



# Dixie State University Community Disaster Preparedness Guide



For DSU Students, Faculty and Staff

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## Your Community / Family Disaster Guide

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. Are you prepared? What would you do if basic services - water, gas, electricity or telephones - were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. Where will your family be when disaster strikes? They could be anywhere - at work, at school or in the car. How will you find each other? Will you know if your children are safe? Knowing what to do is your best protection and your responsibility. Families, can and do, cope with a disaster by preparing in advance and working together as a team. Follow the steps listed in this guide to create your family's disaster plan.

### Four steps to safety

#### 1. Find out what could happen to you. Disasters that may affect your family:

<u>Natural</u>	<u>Human</u>	<u>Technological</u>
Winter Storm	Bomb Threat	Structural Failures
Wild Land Fire	Fire	Transportation Failures
Earthquake	Hazardous Materials	Utilities Failures
Cold/Heat Wave	Terrorism	

#### 2. Create a disaster plan

Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather and earthquakes to children. When children understand important elements of an emergency, the traumatic experience could be lessened. Plan to share responsibilities and work together as a team.

- Discuss the types of disasters that are most likely to happen. Explain what to do in each situation.
- Pick two places to meet:
  1. Outside your home in case of a sudden emergency, like a fire.
  2. Outside your neighborhood in case you can't return home. Everyone in the family must know the same emergency contact address and phone number.
- Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know that contact's phone number.
- Discuss what to do in an evacuation. Plan how to take care of your pets.

### **3. Complete this checklist**

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
- Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.
- Show each family member how and when to turn off the water, gas and electricity at the main switches.
- Insure you have adequate insurance coverage.
- Teach each family member how to use the fire extinguisher (ABC type), and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt. What are some of the hidden dangers?
- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Take a first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find the safe spots in your home for each type of disaster.

### **4. Practice and maintain your plan**

- Quiz your kids every six months so they remember what to do.
- Conduct fire and emergency evacuation drills.
- Replace stored water every three months and stored food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly and change the batteries at least once a year.

## **Your Family Disaster Supplies Kit**

### **First aid kit**

Assemble a first aid kit for your home and one for each car. A first aid kit should include:

- Sterile adhesive bandages in assorted sizes
- 2-inch sterile gauze pads (4-6)
- 4-inch sterile gauze pads (4-6)
- Hypo-allergenic adhesive tape
- 40-inch triangular bandages (3-rolls)
- 2-inch sterile roller bandages (3-rolls)
- 3-inch sterile roller bandages (3-rolls)
- Scissors and tweezers
- Epi-pen (if allergic to bee stings)
- Sewing needles
- Moistened towelette/wet wipes
- Antiseptic soap
- Antiseptic solution - iodine compounds
- Neosporin
- Thermometer
- Tongue depressors (2)
- Tube of petroleum jelly (Vaseline or lubricant)
- Safety pins in assorted sizes
- Cleaning agent/soap
- Latex gloves (2 pairs)
- Sunscreen
- Insect repellent
- Caladryl or generic equivalent
- First aid manual
- Rubbing alcohol
- Cotton balls
- Heavy string
- Prescription medications

### **Non-Prescription Drugs**

- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication
- Antacid (for upset stomach)
- Laxative
- Activated charcoal (use if advised by the Poison Control Center)

### **Sanitation**

- Toilet paper, towelettes
- Soap, liquid detergent
- Feminine supplies
- Personal hygiene items
- Plastic garbage bags, ties (for personal sanitation uses)

- Plastic bucket with tight lid
- Disinfectant and household chlorine and bleach

### **Tools and Supplies**

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

### **Clothing and Bedding**

Include at least one complete change of clothing and footwear per person:

- Sturdy shoes or work boots
- Rain gear
- Blankets or sleeping bags
- Hat and gloves and thermal underwear
- Sunglasses

### **Special Items**

Remember family members with special requirements, such as infants and elderly or disabled persons.

#### **For Baby**

- Formula
- Diapers

#### **For Adults**

- Heart and high blood pressure medication
- Insulin
- Prescription drugs

- Denture needs
- Contact lenses and supplies
- Extra eye glasses

#### **For Pets**

- Food and drinkable water for three days and feeding schedule information
- Bowls, can opener
- Sturdy leashes, harnesses
- Carriers big enough for pet to stand and turn in
- Pet beds, toys
- Litter and litter pan
- Current photos of pets
- Medications for heartworm, flea prevention, etc.
- Medical and registration records
- Medical conditions, behavior problems
- Veterinarian's information

#### **Entertainment**

- Games and books

#### **Important Family Documents**

- Keep these records in a waterproof, portable container:
  - Will, insurance policies, contracts deeds, stocks and bonds
  - Passports, social security cards, immunization records
  - Bank account numbers
  - Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)
- Recent family photos for identification

#### **Important Reminders**

- Store your kit in a convenient place known to all family members. Keep a smaller version of the Disaster Supplies Kit in the trunk of your car.
- Keep items in airtight plastic bags.
- Change your stored water supply every six months so it stays fresh.
- Replace your stored food every six months.
- Re-think your kit and family needs at least once a year. Replace batteries, update clothes, etc.
- Ask your physician or pharmacist about storing prescription medications.

## Prepare Your Vehicles

If you are evacuating an area or you are stranded in your vehicle, you should make sure your vehicle is prepared to help you survive. Use this checklist to help you create an emergency kit for each vehicle. Prepare now by storing these items in your vehicle and be sure to rotate the items periodically. Keep vehicles fueled and in good condition, and check weather and road conditions before a trip.

### First-aid kit with manual

- Flashlight and extra batteries
- Cell phone and phone card
- Roadside assistance card
- Portable radio and extra batteries
- Fire extinguisher (5 lb. A-B-C type)
- Extra fuses
- Flares or hazard reflectors
- Jumper cables
- Properly inflated spare tire
- Jack, lug wrench, tire gauge
- Basic tool kit
- Windshield scraper and brush
- Small folding shovel
- Sand for traction
- Duct tape
- Gloves, rags, paper towels
- List of important phone numbers, local and out-of-town
- Detailed maps
- Waterproof matches and candles
- Whistle and small mirror
- Pen, pencil, paper
- Cash (bills and coins)
- Drinking water
- Bleach (disinfecting)
- Non-perishable energy foods
- Can opener
- Medications
- Toiletries
- Pre-moistened wipes
- Good shoes
- Extra clothes, gloves and hats
- Blankets or sleeping bag

## Home Hazard Hunt

### Check for electrical hazards

- Repair or replace damaged cords and plugs.
- Remove cords under rugs or over nails, pipes or heaters.
- Use one plug per outlet; don't string surge protectors together.
- Put covers on outlets or electrical boxes.
- Repair/replace appliances that spark, smoke or overheat.

### Check for chemical hazards

- Store flammable chemicals in approved containers and in a well-ventilated place outside your home.
- Store oily rags in covered metal containers.
- Limit quantities of household chemicals and store out of reach of children.
- Separate reactive chemicals like bleach and ammonia.

### Safety equipment

- Install a smoke alarm in each sleeping room, hallway, and level of your home.
- Test monthly and replace batteries yearly.
- Learn how to use your ABC fire extinguisher.

### Check for fire hazards

- Eliminate combustibles (yard waste, papers, rags, old mattresses).
- Separate heat sources (appliances, candles, portable heaters, etc.) and combustibles.
- Keep chimneys, flue pipes, vents and vent connectors clean and in good repair.
- Keep portable heaters in low traffic areas.

### Secure large items in your home

- Anchor water heater, large appliances, tall or heavy furniture and pictures to studs in the wall.
- Install a flexible gas line on gas appliances.
- Store heavy objects on lower shelves; secure cabinet doors.
- Avoid placing beds under windows or heavy objects.
- Brace overhead light fixtures or fans.

### Utilities

- Show responsible members of the family the location of utility shut-off valves and how to operate them.

## Emergency Sanitation

After a major disaster, if water and sewage lines have been disrupted you may need to improvise emergency sanitation facilities.

### Supplies

Always have basic sanitation supplies on hand:

- Medium-sized plastic bucket with tight lid
- Household chlorine bleach
- Toilet paper
- Plastic garbage bags and ties (heavy duty)
- Soap, liquid detergent
- Towelettes

### Sanitation

Build a makeshift toilet.

- If sewage lines are broken but the toilet bowl is usable, place a garbage bag inside the bowl.
- If the toilet is completely backed up, make your own.
  - Line a medium sized bucket with a garbage bag.
  - Make a toilet seat out of two boards place parallel to each other across the bucket. An old toilet seat will also work.

### Sanitize waste

- After each use, pour a disinfectant such as bleach into the container. This will help avoid infection and stop the spread of disease.
- Cover the container tightly WHEN NOT IN USE.

### Waste disposal

- Bury garbage and human waste to avoid the spread of disease by rats and insects.
- Dig a pit 2 to 3 feet deep and at least 50 feet downhill or away from any well, spring or water supply.
- If the garbage cannot be buried immediately, strain any liquids into the emergency toilet.
- Wrap the residue in several layers of newspapers and store it in a large can with a tight-fitting lid.
- Place the can outside until it can be buried.

## Evacuation

Several types of disasters may force you to be evacuated from your home. If you are told to evacuate, take the following steps:

- Listen carefully to instructions given by local officials. Evacuate immediately if told to do so.
- If you have time, grab your portable disaster (72-hour) kit. Make sure that you include any last-minute items, such as prescription medication, that you may need.
- Wear appropriate clothing and sturdy shoes.
- Lock your home.
- Use travel routes outlined by local officials. Do not take short cuts; they may be unsafe.
- Keep your car fueled if evacuation seems likely. Gas stations may be closed.
- If you go to a shelter, notify staff of any special needs you may have. They will try to accommodate you and make you comfortable.

**Be prepared** to leave your home if:

- Your area is without electrical power or water for an extended period of time.
- There is a chemical emergency affecting your area.
- Flood water is rising.
- A wild land fire is burning near your home.
- Your home has been severely damaged.
- Local officials tell you to evacuate.

## Shelter-In-Place

Shelter-in-place simply means staying inside your home or business. During an accidental release of toxic chemicals, or emergencies involving hazardous materials where air quality may be threatened, shelter-in-place keeps you inside a protected area and out of danger.

If shelter-in-place is necessary you will be notified by local authorities. If you are asked to shelter in-place, take the following steps:

- Take your children and pets inside immediately. While gathering your family, cover your mouth and nose with a damp cloth to provide a minimal amount of coverage.
- Close all windows and doors in your home as well as the fireplace damper.
- Turn off all fans, heating and air conditioning systems, and any other ventilation.
- Go to an above-ground room (not the basement) with the fewest windows and doors. Be sure to take a radio with you.
- Wet some towels and jam them in the crack under the door. Tape plastic sheeting or garbage bags over the door, window, exhaust fan, vents and outlets.
- Close drapes, or shades over windows. Stay away from windows.
- Stay in the room and listen to your radio until you are told all is safe or you are told to evacuate.
- Once you are told to stop sheltering-in-place, vent your house by opening windows and turning on fans.
- It is a good idea to **take your 72-hour kit** with you as you shelter in place.

## **Accidental Poisoning**

### **Before poisoning**

- Place poison control number near the phone (1-800-222-1222).
- Do not leave children alone or unattended.
- Be aware of all potential hazards in your home.
- Never call medicine “candy.”
- Teach children to ask before putting anything in mouth.
- Keep activated charcoal on hand.

### **After poisoning**

- Stay calm.
- Call the poison control center at 1-800-222-1222.
- Follow Poison Control Center's Instructions.

### **Inhaled poisoning**

- Immediately get the victim to fresh air.
- Avoid breathing fumes.
- Open doors and windows wide.
- If victim is not breathing, have someone call 9-1-1 then start CPR.

### **Poison on the skin**

- Remove contaminated clothing.
- Flood skin with water for ten minutes.
- Call poison control center at 1-800-222-1222.
- Follow Poison Control Center's Instructions.

### **Poison in the eye**

- Flood eye with lukewarm (not hot) water poured from a large glass two or three inches from the eye.
- Repeat process for 15 minutes.
- Call poison control center at 1-800-222-1222.
- Follow Poison Control Center's Instructions.

### **Swallowed poison**

- Do not give the victim anything to eat or drink.
- Call poison control center at 1-800-222-1222.
- Follow Poison Control Center's Instructions.

**Poison Control Center: 1-800-222-1222**

## Coping With Disasters

Physical and emotional reactions often occur as a result of a natural emergency or traumatic event such as a terrorist attack. These reactions may happen immediately, weeks or months after an event. Traumatic stress reactions can happen to people of any age and can change a person's behavior, thoughts and physical health.

### Common responses

The physical effects caused by a traumatic event include:

- Rapid heartbeat
- Increased respiratory rate
- Shortness of breath
- Nausea
- Muscle and joint aches
- Tremors
- Headaches

Seek medical attention if any of these symptoms persist.

Thoughts, behaviors and emotions may also change. These changes include:

- Flashbacks or re-experiencing the event
- Withdrawal from normal social relations
- Performance problems at work or school
- Loss or increase in appetite
- Difficulty sleeping or nightmares
- Feeling overwhelmed, hopeless, numb
- Being extremely anxious, fearful, agitated or irritable
- Feeling depressed
- Increased consumption of alcohol or prescribed, over-the-counter or illicit drugs

### What you can do for yourself

- Understand that your symptoms may be normal, especially right after the trauma.
- Keep to your usual routine.
- Take the time to resolve day-to-day conflicts so they do not add to your stress.
- Do not shy away from situations, people and places that remind you of the trauma.
- Find ways to relax and be kind to yourself.
- Turn to family, friends, and clergy person for support, and talk about your experiences and feelings with them.
- Participate in leisure and recreational activities.
- Recognize that you cannot control everything.
- Recognize the need for trained help, and call a local mental health center.

### What you can do for your child

- Let your child know that it is okay to feel upset when something bad or scary happens.
- Encourage your child to express feelings and thoughts, without making judgments.
- Return to daily routines as much as possible.

## Children and Disasters

Children experience trauma and fear during a natural disaster. If they know what to do during a disaster, because they have practiced family disaster drills, they will be better off. When parents are calm, children calm down more quickly.

**Before a disaster**, parents can:

- Familiarize yourself with the emergency response plans of schools and/or daycare your children attend
- Find out if the school/daycare will keep your child or send them home in an emergency
- Decide if your child can get into your home if you are not there
- Determine if your children take care of themselves or if a neighbor needs to take care of them
- Develop and practice a family disaster plan
- Teach children how to recognize danger signals
- Explain how to call for help (9-1-1)
- Help children memorize important family information
- Have children memorize their **street address**, not the PO Box
- Include children's toys and special foods in 72-hour kit

**After a disaster**, children are most afraid the disaster will happen again, someone will be hurt or killed, and they will be separated from family and left alone.

Parents can help minimize their child's fears by:

- Keeping the family together, do not leave children with relatives or friends - take your children with you.
- Talk to your children at eye level.
- Calmly and firmly explain the situation and your plans.
- Encourage children to talk about the disaster and ask questions.
- Include everyone in recovery activities by giving children chores that will help them feel they are helping things get back to normal.
- Reassure children with firmness and love.
- Sympathize with and resolve their anxieties.
- Hold your children and spend more time with them.

## Elderly / Special Needs and Disasters

People with disabilities should take extra precautions when preparing for a disaster. One of the most important things you can do is have a buddy, someone who can help you evacuate and take care of you. During an emergency, your usual care giver may not be able to help you. Make sure your buddy knows how to operate any medical equipment you use.

When planning for the care of the elderly and those with special needs, please consider the following recommendations:

- Establish a close network of relatives and friends who can assist your family in an emergency.
- Make sure helpers know where to find the disaster-supply kit which includes emergency supplies, medicines, and other essential equipment.
- Remind family members to always wear a medical alert tag or bracelet if they have threatening health conditions.
- Compose a list of special items, equipment and supplies family members will need during a disaster. Extra supplies people with disabilities and special needs may require are:
  - Prescription medications, a record of when and how much of the medicine you should receive
  - Prosthetic devices
  - List of style and serial numbers of medical devices
  - Extra eye glasses and a record of the prescription
  - Emergency medical certification
  - Extra oxygen
  - Extra pillows, bedding
  - Medical insurance and Medicare cards
  - Back-up power supplies or generators for heat or air-conditioning
  - Extra wheelchair batteries
  - Hearing aids, batteries

## Animals and Disasters

Your animals need to be included in your family disaster plan since they depend on you for their well-being. Your disaster plan should include a list of emergency phone numbers for local agencies that can assist you if disaster strikes - include your veterinarian, state veterinarian, local animal shelter, animal care and control, county extension service, local agricultural schools and the American Red Cross. These numbers should be kept with your disaster kit in a secure, but easily accessible place.

### Pets

- If you must evacuate, **DO NOT LEAVE YOUR PETS BEHIND!** There is a chance they will not survive or get lost before you return.
- With the exception of service animals, pets are not permitted in emergency shelters. Find out which motels allow pets and where boarding facilities are located. Boarding facilities will require veterinarian records to prove vaccinations are current.
- Include your local animal shelter's number in your list of emergency numbers - they might be able to provide information concerning pets during a disaster.
- Only some animal shelters will provide care for pets during emergencies. They should only be used as a last resort. Use friends and family or keep your pets with you if possible.
- Be sure your pet has proper identification tags securely fastened to the collar. If possible, attach the address and/or phone number of your evacuation site. Make sure you have a current photo of your pet for identification purposes.
- Make sure you have a secure pet carrier and/or leash for your pet. Pets may need to be restrained during tense emergency situations.
- Create a disaster supply kit for your pet. Take it with you and be prepared to leave it with whoever assumes responsibility for your pet. Include:
  - Pet food and water
  - Medication and veterinary records
  - Litter box
  - Food and water dish
  - First aid kit
  - Information sheet with pet's name, feeding schedule and any behavior problems
- If you have no alternative but to leave your pet at home, there are some precautions you must take. Confine your pet to a safe area inside. **NEVER** leave your pet chained outside! Place a notice outside in a visible area, advising that pets are in the house and where they are located. Provide a phone number where you or a contact can be reached as well as the name and number of your vet.
- Have a back-up plan in case you are not at home when an evacuation is ordered. Find a trusted neighbor who will agree to take your pets in case you are not there and meet you at a prearranged location. Make sure this person is comfortable with your pets, knows where they are likely to be and where to find your pet emergency kit.

## **Livestock**

Prepare in advance by having transportation and an evacuation destination prearranged.

- EVACUATE LIVESTOCK WHENEVER POSSIBLE. Alternate routes should be mapped out in case the planned route is inaccessible.
- The evacuation sites should have or be able to readily obtain food, water, veterinary care, handling equipment and facilities.
- If evacuation is not possible, a decision must be made whether to move large animals to available shelter or turn them outside.
- All animals should have some form of identification that will help facilitate their return.

## **Wildlife**

- Wild or stray domestic animals can pose a danger during many types of disasters. Do not corner an animal. They may feel threatened and may endanger themselves or you. If an animal must be removed, contact your local animal control authorities.

## **Earthquakes**

### **Before an earthquake**

- Secure water heater, storage shelves, heavy mirrors, shelves, etc. to walls.
- Place large or heavy objects on lower shelves.
- Know where and how to shut off electricity, gas and water at main switches and valves.
- Have earthquake drills - identify safe spots in each room.
- Establish an out-of-state contact person.
- Develop a plan for reuniting your family after an earthquake.
- Review your insurance policies.
- Keep a good pair of shoes and a flashlight near your bed.
- Prepare to survive on your own for at least three days. See "Your Family Disaster Supplies Kit" for instructions.

### **During an earthquake**

- Stay calm.
- Inside: stay inside and find protection in a doorway, or crouch under a desk or table, away from windows, glass, brick walls and chimneys.
- Outside: stand away from buildings, trees, telephone and electric lines.
- On the road: drive away from under-passes/over-passes; stop in a safe area; stay in your vehicle.
- In an office building: stay next to a pillar or column, or under a heavy table or desk.
- Stay where you are until the shaking has stopped and you are sure it is safe to move.

### **After an earthquake**

- Check for injuries. Provide first aid.
- Check for fires; gas, water, sewage breaks; downed electric lines; building damage and potential problems during aftershocks, such as cracks around fireplace and foundation. Turn off interrupted utilities if necessary.
- Clean up dangerous spills.
- Wear shoes and leather gloves.

- Tune radio to an emergency station and listen for instructions from public safety agencies.
- Use the telephone only for emergencies.
- As soon as possible, notify family that you are safe.
- Do not use matches or open flames until you are sure there are no gas leaks.
- Don't turn light switches off and on. Sparks created by the switch contacts can ignite gas fumes.
- In public buildings, follow evacuation procedures immediately and return only after the building has been declared safe by the appropriate authorities.

## **Winter Storms**

### **Before a storm**

- Arrange for emergency heat supply in case of power failure.
- Prepare auto, battery-powered equipment, food, heating fuel and other supplies.
- Prepare a car winter survival kit. Include the following items: blankets or sleeping bags, flares, high energy foods (candy, nuts, raisins), first aid kit, flashlights, extra clothing, knives, compass, candles and matches, maps, jumper cable, tow chain, shovel, windshield scraper, sack of sand, and paper and pen to leave a note in case you evacuate your car.
- Keep vehicle fuel tank above half full.

### **During and after the storm**

- At home - stay in your house. Use your Emergency Supplies Kit. Avoid travel.
- Dress warmly. Wear multiple layers of protective, loose-fitting clothing, scarves, mittens and hoods. Cover your mouth and nose to protect lungs from extremely cold air.
- Avoid overexertion. Heart attacks are a major cause of death during and after winter storms. Shoveling snow or freeing stuck vehicles can be extremely hard work. Don't overdo it!
- Beware of the chill factor if winds are present.
- Be prepared for isolation at home. Make sure you can survive for a week or two in case a storm isolates you and makes it impossible for you to leave.

### **If trapped in your car**

- Stay in your car for visibility and warmth. Do not try and walk out.
- Use a candle for warmth. Run the motor for only 10 minutes each hour for heat with rear window open slightly for ventilation. Make sure the exhaust pipe is not blocked.
- Change positions frequently.
- Stay alert. Do not let all occupants of the car sleep at once.

## High Winds

### Before high winds

- Survey your property. Take note of materials stored, placed or used, which could become missiles and destroy other structures or be destroyed. Devise methods of securing these items where they will still be accessible for day-to-day needs.
- Properly prune tall trees away from power lines.
- Keep radio and/or TV on and monitor for wind advisories.
- If possible, board up, tape or shutter all windows, but leave some ventilation.
- Store water, in case water service is interrupted.
- Have a supply of flashlights, spare batteries, candles, first aid equipment, medicines, etc., available for use.
- Have plastic sheeting available in case roof is damaged and it begins to rain.
- Secure outdoor furniture, trash cans, tools, etc.

### During high winds

- Take shelter in hallways and closets; avoid windows.
- If outside, take shelter from flying debris.

### After winds subside

- Inspect your home for structural and roof damage.
- Check all utilities and power lines for damage and proper operation.
- Monitor radio and TV for instructions from local leaders.

## Thunderstorms and Lightning

### Protect yourself

- Get inside a home or large building when a storm approaches. Stay indoors and don't venture outside unless absolutely necessary.
- Stay away from open doors, windows, fireplaces, radiators, stoves, metal pipes, sinks and appliances.
- Do not use electrical appliances.
- Use telephone for emergencies only.

**If you are outside**, with no time to reach a safe building or vehicle, follow these rules:

- Do not stand under a natural lightning rod such as a tall, isolated tree in an open area.
- In a forest, seek shelter in a low area under a thick growth of small trees.
- In open areas, go to a low place such as a ravine or valley. Be alert for flash floods.
- Do not stand on a hilltop, in an open field, on the beach or in a boat on the water.
- Avoid isolated sheds or other small structures in open areas.
- Get out of the water and off small boats.
- Move away from anything metal - tractors, farm equipment, motorcycles, golf carts, golf clubs and bicycles.
- Stay away from wire fences, clothes lines, metal pipes, rails, exposed sheds or anything that is high and could conduct electricity. Some of these items could carry electricity to you from some distance away.

- When you feel an electrical charge - if your hair stands on end or your skin tingles - squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees.

*DO NOT LIE FLAT ON THE GROUND.*

## **Flooding**

**Before a flood** determine if your property may be in danger of flooding.

- Know the elevation of your property in relation to flood plains, streams and other waterways.
- Plan what to do and where to go in case of a flood.
- Prepare a Family Emergency Supplies Kit - 72 Hour Kit.
- Fill your car with gas in case you have to evacuate.
- Move furniture and essential items to higher elevation, if time permits.
- Have a portable radio and flashlights with extra batteries.
- Open basement windows to equalize water pressure on foundations and walls.
- Secure your home.
- Consider flood and earthquake insurance.

### **Evacuation**

- Listen to local radio or TV for weather information.
- If asked to evacuate, shut off main power switch, main gas valve and water valve. Follow local evacuation plan and routes.
- Do not attempt to drive over a flooded road; it may be washed out. While on the road, watch for possible flooding of bridges, dips and low areas.
- Watch out for damaged roads, slides and fallen wires.
- Drive slowly in water; use low gear.
- Abandon your vehicle immediately if it stalls and seek higher ground.
- Do not attempt to cross a stream on foot where water is above your knees.
- Register at your designated evacuation center and remain there until informed you may leave.

### **After a flood**

- Remain away from evacuated areas until public health officials and building inspector have given approval.
- Check for structural damage before entering.
- Make sure electricity is off; watch for electrical wires.
- Do not use open flame as a light source because of the possibility of escaping gas. Use flashlights. Beware of dangerous sparks.
- Do not use food contaminated by flood water.
- Test drinking water for suitability with test kits.
- Avoid walking in flood water. Do not let children play in flood water.

## **Fire (Structure / Home)**

### **Before a fire**

- Make sure your home is free of unnecessary combustible materials.
- Do not store flammable liquids inside the home.
- Do not run wires under carpets or rugs.
- Do not store matches or cigarette lighters where children can get them.
- Do not leave cooking unattended.
- If you smoke, do not smoke in bed or in other positions where you may fall asleep. Also, have many large ashtrays in the home.
- Know optional routes of escape. Always have two ways out of every room.
- Have a place to meet so no one tries to go back into a burning building to look for someone needlessly.
- Have fire extinguishers near the kitchen and the garage.
- Have escape ladders for all windows higher than eight feet off the ground.
- Install a smoke detector in every bedroom, in every hallway outside of a bedroom, and at least one on every level of the house. Test the smoke detectors monthly. Change the batteries in the smoke detectors in the fall when you change your clocks.
- Plan and practice a family fire drill on the first of each month. A good plan will have a place to meet, two ways out of every room, and escape ladders.

### **During a fire**

- If you are outside, stay outside. Do not return for anything. Do not re-enter the building until appropriate authorities have given permission.
- If you are inside, get out. Go to the nearest house or building and call 911. Report the address and type of fire.
- Listen to and follow instructions. Go to your pre-planned family meeting place.
- If you are inside and have time, make sure everyone is out.
- If you are in a closed room or office, do not open the door without first feeling it or the door knob. If it is warm or hot, do not open it, but unlock it to help rescue or fire personnel.
- If there is smoke, get under the smoke, no matter how low it is, and get out of the building.
- If you cannot use the door or other means of escape to exit and there is smoke, use clothes, sheets, etc. to stop the smoke from coming in. Go to the window and yell or blow a whistle.
- If you see someone on fire, use a coat or blanket, but not your bare hands, to smother the flames.
- Watch to see that nobody goes back inside to rescue anything or anyone.
- If possible, turn off the gas and electricity from outside the house.
- In a public building, know two ways out. If you hear a fire alarm, immediately exit the building regardless of what you are doing. Follow the established evacuation instructions.

## Wild Land Fires

### Before a wildfire

To prepare for wildfires, you should:

- Mark the entrance to your property with address signs that are clearly visible from the road.
- Keep lawns trimmed, leaves raked, and the roof and rain gutters free from debris such as dead limbs and leaves.
- Stack firewood at least 30 feet away from your residence.
- Store flammable materials, liquids, and solvents in metal containers outside your residence at least 30 feet away from structures and wooden fences.
- Create defensible space by thinning trees and brush within 30 feet around your residence. Beyond 30 feet, remove dead wood, debris, and low tree branches.
- Landscape your property with fire resistant plants and vegetation to prevent fire from spreading quickly. For example, hardwood trees are more fire-resistant than pine, evergreen, eucalyptus, or fir trees.
- Make sure water sources, such as hydrants, ponds, swimming pools, and wells, are accessible to the fire department.
- Use fire resistant, protective roofing and materials like stone, brick, and metal to protect your residence. Avoid using wood materials- they offer the least fire protection.
- Cover all exterior vents, attics, and eaves with metal mesh screens no larger than 6 millimeters or 1/4 inch to prevent debris from collecting and to help keep sparks out.
- Install multi-pane windows, tempered safety glass, or fireproof shutters to protect large windows from radiant heat.
- Use fire-resistant draperies for added window protection.
- Have chimneys, wood stoves, and all home heating systems inspected and cleaned annually by a certified specialist.
- Insulate chimneys and place spark arresters on top. The chimney should be at least 3 feet above the roof.
- Remove branches hanging above and around the chimney.

### Follow local burning laws

Before burning debris in a wooded area, make sure you notify local authorities, obtain a burning permit, and follow these guidelines:

- Use an approved incinerator with a safety lid or covering with holes no larger than 3/4 inch.
- Create at least a 10-foot clearing around the incinerator before burning debris.
- Have a fire extinguisher or garden hose on hand when burning debris.

### During a wildfire

If a wildfire threatens your home and time permits, take the following precautions:

- Shut off gas at the meter. Only qualified professional can safely turn the gas back on.
- Seal attic and ground vents with pre-cut plywood or commercial seals.
- Turn off propane tanks.
- Place combustible patio furniture inside.

- Connect garden hose to outside taps. Place lawn sprinklers on the roof and near above-ground fuel tanks. Wet the roof.
- Wet or remove shrubs within 15 feet of your residence.
- Gather fire tools such as a rake, axe, handsaw or chainsaw, bucket, and shovel.
- Back your car into the garage or park it in an open space facing the direction of escape. Shut doors and roll up windows. Leave the key in the ignition and the car doors unlocked. Close garage windows and doors, but leave them unlocked. Disconnect automatic garage door openers.
- Open fireplace damper. Close fireplace screens.
- Close windows, vents, doors, blinds or noncombustible window coverings, and heavy drapes. Remove flammable drapes and curtains.
- Move flammable furniture into the center of the residence away from windows and sliding-glass doors.
- Close all interior doors and windows to prevent drafts.
- Place valuables that will not be damaged by water in a pool or pond.

*If advised to evacuate, do so immediately. Choose a route away from the fire hazard. Watch for changes in the speed and direction of the fire and smoke.*

## **Gas Leaks**

### **Emergency control of gas**

- Check house piping, appliances and vents for damage.
- Check for fires or fire hazards.
- Do not use matches, lighters or other open flames.
- Do not operate electrical switches, appliances or battery-operated devices if you suspect natural gas leaks. This could create sparks that could ignite gas from broken lines.
- If gas line breakage is suspected, shut off the gas at the meter.
- Wear heavy shoes in all areas near broken glass or debris. Keep your head and face protected from falling debris.
- Turn on a battery-operated radio if no gas leaks are found or a car radio to receive disaster instructions.
- Do not use your telephone except in extreme emergency situations.

## Power Outage

### Home electrical circuits

- Familiarize yourself with the location of the electrical breaker panel.
- Turn off breakers for areas of concern.
- If in doubt, shut off main breaker. Check your house electrical meter. If it is on your home, there may be a main disconnect breaker next to it. If the meter is on an underground service, it may be in front of your home; but there should be a main breaker where the line enters the home.
- Be sure and show others in the family where the breakers are located in case of emergency.
- In case of basement flooding:
  - Think before stepping in any water.
  - A shock hazard may exist even in an inch of water.
  - If the electrical panel is upstairs, shut off all circuits.
  - If the electrical panel is in the basement, determine whether it can be reached on DRY ground. If not, shut off the main breaker.

### Before a power outage

- Learn location of fuse box or circuit breaker.
- Store candles, flashlights and extra batteries in convenient places.
- Have food and water supplies on hand.
- Know the locations of all camping equipment: stove, lantern, sleeping bags. Make sure equipment is operational and that you know how to use it. Use camping equipment requiring gasoline, propane, white fuel, Coleman fuel or charcoal briquettes outside only.
- Keep the refrigerator well defrosted.

### During the power outage

- Unplug all your appliances and electronic equipment. A power surge could ruin appliances when power is restored.
- Turn off all but one light switch.
- Open refrigerator door only to take food out, close as quickly as possible.
- Use camping equipment outside, six feet away from everything. Use only a fireplace, properly installed wood stove or a new-style kerosene heater in a safe area with fresh outside air coming into area.
- Report any downed lines.
- Do not allow children to carry lanterns, candles or fuel.

### After the power outage

- When power is restored, plug in appliances one by one, waiting a few minutes between each one. This will prevent overloading the system.
- Be patient. Energy may first be restored to police and fire departments and hospitals.
- Examine your frozen food. If it still contains ice crystal, it may be refrozen. If meat is off-color or has an odd odor, throw it away.

## Explosions

### If there is an explosion

- Take shelter against your desk or a sturdy table.
- Exit the building ASAP.
- Do not use elevators.
- Check for fire and other hazards.
- Take your emergency supply kit if time allows.

### If there is a fire

- Exit the building ASAP.
- Crawl low if there is smoke.
- Use a wet cloth, if possible, to cover your nose and mouth.
- Use the back of your hand to feel the upper, lower, and middle parts of closed doors.
- If the door is not hot, brace yourself against it and open slowly.
- If the door is hot, do not open it. Look for another way out.
- Do not use elevators.
- If you catch fire, do not run. Stop-drop-and-roll to put out the fire.
- If you are at home, go to a previously designated meeting place.
- Account for your family members and carefully supervise small children.
- Never go back into a burning building.

### If you are trapped in debris

- If possible, use a flashlight to signal your location to rescuers.
- Avoid unnecessary movement so that you don't kick up dust.
- Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
- Tap on a pipe or wall so that rescuers can hear where you are.
- If possible, use a whistle to signal rescuers.
- Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

## Hazardous Materials Incidents

### Before an incident

- Be prepared to evacuate. An evacuation could last for a few hours or several days.
- Be prepared to shelter-in-place.

### During an incident

- Stay away from the incident to minimize the risk of contamination.
- Remain uphill and upwind from the source of the hazardous materials.
- If asked to evacuate your home, do so immediately.
- Shelter-in-place if requested to stay indoors.
- Schools may institute shelter-in-place procedures if there is a hazardous materials incident. If so, you will probably not be able to drive to the school to pick up your children. Follow the directions of your local emergency officials.

- Avoid contact with spilled liquids, air-borne mists or condensed solid chemical deposits.

#### **After an incident**

- Do not return home until you are told it is safe.
- When you get home, open windows, vents and turn on fans to ventilate your house.
- Find out from local authorities how to clean up your land and property.
- Report any lingering vapors or hazards.

## **Household Chemical Emergencies**

#### **Before a Household Chemical Emergency**

- Buy only as much of a chemical as you think you will use.
- Keep products, containing hazardous materials, in their original containers and never remove the labels unless the container is corroding.
- Never store hazardous products in food containers.
- Never mix household hazardous chemicals or waste with other products.

#### **Take the following precautions** to prevent and respond to accidents:

- Follow the manufacturer's instructions for the proper use of the household chemical.
- Never smoke while using household chemicals.
- Never use hair spray, cleaning solutions, paint products, or pesticides near an open flame.
- Clean up any chemical spill immediately. Use rags to clean up the spill. Wear gloves and eye protection. Allow the fumes in the rags to evaporate outdoors, then dispose of the rags by wrapping them in a newspaper and placing them in a sealed plastic bag in your trash can.
- Dispose of hazardous materials correctly. Take household hazardous waste to a local collection program.

#### **During a household chemical emergency**, be prepared to seek medical assistance:

- Call Poison Control at 1-800-222-1222 and follow directions.

#### **If there is a danger of fire** or explosion:

- Get out of the residence immediately. Do not waste time collecting items or calling the fire department when you are in danger. Call the fire department from outside (a cellular phone or a neighbor's phone) once you are safely away from danger.
- Stay upwind and away from the residence to avoid breathing toxic fumes.

#### **If someone has been exposed** to a household chemical:

- Find any containers of the substance that are readily available in order to provide requested information. Call emergency medical services.
- Follow the emergency operator or dispatcher's first aid instructions carefully. The first aid advice found on containers may be out of date or inappropriate. Do not give anything by mouth unless advised to do so by a medical professional.
- Discard clothing that may have been contaminated. Some chemicals may not wash out completely.

## **Nuclear Emergency**

### **During a nuclear emergency**

- If you have advanced warning, take your 72-Hour kit and go to an approved shelter or your basement. Huddle close to the floor and as near to a wall as possible. Get under a table for protection from falling objects.
- DO NOT attempt to evacuate your shelter until advised.
- If you see a nuclear flash and feel sudden heat, take cover INSTANTLY, within one to two seconds. Drop to the ground and curl up tightly, covering as many parts of your body as possible. Go to a shelter once the heat and blast effects have cleared.
- Never look at the light of a nuclear explosion.

### **After a nuclear emergency**

- Take cover in an underground shelter, basement, etc.
- Remove contaminated clothing.
- Wash yourself thoroughly with soap and water. Wash your head and nose hairs especially well.
- If source of radiation is known and travel advisable, travel in the opposite direction and go up wind from radiation.
- Remain in protective shelter for three days. Limit your exposure to contaminated areas.
- If someone needs radiation sickness treatment, keep the victim calm, give emotional support and plenty of fluids.
- Wipe food and water containers with a clean cloth to remove particles of fallout, which resemble sand or salt.

## **Terrorism**

### **Preparing for terrorism**

- Wherever you are, be aware of your surroundings. The very nature of terrorism suggests there may be little or no warning.
- Take precautions when traveling. Be aware of suspicious or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. Unusual behavior, suspicious packages and strange devices should be promptly reported to the police or security personnel.
- Do not be afraid to move or leave if you feel uncomfortable or if something does not seem right.
- Learn where emergency exits are located in buildings you frequent. Notice where exits are when you enter unfamiliar buildings. Note where staircases are located.
- Assemble a disaster supply kit at home and learn first aid.

### **Chemical attack**

Signs of a chemical attack would include many people suffering from watery eyes, choking and having trouble breathing and many sick or dead birds, fish or small animals. If you suspect a chemical attack has occurred:

- Avoid the contaminated area. Either get away from the area or shelter in place, using the option that minimizes your exposure to the chemical.
- Wash with soap and water immediately if you were exposed to a chemical.
- Seek medical attention.
- Notify local law enforcement or health authorities.

### **Biological attack**

A biological attack may not be immediately obvious. Patterns of unusual illnesses or a surge of sick people seeking medical treatment may be the first sign of an attack. If you believe there has been a suspicious release of biological substances:

- Quickly get away from the area.
- Cover your mouth and nose with layers of fabric, such as a t-shirt or towel.
- Wash with soap and water.
- Contact local law enforcement or health authorities.

The CDC has listed the following agents as Category A agents, meaning they pose the greatest potential public health threat: anthrax, botulism, plague, smallpox, tularemia and viral hemorrhagic fevers.

### **Pandemic Influenza**

A pandemic is a worldwide disease outbreak. An influenza pandemic occurs when a new "Influenza A" virus emerges and there is little or no immunity in humans. A pandemic influenza virus causes serious illness and then spreads easily from person-to-person. It could be mild, moderate or very severe, even leading to death. The Federal Government, State of Utah and the Southwest Department of Health are taking steps to prepare for and respond to an influenza pandemic.

If a pandemic occurs, it is likely to last several months or possibly even longer. A widespread outbreak of influenza could require temporary changes in many areas of society, such as schools, work, transportation and other public services. Social distancing measures could be implemented where public gatherings such as sporting events, church meetings and others would be closed to prevent further spread of the disease. An informed and prepared public can take appropriate actions to decrease their risk during a pandemic. To be prepared for such an emergency, the Southwest Department of Health encourages individuals and families to:

- Adopt work/school procedures that encourage sick employees/students to stay home. Anticipate how to function with a significant portion of the workforce/school population absent due to illness or caring for ill family members.
- Practice good health habits, including eating a balanced diet, exercising daily, and getting sufficient rest. In addition, take common-sense steps to stop the spread of germs including frequent hand washing, covering coughs and sneezes. Staying away from others as much as possible when you are sick.
- Stay informed about pandemic influenza and be prepared to respond. Consult [www.pandemicflu.gov](http://www.pandemicflu.gov) frequently for updates on national and international information on pandemic influenza.

**Have a plan:**

- Stock up on supplies for an emergency (see the list in this booklet).
- Make a list for every member of your family of the following items: Current medical problems, prescriptions (include dosages) and allergies.

**If the disease is severe and widespread:**

- You may be asked to stay home from work/school if you are sick.
- Schools, churches and public gatherings such as sporting events may be cancelled.
- Stores may be closed and food and water may be hard to find.

Healthcare will be different than it is now. Doctors and hospitals may be overwhelmed and *you may be on your own* to take care of family members.

**Additional Resources**

Are You Ready? A Guide to Citizen Preparedness

[www.fema.gov/areyouready](http://www.fema.gov/areyouready)

Federal Emergency Management Agency

[www.fema.gov](http://www.fema.gov)

U.S. Department of Homeland Security

[www.ready.gov](http://www.ready.gov)

American Red Cross

[www.redcross.org](http://www.redcross.org)

National Organization on Disability

[www.nod.org](http://www.nod.org)

U.S. Department of Education

[www.ed.gov](http://www.ed.gov)

U.S. Fire Administration

[www.usfa.fema.gov](http://www.usfa.fema.gov)

Centers for Disease Control and Prevention (CDC)

[www.cdc.gov](http://www.cdc.gov)

National Disaster Education Coalition

[www.disastereducation.org](http://www.disastereducation.org)

Southwest Department of Health

[www.swuhealth.org](http://www.swuhealth.org)

State of Utah Department of Emergency Services

[www.des.utah.gov](http://www.des.utah.gov)

Utah Department of Health

[www.health.utah.gov](http://www.health.utah.gov)

## Emergency Phone Numbers

Life or Death Situations _____	911
Washington County Fire/Police/Medical Dispatch _____	911
St. George Fire Department _____	(435) 627-4150
Fire / EMS Dispatch (Non-Emergency) _____	(435) 627-4949
St. George City Police Department _____	(435) 627-4300
Poison Control _____	(800) 222-1222
St George Animal Control Shelter _____	(435) 627-4350

## Public Utilities

Washington County Public Works _____	(435) 634-5780
Washington County Water Conservatory District _____	(435) 673-3617
Blue Stakes (Call before you dig) _____	811 or (800) 662-4111
Qwest Communications (Century Link) _____	(800) 244-1111
Dixie Power and Light (Outages & emergencies) _____	(435) 673-3297
Questar Gas (Gas line breaks, leaks & odors) _____	(800) 767-1689
Washington County Solid Waste Services _____	(435) 673-2813
Waste Disposal _____	(435) 673-2813

## Other Numbers

Southwest Utah Health Department _____	(435) 673-3528
State-Wide Road Conditions (UHP) _____	511 or (866) 511-UTAH (8824)
Dixie Regional Medical Center _____	(435) 251-1000

***You can Remove or copy the “Family Emergency Information” sheets from the guide and keep with your emergency kit for quick reference and information.***

## Family Emergency Information

### Local Emergency Numbers

Police Emergency \_\_\_\_\_ Police Non-Emergency \_\_\_\_\_  
Fire Department \_\_\_\_\_ Ambulance \_\_\_\_\_  
County Health Dept. \_\_\_\_\_ County Emergency Mgmt. \_\_\_\_\_  
Local Red Cross \_\_\_\_\_ Local Shelters \_\_\_\_\_

### Family Members

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Blood Type \_\_\_\_\_  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Blood Type \_\_\_\_\_  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Blood Type \_\_\_\_\_  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Blood Type \_\_\_\_\_  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Blood Type \_\_\_\_\_  
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Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Blood Type \_\_\_\_\_  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Blood Type \_\_\_\_\_

### Family Telephone Numbers

Name \_\_\_\_\_ Work \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Work \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Work \_\_\_\_\_ Phone \_\_\_\_\_  
Child/Adult Care \_\_\_\_\_ Phone \_\_\_\_\_  
Child's School \_\_\_\_\_ Phone \_\_\_\_\_  
Child's School \_\_\_\_\_ Phone \_\_\_\_\_

### Friend's & Neighbor's Numbers

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

### Out-of-Town Contacts

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_

### Rally Points

In-Town Address \_\_\_\_\_ Phone \_\_\_\_\_  
In-Town Address \_\_\_\_\_ Phone \_\_\_\_\_  
Out-of-Town Address \_\_\_\_\_ Phone \_\_\_\_\_  
Out-of-Town Address \_\_\_\_\_ Phone \_\_\_\_\_

**Medical Information**

Doctor \_\_\_\_\_ Phone \_\_\_\_\_  
Doctor \_\_\_\_\_ Phone \_\_\_\_\_  
Doctor \_\_\_\_\_ Phone \_\_\_\_\_  
Doctor \_\_\_\_\_ Phone \_\_\_\_\_  
Dentist \_\_\_\_\_ Phone \_\_\_\_\_  
Pharmacy \_\_\_\_\_ Phone \_\_\_\_\_  
Medication Name \_\_\_\_\_  
Veterinarian \_\_\_\_\_ Phone \_\_\_\_\_

**Insurance Records**

Company Name	Coverage Policy #	Date Issued	Expiration Date	Agent Name	Phone #
		/ /	/ /		
		/ /	/ /		
		/ /	/ /		

**Department Name** \_\_\_\_\_

**Work Location address** \_\_\_\_\_

**Phone number** \_\_\_\_\_

**Supervisor name** \_\_\_\_\_

**Office Numbers** \_\_\_\_\_

**Dixie State University Human Resources** \_\_\_\_\_

**Dixie State University Police Security** \_\_\_\_\_

**Dixie State University Risk Management & Safety** \_\_\_\_\_

**Dixie State University Website** \_\_\_\_\_

In the event of an emergency or disaster Dixie State University employees first priority is ensuring the health and welfare of their own families. After ensuring your family is safe and cared for, please call your supervisor for instructions and/or return to work as soon as possible.

Family's trying to reach employees immediately after a disaster should try to contact their work number first, then their supervisor and finally the Human Resource Department.