Ask that everyone follow certain hygiene steps.

### **YOU CAN HELP!**

Consider volunteering with a local organization such as: Help get information to others by phone, organize assistance for special needs people or gather supplies for neighbors or other community members.

For additional information contact your local health department.

# RESOURCES

- **Learn More About Emergency Preparedness and Emergency Management:**
- **Federal Emergency Management Agency (FEMA):**
- FEMA published a longer, more detailed guide to emergency preparedness called “Are You Ready? A Guide to Citizen Preparedness.” [www.fema.gov/library](http://www.fema.gov/library). The FEMA website, [www.fema.gov](http://www.fema.gov) also contains a great deal of information about preparing for and responding to emergencies.
- **FEMA:**
- [www.fema.gov/kids/](http://www.fema.gov/kids/)
- **U.S. Department of Homeland Security:**
- 1-800-BE-READY (1-800-237-3239) or [www.ready.gov](http://www.ready.gov)
- **U.S. Centers for Disease Control & Prevention:**
- 1-800-311-3435 or [www.cdc.gov](http://www.cdc.gov)
- **U.S. Department of Energy:**
- 1-800-DIAL DOE (1-800-342-5363) or [www.energy.gov](http://www.energy.gov)
- **U.S. Environmental Protection Agency:**
- 1-800-424-8802 or [www.epa.gov](http://www.epa.gov)
- **National Weather Service:**
- [www.weather.gov](http://www.weather.gov)
- **NOAA All Hazards Radio:**
- [www.nws.noaa.gov/nwr](http://www.nws.noaa.gov/nwr)

Responding to an emergency can be easier if you plan ahead.

# EMERGENCY REFERENCE CARD

## Household Emergency Information

Contact information for household members. Please complete this form and keep it up to date.

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_  
Business or School Evacuation Location: \_\_\_\_\_

Medical Information: \_\_\_\_\_

Work, School or Other Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_  
Business or School Evacuation Location: \_\_\_\_\_

Medical Information: \_\_\_\_\_

Work, School or Other Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medical Information	Name:	Telephone #	Policy #
Doctor(s): _____	_____	_____	_____
Other: _____	_____	_____	_____
Pharmacist: _____	_____	_____	_____
Medical Insurance: _____	_____	_____	_____
Home Owners/Rental Insurance	_____	_____	_____

Fire Dept. #: \_\_\_\_\_  
Police Dept. #: \_\_\_\_\_

Fire Dept. #: \_\_\_\_\_  
Police Dept. #: \_\_\_\_\_

**Household Disaster Plan**

Home Meeting Address: \_\_\_\_\_

Home Meeting Phone #: \_\_\_\_\_

Neighborhood Meeting Address: \_\_\_\_\_

Neighborhood Meeting Phone #: \_\_\_\_\_

**Household Disaster Plan**

Home Meeting Address: \_\_\_\_\_

Home Meeting Phone #: \_\_\_\_\_

Neighborhood Meeting Address: \_\_\_\_\_

Neighborhood Meeting Phone #: \_\_\_\_\_

# Important Phone Numbers/Addresses

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

E-mail: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

E-mail: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

E-mail: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

E-mail: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

E-mail: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

E-mail: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

E-mail: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

E-mail: \_\_\_\_\_

