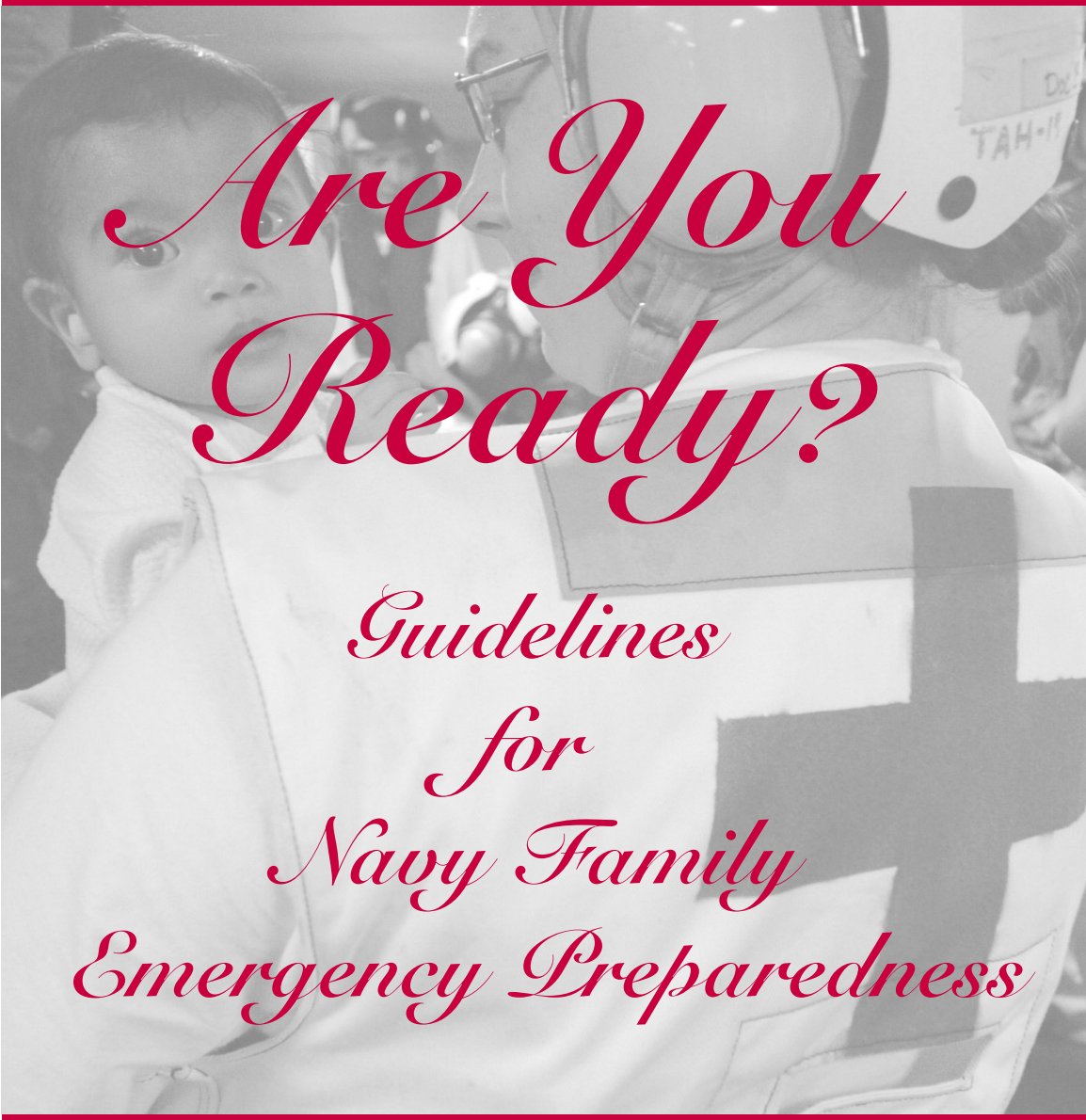
Guideline Series

Are You Ready?

Guidelines for Navy Family Emergency Preparedness



Naval Services FamilyLine

Your Information Resource

The History of Naval Services FamilyLine

Naval Services FamilyLine is a volunteer, non-profit organization dedicated to improving the quality of life for every Navy family. Formerly known as the Navy Wifeline Association, the new name was adopted in September 1999 to reflect the changing face of today's sea services.

FamilyLine was established in 1965 by a group of Navy wives who wanted to establish a channel of communication for all Navy spouses. The aim was to provide a welcome and introduction to Navy life and to increase the spouses' understanding of the Navy's mission.

This dedicated group established an office at the Washington Navy Yard and published a quarterly newspaper, providing information and assistance to wives who were moving overseas. These Navy wives had the foresight to see the need for spouse and family support and provided the ground work for what has developed into a world-wide family support network.

With the support of the Chief of Naval Operations and Navy leadership, along with the financial support of the Navy League, Spouses Clubs worldwide, and other Navy, Marine Corps, and Coast Guard organizations, Naval Services FamilyLine has continued to grow and flourish.

Admiral Elmo Zumwalt established the Ombudsman Program in 1970. The Chairman of FamilyLine was appointed Navy-wide Family Ombudsman-at-Large for the Chief of Naval Operations.

In 1988, the first Ombudsman Journal was published and the Navy-wide Ombudsmen Support Network was established.

For more than forty years, FamilyLine volunteers have maintained a worldwide support network for Navy, service members and their families. Today, the spouses of service members work together to continue this fine tradition.

This publication is distributed to you free by FamilyLine volunteers under the supervision of the CNO Navy-wide Family Ombudsman-at-Large. FamilyLine is a non-profit 501(c)(3) organization. Donations are tax-deductible and are used to pay for the printing of this and other FamilyLine publications.

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January 2008

ARE YOU READY ?

Guidelines for Navy Family Emergency Preparedness

ARE YOU READY?

Guidelines for Navy Family Emergency Preparedness

Congratulations! By taking possession of this handbook, you have taken the first step in preparing for a major emergency. While this handbook provides information and resources about preparing yourself and your family for all types of emergencies, please consult the other resources listed for additional information.

Preparing makes sense. The likelihood that you and your family will survive a house fire depends as much on having a working smoke detector and an exit strategy, as on a well-trained fire department. The same is true for surviving a natural disaster, terrorist attack or other emergency.

Regardless of whether you live on, near or away from a Naval installation, you must have the tools and plans in place to make it on your own, at least for a period of time, when an emergency occurs. The U.S. Department of Homeland Security urges all Americans to: maintain an emergency supply kit; create a plan for what to do in the event of an emergency; and stay informed about what might happen. Just like having a working smoke detector, preparing for the unexpected makes sense.

PREPARATION IS YOUR DUTY !
GET READY NOW !

WHAT'S INSIDE…

The following pages will help you:

- ☑ **Learn what to do before, during & after an emergency**
- ☑ **Create a Family Emergency Plan**
- ☑ **Prepare an Emergency Supplies Kit**

"Family readiness is tied directly to combat readiness."
- Admiral Mike Mullen

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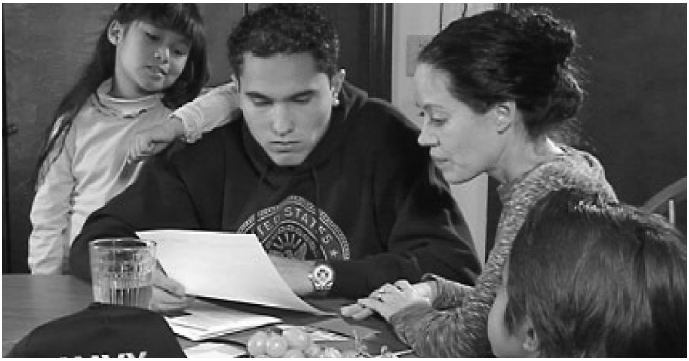
HAVE A PLAN



When a disaster occurs, your family may not be together in one place. You need to plan, in advance, for how to respond in emergency situations. Plans should include identifying places to meet, having current and accessible contact information for all family members, and discussing in advance what you will do during various types of emergencies. Depending on the type of emergency, you may need to shelter in place, move to a shelter or safe haven, or evacuate.

Formalizing your preparations is essential to ensure everyone knows what to do when there is an emergency. Your plans need to take into account special concerns such as caring for very young and elderly family members, protecting your property, documenting critical financial or insurance records, and caring for your pets. There are several kinds of planning and reference resources that each family should establish and maintain. These include:

- A Home Fire Escape Plan
- A Family Emergency Plan that includes:
  - An Evacuation Plan
  - A Communication Plan
- Emergency Contact Cards
- An Emergency Supplies Kit

The following pages contain a wealth of useful information to help your family develop plans for emergencies and prepare for various actions you may need to take. In particular, note the ready-to-use forms for a **Family Emergency Plan** and **Emergency Contact Cards**.

WHAT'S INSIDE THIS SECTION…

- ✔ **Family Emergency Plan**
- ✔ **Emergency Contact Cards**
- ✔ **People with Special Needs, Pets & Preparing Your Kids**

Family Preparedness

One of the most important tools you and your family can have to protect yourself in possible emergencies is a **Family Emergency Plan**. It is important that you plan ahead as a family for all types of emergencies and responses. Everyone in the family should understand what to do, where to go, and what to take in the event of an emergency.

Family Awareness Is Your Duty

With a better informed Navy family, we can realize dividends in the fleet's ability to quickly return to full mission capability following a natural disaster or man-made catastrophe!

Be Informed

- Find out what disasters are most likely to happen in your area and the history of their occurrence.
- Through local and base media channels and web sites, stay informed of any specific instructions or information regarding these specific disasters.

Create a Home Fire Escape Plan

A home fire escape plan would be used in the event of a fire where a quick exit from the burning dwelling is critical. The plan should include :

- A floor plan of your residence showing escape routes
- Identification of a meeting place (away from the dwelling structure) where family members will meet

Create an Evacuation Plan

- For other types of disasters, your family will want to establish an evacuation plan. This plan will help to identify where family members would meet near your home and identify alternate locations if access to the home is blocked. As a family, discuss where you will go in the event of an emergency.
- Discuss where your children will go if they are in school at the time of the emergency, and make sure they understand where you will be. Understand the plans that your children's schools have in place.

Create a Family Emergency Plan

This is an all encompassing, easy-to-complete reference form that includes the:

- Evacuation Plan – as discussed above
- Communication Plan - information regarding insurance numbers, utility shutoff instructions, and checklists for important records.

A blank **Family Emergency Plan** form is included as a pullout section. To download an additional copy of the form, please visit the Naval Services FamilyLine website at www.lifelines.navy.mil/Familyline

Assemble Other Emergency Resources

- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the back of this booklet) Additional cards are available to download at the Naval Services FamilyLine website at www.lifelines.navy.mil/Familyline
- Create an **Emergency Supplies Kit**. (See checklist on page 18)

Organize and Maintain Additional Emergency Information

- Enter **ICE** (in case of emergency) name and number in each family member's cell phone.
- Maintain your car. Keep a full tank of gas. Make sure your driver's license, car inspection sticker and car insurance are all current. If you do not have a vehicle, be sure that you have alternative transportation considerations (i.e. coordinated options with friends and/or family; money accessible for bus, train, or plane fare).
- Regularly copy your computer hard drive to a portable disk or thumb drive.
- Make at least one extra set of keys for your residence and car.
- Update the family member and SGLI information on the military member's record. If you are a Navy Reservist, provide an accurate and detailed POC profile at your NOSC.
- Make sure your home and personal property have adequate insurance coverage. The Navy, the Marine Corps, and the Housing Office DO NOT provide personal property insurance; you will need to buy your own. (Insurance Tips can be found on page 9)
- File a copy of the Communication Plan with the command ombudsman and the command. Place this form in a sealed envelope with your signature across the seal. This will be opened only in case of emergency.
- Pets are a part of your family too. Be sure to have plans in place for their care. (See Pets section on page 12)
- Keep this booklet with your important papers or in your car's glove compartment.
- Collect all important papers, documents and information and store in a waterproof, portable container. Consider keeping a duplicate copy in a safety deposit box.

COLLECT IMPORTANT PAPERS

PERSONAL

- ☐ Personal identification (military ID, drivers license, social security cards, passports, birth certificate, citizenship papers)
- ☐ Marriage licenses, divorce papers
- ☐ Vehicle registration / ownership records (title)
- ☐ Medical records – include original prescription bottles & copy of prescriptions
- ☐ Eyeglasses and written copy of prescription
- ☐ Power(s) of attorney (personal/property)
- ☐ Wills
- ☐ Personal telephone and address book
- ☐ Health insurance cards and records

FINANCIAL

- ☐ Credit cards, check book, cash
- ☐ Phone Cards
- ☐ Credit/debit card statements
- ☐ Account numbers & statements of all bank/credit union and financial accounts
- ☐ Income records (also child support and alimony)
- ☐ Mortgage statement or copy of deed or lease
- ☐ Bills (electricity, gas, water)
- ☐ Other insurance records (auto/property/life)
- ☐ Tax returns, property tax statements
- ☐ Written and photographic inventory of personal property
- ☐ Safety deposit box key and address

PRACTICE YOUR PLAN

- Keep your emergency reference resources (**Emergency Plan**, **Emergency Contact Cards** and **Emergency Supplies Kit**) in a centralized location. Be sure that all family members know where these resources are located.
- Set up practice evacuations or shelter-in-place drills for your family to ensure everyone knows what to do and where to go in the event of an emergency.
- Keep your **Emergency Supplies Kit** up to date, replacing water & perishables periodically. Make sure everyone knows where it is and to take it when sheltering or evacuating.
- Check your smoke alarms regularly.

After a Declared Emergency

- **Muster with your command** if you are military or civilian personnel or a member of the selective reserves.
- If you are a family member, contact your command's ombudsman.
- **After mustering, register your family's needs** with:
  Navy Family Accountability and Assessment System (NFAAS) at https://www.navyfamily.navy.mil or,
- Call the Navy Emergency Call Center at 1-877-414-5358 or 1-866-297-1971 (TDD).

Where to Find Additional Information

- American Red Cross:
  Click on *Get Prepared* at www.redcross.org
- Commander, Navy Installations Command:
  See *Operation Prepare* at www.cnic.navy.mil
- Dept. of Homeland Security:
  Click on *Ready America* then *Make a Plan* at www.ready.gov
- FEMA:
  Click on *Plan Ahead* at www.fema.gov

EMERGENCY CONTACT CARD

Instructions
Make copies for all family members.
Fill in, trim from sheet, fold as indicated and distribute.
Update as necessary.

Important Web Resources

Command Web Site: _____

_____

Installation Web Site: _____

_____

Navy Family Accountability & Assessment System: https://www.navyfamily.navy.mil

Other Information Sources

Radio Stations: _____

_____

TV Channels: _____

_____

Fleet & Family Support Center: _____

_____

Other

_____

_____

_____

_____

_____

_____

Emergency Contact Card

Name: _____

Home Address: _____

_____

_____

Home Phone: _____

Family Cell Phone(s): _____

Household Members Info

Out-of-Town Contact: _____

Out-of-Town Phone: _____

Family Meeting Place Outside Neighborhood: _____

Medical Conditions: _____

Allergies: _____

Command Information

Command Name: _____

Command Muster Phone: _____

Command Evacuation Site: _____

Command Ombudsman Name: _____

Ombudsman Phone: _____

Ombudsman Email: _____

Important U.S. Phone Numbers

Fire, Police, Ambulance:
911 or your local emergency number

Poison Control Center: 1-800-222-1222

Red Cross Emergency Services: 1-800-696-3873

Navy Emergency Call Center:
1-877-414-5458 or 1-866-297-1971 (TDD)

Navy Family Accountability & Assessment:
https://www.navyfamily.navy.mil

Actual size card available at the back of this booklet. Additional copies can be downloaded from the Naval Services FamilyLine website at www.lifelines.navy.mil/FamilyLine

TIPS TO PROTECT YOUR PERSONAL PROPERTY

Have Personal Property Insurance

Your landlord's insurance policy and the Navy will NOT cover your personal property. So whether you own your home, rent a home or live in base housing, you need insurance to cover your personal belongings in case of perils like fire or wind damage from a hurricane.

Make An Inventory List

If an unfortunate occurrence such as a fire or theft should happen, it is best to have an accurate and detailed inventory of your personal property. This will help from two perspectives. It will provide an itemized reference of the lost or damaged property in order to enable the most effective compensation from the insurance company. An itemized list will also alleviate the burden of having to capture those details from memory, especially in the midst of recovering from an unfortunate situation. The basic steps to create an inventory include:

1. **List everything you own.** It may be easier to start the list in categories such as furniture, clothing, personal items, jewelry, etc.
2. **Give an estimate of what it would cost to replace the items on your list.** Keep in mind that some things appreciate in value while others depreciate. Clothing is a good example of something that depreciates, and a jukebox is something that would typically appreciate.

The method often used by insurance companies to calculate the value of property is to subtract the estimated depreciation (dollar amount the property has decreased) from the current cost.

Additional tips when taking an inventory of your personal property:

- Keep sales receipts and attach to your inventory list.
- Keep a video inventory or photographs along with the written inventory.
- List any serial number's that may be on your personal property
- Engrave your own serial number into items that are of value.
- Keep your personal property inventory list, along with photos and/or inventory videos, in a safe place away from your home such as a safety deposit box.

People with Special Needs

If you or someone close to you has a disability or special needs, you will need to identify and plan for any special preparations that need to be addressed to help these individuals. Those with physical disabilities could have increased complications during an evacuation. Those with visual, hearing, or mental disabilities may be especially fearful and reluctant to leave familiar surroundings. Others with medical conditions may be dependent on devices or medications that need to travel with them. To adequately prepare for every possible emergency situation, consider making the following arrangements.

Preparedness Is Your Duty

The Navy encourages all personnel and their family members to maintain a basic level of preparedness for all potential hazards.
You are encouraged to be informed about potential hazards, have a Family Emergency Plan, and make an Emergency Supplies Kit.

Preparing for an Emergency

- Check for hazards in your home and workplace.
- Discuss your needs with family members, neighbors, and co-workers.
- Make sure those around you know how to operate any necessary equipment.
- Have a list with the types and models of any equipment or devices you need. Know more than one location of a medical facility that provides the services you need.
- Add any necessary supplies such as wheelchair batteries, catheters, oxygen, medication, food for service animals, or other special supplies to your **Emergency Supplies Kit.**
- Do not assume that you or your loved one has been factored into an evacuation plan.
- Make the necessary preparations and know what needs to happen during an emergency.
- If you are physically disabled, study the evacuation plan of any building from which you might need to evacuate. If necessary, know if and where an Evacuation Chair (EVAC+CHAIR) is located, and make sure someone knows how to operate it.
- Prepare any instructions you need to give rescuers or others who may be around you. Use concise verbal directions, or carry written instructions with you at all times.
- Wear medical alert tags or bracelets to help identify your disability.

During an Emergency

- If told to evacuate, do so if possible with the help of others.
- If you are unable to evacuate, wait where you are for rescuers.
- Take your **Emergency Supplies Kit**, including any necessary items, with you.
- Stay as calm as possible to be a help to those around you.

After a Declared Emergency

- Once you are in a safe place, **muster with your command** if you are military or civilian personnel or a member of the selective reserves.
- If you are a family member, contact your command's ombudsman.
- After a declared emergency, **register your needs** with the Navy through the Navy Family Accountability and Assessment System (NFAAS) at https://www.navyfamily.navy.mil or call the Navy Emergency Call Center at 1-877-414-5358 or 1-866-297-1971 (TDD).

Where to Find Additional Information

- Dept. of Homeland Security – www.ready.gov
  Click on *Get A Kit* then *People with Disabilities and Other Special Needs*
- FEMA- www.fema.gov
  Click on *Plan Ahead* then *People with Special Needs*
  > Go to www.fema.gov/pdf/library/pfd_all.pdf for a *Preparedness Booklet*
- Center for Disability Issues and the Health Professions (CDIHP) or
  > www.cdihp.org/evacuation/emergency_evacuation.pdf to download *Emergency Evacuation Preparedness Booklet*

*It's **your duty** to stay informed, develop disaster plans with your family, and have ready an **Emergency Supplies Kit** good for at least three days.*

Pets

You are urged to keep yourself informed about potential hazards, have a **Family Emergency Plan**, and make an **Emergency Supplies Kit** – including pet supplies.

When preparing for an emergency, YOU are responsible for making arrangements for your pets. Your Emergency Supplies Kit should contain provisions for your pets for a minimum of three days. It is critically important that you know in advance how you will protect your pets if you need to evacuate. If you must leave them behind, make sure they have access to dry food, water, and shelter. When possible, have a plan for your animals to be transported to a place ahead of a storm or emergency, so they are cared for if you have to temporarily relocate your family. Please read this section for more details on protecting your pets.

Be Prepared For Worst Case Scenarios

YOU are responsible for the safety and well being of your family, including your pets. You are urged to keep yourself informed about potential hazards, have a Family Emergency Plan, and make an Emergency Supplies Kit – including pet supplies.

Preparing To Care For Your Pets In An Emergency

Pets should also have emergency supplies in the Emergency Supplies Kit including:

- Identification collar and current rabies tag and, if possible, have them micro chipped. (Keep your contact information up-to-date with the microchip company.)
- A pet carrier or cage and leash
- Medications and schedules
- Materials for handling animal waste
- Proof of current vaccinations: have two copies of all pet information – one to keep with you and one to keep with your pet in the event of separation.
- Food, water, and dishes; have a minimum of a three day supply. Most pet-related organizations **strongly recommend a 7-10 day supply** (or more if you can manage it).

Have a Plan – This applies to families as well as deployed single sailors.

- Identify pet-friendly motels in advance.
- Have a plan for your animals to be transported to an alternate location days ahead of a storm or emergency, so they are cared for if you need to temporarily

relocate your family. Consider a family member or friend within a couple hours driving distance.

- Keep a current photo of your pet to help ensure identification if you are separated from it during an emergency.
- Familiarize yourself with local shelters, animal welfare groups and disaster preparedness by visiting www.Petfinder.com and/or discuss preparations with your vet.

What to Do With Your Pet During an Emergency

Bring pets inside immediately! Many times pets run away when they sense danger - even well before the emergency. NEVER leave them tied up or confined outside.

If you are instructed to evacuate and you CAN bring your pets, then DO SO:

- Bring all your pet emergency supplies and documentation. Keep documents in a sealed bag for quick access along with rabies tag, microchip information and photo. Keep a copy of documentation with you at all times.
- Leave information on the door of your home stating "EVACUATED – NO PETS IN HOUSE". This note could be left in a sealed plastic bag or simply written in magic marker on the door. This will help to speed rescue efforts.
- Make sure the pet carrier is secure and DO NOT open cages or carriers until authorized to do so, or until you have arrived safely at your destination. (Pets, especially cats, may dart away and not return!) Include the pet's information and your contact information in a sealed plastic bag and duct tape to the carrier/cage, inside and out, or somewhere that it's protected and retrievable. If possible, also attach information to the pet's collar. Be creative!
- Act responsibly - clean up after your pets and do not let them be the cause of disturbances among other people or pets.
- Many shelters may not allow pets, and you may be separated for a time. Having all documentation, especially proof of current vaccinations, will speed the process for their care and for reuniting with them afterwards.

If you are instructed to evacuate and CANNOT bring your pets:

- Bring your pet inside. NEVER leave your pet outside during an emergency. If time and resources permit in advance of the emergency, take your pet to a friend or family member's home that is out of the emergency area.
- If your pets will remain in your home, leave plenty of food and water. Take the toilet seat off and brace open the bathroom door, so they can have access to water. Water should be left in the bathtub as well. If your home has two floors, place their dry food on the second floor in case there is first floor flooding.

- Place a notice, in a tightly sealed ziplock bag on your door indicating that your pet is inside. Also leave one inside the house on the refrigerator or other obvious high place. Indicate the number of pets and their descriptions. Contact information should include your name, phone number, and the name and phone number of your veterinarian. Also include contact information for a friend or family member outside the area that can reach you quickly.
- Make sure your pet has a collar with current rabies tag and your contact information. Microchipping your pet is a more permanent identification and can be of great help if your animals need to be rescued and are transported out of state such as what occurred in the aftermath of Hurricanes Katrina and Rita.

What to Do with Your Pet After an Emergency

- Keep close contact with your pet to make it feel safer. Understand that your pet may have some behavioral issues as a result of trauma. See your vet if you have concerns.
- Keep your pet on a leash when not indoors, so it stays with you.
- Act responsibly by cleaning up after it and keeping it away from others.
- Discuss any training or retraining with your vet versus punishment tactics.

Where to Find Additional Information

- Local Shelter and Support – www.Petfinder.com
- FEMA---www.fema.gov/plan/prepare/animals.shtm
- The Humane Society of the United States – www.hsus.org for the information below or to locate regional contact information.
  > Emergency Preparedness for you and your Pets
  > Disaster Pet Brochure
- ASPCA - www.aspca.org –
  Click on *Disaster Preparedness* under *Expert Advice*

Many harsh and heartbreaking lessons were learned in the aftermath of Hurricanes Katrina and Rita. By having your plan and provisions in place, you and your pet family will be less likely to endure such hardships.

Preparing Your Kids

As you plan ahead for an emergency, it is important that you discuss potential hazards with your kids. Make sure they understand what might happen and what their job is during an emergency. Emergencies are scary situations, but if you talk about them beforehand, your kids may stay much calmer.

Important for Kids

The most important things kids can do during an unexpected event are to:
STAY CALM
and
LISTEN
to the direction of adults around them, like teachers, parents and emergency workers.

What Might Happen

- Talk to your kids about what types of emergencies might happen in your area.
- Make sure your kids know exactly where your family meeting place is.
- Talk about what might happen if they are in school.
- Discuss the differences in what they need to do depending on the different emergencies.

Have a Plan

- Create your evacuation plan as a family, so your kids understand where you will be meeting and why.
- Make a communications plan as a family by writing down all the phone numbers you and your kids will need, as well as how to get in touch with each other if you are separated.
- Choose an out-of-state family contact person who family members can "check-in" with if you are separated in an emergency.
- Remember, your family should have two meeting places: one near your home and one outside your neighborhood in case you can't return to your home.
- Make sure each family member has a completed **Emergency Contact Card**.
- Let your kids be involved in every process of the planning.

Make a Kit

- Assemble your **Emergency Supplies Kit** together as a family. Make it fun. Have kids include their favorite foods with long shelf lives.
- Give the kids a list so they can help gather supplies for the kit.
- Discuss why it is important to have each item in the kit.

SCAVENGER HUNT FAMILY GAME

You and your family can collect items for your Emergency Supplies Kit during a family scavenger hunt! Print 2 copies of the Emergency Supplies Kit list on page 18. Then separate your family into two teams with adults and kids on each team (if possible) and assign each group different items on the list. Set a time limit and see who comes back with the most items!

Practice

- Practice what you might do as a family in different emergency situations. Select a time and conduct your own family emergency drill. A good time might be around a family or national holiday. Review the procedures at least once a year. Occasional drills will assure quick reaction and help avoid injury and panic in an emergency.
- Let your kids ask questions and give their opinions regarding your plan's effectiveness.
- Talk with your kids about dangers of disasters that are likely in your area and how to prepare for each type. The more they talk about it, the more likely they will be ready when something happens.

Parents of School Age Kids

- Be aware of how your kid's school will notify you of your kid's status if an emergency occurs. For older kids who self-transport, ask them to follow the instructions of authorities.
- If kids are in school during a disaster or emergency, check the local media and/or school websites for announcements about changes in school openings and closings. Parents can pick up their kids during the school day, but sometimes the safest place might be the school itself.
- Also be aware of alternate evacuation locations for your kid's school or individual class.

Where to Find Additional Information

- Department of Homeland Security has developed a booklet called ***Ready Kids*** to help facilitate family discussion about Emergency Preparedness. For more information, visit www.ready.gov/kids/home.html
- FEMA---www.fema.gov/kids/

The most important role a parent can play in an emergency is to stay calm. Children look to parents for help and for indications on how to act!

MAKE A KIT

Preparing for an emergency includes making a kit of emergency supplies. You should include enough supplies for every family member for at least three days, maybe longer.

The main items to have in your kit include water, food, and first aid supplies. Depending on your family, you may also need special items for babies, prescription medications, or supplies for your pets.

You may not be at home when disaster strikes, so make smaller emergency kits to keep at work and in your car. You also need a portable kit with personal items to take with you if you go to a shelter or evacuate.

The Emergency Supplies Kit section provides more tips and list of items to include in your kits, as well as links to handy checklists you can download from the sites of national emergency planning and response agencies.

WHAT'S INSIDE THIS SECTION…

- ☑ **Emergency Supplies Kit checklist**
- ☑ **Other Emergency Kit suggestions for work & vehicle**

Emergency Kits

Basic Emergency Supplies Kit

Necessary

- ☐ Water---at least one gallon per person per day for at least three days
- ☐ Food---nonperishable food for at least three days (canned soup, meats, fruits & vegetables; canned/boxed juices, milk, and soup; powdered milk & beverages; dried fruits & nuts, granola bars, peanut butter, jelly, crackers. Meals Ready To Eat (MREs) may be purchased at many commissaries. If not available, they can be ordered.)
- ☐ Manual can opener and small cooking stove with fuel
- ☐ First aid kit and manual (Items might include: sterile gauze, bandages, safety pins, scissors, antiseptic wipes, alcohol, peroxide, cold pack, tweezers, thermometer, hand wipes, hand sanitizer, antibacterial ointment, sunscreen, and insect repellent).
- ☐ Special items - prescription medications, eye glasses, contact lens solutions, hearing aid batteries
- ☐ Dust masks
- ☐ Personal sanitation supplies such as moist towelettes, basic household bleach (not scented or colorsafe), sponges, bar soap, toilet paper, toothbrushes, toothpaste, shampoo, deodorants, razor, shaving cream, brush, comb, feminine supplies, garbage bags, and plastic ties
- ☐ Flashlight and extra batteries
- ☐ Portable, battery-powered or hand-crank radio or television and extra batteries
- ☐ All hazards NOAA (National Oceanic & Atmospheric Administration) weather radio
- ☐ Extra batteries
- ☐ Money – Cash, coins and credit card
- ☐ Wrench or pliers for turning off utilities, shovel, axe
- ☐ Local maps and your **Family Emergency Plan**
- ☐ Your command muster information
- ☐ Any important documents (See Collect Important Papers on page 7)
- ☐ Cell phone and charger (Consider obtaining an extra battery.)

ADDITIONAL

- ☐ Infant supplies: canned or powdered formula, diapers, wipes, bottles, nipples, pacifiers, medication, ointments, change of clothing
- ☐ Food and water for your pet in addition to what you already have (See Pets information on page 12)
- ☐ Paper plates, paper cups, plastic utensils, paper towels
- ☐ Disinfectant
- ☐ Matches in a waterproof container
- ☐ Sleeping bag or other weather-appropriate bedding for each person
- ☐ A weather-appropriate change of clothes for each person
- ☐ Coats, jackets and rain gear
- ☐ Fire extinguisher (ABC Type): teach all family members how to use
- ☐ Paper and pencil
- ☐ Whistle
- ☐ Books, games, puzzles, toys, and other activities for children
- ☐ Any items necessary for a specific type of disaster
- ☐ Heavy duty gloves
- ☐ Plastic for doors, windows, and vents; roll of duct tape

PORTABLE EMERGENCY KIT

- Take this kit of personal items with you when you are ordered to evacuate.
- This kit might include: personal identification, items for family special needs, water, soap/toiletries, manual can opener, change of clothing, canned food.
- Bring important papers in water tight container. (See Collect Important Papers on page 7)
- Place items in a designated area that will be easily accessible in the event of an emergency.
- Make sure every member of your family knows where to find the kit.
- If you are required to shelter in place, keep this kit with you.
- Consider adding enough supplies to last two weeks.
- Make sure you include a copy of your **Family Emergency Plan**

WORKPLACE EMERGENCY KIT

- This kit should be in one container to be kept at your work station in case you must evacuate from work.
- Make sure you have comfortable walking shoes at your work place in case you have to walk long distances.

- This kit should include at least food, water and a first aid kit.
- Make sure you include a copy of your **Family Emergency Plan**.

Vehicle Emergency Kit

- In the event that you are stranded while driving, keep this kit in your vehicle at all times.
- This kit should contain at a minimum: food, water, a first aid kit, signal flares, jumper cables, seasonal clothing (coats, rain gear).
- Make sure you include a copy of your **Family Emergency Plan**.

Maintaining Your Kits

- Make sure to routinely evaluate your kits and their relevance to the threats in your area.
- Throw away and replace any expired or damaged medications, food, or water.

Where to Find Additional Information

- American Red Cross- www.redcross.org
  Click on *Get Prepared*
- Department of Homeland Security – www.ready.gov
  Click on *Ready America* then *Get A Kit*
- Federal Emergency Management Agency (FEMA) – www.fema.gov
  Click on *Plan Ahead* then *Assemble Supplies*

*It's **your duty** to stay informed, develop disaster plans with your family, and have ready an **Emergency Supplies Kit** good for at least three days.*

Emergency Actions If You EVACUATE or If You STAY

In the event of an emergency, the Navy expects all personnel, families, contractors, and others affiliated with a Navy installation to be prepared to take the appropriate action. This applies to those living on, near or away from Navy installations. The actions include: evacuation, moving to a civilian shelter, moving to a designated safe haven or temporarily sheltering in place.

Worldwide, all commands and their families face threats from unplanned catastrophic events. A culture of readiness demands that all personnel and their families be prepared for these contingencies.

On the following pages, learn more about specific Navy emergency actions. Also, be sure to familiarize yourself with local and/or installation-specific information about evacuation routes, shelter locations, and local hazards.

WHAT'S INSIDE THIS SECTION…

- ✔ **Actions to take for emergency or non-combatant evacuations**
- ✔ **Moving to a safe haven or shelter**
- ✔ **Staying during a disaster**

Evacuations

Naval Installations

In the event of an emergency, each installation has specific plans and procedures to direct personnel and family members to safe havens or civilian shelters. Contact your installation website and/or your Fleet and Family Support Center (FFSC) to learn what the plans are for your area.

The installation's Evacuation Management Team coordinates standardized evacuation operations, as well as the return or relocation of displaced personnel. These operations and procedures ensure the safe evacuation, reliable accountability of our people, and expeditious mission reconstitution.

After evacuating, all members of the Navy community must be accounted for to ensure the safety of the community and the distribution of support services and public assistance. If the scale of the evacuation makes assembly impractical, electronic "rally points" (phone number, Web site) are established.

Preparedness Is Your Duty

It is your responsibility to understand the mass warning system at your installation and, when notified, be prepared for the following:

- *Evacuation*
- *Moving to civilian shelter*
- *Moving to designated safe haven*
- *Temporarily sheltering-in-place*

How to Prepare

Safe and effective evacuation requires planning ahead---there may be no advance warning. You should plan primary and alternative evacuation routes in advance, with appropriate maps to take along in your **Emergency Supplies Kit**. If you don't have access to a vehicle, make other arrangements ahead of time. Depending on regulations at the remote safe haven or civilian shelter, pets may need to be left behind, so ask your installation Emergency Management Officer for additional information on your site. Service animals are always permitted inside civilian shelters. Plan how you will care for your animals and provide extra food, water, and supplies for them. (For more information on Pets, see page 12)

The decision to evacuate ahead of or following a catastrophic event has a profound impact on our people and their families. Evacuation decisions directly affect both mission readiness and sailor quality of life.

EVACUATION CHECKLIST

ACTIONS TO TAKE IF YOU EVACUATE YOUR HOME

- ☐ Bring a copy of your **Family Emergency Plan**
- ☐ Pack up and take ALL relevant **Emergency Supplies Kit** items, enough for three days.
- ☐ Plan to take one car to reduce congestion and delay.
- ☐ Bring a fully charged cell phone with charger.
- ☐ Keep a full tank of gas---power outages or congestion could make refueling challenging.
- ☐ Move valuables and heirlooms to protected location or bring with you.
- ☐ Back up computer hard drive and bring a copy with you.
- ☐ Wear sturdy shoes and clothing, such as long pants, long-sleeved shirts, and a cap.
- ☐ Close and lock all doors and windows.
- ☐ Unplug electrical equipment.
- ☐ Empty all perishables from freezer and refrigerator.
- ☐ Listen to a battery-powered radio to follow local evacuation instructions.
- ☐ Leave the hazard area when directed to avoid being trapped or stranded.
- ☐ If possible, notify your family, friends, command, and command ombudsman where you are planning to go – include address and phone number.
- ☐ Follow the recommended evacuation routes and zones; shortcuts may be blocked.
- ☐ Stay alert for damaged or missing roads, bridges, and structures.
- ☐ Leave a note in a conspicuous place in your home as to how to reach you.
- ☐ Unless directed otherwise by local or base officials, turn off electricity, water and gas at main connection; a professional will be required to reconnect the gas line.
- ☐ Bring sufficient cash, coins and credit card.
- ☐ Bring Important Papers (See page 7) in a watertight container.
- ☐ Stay away from downed power lines.
- ☐ Bring necessary supplies for people with special needs and for pets.
- ☐ If you must leave your pet in your home, leave plenty of food and water. (See Pets page 12) for more suggestions.
- ☐ Once you are in a safe place, **muster with your command** if you are military or civilian personnel or a member of the selective reserves.

Safe Havens and Shelters

In the event of an emergency, Navy regional and installation emergency management organizations have plans and procedures to direct evacuation. When time permits, the preferred protective strategy for nonessential and nonemergency personnel is evacuation to a civilian shelter, remote safe haven, or designated place outside the danger area. This protective strategy also applies to those living off or away from a Naval installation. In emergencies with only a short to moderate warning time, installation or local authorities may direct people to one or more designated safe havens, which may be onboard the installation, another DoD installation/facility or in the local community.

ARE YOU READY?

It is your responsibility to understand the mass warning system at your installation and local community, and when notified, be prepared for the following:

- *Evacuation*
- *Moving to civilian shelter*
- *Moving to designated safe haven*
- *Temporarily sheltering-in-place*

Safe Havens for Navy Personnel & Families

A local safe haven is a facility onboard the installation that provides temporary protection during large-scale incidents, such as earthquakes and tsunamis. Safe havens may be identified in emergency management plans but are not usually publicly identified until immediately before or during an actual emergency when movement to civilian shelters may not be possible.

A **remote safe haven** is a facility onboard a geographically distant DoD installation or facility that provides short-to-medium term lodging of displaced personnel during large-scale incidents, such as hurricanes and extended wildfires. Remote safe havens may be identified in emergency management plans and are usually identified but not activated until the evacuation has been ordered.

Regional and installation Safe Haven Management Teams provide for the activation and operation of local and remote safe havens. Local safe havens usually consist of shared-use facilities, such as auditoriums, gyms, schools, and similar structures. Remote safe havens often consist of civilian or military lodging/housing facilities, including bachelor quarters and hotels. Safe Haven Management Teams are on site to assist in the process and support Navy personnel and family members as well as circumstances will permit. Plans are coordinated with military and civilian authorities and may include provision for food, water, medicines, and security.

Civilian Shelters

A shelter is a publicly identified, certified, supplied, staffed, and insured mass care facility where endangered people can find temporary protection for a limited time. Navy regions and installations do not develop, maintain, and operate certified shelters. Instead, regions and installations coordinate shelter needs with appropriate state, local, host-nation, and private agencies. The American Red Cross is the principal U.S. resource for development, management, and operation of certified shelters.

If you are directed to move to a civilian shelter or a safe haven, there are a few things you should know:

- Local safe havens and civilian shelters usually have limited access to water, food, medicines, and basic sanitary facilities, so it is important that you take your **Emergency Supplies Kit** with you.
- Alcoholic beverages, weapons, and smoking are prohibited in all local safe havens and most remote safe havens.
- Local safe havens usually involve staying with many people in a close proximity, so it is important to cooperate with safe haven managers and others assisting them.
- Bring sheets, blankets and pillows as most shelters do not provide these items.

How to Prepare

Authorities may direct post-event evacuation or movement to long-term shelters, remote safe havens, or a designated place away from the danger area. No matter which type or size of mass care facility you move to:

- A **Family Emergency Plan** will prepare you to cope with possible separation of family members. (See pullout section)
- It is vital to make in advance and take along an **Emergency Supplies Kit** that can sustain your family for at least three days. (See page 18)
- Once you are in a safe place, **muster with your command** if you are military or civilian personnel or a member of the selective reserves.

It's your duty to stay informed, develop disaster plans with your family, and have ready an Emergency Supplies Kit good for at least three days.

Sheltering-in-Place

In the event of an emergency, Navy regional and installation officials or local community officials will direct personnel to evacuate or take some form of shelter. For nonessential and nonemergency personnel, the preference is generally evacuation.

In specific instances, evacuation or moving to a civilian shelter or designated place is more dangerous than remaining where you are, such as with short- or no-notice emergencies including hazardous materials events. In these instances, you may be directed to shelter-in-place. Sheltering-in-place means to take temporary protection in a structure or vehicle---typically your workplace or residence---that is not certified, insured, or staffed for emergency conditions.

Preparing your residence for emergencies is your responsibility!

It is also your responsibility to understand the mass warning system at your installation and local community, and when notified, be prepared for the following:

- *Evacuation*
- *Moving to civilian shelter*
- *Moving to designated safe haven*
- *Temporarily sheltering-in-place*

How to Prepare

- Create a **Family Emergency Plan**. (See pullout section)
- Have an **Emergency Supplies Kit** ready. (See page 18)
- Know how to turn off your heating, ventilation, and air conditioning (HVAC) systems without damaging the components.
- Know how to close and secure doors, windows, vents, and other exterior openings quickly.
- Identify potential interior space for sheltering-in-place.

How You Will Be Notified

Any of the following emergency warning procedures may alert you to temporarily shelter-in-place:

- A voice announcing system using exterior ("Giant Voice") and interior speakers or sirens
- Automated Community Notification Systems for sending recorded voice messages or text
- Emergency Alert System (EAS) broadcasts on the radio or television
- Messages on your base or command web site
- Residential route alerting---messages announced from vehicles with loudspeakers

Actions to Take When Temporarily Sheltering-in-Place

- Have your **Emergency Supplies Kit** accessible.
- Bring everyone safely inside to an interior room or one with as few windows and doors as possible.
- Let your family, friends, work, and command, and command ombudsman know that you are planning to stay in your home. Notify neighbors regarding your plans.
- Turn off all heating, ventilation, and air conditioning (HVAC) systems.
- Close and secure all doors, windows, vents, and other exterior openings.
- Listen to the radio or television for further instructions.
- Unplug electronics not in use and move to a safe place within the dwelling.
- Do not open the refrigerator or freezer. Tell your little ones not to open the door. An unopened refrigerator will keep foods cold enough for a couple of hours at least. A freezer that is half full will hold for up to 24 hours and a full freezer up to 48 hours.
- Use perishable food from the refrigerator first! Then use the foods from the freezer.
- If it looks like the power outage will be more than 2-4 hours, pack refrigerated milk, dairy products, meats, fish, poultry, eggs, gravy, stuffing and left-overs into your cooler surrounded by ice.
- Fill the bathtub with water to use to flush toilets.
- Fill large containers, such as coolers, with water to bathe, cook or clean. Expect local water supplies to be non-potable post-disaster.
- If there is a secure external storage location, have propane tank full for use with gas grill. Use grills outdoors only.
- Secure your home inside and out – especially items that can become hazardous during high winds.
- Put your important papers in a watertight container and in a high, safe place.
- Keep a land line phone in the home. It may work sporadically.
- Have your cell phone fully charged.
- Have flotation devices available.
- Move your vehicle to a high, dry location if possible.
- Move valuables and heirlooms to a protected place.
- Learn, in advance, how to turn off electricity, water and gas at main connection. A professional will be required to reconnect gas. Expect to lose all utilities.
- Stay tuned to emergency station on radio or TV.
  > Listen for further instructions.
  > Prepare to evacuate to a shelter or neighbor's home if your home is damaged.
- When the "all clear" is announced, open windows and doors, turn on ventilation systems, and go outside until the building's air has been exchanged with the outside air.
- Once you are in a safe place, **muster with your command** if you are military or civilian personnel or a member of the selective reserves.

OCONUS (Outside Continental United States) Emergency Actions

Much of the general emergency action information presented in the previous sections is valid anywhere. However, the availability of and access to evacuation routes, safe havens, shelters, and mass notification systems varies more widely outside the continental United States, often depending on the preparedness levels of---and cooperative agreements with---host nations.

To locate information for your region, consult your regional or command Web sites and, in most cases, these will link you to other sites that contain useful information and contacts like base installation and local Fleet and Family Support Center (FFSC) sites.

All members of the Navy community serving OCONUS are encouraged to be proactive in informing and preparing themselves to take effective actions in response to potential hazards in their particular part of the world.

What is NEO?

Noncombatant Evacuation Operations (NEO) are conducted to evacuate U.S. citizens whose lives may be in danger. Emergency situations such as natural disasters or increased military tension could result in an evacuation order. Overseas, each command will have a NEO coordinator whom you can consult regarding the plans for protection, relocation and evacuation of noncombatants.

If an evacuation order is issued, you will be notified through command notification, public announcements, AFN radio and TV, command NEO coordinators and/or ombudsmen.

While your command NEO coordinator will be your point of contact in times of crisis or emergency, it is crucial that you assemble the contents of your NEO packet and **Emergency Supplies Kit** IN ADVANCE of an emergency.

For additional information about NEO procedures in your area, consult your installation web site or your local Fleet and Family Support Center.

Other Resources

U.S. Department of State – Consult www.Travel.State.Gov for resources such as:

- Get Help in a Foreign Country
- Evacuations
- Emergency Services to U.S. Citizens Abroad
- U.S. Consuls Help Americans Abroad
- Medical Information for Americans Traveling Abroad

Be Informed

U.S. Navy photo by Mass Communication Specialist 2nd Class Elizabeth Williams

Many events can trigger emergency situations that escalate into disasters. Many hazards, such as power outages or disease outbreaks, can happen anywhere at any time, so you should become familiar with the full spectrum of possible dangers and how you will be notified about them.

It is also important to give special consideration to any particular hazards that are more likely to affect your local area, such as severe winter weather, a tornado, or a volcanic eruption.

While the potential threats can seem overwhelming, keep in mind that most of what you address in your **Family Emergency Plan** or put in your **Emergency Supplies Kit** will be useful regardless of the hazard.

WHAT'S INSIDE…

The following pages provide detailed information on some potential hazards you and your family may confront, such as:

- ☑ **Natural and Manmade Hazards**
- ☑ **Diseases**
- ☑ **Terrorism**

Natural Hazards

Consult the following pages to learn how to prepare for, what to do during, and what to do after the following types of natural hazards:

Earthquakes
Floods
Hurricanes
Power Outages
Tornados
Wildfires

Focus your attention on the natural hazards that are more likely to affect your location.

Where to Find Information about Other Natural Hazards:

- American Red Cross --- www.redcross.org
- Commander, Navy Installations Command --- www.cnic.navy.mil
  Click on *OPERATION PREPARE* then *Be Informed*
- Department of Homeland Security --- http://www.ready.gov
  Click on *Ready America* then *Be Informed*
- Federal Emergency Management Agency (FEMA) --- http://www.fema.gov
  Click on *Plan Ahead* or *Get Disaster Info*

Earthquakes

Earthquakes can happen almost anywhere and anytime without warning, so you and your family should be prepared.

Preparedness is Your Duty

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed about potential hazards, have a Family Emergency Plan, and make an Emergency Supplies Kit.

How to Prepare for an Earthquake

- Create a **Family Emergency Plan** in case family members are separated during an earthquake. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available in pullout section)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the back of this booklet)
- Create an **Emergency Supplies Kit**. (See checklist on page 18)
- Collect all important papers, documents, information and store in a waterproof , portable container. (See page 7 for a list of suggested documents to collect.)
- Enter **ICE (in case of emergency) Name and Number** in each family member's cell phone.
- Minimize home hazards by securing tall furniture and strapping the water heater to studs in the walls. Move heavy items to lower shelves.
- Identify a safe place in every room of your home where nothing can fall on you, such as under a table, against a wall, or in a doorway.
- Practice earthquake drills as a family so everyone knows what to do, especially "Drop, Cover, and Hold On!"
- Remove or isolate and secure flammable materials.
- For additional preparation suggestions, see Have a Plan on page 4 and consult your Naval Installation's website and/or Fleet and Family Support Center.

What to Do If There Is an Earthquake

- If you are **indoors**:
  > Do not run outside. There may be falling debris.
  > If possible, DROP to the ground, take COVER under a table or sturdy piece of furniture, and HOLD ON until the shaking stops.
  > If you are not near any sturdy furniture, crouch in a corner or in a stable doorway where there less of a chance of things falling on you.

> Stay away from windows, light fixtures, unstable furniture, or anything that could fall.
> Stay inside until the shaking stops and you are absolutely sure it is safe to go outside.
> The electricity may go out, so don't use elevators.

- If you are **outdoors**:
  > Move away from buildings, street lights, and utility wires or anything that could fall.
  > Once in an open area, drop to the ground.
  > Statistics show that the most injuries in earthquakes are caused by falling debris.

- If you are in a **moving vehicle**:
  > Stop as soon as you can, away from buildings or anything that could fall.
  > Stay in the vehicle.
  > Proceed very slowly once shaking stops.

WHAT TO DO WHEN THE SHAKING STOPS

- Check yourself and others for injuries.
- Turn off the gas if you suspect a leak.
- Stay tuned to the radio for further information and instructions.
- Expect aftershocks, which can come minutes, hours, or days after an earthquake. If an aftershock happens, "Drop, Cover, and Hold On."
- Be very careful of falling debris in homes or outdoors. This is how most injuries occur.
- If you are trapped beneath debris:
  > Do not light a match for light. There may be gas leaks in the area.
  > Do not move around or kick up dust.
  > Cover your mouth with a handkerchief or piece of clothing to reduce dust inhalation.
  > Tap on a pipe or use a whistle to help rescuers find you. Shout only as a last resort as it will increase dust inhalation.
- If you live near the ocean, be aware of possible tsunamis, which are caused by earthquakes off the coast.
- Consult your Naval Installation communication channels – TV or website.
- Once you are in a safe place, **muster with your command** if you are military or civilian personnel or a member of the selective reserves.
- If you are a family member, contact your command's ombudsman.

- After a declared emergency, **register your needs** with the Navy through the Navy Family Accountability and Assessment System (NFAAS) at https://www.navyfamily.navy.mil/ or call 1-877-414-5358 or 1-866-297-1971 (TDD).

Where to Find Additional Information

- American Red Cross---www.redcross.org or 1-866-GET-INFO or ARC Armed Forces Emergency Service Center (877) 272-7337
- Centers for Disease Control & Prevention (CDC)--- www.bt.cdc.gov
  Click on *Natural Disasters* then *Earthquakes*
- Commander, Navy Installations Command --- www.cnic.navy.mil
  Click on *OPERATION PREPARE*
- Department of Homeland Security --- www.ready.gov
  Click on *Ready America* then *Be Informed*
- FEMA --- www.fema.gov
  Under *Disaster Information* click on *Earthquake*
- Navy Family Accountability and Assessment System (NFAAS) at https://www.navyfamily.navy.mil/ or call 1-877-414-5358 or 1-866-297-1971 (TDD).
- Navy Marine Corps Relief Society -
  Consult www.nmcrs.org for information or telephone to your local office.

It's your duty to stay informed, develop disaster plans with your family, and have ready an Emergency Supplies Kit good for at least three days.

Floods

Flooding is the most common natural disaster and can occur anywhere. Flooding can be localized in a particular neighborhood or widespread, affecting entire cities or large portions of states and territories. Floods can develop over a period of days, giving you adequate time to prepare; however, flash floods can develop in a matter of minutes.

Flash flood waters can be caused by heavy rain, levee breaches, or dam failures. Rushing flood waters can be deeper and stronger than they look. These waters are also destructive and can carry debris, rocks, and mud.

Are You Ready?

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed about potential hazards, have a Family Emergency Plan, and make an Emergency Supplies Kit.

How to Prepare For a Flood

- Create a **Family Emergency Plan** in case family members are separated during a flood. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available in pullout section)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the back of this booklet)
- Create an **Emergency Supplies Kit**. (See checklist on page 18)
- Collect all important papers, documents, information and store in a waterproof, portable container. (See page 7 for a list of suggested documents to collect.)
- Enter **ICE (in case of emergency) Name and Number** in each family member's cell phone.
- Determine whether your home or work place is in a predetermined flood plain.
- Identify where you can go if you need to reach higher ground quickly and on foot.
- Stay informed and know flood terminology:
  > **Flood Watch**---Flooding is possible. Stay tuned to radio or TV for more information.
  > **Flash Flood Watch**---Flash flooding is possible. Stay tuned to radio or TV for more information. Be prepared to move to higher ground.
  > **Flood Warning**---Flooding is currently occurring or will occur soon. Listen for further instructions. If told to evacuate, do so immediately.
  > **Flash Flood Warning**---Flash flooding is currently occurring or will occur soon. Seek higher ground on foot immediately.

- For additional preparation suggestions, see Have a Plan --- page 4 and consult your Naval Installation's website and/or Fleet and Family Support Center.

What to Do If There Is a Flood

- Be prepared to evacuate. See Evacuation Checklist on page 23.
- Other suggestions if you evacuate when a flood has occurred:
  > Do not walk in moving water.
  > Do not drive in flood water. As little as six inches of water can cause loss of control and stalling of a vehicle.
  > Follow the designated evacuation plan, and expect a high volume of traffic.
- If you plan to go to an emergency shelter, bring sheets, blankets and pillows as most shelters do not provide these items.
- Stay tuned to the radio or TV for further information and instructions. If on a Naval Installation, consult base communication channels – TV or website.

If you are NOT ordered to evacuate:

- Have your **Emergency Supplies Kit** ON HAND.
- If possible, choose an internal room at a high point in your dwelling in which to shelter.
- Inform your family, friends, work, command, and command ombudsman as to where you plan to stay.
- If you are staying in your home, notify your neighbors.
- Unplug all electronics including computer and move to a safe place.
- Do not open the refrigerator or freezer. Tell your little ones not to open the door. An unopened refrigerator will keep foods cold enough for a couple of hours at least. A freezer that is half full will hold for up to 24 hours and a full freezer for 48 hours.
- Use perishable food from the refrigerator first! Then use the foods from the freezer.
- If it looks like the power outage will be more than 2-4 hours, pack refrigerated milk, dairy products, meats, fish, poultry, eggs, gravy, stuffing and left-overs into your cooler surrounded by ice.
- Fill the bathtub with water to use to flush toilets.
- Fill large containers, such as coolers, with water to bathe, cook or clean. Expect local water supplies to be non-potable post-disaster.
- Put your important papers in a watertight container and in a high, safe place.
- Keep a land line phone in the home. It may work sporadically.
- Have your cell phone fully charged.
- Have floatation devices (life-jackets, etc…) available.
- Move your vehicle to a high, dry location if possible.
- Move valuables and heirlooms to a protected place.
- Learn, in advance, how to turn off electricity, water and gas at main connection. A professional will be required to reconnect gas. Expect to lose all utilities.

What to Do After a Flood

- Listen to news reports to make sure water supplies are not contaminated.
- Stay clear of flood waters (standing and moving) as they may be contaminated or deeper than expected.
- Beware of downed power lines. Report them to the power company.
- Stay away from storm drains, culverts and ditches. Children can get caught and injured in these areas.
- Avoid any roads where flood waters have receded as they may have weakened and could collapse under the weight of a car.
- Be extremely cautious when entering buildings and homes as there may be unseen damage.
- Clean and disinfect everything that was touched by flood water as it can contain sewage and other contaminants.
- Consult your Naval Installation communication channels – TV or website.
- Once you are in a safe place, **muster with your command** if you are military or civilian personnel or a member of the selective reserves.
- If you are a family member, contact your command's ombudsman.
- After a declared emergency, **register your needs** with the Navy through the Navy Family Accountability and Assessment System (NFAAS) at https://www.navyfamily.navy.mil/ or call 1-877-414-5358 or 1-866-297-1971 (TDD).
- Use telephone for emergency calls only or to call your out-of-town contact

Where to Find Additional Information

- American Red Cross---www.redcross.org or 1-866-GET-INFO or ARC Armed Forces Emergency Service Center (877) 272-7337
- Centers for Disease Control and Prevention (CDC)---www.bt.cdc.gov Click on *Natural Disasters* then *Floods*
- Commander, Navy Installations Command --- www.cnic.navy.mil Click on *OPERATION PREPARE* then *Be Informed* then *Natural Disasters*
- Department of Homeland Security --- www.Ready.gov Click on *Be Informed* then *Floods*
- FEMA --- www.fema.gov Under *Disaster Information* click on *Floods*
- Navy Family Accountability and Assessment System (NFAAS) at https://www.navyfamily.navy.mil/ or call 1-877-414-5358 or 1-866-297-1971 (TDD).
- Navy Marine Corps Relief Society – www.nmcrs.org or telephone to your local office.

It's your duty to stay informed, develop disaster plans with your family, and have ready an Emergency Supplies Kit good for at least three days.

Hurricanes

A hurricane is a tropical cyclone, a low-pressure system that originates in the tropics. The cyclone usually includes intense thunderstorms and strong winds that can exceed 155 mph. Hurricanes and tropical storms can further result in tornadoes and heavy flooding. Hurricanes can cause extensive damage through both strong winds and high flood waters from rain and storm surges.

How to Prepare for a Hurricane

- **Stay informed and know your hurricane terminology:**
  - > **Tropical depression**---A system of clouds and thunderstorms with a defined surface circulation and sustained winds that do not exceed 38 mph.
  - > **Tropical storm**---A system of clouds and thunderstorms with a defined surface circulation and sustained winds 39-73 mph.
  - > **Hurricane**---A system of clouds and thunderstorms with a defined surface circulation and sustained winds 74 mph or higher.
  - > **Storm surge**---A dome of water pushed ashore by winds during tropical storms and hurricanes. Storm surges can reach 25 feet high and be 50-1000 miles wide.
  - > **Storm tide**---A combination of storm surge with normal tide, increasing the amount of water (e.g., a 15-foot storm surge with a 2-foot normal tide creates a 17-foot storm tide).
  - > **Hurricane/tropical storm watch**---Hurricane/tropical storm conditions are possible within 36 hours in specified areas. Stay tuned to radio or TV for further information. Check your **Emergency Supplies Kit**. Fill your car's gas tank. Bring in outdoor objects such as lawn furniture, toys and hanging plants.

Attention Family Readiness Groups

A great way to encourage your command's families to "BE PREPARED" is to hold a Family Emergency Preparedness meeting. Invite a base Emergency Management Officer and/or local American Red Cross representative to share ways to keep our families safe in emergency situations – natural or man-made.

At the meeting, hand out Family Emergency Plan forms and Emergency Contact Cards!

If you need free copies of this booklet, contact your local Fleet and Family Support Center. Or, email Naval Services FamilyLine at nsfamline@aol.com or call toll-free 1-877-673-7773.

> **Short-term watches and warning**s---Provide detailed information about specific threats during hurricanes, such as flash flooding or tornadoes. Listen constantly to the radio or TV for official instructions.

- **Understand the categorization of hurricanes:**
  > **Category 1-**---Winds 74-95 mph, storm surge 4-5 feet, minimal damage to plants and signs.
  > **Category 2**---Winds 96-110 mph, storm surge 6-8 feet, some flooding, minimal damage to mobile homes, roofs, and small crafts.
  > **Category 3**---Winds 111-130 mph, storm surge 9-12 feet, extensive damage to small buildings and low-lying roofs.
  > **Category 4**---Winds 131-155 mph, storm surge 13-18 feet, extreme damage with destroyed roofs and mobile homes, downed trees, cut off roads, and flooded homes.
  > **Category 5**---Winds exceeding 155 mph, storm surge over 18 feet, catastrophic damage destroying most buildings and vegetation, cutting off major roads, and flooding homes.

- Create a **Family Emergency Plan** in case family members are separated during a hurricane. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available in pullout section)
- Complete **Emergency Contact Card**s and provide to each member of your immediate family. (Card available at the back of this booklet)
- Create an **Emergency Supplies Kit**. (See checklist on page 18)
- Collect all important papers, documents, information and store in a waterproof, portable container. (See page 7 for a list of suggested documents to collect.)
- Enter **ICE (in case of emergency) Name and Number** in each family member's cell phone.
- For additional preparation suggestions, see Have a Plan on page 4 and consult your Naval Installation's website and/or Fleet and Family Support Center.
- Install permanent storm shutters or have supplies available to board up your windows.
- Install straps or clips to secure your roof to the frame structure.
- Make sure trees and bushes are well trimmed and maintained.
- Have an engineer check your home and tell you how to make it more wind-resistant.

WHAT TO DO IF THERE IS A HURRICANE

- Listen to the radio or TV for more information and further instructions. If on a Naval Installation, consult base communication channels – TV or website.
- Secure your home by closing the storm shutters and bringing outdoor furniture inside.

- Ensure a supply of water for household purposes.
- Turn your refrigerator to the coldest setting and keep the door closed.
- Turn off utilities if told to do so.

- **If you are told to evacuate:**
  > NEVER ignore an evacuation order.
  > Follow the guidelines given regarding times and routes.
  > Take only essential items from your **Emergency Supplies Kit**
  > See **Evacuation Checklist**– page 23.
  > Do not walk in moving water.
  > Do not drive in high water (As little as six inches of water can cause loss of control and stalling of a vehicle)
  > Follow the designated evacuation plan and expect a high volume of traffic.

- **If you are NOT told to evacuate:**
  > Stay tuned to the radio or TV for further information and instructions. If on a Naval Installation, consult base communication channels – tv or website.
  > Have your Emergency Supplies Kit ON HAND.
  > Stay away from windows and doors by seeking shelter in a bathroom, internal room or basement.
  > Inform your family, friends, work, command, and command ombudsman as to where you plan to stay.
  > If you are staying in your home, notify your neighbors too.
  > Unplug all electronics including computer and move to a safe place.
  > Do not open the refrigerator or freezer. Tell your little ones not to open the door. An unopened refrigerator will keep foods cold enough for a couple of hours at least. A freezer that is half full will hold for up to 24 hours and a full freezer for 48 hours.
  > Use perishable food from the refrigerator first! Then use the foods from the freezer.
  > If it looks like the power outage will be for more than 2-4 hours, pack refrigerated milk, dairy products, meats, fish, poultry, eggs, gravy, stuffing and left-overs into your cooler surrounded by ice.
  > Fill the bathtub with water to use to flush toilets.
  > Fill large containers, such as coolers, with water to bathe, cook or clean. Expect local water supplies to be non-potable post-disaster.
  > Put your important papers in a watertight container and in a high, safe place.
  > Keep a land line phone in the home. It may work sporadically.
  > Have your cell phone fully charged.
  > Move your vehicle to a high, dry location if possible.
  > Move valuables and heirlooms to a protected place.

> Learn, in advance, how to turn off electricity, water and gas at main connection. A professional will be required to reconnect gas. Expect to lose all utilities.
> Have floatation devices (life-jackets, etc…) available.
> Stay tuned to emergency station on radio or TV.
  ◦ Listen for further instructions.

- Prepare to evacuate to a shelter or neighbor's home if your home is damaged.
- Do not go outside until instructed to do so even if the storm is over and, it seems calm. When the eye of the hurricane passes, it seems calm for a limited time, but does not remain that way. The worst part will happen once the eye passes over, and the winds blow from the opposite direction.

What to Do After a Hurricane

- Listen to news reports to make sure water supplies are not contaminated.
- Stay clear of flood waters (standing and moving) as they may be contaminated or deeper than expected.
- Beware of downed power lines. Report them to the power company.
- Avoid any roads where flood waters have receded as they may have weakened and could collapse under the weight of a car.
- Be extremely cautious when entering buildings and homes as there may be unseen damage. If possible, wear sturdy shoes. Check for gas leaks and other damage.
- Clean and disinfect everything that was touched by flood water, as it can contain sewage and other contaminants.
- Once you are in a safe place, **muster with your command** if you are military or civilian personnel or a member of the selective reserves.
- If you are a family member, contact your command's ombudsman.
- After a declared emergency, **register your needs** with the Navy through the Navy Family Accountability and Assessment System (NFAAS) at https://www.navyfamily.navy.mil or call 1-877-414-5358 or 1-866-297-1971 (TDD).

Where to Find Additional Information

- American Red Cross---www.redcross.org or call 1-800-GET-INFO
- Centers for Disease Control and Prevention (CDC)--- www.bt.cdc.gov
  Click on *Natural Disasters* then *Hurricanes*
- Commander, Navy Installations Command --- www.cnic.navy.mil
  Click on *Operation Prepare* then *Be Informed* then *Natural Disasters*
- Department of Homeland Security --- www.Ready.gov
  Click on *Be Informed* then *Hurricanes*

- FEMA---www.fema.gov or 1-800-621- FEMA
  Under Disaster Information click on *Hurricanes*
- Navy Family Accountability and Assessment System (NFAAS) at https://www.navyfamily.navy.mil/ or call 1-877-414-5358 or 1-866-297-1971 (TDD).
- Navy Marine Corps Relief Society – www.nmcrs.org for information or telephone to your local office.
- NOAA – www.nhc.noaa.gov

Understand Tropical Cyclone Conditions Terms for Naval Installations

- **Tropical Cyclone Condition V**-Destructive winds associated with a tropical system are anticipated at the naval installation within 96 hours.
- **Tropical Cyclone Condition IV**-Destructive winds associated with a tropical system are anticipated at the naval station within 72 hours.
- **Tropical Cyclone Condition III**-Destructive winds associated with a tropical system are anticipated at the naval station within 48 hours.
- **Tropical Cyclone Condition II**-Destructive winds associated with a tropical system are anticipated at the naval station within 24 hours.
- **Tropical Cyclone Condition I**-Destructive winds associated with a tropical system are anticipated at the naval station within 12 hours.

Power Outages

Electrical power can go out for any number of reasons. An unexpected outage can have unforeseen consequences. Without electricity you may experience a shortage of food and clean water, as well as extreme temperatures. You should be prepared to manage without power for an extended period of time.

Preparedness Is Your Responsibility

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed about potential hazards, have a Family Emergency Plan, and make an Emergency Supplies Kit.

Rolling Blackouts

- Rolling blackouts, or temporary power shortages, may happen from time to time when power companies turn the power off in certain areas to curb usage.
- Rolling blackouts occur during peak seasons and hours and of energy consumption, usually in the summer, between 4-7 p.m.
- Power companies try to warn affected areas of planned rolling blackouts, but they cannot always do so.
- The power is usually out for only about an hour.

Summer Blackouts

- Extreme heat is usually the cause of summer blackouts.
- Summer blackouts are dangerous because they eliminate the most effective ways to beat the heat: fans and air conditioning.
- In the absence of these means of keeping cool, make sure you stay hydrated.
- Take cold showers or baths to cool down.

How to Prepare for a Power Outage

- Create a **Family Emergency Plan** in case family members are separated during a power outage. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available in pullout section)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the back of this book)
- Create an **Emergency Supplies Kit**. (See checklist on page 18)
- Collect all important papers, documents, information and store in a waterproof, portable container. (See page 7 for a list of suggested documents to collect.)
- Enter **ICE (in case of emergency) Name and Number** in each family member's cell phone.

- For additional preparation suggestions, see Have a Plan --- page 4 and consult your Naval Installation's website and/or Fleet and Family Support Center.
- Make sure you have flashlights and batteries.
- Make sure you have a battery-operated radio.
- Stockpile plenty of nonperishable food and bottled water.
- Back up computer files regularly.

What to Do If There Is a Power Outage

- Use flashlights rather than candles for light.
- Turn off the electrical equipment you were using when the power went out.
- Water purification systems may not be functioning when the power goes out, so water may be unsafe to use.
- Drink and use bottled, boiled, or treated water.
- Do not open the refrigerator or freezer. Tell your little ones not to open the door. An unopened refrigerator will keep foods cold enough for a couple of hours at least. A freezer that is half full will hold for up to 24 hours and a full freezer for 48 hours.
- Use perishable food from the refrigerator first! Then use the foods from the freezer.
- If it looks like the power outage will be for more than 2-4 hours, pack refrigerated milk, dairy products, meats, fish, poultry, eggs, gravy, stuffing and left-overs into your cooler surrounded by ice.
- Do not use outdoor grills inside.
- If the power goes out in extreme heat:
  > Stay hydrated, drinking a glass of water every 15-20 minutes.
  > Wear light-colored, loose-fitting clothing.
  > Keep the air circulating by opening doors and windows.
  > Be aware of the possibility for a heat stroke.
- If the power goes out in extreme cold:
  > Wear several layers of warm clothing.
  > Keep moving to stay warm.
  > Be aware of the possibility for hypothermia, which happens when one's body temperature falls below 95ºF.

Where to Find Additional Information

- American Red Cross --- www.redcross.org
- Centers for Disease Control and Prevention (CDC) ---www.bt.cdc.gov
- Commander, Navy Installations Command --- www.cnic.navy.mil
  Click on *OPERATION PREPARE* then *Be Informed* then *Natural Disasters*

Tornadoes

Tornadoes, the most violent natural hazard, are rotating, funnel-shaped clouds that form out of thunderstorms. Strong winds are the most destructive aspect, with gusts reaching as high as 300 mph. The damage path can be a mile wide, though most are only a few dozen yards wide. Tornado season is generally March through August, but they can occur anytime of the year. Tornadoes most often occur at the tail end of a thunderstorm. Eighty percent of tornadoes occur between noon and midnight.

Get Ready Now !

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed about potential hazards, have a Family Emergency Plan, and make an Emergency Supplies Kit.

How to Prepare For a Tornado

- Create a **Family Emergency Plan** in case family members are separated during a tornado. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available in pullout section)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the back of this booklet)
- Create an **Emergency Supplies Kit**. (See checklist on page 18)
- Collect all important papers, documents, information and store in a waterproof, portable container. (See page 7 for a list of suggested documents to collect.)
- Enter **ICE (in case of emergency) Name and Number** in each family member's cell phone.
- For additional preparation suggestions, see Have a Plan on page 4 and consult your Naval Installation's website and/or Fleet and Family Support Center.
- **Stay informed, and know tornado terminology:**
  > **Tornado Watch**---A tornado is possible. Stay tuned to the radio or TV for more information and further instructions.
  > **Tornado Warning**---A tornado has been spotted. Take shelter immediately.
- Identify a place in your home to take shelter in case of a tornado:
  > A storm shelter or basement provides the best protection.
  > Otherwise, choose an interior room or hallway on the lowest floor possible.
- **Watch for tornado danger signs:**
  > Dark, often greenish sky – a phenomenon caused by hail
  > Wall cloud, an isolated lowering of the base of a thunderstorm
  > Large hail
  > Cloud of debris, funnel cloud, roaring noise

What to Do If There Is a Tornado

- Take shelter immediately in the designated interior room. Protect yourself from glass and flying debris. Stay away from windows.
- If you are outside, find shelter immediately or, if shelter is unavailable, lie flat in a ditch or low-lying area. Use your arms and hands to protect your head.
- If you are in a car, stop immediately and find shelter. Do NOT try to drive through a tornado.
- Stay tuned to radio or TV for information and instructions.
- Stay in shelter until the tornado has passed.

What to Do After a Tornado

- Stay clear of downed power lines. Report these to the power company.
- Stay out of damaged areas.
- Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Use telephone only for emergency calls
- Stay tuned to radio or TV for further information or instructions.
- Inspect your home for damage, but be careful of unseen damage.
- Once you are in a safe place, **muster with your command** if you are military or civilian personnel or a member of the selective reserves.
- If you are a family member, contact your command's ombudsman.
- After a declared emergency, **register your needs** with the Navy through the Navy Family Accountability and Assessment System (NFAAS) at https://www.navyfamily.navy.mil or call 1-877-414-5358 or 1-866-297-1971 (TDD).

Where to Find Additional Information

- American Red Cross--- www.redcross.org or 1-866-GET-INFO (1-866-438-4636)
- Centers for Disease Control and Prevention --- www.bt.cdc.gov
  Click on *Natural Disasters* then *Tornadoes*
- Commander, Navy Installations Command --- www.cnic.navy.mil
  Click on *OPERATION PREPARE* then *Natural Disasters* then *Tornadoes*
- Department of Homeland Security --- www.Ready.gov
  Click on *Be Informed* then *Tornadoes*
- FEMA---www.fema.gov
  Under *Disaster Information* click on *Tornado*
- Navy Marine Corps Relief Society – www.nmcrs.org for information or telephone to your local office.

Wildfires

Wildfires can start unexpectedly and spread quickly. You may not be aware of a wildfire until you are in danger, so it is important to be prepared for a wildfire, especially if you live in a dry, wooded area. Wildfires can be incredibly destructive and dangerous. They pose a threat not only to your home and community, but also to your family if you are not prepared.

Is Your Family Ready?

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed about potential hazards, have a Family Emergency Plan, and make an Emergency Supplies Kit.

How to Prepare for a Wildfire

- Create a **Family Emergency Plan** in case family members are separated during a wildfire. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available in pullout section)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the back of this booklet)
- Create an **Emergency Supplies Kit**. (See checklist on page 18)
- Collect all important papers, documents, information and store in a waterproof, portable container. (See page 7 for a list of suggested documents to collect.)
- Enter **ICE (in case of emergency) Name and Number** in each family member's cell phone.
- For additional preparation suggestions, see Have a Plan on page 4 and consult your Naval Installation's website and/or Fleet and Family Support Center.
- Be aware of your area's risk for wildfires.
- Practice fire safety by:
  > Installing smoke detectors on every level or your home.
  > Never leaving a fire (including a cigarette) burning unattended.
  > Avoiding open burning. If you see a fire, report it immediately by calling 911.
- Create a 30-50 foot safety zone around your home by---
  > Clearing the area of all flammable vegetation, including dry leaves and branches.
  > Removing the vines from the side of your home.
- Regularly dispose of trash at approved sites.
- Store gasoline and oily rags in proper safety cans.
- Regularly clean roof and gutters of debris.
- Make sure you have a fire extinguisher as well as a hose that can reach all areas of the home.

What to Do When There Is a Wildfire

- Listen to radio and TV for information and instructions.
- If you spot a wildfire, call 911 immediately. Don't assume that someone has already reported it.
- **If directed to evacuate**, do so **immediately**:
  > Turn on porch lights and all the lights inside to make your home easier to spot in heavy smoke.
  > Leave doors and windows unlocked for firefighters.
  > Turn off gas and turn off pilot lights.
  > Fill any large containers with water, including pools, garbage cans, and tubs.
  > Close all the doors in your house to prevent a draft.
  > If time permits, clear the house and the area around it of any flammable items, including firewood and cloth curtains.
- Take your essential items from your **Emergency Supplies Kit**.
- Wear protective clothing. (Cotton or light wool long-sleeved shirt, long pants and gloves)

What to Do After a Wildfire

- Check the roof and attic for smoldering embers or fires.
- Put out any fires with the water stored in containers.
- Maintain a fire watch for several hours, periodically checking for fires or smoke throughout and around the house.
- Once you are in a safe place, **muster with your command** if you are military or civilian personnel or a member of the selective reserves.
- If you are a family member, contact your command's ombudsman.
- After a declared emergency, **register your needs** with the Navy through the Navy Family Accountability and Assessment System (NFAAS) at https://www.navyfamily.navy.mil or call 1-877-414-5358 or 1-866-297-1971 (TDD).

Where to Find Additional Information

- American Red Cross---www.redcross.org or 1-866-GET-INFO
- Centers for Disease Control and Prevention (CDC) --- www.bt.cdc.gov
  Click on *Natural Disasters* then *Wildfires*
- Commander, Navy Installations Command --- www.cnic.navy.mil
  Click on *OPERATION PREPARE* then *Natural Disasters* then *Wildfires*
- Department of Homeland Security --- www.Ready.gov
  Click on *Ready America* then *Be Informed* then *Wildfire*
- FEMA --- www.fema.gov Under *Disaster Information* click on *Wildfires*
- Navy Marine Corps Relief Society – www.nmcrs.org for information or telephone to your local office.

Diseases

The outbreak of disease is a potential threat to Naval personnel and their families.

At the printing of this publication, experts predict a flu pandemic (worldwide flu outbreak) may occur, but it is difficult to forecast when. A pandemic will be unlike any emergency our society has faced in modern times. Please review the next sections for information on prevention and response to this possibility.

Below is a list of some other potential serious disease threats. These include:

Mad Cow Disease (vCJD)
Mumps
SARS
West Nile Virus

Where To Find Information About Diseases

- Center for Disease Control & Prevention (CDC) --- www.cdc.gov
  Click on *Diseases and Conditions*
- Commander, Navy Installations Command --- www.cnic.navy.mil
  Click on *OPERATION PREPARE* then *Be Informed* then *Diseases*
- World Health Organization --- http://www.who.int/csr/sars/en/
  Click on *Health Topics*

Pandemic Flu

Pandemic Influenza

- Pandemic influenza is a global outbreak caused by a new strain of flu virus.
- A pandemic may have a significant impact on daily life for a period of time and could include---
  > School, business and/or base closings
  > Strain on the health care industry
  > Society-wide disruptions in the economy and everyday functions

A Prepared Navy is a Ready Navy

Planning for pandemic flu is not just a government or military issue. You have a responsibility to prepare yourselves and your family.

Hand washing is the most important – and easiest – action we can take to prevent the spread of many illnesses, including influenza!

Avian Flu

- Avian flu is a disease caused by bird flu viruses that primarily infect birds but may also infect other animals, including humans.
- Flu viruses mutate frequently and can infect other animals and humans.
- **At the printing of this publication, H5N1, a specific type of avian flu virus, has not mutated to permit easy human-to-human transmission** despite the fact that more than 200 humans have been infected and more than 100 have died.

Transmission (Spread of Disease) and Symptoms

	Seasonal Flu	Avian Flu
Transmission	Spread through droplets expelled during coughing and sneezing	Spread through contact with infected birds, their dropping or blood, or surfaces exposed to them. However, due to the changing nature of flu viruses, it is possible that avian flu may mutate to spread from person to person.
Symptoms	High fever, headache, fatigue, dry cough, sore throat, runny nose, muscle aches, nausea (which may lead to vomiting and diarrhea)	Similar to those of seasonal flu but may include eye infections and severe respiratory diseases.
Who Is at Risk	Those 65 years or older, those who live in long-term care facilities or need regular medical attention, those prone to asthma or other respiratory conditions, and young children (6-23 months)	People of all ages are at risk. Past pandemic influenza outbreaks suggest that healthy young adults may be most at risk of exposure.

Prevention

Flu viruses can be prevented by vaccines, antiviral medicines, and good hygiene.

- **WASH YOUR HANDS** frequently with soap and water. If soap and water are not available, use an alcohol-based hand sanitizer.
- Cover your mouth and nose when coughing or sneezing with a tissue or your upper sleeve.
- Avoid close contact with people who are sick.
- Stay at home when you are sick to prevent others from catching your illness.
- Update flu shots and other vaccinations to boost immunity.
- Get vaccinated every year because the vaccine is changed along with the mutating flu virus to help fight the most threatening strain.
- Properly cook poultry to destroy all germs, including the avian flu virus.

Vaccine and Treatment

- **At the printing of this publication, there is no vaccine commercially available for the H5N1 avian flu virus**; however, several are in various phases of testing.
- Vaccines can be produced only after the pandemic strain appears.
- Antiviral medicines can treat some cases of avian flu.
- Contact your health care professional for information on treatment of symptoms and when to seek medical care treatment.

Preparation

- Create a **Family Emergency Plan** in case family members are separated during a pandemic outbreak. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available in pullout section)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the back of this booklet)
- Create an **Emergency Supplies Kit**. (See checklist on page 18)
- Collect all important papers, documents, information and store in a waterproof, portable container. (See page 7 for a list of suggested documents to collect.)
- Enter **ICE (in case of emergency) Name and Number** in each family member's cell phone.
- For additional preparation suggestions, see Have a Plan on page 4 and consult your Naval Installation's website and/or Fleet and Family Support Center.
- Communicate with superiors/supervisors and/or Naval Installation websites regarding---
  > Evacuation – (See Actions To Take If You Evacuate Your Home on page 23)
  > Continuity of operations

> Leave policies
> Possibility of working at home during a pandemic

- Plan alternative transportation routes to school and work.
- Be aware of emergency, containment, or evacuation plans and distribution sites.
- Plan ahead for childcare if schools and childcare programs close.

Emergency Response

- Be calm---stay informed and follow emergency plans.
- Practice infection control
  > Good hygiene (especially washing hands)
  > Social distancing
    - Limit direct contact by not shaking hands.
    - Telecommute or hold telephone or video conferences.
    - Maintain personal space of three feet or more.
- Limit exposure with sick people, and stay home if you are sick.
- Avoid crowds.
- Quarantine and isolation measures may be used to limit movement of people who may have been exposed to the disease and separate those infected with the disease.
- **Muster with your command** if you are military or civilian personnel or a member of the selective reserves.

Where to Find Additional Information

- Centers for Disease Control and Prevention- http://www.cdc.gov/flu/ or 1-800-311-3435
- Commander, Navy Installations Command – www.cnic.navy.mil
  Click on *OPERATION PREPARE* then *Be Informed* then *Diseases*
- Department of Health and Human Services — http://www.pandemicflu.gov/
- Navy Environmental Health Center — www-nehc.med.navy.mil
- World Health Organization (WHO) — www.who.int/topics/avian_influenza/en/

It's your duty to stay informed, develop disaster plans with your family, and have ready an Emergency Supplies Kit good for at least three days.

Manmade Hazards

Consult the following pages to learn how to prepare for, what to do during, and what to do after the following types of manmade hazards:

Chemical Emergencies
Nuclear Power Plant Emergency

You should base your preparations on the types of industry near your location. You also should take steps to secure and follow the precautions on any household chemicals that you keep in your home.

Where To Find Information About Other Manmade Hazards

- American Red Cross — www.redcross.org
  Click on *Get Prepared* then *Prepare for All Disaster Types*
- Center for Disease Control (CDC) — www.bt.cdc.gov
  Click on *Chemical Emergencies*
  Click on *Radiation Emergencies*
- Commander, Navy Installations Command (CNIC) — www.cnic.navy.mil
  Click on *OPERATION PREPARE* then *Be informed* then *Manmade Hazards*

Chemical Emergencies

Chemicals affect our lives daily. They are in and around our homes to provide a better life for us all. However, exposure to certain harmful chemicals can be extremely dangerous. You can be exposed through accidents involving home chemicals as well as through large-scale chemical emergencies in your area.

Is Your Family Ready?

The Navy encourages all personnel to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed about potential hazards, have a Family Emergency Plan, and make an Emergency Supplies Kit.

Major Chemical Emergencies

- A major chemical emergency is an accident in which large amounts of hazardous chemicals are released into the surrounding environment.
- Accidents may happen anywhere, including chemical and manufacturing plants, highways, railroad tracks, and underground.
- In addition, chemical emergencies may result from deliberate attacks targeting such facilities.
- Chemical emergencies may include a fire or explosion.
- You may not smell or see any evidence of a chemical emergency, but this doesn't diminish the high level of danger.

How to Prepare

- Create a **Family Emergency Plan** in case family members are separated during a chemical emergency. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available in pullout section)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the back of this booklet)
- Create an **Emergency Supplies Kit**. (See checklist on page 18)
- Collect all important papers, documents, information and store in a waterproof, portable container. (See page 7 for a list of suggested documents to collect.)
- Enter **ICE (in case of emergency) Name and Number** in each family member's cell phone.
- For additional preparation suggestions, see Have a Plan on page 4 and consult your Naval Installation's website and/or Fleet and Family Support Center.

What to Do If There Is a Chemical Emergency

- You will be notified if there is a chemical emergency.
- Listen for instructions and follow them carefully.
- Do not use your telephone unless absolutely necessary.

- Do not go outside.
- **If you are told to evacuate:**
  > Take only essential items and your **Emergency Supplies Kit**.
  > If you have time, shut vents, turn off appliances and lights, and close and lock all doors and windows.
  > Follow the evacuation plan.
  > Once inside your car, close windows and air vents, and turn off the heat or air conditioner.
- **If you are told NOT to evacuate:**
  > Close windows and doors.
  > Close fireplace dampers.
  > Turn off fans.
  > Turn off air conditioning or heat.
  > Tape around doors, windows, and vents.
  > You can use plastic bags to cover windows, outlets, and heat registers.
  > Wedge wet towels in door thresholds.
  > Take your family to an aboveground room with few windows and doors if possible.
  > Do NOT go to the basement.
  > Keep your kit and a radio with you to listen for updates.

What To Do After A Chemical Emergency

- Water can be contaminated, so listen for reports about its safety.
- Once you are in a safe place, **muster with your command** if you are military or civilian personnel or a member of the selective reserves.
- If you are a family member, contact your command's ombudsman.
- After a declared emergency, **register your needs** with the Navy through the Navy Family Accountability and Assessment System (NFAAS) at https://www.navyfamily.navy.mil or call 1-877-414-5358 or 1-866-297-1971 (TDD).

What to Do If You Are Exposed to Chemicals

- If you have a chemical burn:
  > Remove any clothing or jewelry that came in contact with the chemical.
  > Flush the burn with cold water.
  > If your eyes are burned, remove any contacts before flushing with water.
  > Loosely cover burn with a dry sterile or clean cloth or dressing.
  > Seek medical attention immediately.
- If you or your family have been exposed to any chemicals through household accidents or during a major chemical emergency, look for these symptoms:
  > Labored breathing
  > Headaches and/or blurred vision

> Irritated eyes, skin and/or throat
> Changes in skin color
> Dizziness
> Stomach cramps and/or diarrhea
> Strange behavior or clumsiness

Where to Find Additional Information

- American Red Cross---www.redcross.org/static/file_cont157_lang0_67.pdf
- Center for Disease Control (CDC) – www.bt.cdc.gov
  Click on *Chemical Emergencies*
- Commander, Navy Installations Command (CNIC) --- www.cnic.navy.mil
  Click on *OPERATION PREPARE* then *Be Informed* then *Manmade Hazards*

It's your duty to stay informed, develop disaster plans with your family, and have ready an Emergency Supplies Kit good for at least three days

NUCLEAR POWER PLANT EMERGENCY

If a nuclear power plant emergency did occur, it could result in dangerously high levels of radiation in your area, especially if within 10 miles of the plant. Exposure to high levels of radiation is extremely dangerous to you and your family. Radiation can also contaminate the water and soil within a 50-mile radius.

Get Ready Now!

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed about potential hazards, have a Family Emergency Plan, and make an Emergency Supplies Kit.

HOW TO PREPARE

- Create a **Family Emergency Plan** in case family members are separated during a nuclear power plant emergency. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available in pullout section)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the back of this booklet)
- Create an **Emergency Supplies Kit**. (See checklist on page 18)
- Collect all important papers, documents, information and store in a waterproof, portable container. (See page 7 for a list of suggested documents to collect.)
- Enter **ICE (in case of emergency) Name and Number** in each family member's cell phone.
- For additional preparation suggestions, see Have a Plan on page 4 and consult your Naval Installation's website and/or Fleet and Family Support Center.
- Be aware of local emergency plans should an emergency occur, especially if you live within 10 miles of a plant.
- Know nuclear emergency terms:
  > **Notification of Unusual Event**---There is a small problem at the plant which did not result in the escape of any radiation. There is no immediate danger, and you are not required to do anything in response.
  > **Alert**---There is small problem at the plant where a small amount of radiation could have leaked inside the plant. There is no immediate danger, and you are not required to do anything in response.
  > **Site Area Emergency**---Listen for possible area sirens. Stay tuned to the radio or TV for safety information.

> **General Emergency**---There has been an emergency at the plant in which radiation could leak outside the plant. Listen for sirens. Stay tuned to the radio and TV for instruction and information reports. Promptly follow any instructions given.

What to Do If There is a Nuclear Power Plant Emergency

- Stay tuned to the radio or TV and listen for instructions.
- Keep as much distance or shielding between you and the source of the radiation as possible.
- **If you are told to evacuate**, see Evacuation Checklist on page 23.
  > Bring your **Emergency Supplies Kit**.
  > Follow the designated evacuation path.
  > Keep windows and vents closed to minimize exposure to radiation.
- **If you are told NOT to evacuate:**
  > Turn off air conditioners, ventilators, furnaces, and any other air intakes.
  > Do not go outside.
  > Try not to use the telephone unless it is absolutely necessary.
  > Stay in a basement or underground room if at all possible.
  > Keep food covered at all times.
  > Uncovered food should be washed and covered or discarded.
- Once you are in a safe place, **muster with your command** if you are military or civilian personnel or a member of the selective reserves.
- If you are a familiy member, contact your command's ombudsman.
- **If you have been exposed to radiation:**
  > Remove clothes and seal in a plastic bag.
  > Place the sealed clothing in a separate room.
  > Take a very thorough shower.

What to Do After a Nuclear Power Plant Emergency

- Do not return until you are told to do so.
- Water can be contaminated, so listen for reports about its safety.
- After a declared emergency, **register your needs** with the Navy through the Navy Family Accountability and Assessment System (NFAAS) at https://www.navyfamily.navy.mil or call 1-877-414-5358 or 1-866-297-1971 (TDD).

Where to Find Additional Information

- Commander, Navy Installations Command (CNIC) – www.cnic.navy.mil
  Click on *OPERATION PREPARE* then *Be Informed* then *Manmade Hazards*
- Center for Disease Control --- www.bt.cdc.gov
  Click on *Radiation Emergencies*

Terrorism

Unlike a hurricane or a flood, there will likely be NO WARNING for a terrorist attack.

REMEMBER:
Terrorism doesn't mean you have to change your life.
You only need to BE PREPARED!

The following pages offer information on how to prepare for, what to do during, and what to do after an act of terrorism. Terrorism acts could include chemical or biological attacks, explosions, or use of radioactive materials. Each description of a potential terrorist act also includes websites to additional information.

OTHER GENERAL TIPS TO CONSIDER:

Be alert and aware of your surroundings.

Be aware of conspicuous or unusual behavior.

Do not accept packages from strangers.

Do not leave luggage unattended when traveling.

Be aware of where emergency exits are located.

Biological Terrorism

Terrorists could deliberately release biological substances that harm or kill people, animals, and plants. Bacteria, viruses, and toxins---the main types of potential biological "agents"---occur in nature but can be altered to increase their ease of dispersion, potency, or resistance to medicines.

They can be spread by spraying them into the air, contaminating food and water, or infecting animals that carry disease to humans. Many must be inhaled, eaten, or absorbed through a skin cut to make you sick; some cause contagious diseases.

Preparedness Is A Continual Effort

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed about potential hazards, have a Family Emergency Plan, and make an Emergency Supplies Kit.

Biological agents can be hard to detect, and their effects may be delayed. A biological attack could come without warning, and the danger may not be immediately recognized. The first alert may be from health care workers noting an unusual pattern of illness. Your first warning would likely be an emergency broadcast or some other signal used in your community or on your Naval installation.

How to Prepare

Advance precautions for bioterrorism are limited:

- Create a **Family Emergency Plan** in case family members are separated during a biological attack. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available in pullout section)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the back of this booklet)
- Create an **Emergency Supplies Kit**. (See checklist on page 18)
- Collect all important papers, documents, information and store in a waterproof, portable container. (See page 7 for a list of suggested documents to collect.)
- Enter **ICE (in case of emergency) Name and Number** in each family member's cell phone.
- For additional preparation suggestions, see Have a Plan on page 4 and consult your Naval Installation's website and/or Fleet and Family Support Center.
- Stay healthy---Eat sensibly, get enough rest, and practice good hygiene.
- Ensure that all required and recommended immunizations are up to date. Children and the elderly are especially vulnerable to biological agents.

- Consider installing a high-efficiency particulate air (HEPA) filter in your furnace return duct or using a stand-alone portable HEPA filter. These can filter out most biological agents that may enter your house.

What to Do If There is Biological Attack

- In the event of a biological attack, it may take a while to determine the nature of the threat, who is at risk, and the best steps to take. Watch television, listen to radio, check Naval installation communication channels or check the Internet for reliable information about areas in danger, signs and symptoms, and the nature and location of available assistance.
- Follow local instructions concerning the safety of food and water.
- Try to stay in an indoor location where the air is filtered.
- If you notice a suspicious substance, move way, don a breathing filter, wash with soap, and contact authorities.
- **If you are exposed to a biological agent**:
  > Wear a breathing filter/dust mask.
  > Remove clothes and personal items in contact with the body. Cut clothing away, do not remove over the head. Put all items in a plastic bag and seal it. Follow official instructions for disposal.
  > Wash with soap and water to clean, flush eyes with water, and put on clean, uncontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
  > Practice good hygiene.
  > Use common sense. Be alert for symptoms, but don't panic.
  > Seek medical attention. Medical treatments are available for some biological threats. You may be advised to stay away from others.
- In most biological emergencies or epidemics, it is best to stay away from crowds where others may be infected.
- **If someone is sick**, practice good hygiene---
  > Wash hands with soap frequently.
  > Don't share food or utensils.
  > Cover the mouth and nose when coughing or sneezing.
  > Consider breathing filters for patients, caregivers, and others.
- If you are directed to shelter in place in a sealed room, close doors and windows and turn off all ventilation systems. If possible, seek shelter in an internal room. Take your **Emergency Supplies Kit** with you. Seal the room with duct tape and plastic sheeting.

Where to Find Additional Information

- Live radio and television broadcasts will have the most current information on bioterrorism events and the appropriate actions to take. Be sure to check your Naval Installation website and base TV channel.
- The following agencies offer more detailed and updated information about biological threats:
  > Centers for Disease Control and Prevention (CDC):
  www.bt.cdc.gov/bioterrorism
  The CDC Web site offers detailed information about specific biological threats, such as smallpox, anthrax, botulism, and plague.
  > Commander, Navy Installations Command --- www.cnic.navy.mil
  Click on *OPERATION PREPARE* then *Be Informed* then *Terrorism*
  > Department of Homeland Security –-- www.ready.gov
  Click on *Ready America*
  > Federal Emergency Management Agency (FEMA):
  www.fema.gov/hazard/terrorism/bio/index.shtm

It's your duty to stay informed, develop disaster plans with your family, and have ready an Emergency Supplies Kit good for at least three days.

CHEMICAL TERRORISM

Terrorists could deliberately release chemicals that poison people, animals, plants, or the environment. Chemical "agents" can be delivered in various forms---vapors, aerosols, liquids, and solids---and by a wide variety of methods, including sprays and bombs.

Chemical agents can produce effects quickly (within a few seconds) or slowly (as much as two days after exposure), and some are odorless and tasteless. It is difficult to deliver chemical agents in lethal concentrations, and---outdoors---agents often dissipate rapidly.

A Sailor is Only as Prepared as the Rest of His/Her Family

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed about potential hazards, have a Family Emergency Plan, and make an Emergency Supplies Kit.

HOW TO PREPARE

- Create a **Family Emergency Plan** in case family members are separated during a chemical attack. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available in pullout section)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the back of this booklet)
- Create an **Emergency Supplies Kit**. (See checklist on page 18) Include duct tape, scissors, and plastic sheeting to seal the room in which you will shelter.
- Collect all important papers, documents, information and store in a waterproof, portable container. (See page 7 for a list of suggested documents to collect.)
- Enter **ICE (in case of emergency) Name and Number** in each family member's cell phone.
- Choose an internal room for sheltering in place, preferably one without windows and on the highest level.
- Consider precutting the plastic to save critical time during an emergency. Cut each piece several inches larger than the door, window, or vent you want to cover so that it lies flat against the wall. Label each piece as to where it fits.

How to Recognize Chemical Attack

People exposed to hazardous chemicals may experience eye irritation; become nauseated; lose coordination; or have difficulty breathing or a burning sensation in the nose, throat, and lungs. The presence of many dead or ailing birds or insects may also indicate a chemical agent release. Your first warning may be an emergency broadcast or some other signal used in your community or on your Naval Installation.

What to Do If There is a Chemical Attack

If you are caught in or near an area contaminated by chemical attack or see signs of one:

- Try quickly to define the source or impacted area, and find clean air quickly.
- If the chemical is inside a building where you are, try to exit the building without passing through the contaminated area. If there is no safe path out, move as far away as possible and shelter in place.
- If you are outside, quickly decide the fastest way to find clean air-move away upwind of the contamination or enter the closest building for shelter.
- If you decide or are instructed to remain inside ("shelter in place"):
  > Close doors, windows, and vents. Turn off all air-handling equipment. (Conventional building filters and cloth breathing filters are ineffective against chemical agents.)
  > Take your **Emergency Supplies Kit**, and go to an internal, upper-level room.
  > Seal the room with duct tape and plastic, if possible.
  > Monitor radio, TV, or the Internet for official information and instructions.
  > Do not go outdoors until authorities announce it is safe to do so.

Decontamination Suggestions

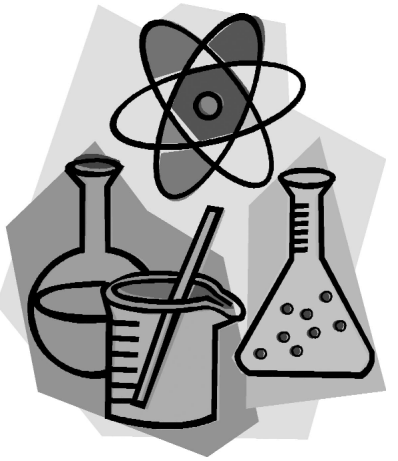
If your eyes water, your skin stings, or you have trouble breathing, you may have been exposed to a hazardous chemical. **To minimize health consequences, decontaminate yourself and others as soon as possible**---every minute counts:

- Remove as much clothing as possible and double-seal it in plastic. Cut it away if necessary to avoid contact with the eyes, nose, and mouth. Remove contact lenses or glasses. (Seal lenses with clothes; wash glasses in household bleach or soap and rinse before wearing again).
- Find any source of water and flush the eyes.
- Wash face, hair, and other affected body parts with soap, gently so as not to scrub the chemical into the skin. (Washing is less critical if the chemical agent is a vapor instead of a liquid or solid.) Put on decontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
- Seek immediate medical attention.

- Avoid recontamination by later touching affected areas and bagged items. Use and decontaminate or safely discard gloves and tools.

Where to Find Additional Information

- Live radio and TV broadcasts may have the most current information on chemical terrorism events and the appropriate actions to take. Be sure to check your Naval Installation communication channels as well.
- The following agencies offer more detailed and updated information about chemical threats:
  > Agency for Toxic Substances and Disease Registry (ATSDR): www.atsdr.cdc.gov/2p-toxic-substances.html The ATSDR Web site offers detailed information about specific hazardous chemicals.
  > Centers for Disease Control and Prevention (CDC): www.bt.cdc.gov/chemical
  > Commander, Navy Installations Command --- www.cnic.navy.mil Click on *OPERATION PREPARE* then *Be Informed* then *Terrorism*
  > Federal Emergency Management Agency (FEMA): www.fema.gov/hazard/terrorism/chem/index.shtm
  > Department of Homeland Security – www.ready.gov Click on *Ready America* then *Be Informed*



Terrorist Use of Explosive Devices

Explosive devices are the most common terrorist weapons because their materials and technology are more readily available than those of biological, chemical, nuclear, or radiological weapons. Of course, explosions may also be involved with or used to disperse these and other threat agents.

Ombudsmen –

Make sure you are properly trained in your location's emergency procedures. Request Emergency Preparedness training at a monthly Ombudsman Assembly meeting.

Communicate to families about:

Family Emergency Plan
Emergency Contact Cards
Emergency Supplies Kit

How to Prepare and Protect Yourself

- Create a **Family Emergency Plan** in case family members are separated during an explosion. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available in pullout section)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the back of this booklet)
- Create an **Emergency Supplies Kit**. (See checklist on page 18) Be sure to include a flashlight and something that can be used for breathing filters.
- Collect all important papers, documents, information and store in a waterproof, portable container. (See page 7 for a list of suggested documents to collect.)
- Enter **ICE (in case of emergency) Name and Number** in each family member's cell phone.
- For additional preparation suggestions, see Have a Plan on page 4.

Know How to Spot and React to Certain Signs of Danger

- Watch out, particularly at work, for unexpected, suspicious letters and packages that could contain explosives, as well as biological, chemical, or radiological agents. Physically, they could be large or oddly shaped and have excessive packaging material, protruding wires or aluminum foil, strange odors, or stains. More likely, postage and markings will be suspicious:
  > The return address is missing, unfamiliar, unverifiable, or different from the postmark.
  > Postage is excessive or foreign.
  > The address is vague, incorrect, to no specific person, or to someone never or no longer there.
  > Markings are misspelled, crude, threatening, or otherwise inappropriate. If you detect such a parcel, leave immediately, keep others away, and alert security and authorities. If you handle a suspicious parcel, don't sniff or smell it, and wash with soap before touching anything, drinking, or eating.

- **If you receive a telephoned bomb threat:**
  > Try to keep the caller on the line and note everything said.
  > Get as much information as possible about the bomb and the caller---When will the bomb explode? Where is it right now? What does it look like? What will cause it to explode? What kind is it? Did you place it? Why? What is your name? What is your address?
  > Notify the police and building management.

What to Do If You Are In or Near an Explosion

If you are indoors when there is an explosion:

- Get under a sturdy table or desk until things stop falling around you.
- Leave the building as soon as possible. Do not slow down to make phone calls or retrieve anything other than an **Emergency Supplies Kit** (if time allows).
- Don't use elevators.
- Watch for weakened floors and stairways, falling debris, fire, and other hazards.

If there is a fire:

- If there is smoke, crawl low.
- If possible, use a wet cloth to cover your nose and mouth.
- Use the back of your hand to feel up and down closed doors. If the door is hot, do not open it, look for another way out. If the door is not hot, brace yourself against it and open slowly.
- If you catch fire, do not run. Stop, drop, and roll to put out the fire.

If you are trapped in debris:

- To keep dust down, avoid unnecessary movement.
- Cover your nose and mouth with anything that will filter the air.
- Signal your location to help rescuers find you. Use a flashlight and whistle, if available. Tap on a pipe, wall, or any hard surface.
- Shout only as a last resort, it may increase inhalation of dangerous dust.

Once you are out:

- Move away from windows, glass doors, or other potential hazards.
- Make sure the fire department has been alerted.
- Move off of sidewalks and streets to make way for emergency responders or others still exiting.
- Never go back into a burning building.
- Follow your **Family Emergency Plan** for assembly and communication. Account for your family members, and carefully supervise small children.

Additional Information

- Commander, Navy Installations Command (CNIC) --- www.cnic.navy.mil
  Click on *OPERATION PREPARE* then *Be Informed* then *Terrorism*
- Dept of Homeland Security – www.ready.gov

What to Expect if a Naval Facility Is Attacked

Navy regional and installation emergency management organizations have plans and procedures for emergency situations. Contact your Fleet and Family Support Center (FFSC) or Naval Installation website to learn what the plans are for your area.

The Best Protection is to be Prepared

- Create a **Family Emergency Plan** in case family members are separated during an attack. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available in pullout section)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the back of this booklet)
- Create an **Emergency Supplies Kit**. (See checklist on page 18)
- Collect all important papers, documents, information and store in a waterproof, portable container. (See page 7 for a list of suggested documents to collect.)
- Enter **ICE (in case of emergency) Name and Number** in each family member's cell phone.
- For additional preparation suggestions, see Have a Plan on page 4 and consult your Naval Installation's website and/or Fleet and Family Support Center.

The Most Common Responses to an Emergency will be:

1. Evacuate the installation – clearance of personnel from the installation to a safe location. For Evacuation checklist, see page 23.
2. Safe Haven – evacuation of personnel to a **designated** area during an emergency. For more information, see Safe Havens and Shelters on page 24.
3. Shelter-in-Place – taking immediate shelter in the nearest facility (home, office, car, school) See Sheltering-in-Place on page 26.

After an Attack:

- Consult your Naval Installation communication channels – TV, radio, or website.
- Once you are in a safe place, **muster with your command** if you are military or civilian personnel or a member of the selective reserves.
- If you are a family member, contact your command's ombudsman.
- After a declared emergency, **register your needs** with the Navy through the Navy Family Accountability and Assessment System (NFAAS) at https://www.navyfamily.navy.mil/ or call 1-877-414-5358 or 1-866-297-1971 (TDD).
- Use telephone for emergency calls only or to call your out-of-town contact.

Terrorist Use of Nuclear Blast

Depending on how sophisticated the terrorist or terrorist organization is, a nuclear device can be either detonated---resulting in an explosion creating intense heat, light, radiation, pressure and spread of radioactive material---or, if the attempted detonation is unsuccessful, the conventional high-explosives portion of the nuclear device could still explode---spreading the radioactive nuclear material.

Are You Ready?

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed about potential hazards, have a Family Emergency Plan, and make an Emergency Supplies Kit.

Experts believe that a large, strategic nuclear attack on the United States is unlikely these days. Other scenarios are also unlikely---the materials are expensive and the technology is complicated. However, terrorists and rogue states can be resourceful and unpredictable.

What Happens When a Nuclear Blast Occurs

A nuclear blast creates a fireball that vaporizes surrounding material and carries it aloft in the familiar "mushroom cloud." At ground level it causes widespread destruction and fires. The vapor cloud condenses into radioactive dust ("fallout") that can travel long distances and contaminate whatever it settles on. The nature and extent of these hazards depend on the characteristics of the bomb, where it detonates, and weather conditions.

A nuclear blast can immediately kill or injure people in range through force, heat, or flying debris. People partially protected by distance or shielding can be blinded or burned. The longer the exposure to radioactive materials and radiation, the greater the dose.

How to Prepare

- As for all emergencies, the fundamental preparatory steps are to have a **Family Emergency Plan** and make an **Emergency Supplies Kit**. If you become aware of heightened threat, increase your supplies to last for up to two weeks.
- The three keys to protection from radiation and fallout are time, distance, and shielding:
  > **Time**---The less time spent exposed to radiation and radioactive fallout, the lower the dose to your body.

> **Distance**---The farther you are from the blast and radioactive fallout, the lower the dose to your body.
> **Shielding**---The heavier and denser the materials are between you and the radiation or radioactive fallout, the lower the dose to your body.

- Find out whether buildings in your area have been built as blast shelters or designated as fallout shelters. If not, make your own list of potential shelters near work and home, including interior areas of large buildings and basements, subways, and tunnels.

What to Do If a Nuclear Blast Occurs

- If a nuclear attack is anticipated, those near likely targets could decide or be advised to evacuate. In the event of **evacuation--- See Evacuation Checklist on page 23.**
  > Listen to the radio or television for official instructions and information about procedures, routes, and shelters.
  > Take an **Emergency Supplies Kit**.
  > Consider neighbors who may need help.

- **If a nuclear blast occurs with no warning** or too little time exists to get out of the area:
  > Take cover immediately as far below ground as possible. Any protection is better than none at all. The more distance from the detonation, the more intervening shielding, and the less time spent in radioactive areas, the better.
  > Take your **Emergency Supplies Kit**, if possible.
  > To keep out radioactive dust, close doors, windows, and vents and turn off ventilation systems. These actions are typically called "sheltering-in-place".
  > Stay put and use radio, TV, or the Internet to get official information and instructions.
- **If you are caught outside by a nuclear blast:**
  > The time it takes the heat and shock waves to arrive depends on your distance from the detonation. Take cover behind anything that might offer protection from the blast, lie flat on the ground, and cover your head and hands. Use any available cloth as a breathing filter.
  > Don't look at the flash or fireball---they can blind you.
  > No matter how far you are from the blast site, take shelter from fallout as soon as you can, upwind if possible.
  > Before entering shelter, dust off, keeping your mouth and nose covered. As soon as possible, shed contaminated clothing and wash your hair and skin.

What to After Nuclear Blast

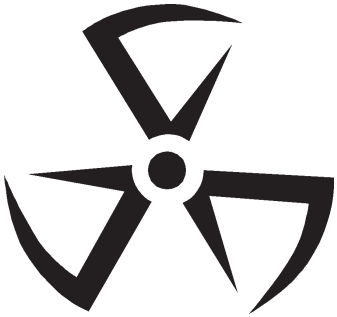
- **After a nuclear blast**, most fallout would occur in the first 24 hours, near and downwind from the blast. People in most affected areas could be allowed out of shelters within a few days and, if necessary, evacuated to unaffected areas. Those in the areas with highest radiation levels might have to shelter for up to a month. If you must be outside where radioactive fallout is a concern:

  > Clean and cover any open wounds on your body.
  > Cover your mouth and nose with a damp towel.
  > Use stored food and drinking water, not fresh food or open water.

Where to Find Additional Information

- Commander, Navy Installations Command (CNIC) – www.cnic.navy.mil
  Click on *OPERATION PREPARE* then *Be Informed* then *Terrorism*
- Dept of Homeland Security – www.ready.gov
- FEMA --- www.fema.gov
  Under *Disaster* click on *Terrorism* then *Nuclear Blast*

It's your duty to stay informed, develop disaster plans with your family, and have ready an Emergency Supplies Kit good for at least three days.



Terrorist Use of Radioactive Materials

The radioactive materials used in power generation, industry, medicine, and research are easy for terrorists to obtain. Terrorists may still cause fear and disruption by dispersing radioactive materials in a number of ways.

Although introducing radioactive material into food or water supplies might produce fear and panic, the extent of contamination and danger would be relatively limited. A more likely method is a radiological dispersion device (RDD), or "dirty bomb," using conventional explosives to spread radioactive material into the surrounding area.

As with any explosion, an RDD could cause serious injuries and damage, but the radioactive materials would probably harm only those very close (typically, a few city blocks). The dust spread from the explosion could be dangerous to inhale or consume if it contaminates food.

The Best Protection is Preparedness

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed about potential hazards, have a Family Emergency Plan, and make an Emergency Supplies Kit.

How to Prepare

- Create a **Family Emergency Plan** in case family members are separated during an explosion. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available on page in pullout section) If you become aware of a heightened threat, increase your supplies to last two weeks.
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available on page at the back of this booklet)
- Create an **Emergency Supplies Kit**. (See checklist on page 18)
- Collect all important papers, documents, information and store in a waterproof, portable container. (See page 7 for a list of suggested documents to collect.)
- Enter **ICE (in case of emergency) Name and Number** in each family member's cell phone.
- For additional preparation suggestions, see Have a Plan on page 4 and consult your Naval Installation's website and/or Fleet and Family Support Center.
- Find out whether buildings in your area have been designated as fallout shelters.

If not, make your own list of potential shelters near work and home, including interior areas of large buildings and basements, subways, and tunnels. If you live or work in a large building, talk to management about the safest place in the building for sheltering.

What to Do

- **If you are outside when there is an explosion** or authorities warn of a radiation release nearby:
  > Immediately cover your nose and mouth with some fabric that will filter the air.
  > Don't touch material thrown by the explosion.
  > Quickly find shelter in an undamaged building.
  > If you can't find appropriate shelter right away, move away from and upwind of the explosion as you continue to search.
  > Listen for and follow official instructions.

- **If you are in a car when there is an explosion** or authorities warn of a radiation release nearby:
  > Cover your nose and mouth with some fabric that will filter the air.
  > Close the windows and vents; turn off the heater and air conditioner.
  > If you are close to an undamaged building, go there immediately and take shelter.
  > If no appropriate shelter is nearby, find a safe place to park, and turn off the engine.
  > Listen to the radio for instructions, and stay put until you are told it is safe to get back on the road.

- **If there is an explosion or you are warned of a radiation release in a building where you are**:
  > Cover your nose and mouth.
  > Don't touch material that may be contaminated.
  > Leave immediately and seek **shelter** in an undamaged building. If you are in, or take shelter in, an undamaged building when there is an explosion or authorities warn of a radiation release nearby:
    > Take a portable **Emergency Supplies Kit**, if available, and go to an underground or interior room.
    > To keep out radioactive dust, close doors, windows, and vents and turn off ventilation systems.
    > Stay put and use radio, TV, or the internet to get official information and instructions.

Following an Explosion

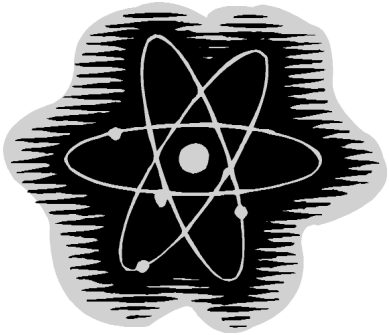
After an explosion, only trained people with special equipment will be able to detect the presence of radiation or assure of its absence. No matter where you are, but particularly in a city or near a likely terrorist target, try to avoid or limit exposure to the dust from an explosion---especially inhaling it.

- **If you may have been contaminated by radioactive dust:**
  > As soon as it is practical, remove and bag your outer clothing, being careful not to breath the dust. Keep the bag away from people until you get official instructions for disposition.
  > Wash your hair and skin with soap and water to remove any remaining dust.
- **If pets may have been contaminated by radioactive dust**, wash them with soap and water before letting them inside.
- Don't drink water or eat unpackaged food that may have been contaminated by radioactive dust. Packaged food will be safe to eat, but wash the outside of containers before opening. Authorities will monitor food and water quality for safety and keep the public informed.

Where to Find Additional Information

- Commander, Navy Installations Command (CNIC) – www.cnic.navy.mil
  Click on *OPERATION PREPARE* then *Be Informed* then *Terrorism*
- Dept. of Homeland Security – www.ready.gov
- FEMA --- www.fema.gov
  Under *Disaster* click on *Terrorism* then *Radiological Dispersion Device*

It's your duty to stay informed, develop disaster plans with your family, and have ready an Emergency Supplies Kit good for at least three days.



Immediately After a Disaster

Immediately following a disaster or major emergency, many issues need to be addressed. The following section attempts to offer resources to address some basic needs to handle and recover from a disaster.

WHAT'S INSIDE THIS SECTION…

- ✔ **How to find Navy Family Assistance**
- ✔ **How to find food, water and shelter**
- ✔ **Addressing financial and emotional needs**

Immediately After a Disaster

- **Safety** - Check the area around you for safety. In the case of biological, chemical, natural or radiological threats, listen for instructions on local or base radio or television stations about safe places to go.

- **First Aid** - Have injuries treated by a medical professional. Wash small wounds with soap and water. To help prevent infection of small wounds, use bandages and replace them if they become soiled, damaged or waterlogged.

- **Keep alert** - Some natural hazards, like severe storms or earthquakes, may recur in the form of new storms or aftershocks over the next several days. Continue to take safety precautions.

- **Telephone communication** - Avoid using the telephone (cellular or landlines) if a large number of homes in your area have been affected by a disaster. Emergency responders need to have the telephone lines available to coordinate their response. During the immediate post- disaster time period, only use the telephone to report life-threatening conditions and call your out-of-town emergency contact.

- **Remain calm. Pace yourself.** You may find yourself in the position of taking charge of other people. Listen carefully to what people are telling you, and deal patiently with urgent situations first.

- **Returning home** - If you had to leave your home, return only when local or base authorities advise that it is safe to do so. Also, be sure to have photo identification available, because sometimes local authorities will only permit people who own property in a disaster-affected area back into the area. Do not bring children when you first inspect your home – leave them with a friend.

- **Before you enter your home** – Walk carefully around the outside and check for loose power lines, gas leaks and structural damage. If you have any doubts about safety, have your residence inspected by a qualified building inspector or structural engineer before entering.

  Do not enter if:
  > You smell gas.
  > Floodwaters remain around the building
  > Your home was damaged by fire and the authorities have not declared it safe.

- **Secure your property** - If your home is damaged and temporarily uninhabitable, before departing, secure your property if possible. Be sure to notify your insurance company of your loss and get advice about making emergency repairs. If possible, take pictures of damage for insurance claims.

- **Avoid driving** - Except in extreme emergencies or unless told to do so by emergency officials, avoid driving during the immediate post-disaster period. Keep roads clear for rescue and emergency vehicles. If you must drive, do not drive on roads covered with water. They could be damaged or eroded. Additionally, vehicles can begin to float in as little as six inches of water.

- **Keep informed** - If the disaster was widespread, listen to your radio or television station for instructions from local authorities. Information may change rapidly after a widespread disaster.

Navy Family Assistance

Two Important Steps

Immediately following a declared disaster, the Navy needs to know:

A. Your status – Are you okay?

B. Your location – Where are you? How can you be contacted to ensure you receive help?

This information is crucial in order to set up or provide referral to support services to Navy service members and families in need. In such an emergency situation, Navy service members and families should contact the Navy by taking two important steps:

1.) Muster with their command, and

2.) Complete a needs assessment with the Navy Family Accountability and Assessment System (NFAAS).

Navy Family Accountability and Assessment System (NFAAS)

https://www.navyfamily.navy.mil/

or call the

Navy Emergency Call Center

1-877-414-5358 (TDD 1-866-297-1971)

Muster

After a catastrophic event, all Navy personnel residing, deployed to or working within the affected area of Geographic Area of Interest (GAOI) are required to personally check in (muster) either in person or phone with their command at the first available opportunity. In cases where the catastrophic event has the potential for widespread injury and death, the Regional Commander will confer with his CNIC leadership and may recommend the activation of the Navy wide personnel accountability functionality via the NFAAS website above. Once activated, NFAAS will act as an online mustering tool for commands to account for active duty, selected Reserve, and DOD civilian (appropriated and non-appropriated fund) employees and their family members.

Some active duty and reserve sailors and civilians may become separated from their command during the incident. In this case, their first priority is to contact their command directly. If this is not possible, they always have the option of calling the Navy Emergency Call Center at 1-877-414-5358 (TDD 1-866-297-1971).

If the service member is deployed, on temporary additional duty, or on individual augumentee assignment outside of the GAOI, and has left a family in the affected area, the family should muster with the service member's command. If the family has not been informed as to the mustering procedures they should contact the command's ombudsman.

Every service member is responsible for knowing the mustering procedures for his/her command and communicating these procedures to his/her family members.

Needs Assessment

After mustering with the command, it is equally important for the service member or family member to complete a needs assessment questionnaire with the Navy Family Accountability and Assessment System (NFAAS) immediately following a declared disaster. (Within 72 hours of mustering with your command)

If the service member and/or their family have needs following a declared disaster, the Navy has resources that can support families who have suffered a loss during an emergency. These support services, however, can not be put into action until the overall needs of the emergency can be assessed and understood.

NFAAS is an easy survey tool to assess disaster-related needs of the Navy family. The system allows families to assess 19 categories, including: medical, missing family locator, transportation, housing and personal property, financial, employment, child care, education, legal services, counseling, and mortuary and funeral assistance.

Family members will need their sponsor's social security number and date of birth to access the NFAAS website.

If disaster-related needs are identified, a case manager from a Fleet and Family Support Center (FFSC) will be assigned to their case. The case manager will contact the Navy family member to assist them with all of their needs, from the urgent to the informational.

Access to the assessment information is restricted. . Details of the assessment will not be provided to the service member's chain of command or anyone outside the case management team without the provider's approval. Commands will only receive general needs data (e.g., 325 command personnel need temporary housing) to ensure resources and policies are in place to support Navy families.

Family readiness is critical to Sailor readiness.

How Do I Get Food and Water?

The American Red Cross and other volunteer agencies may provide you with food, water and clothing. Listen to your radio or watch local media for the location of the nearest volunteer agency facility.

There are also sources of water in your home that you may have considered. For example, your hot water heater is an excellent source of water. Turn off the power that heats your tank and let it cool. When you want water, place a container underneath and open the drain valve on the bottom of the tank.

Water Treatment

In addition to having a bad odor, and taste, water from questionable sources may be contaminated by a variety of microorganisms, including bacteria and parasites that cause diseases such as dysentery, cholera, typhoid, and hepatitis. All water of uncertain purity should be treated before use.

To treat water, these steps are recommended by the American Red Cross:

1. Filter the water using a piece of cloth or coffee filter to remove solid particles.
2. Bring it to a rolling boil for about one full minute.
3. Let it cool at least 30 minutes. Water must be cool or the chlorine treatment described below will be useless.
4. Add 16 drops of liquid chlorine bleach per gallon of water, or 8 drops per 2-liter bottle of water. Stir to mix. Sodium hypochlorite of the concentration of 5.25% to 6% should be the only active ingredient in the bleach. There should not be any added soap or fragrances. A major bleach manufacturer has also added Sodium Hydroxide as an active ingredient, which they state does not pose a health risk for water treatment.
5. Let stand 30 minutes.
6. If it smells of chlorine. You can use it. If it does not smell of chlorine, add 16 more drops of chlorine bleach per gallon of water (or 8 drops per 2-liter bottle of water), let stand 30 minutes, and smell it again. If it smells of chlorine, you can use it. If it does not smell of chlorine, discard it and find another source of water.

If local public health department information differs from this advice, the local information should prevail.

Food Safety in a Power Outage

Sudden power outages can be frustrating and troublesome, especially when they are prolonged. Perishable foods should not be held above 40 degrees for more than 2

hours. If a power outage is 2 hours or less, you need not be concerned, but how do you save your food when the refrigerator is out for longer times?

What to do...

- Do not open the refrigerator or freezer. Tell your little ones not to open the door. An unopened refrigerator will keep foods cold enough for a couple of hours at least. A freezer that is half full will hold for up to 24 hours and a full freezer for 48 hours.
- Use perishable food from the refrigerator first! Then use the foods from the freezer.
- If it looks like the power outage will be for more than 2-4 hours, pack, medicines, refrigerated milk, dairy products, meats, fish, poultry, eggs, gravy, stuffing and left-overs into your cooler surrounded by ice or frozen water bottles.

How to Cook If the Power Goes Out or In Other Emergencies

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

Food Supplies

When Food Supplies are Low

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

When your water supply is limited, try to avoid foods that are high in fat and protein.

USDA Food & Nutrition Service

The USDA Food and Nutrition Service (FNS) provides food assistant to those in areas affected by a disaster. This Federal assistance is in addition to that provided by State and local governments. FNS may provide relief by distributing food to shelters and possibly directly to households in need. FNS may also authorize state agencies to issue emergency food stamp benefits. For complete information, visit www.fns.usda.gov/disasters/disaster.htm or http://disaster.fsa.usda.gov/fsa.asp. View specific State agency listings under *"State emergency food assistance contact"*.

On Naval Installations

Contact your local Fleet and Family Support Center and/or your command ombudsman for information on support services offered on or off base.

How Do I Find My Family?

The American Red Cross maintains a database to help you find family in the form of a *Safe and Well Website*. If you have been affected by a disaster, this website provides a way for you to register yourself as "safe and well." From a list of standard messages, you can select those that you want to communicate to your family members, letting them know of your well-being. Concerned family and friends can search the list of those who have registered themselves as "safe and well."

American Red Cross

www.redcross.org

1-800-GET-INFO

If you do not have internet access, you may contact the local American Red Cross chapter where you are staying for information. Do not contact the chapter in the disaster area.

Active duty service members stationed in the United States and their immediate family members may call the Red Cross Armed Forces Emergency Service Centers for help 7 days a week, 24 hours a day, 365 days a year.

ARC Armed Forces Emergency Service Center 1-(877) 272-7337

If on a Naval installation, other resources such as base security, Fleet & Family Support Center and your command ombudsman may offer information and referrals to assist you.

How Do I Find a Place to Stay?

If living on or near a Naval installation, contact base officials, your Fleet and Family Services Center, and/or your command ombudsman to see if shelter options are available or have been arranged. Check local military radio, TV or websites for information as well.

For immediate housing needs when living in the local community, the American Red Cross, your county office of emergency management or other local disaster-relief organizations may set up shelters for people who cannot return to their homes. Listen to your radio or watch local media for the location of the nearest volunteer agency facility or contact your local American Red Cross.

American Red Cross

www.redcross.org

Active duty service members stationed in the United States and their immediate family members may call the Red Cross Armed Forces Emergency Service Centers for help 7 days a week, 24 hours a day, 365 days a year.

ARC Armed Forces Emergency Service Center 1-(877) 272-7337

For health and space reasons, pets are not permitted in many public emergency shelters. Contact the emergency management office or your local animal shelter/humane society or go to www.petfinder.com to see if there is a shelter set-up to take pets in an emergency. If so, be sure to have current immunization records as these will be required.

For those who have longer-term housing needs, FEMA offers several types of assistance, including services and grants to help people repair their homes and find replacement housing.

To be eligible:

a. The home must be the applicant's primary residence.
b. The home must have been destroyed, become uninhabitable, or be inaccessible as a result of the disaster.
c. The insurance covering the dwelling does not fully cover applicant's additional living expense and/or home repairs.

Federal Emergency Management Agency (FEMA)

www.FEMA.gov

The website offers a wealth of resources for handling disaster situations. Online, you may see if you qualify for assistance, apply for assistance and/or use FEMA's online Housing Portal to locate a place to live. The FEMA Housing Portal consolidates rental resources for evacuees identified by federal agencies, private organizations, and individuals. This site is updated continuously, so check back often for the most current information! If internet options are not available to you, you may apply by phone:

Call 1-800-621-FEMA (3362).

Call TTY 1-800-462-7585 for people with speech or hearing disabilities.

Address Financial Issues

I don't have enough cash. Now what?

- Contact the Red Cross, and if you are in a major disaster area, call FEMA. One of these organizations may be able to guide you to sources of emergency cash assistance. **Tax note:** You may receive emergency cash assistance from federal, state, or local government following the declaration of a disaster by the president, state, or local government. The money generally is not taxable.
- Use your credit card to get a cash advance. **Be aware, however, that you probably will be charged interest immediately on the amount you withdraw, and the interest rate may be higher than for purchases.**
- The Navy-Marine Corps Relief Society can provide interest-free loans or grants to help with ***emergency needs*** such as:
  - Emergency Transportation
  - Funeral Expenses
  - Medical/dental Bills (patient's share)
  - Food, Rent, and Utilities
  - Disaster Relief Assistance
  - Child Care Expenses
  - Essential Vehicle Repairs
  - Unforeseen Family Emergencies

How to apply

- Service member or eligible family members who have an emergency need should contact the nearest NMCRS location and make an appointment to be seen by an NMCRS caseworker. To find the nearest location, go to www.nmcrs.org or call (703) 696-4904. Bring your ID card and latest LES, if available, with you. If that office is closed and the emergency is of such a nature that it cannot wait until the next business day (e.g. death in the immediate family), the answering machine will provide instructions for obtaining "after hours" assistance.
- When there is no NMCRS office in the area, an available Army Emergency Relief, Air Force Aid Society, or American Red Cross Chapter Office can process your request on behalf of the Navy-Marine Corps Relief Society.

I may not be able to pay all my bills. What's my best strategy?

Try to pay as many of your bills on time as possible to protect your credit rating. In addition, consider taking these steps:

- **Stop some bills.** If your residence is temporarily uninhabitable or totally destroyed, notify the utility company and other service companies, such as the

phone company, so they can stop billing immediately. Often, a utility company will transfer service to a new address and waive initial connection charges.

- **Estimate the amount of income and emergency savings you have to pay bills while you recover from the disaster.**
- **Prioritize your bills.** For example, paying your insurance premiums and rent or mortgage should be a top priority.
- **Call your creditors and ask for more time to pay.** Most creditors will be willing to work with you, especially if you notify them before a payment is due.
- **Contact a Certified Public Accountant (CPA) financial planner or other financial advisor to assist you in developing a financial disaster recovery plan.**
- **Contact your local Navy Marine Corps Relief Society (NMCRS) office for a budget review.** All NMCRS locations can help service members and their families review and understand their monthly budget and make recommendations.

Other Financial Counseling Resources:

- Command Financial Specialists trained in personal financial management are available at most Navy and Marine Corps organizations to assist members of their commands.
- Many Fleet and Family Support Centers (FFSC) have Financial Educators who can provide one-on-one, individual consultation on a wide array of personal financial matters. Call the nearest FFSC to schedule an appointment.

Coping with Disaster

The emotional toll that disaster brings can sometimes be even more devastating than the financial strains of damage and loss of home, business, or personal property.

Understand Disaster Events

- Everyone who sees or experiences a disaster is affected by it in some way.
- It is normal to feel anxious about your own safety and that of your family and close friends.
- Profound sadness, grief, and anger are normal reactions to an abnormal event.
- Acknowledging your feelings helps you recover.
- Focusing on your strengths and abilities helps you heal.
- Accepting help from community programs and resources is healthy.
- Everyone has different needs and different ways of coping.
- It is common to want to strike back at people who have caused great pain.

Children and older adults are of special concern in the aftermath of disasters. Even individuals who experience a disaster "second hand" through exposure to extensive media coverage can be affected.

Contact your command chaplain, base chapel duty chaplain, local churches, faith-based organizations, voluntary agencies, or professional counselors at the Fleet and Family Support Center for counseling. Additionally, FEMA and state and local governments of the affected area may provide crisis counseling assistance.

Recognize Signs of Disaster Related Stress

When adults have the following signs, they might need crisis counseling or stress management assistance:

- Difficulty communicating thoughts.
- Difficulty sleeping.
- Difficulty maintaining balance in lives.
- Low threshold of frustration.
- Increased use of drugs/alcohol.
- Limited attention span.
- Poor work performance.
- Headaches/stomach problems.
- Tunnel vision/muffled hearing.
- Colds or flu-like symptoms.
- Disorientation or confusion.
- Difficulty concentrating.
- Reluctance to leave home.
- Depression, sadness.
- Feelings of hopelessness.
- Mood-swings and easy bouts of crying.
- Overwhelming guilt and self-doubt.
- Fear of crowds, strangers, or being alone.

Easing Disaster-Related Stress

The following are ways to ease disaster-related stress:

- Talk with someone about your feelings - anger, sorrow, and other emotions - even though it may be difficult.
- Seek help from professional counselors who deal with post-disaster stress.
- Do not hold yourself responsible for the disastrous event or be frustrated because you feel you cannot help directly in the rescue work.
- Take steps to promote your own physical and emotional healing by healthy eating, rest, exercise, relaxation, and meditation.
- Maintain a normal family and daily routine, limiting demanding responsibilities on yourself and your family.
- Spend time with family and friends.
- Participate in memorials.
- Use existing support groups of family, friends, and religious institutions. Military chaplains are available 24/7 to provide spiritual guidance to sea-service personnel and family members during crucial times. Many chaplains are trained counselors, and they understand the military system. They will be able to refer you to military and local community resources that can help.
- Ensure you are ready for future events by restocking your **Emergency Supplies Kit** and updating your **Family Emergency Plan**. Doing these positive actions can be comforting.

Children & Disasters

Disasters may strike quickly and without warning. These events can be frightening for adults, but they are traumatic for children if they don't know what to do.

During a disaster, your family may have to leave your home and daily routine. Children may become anxious, confused, or frightened. It is important to give children guidance that will help them reduce their fears.

Children and Their Response to Disaster

Children depend on daily routines: They wake up, eat breakfast, go to school, and play with friends. When emergencies or disasters interrupt this routine, children may become anxious.

In a disaster, they'll look to you and other adults for help. How you react to an emergency gives them clues on how to act. If you react with alarm, a child may become more scared. They see our fear as proof that the danger is real. If you seem overcome with a sense of loss, a child may feel their losses more strongly.

Children's fears also may stem from their imagination, and you should take these feelings seriously. A child who feels afraid is afraid. Your words and actions can provide reassurance. When talking with your child, be sure to present a realistic picture that is both honest and manageable.

Feelings of fear are healthy and natural for adults and children. But as an adult, you need to keep control of the situation. When you're sure that danger has passed, concentrate on your child's emotional needs by asking the child what's uppermost in his or her mind. Having children participate in the family's recovery activities will help them feel that their life will return to "normal." Your response during this time may have a lasting impact.

Be aware that after a disaster, children are most afraid that:

- The event will happen again.
- Someone will be injured or killed.
- They will be separated from the family.
- They will be left alone.

Advice to Parents:

Immediately after the disaster, try to reduce your child's fear and anxiety in the following ways:

Keep the family together. While you look for housing and assistance, you may want to leave your children with relatives or friends. Instead, keep the family together as much as possible and make children a part of what you are doing to get the family back on its feet. Children get anxious, and they'll worry that their parents won't return.

Calmly and firmly explain the situation. As best as you can, tell children what you know about the disaster. Explain what will happen next. For example, say, "Tonight, we will all stay together in the shelter." Get down to the child's eye level and talk to him or her.

Encourage children to talk. Let children talk about the disaster and ask questions as much as they want. Encourage children to describe what they're feeling. Listen to what they say without judgement. If possible, include the entire family in the discussion.

Include children in recovery activities. Give children chores that are their responsibility. This will help children feel they are part of the recovery. Having a task will help them understand that everything will be all right.

Reassure - You can help children cope by understanding what causes their anxieties and fears. Reassure them with firmness and love. Your children will realize that life will eventually return to normal. If a child does not respond to the above suggestions, seek help from a mental health specialist or a member of the clergy.

Turn off the TV. News coverage of disasters – especially if children see their own town or school on TV – can be traumatic to children of all ages. If children do see TV coverage of the disaster, parents should watch with them and talk about it afterwards.

Material from this section is derived from "Helping Children Cope With Disaster" developed by the Federal Emergency Management Agency and the American Red Cross.

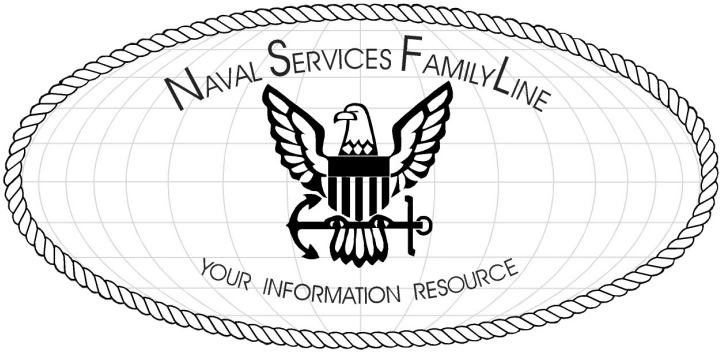
Resources

Organization	Website	Telephone	Services Offered
American Red Cross	**www.redcross.org**	Disaster Assistance 1-866-GET-INFO 1-866-438-4636 ARC Armed Forces Emergency Service Center 1-877-272-7337 or local chapter	Family Locator Assistance, basic needs, etc… Guides available: **Prepare for All Disaster Types** and/or **Safe and Well List**
Base Chapel or Command Chaplain		See Base Listings	Offer counseling to those in need
Center for Disease Control and Prevention (CDC)	**www.cdc.gov and www.bt.cdc.gov**	1-404-649-3534 1-800-311-3435	Gateway of information on agents, diseases, and other threats. See **Emergency Preparedness & Response** information
Commander, Navy Installations Command (CNIC)	**www.cnic.navy.mil**		See **OPERATION PREPARE** guide to prepare & respond to emergency situations
Command Ombudsman	OMB Name: _____ OMB email address: _____	OMB Phone: _____	Command-appointed individuals trained to provide information & referrals to assist command's families
Federal Emergency Management Agency (FEMA)	**www.fema.gov**	1-800-621-FEMA 1-800-621-3362	See **Plan Ahead** and **Are You Ready?** information about natural & man-made disasters and guidance to protect your family and property.

Organization	Website	Telephone	Services Offered
Fleet and Family Support Program (FFSP) Or Marine Corps Community Services	**www.nffsp.org** **www.usmc-mccs.org**	Check your base listings	Offers a variety of resources in emergency preparation and response. FFSCs often become the coordination point for management of community-wide, command-wide or personal crises.
LIFElines	**www.lifelines.navy.mil**		Offers quality of life information and services to Active & Reserve Sailors and family members. See **Emergencies**
Military One Source	**www.militaryonesource.com**	1-800-342-9647	Available to active duty, reserve members & families 24/7. Provides info and makes referrals on child care, personal finances, emotional support and more
National Weather Service (NWS)	**www.noaa.gov/education.html**		Provides forecasts and warnings in U.S., its territories, adjacent waters and ocean areas
Navy Casualty Assistance Division	**http://www.npc.navy.mil/CommandSupport/CasualtyAssistance/**	1-800-368-3202	Through an appointed Casualty Assistance Calls Officer (CACO), offers information & assistance regarding the death of an active duty member's death.

Organization	Website	Telephone	Services Offered
Navy Family Accountability and Assessment System (NFAAS)	**https://www.navyfamily.navy.mil/**	Emergency Call Center 1-877-414-5358 1-866-297-1971 (TDD)	Responds to disaster-related family needs after you complete an easy needs assessment survey
Navy Marine Corps Relief Society (NMCRS)	**www.nmcrs.org**	Check your base listings	Provides financial, educational and other assistance to members of the Naval Services, eligible family members and survivors when in need.
Navy Personnel Command (NPC)	**www.npc.navy.mil**	1-866-U-ASK-NPC	NPC Customer Service Center
Navy Reserve Force	**www.navyreserve.navy.mil**		Click on **CNRFC Families** for Reserve Family Readiness information
Naval Services FamilyLine	**www.lifelines.navy.mil/Familyline or nsfamline@aol.com**	1-877-673-7773 1-202-433-2333	Offers this and other helpful guideline booklets as well as information and referrals to any family members. Call or email for more booklets. Download **Family Emergency Plan** forms or **Emergency Contact Cards** from website.
Petfinder.com	**www.petfinder.com**		Offers animal welfare locations and pet disaster preparedness information

Organization	Website	Telephone	Services Offered
Salvation Army	**www.salvationarmyusa.org**	Check local listings	Offers a range of services from immediate emergency assistance and long-term recovery help
Tricare	**www.tricare.mil**	1-877-TRICARE 1-877-874-2273	For all emergency care, be sure to notify them within 24 hours, so ongoing care and proper authorization is obtained
U.S. Department of Homeland Defense	**www.ready.gov**		Educates and empowers Americans to prepare for emergencies – features downloadable publications and checklists See **Preparing Makes Sense, Get Ready Now**



FamilyLine is an organization of Navy Family volunteers who believe in sharing experiences, strength and hope as military spouses. This collective knowledge is offered in various guideline series booklets. FamilyLine is happy to provide education resources, spouse organization contacts, and information & referral to any family members as well. To obtain additional free copies of our publications or to download **Family Emergency Plan** forms or **Emergency Contact Cards**, contact us at:

Phone: 202-433-2333	Toll Free: 1-877-673-7773
DSN: 288-2333	Fax: 202-433-4622
Email: nsfamline@aol.com	Website: www.lifelines.navy.mil/Familyline

GUIDELINE SERIES PUBLICATIONS OFFERED BY NAVAL SERVICES FAMILYLINE:

SEA LEGS

Get started on the right foot-- a handbook for all Navy spouses! A must for the spouse new to the military lifestyle! Sea Legs contains useful information on matters such as family support services, rights, privileges and benefits, moving, health and medical care, social customs and courtesies, and deployments. The Navy's history, its mission and structure, a naval terms glossary, and a very useful list of resource addresses are also included.

GUIDELINES FOR LAUNCHING CLUBS AND FAMILY READINESS GROUPS

Most military spouses feel that being a part of Command-sponsored organizations are among the most valued opportunities of their military lives. These organizations provide a lot of fun, friendship, and support we all need and enjoy. This booklet was created to help new groups get started. It is also filled with helpful information, guidelines, and new ideas to revitalize existing organizations. There are tips for getting started, suggestions on organization and structure, and lots of ideas for programs, activities, service projects, and fun fund-raising.

Social Customs and Traditions of the Sea Services

Piping Aboard, Parade Review, Colors and Taps, Saluting, Change of Command -- Most traditions observed by the sea services today originated in early history. This concise booklet acquaints spouses with the social customs, traditions, and organizations that are part of the sea service communities. Knowing the history helps enjoy the traditions. Understanding the customs puts you at ease.

Guidelines for Spouses of Commanding Officers & Executive Officers

Exciting, busy times ahead! Not sure what the expectations are in your spouse's new position? Need a hand getting organized? This booklet is an invaluable aid in defining the spouse's role as part of the Command Support Team. It was written by Navy spouses who have experienced the command tour and offers practical insights. Included is information specific to each of the sea services, including deployments, support resources and emergency guidelines. This guide is also an excellent supplement to materials when attending the Command Spouse Leadership Seminar.

Guidelines for the Spouses of Command Master Chiefs (CMC) & Chiefs of the Boat (COB)

Recently revised with the help of senior enlisted spouses who have experienced the CMC/COB tour! With the inauguration of the new Command Master Chief Spouse Leadership Course in Newport, RI, this companion guide is an invaluable resource for the CMC Spouse. It helps you define the important role of the CMC Spouse and offers ideas on how to decide what is right for you. Included is information specific to each of the sea services, such as deployments, support resources and emergency guidelines.

Guidelines for Spouses of Chief Petty Officers

Congratulations! Your Sailor has just been selected for advancement to Chief Petty Officer! The spouses of the 2003 Senior Enlisted Panel have put together this booklet of information just for you. It is full of good references and practical answers to your questions.

Guidelines for Spouses of Individual Augmentees (IAs)

Sailors and their families must always be ready for deployment. Deploying as an Individual Augmentee (IA) may pose unique challenges for you and your family. This handbook provides basic information to help you navigate the IA experience.

Guidelines for Navy Reserve Families

This guide is designed to provide Reserve members and their families with information that will assist them in preparing for their military lives. The helpful material is written by personnel from the Family Support Program, Navy Reserve Forces Command, and experienced Reserve spouses.

Disclaimer

This publication contains references to information created and maintained by other public and private organizations. These references are provided for the user's convenience. While this information is believed to be accurate and of practical value in preparing for a disaster, Naval Services FamilyLine does not control or guarantee the accuracy, relevance, timeliness, or completeness of this information. There is no guarantee that the guidance presented will provide complete protection.

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Acknowledgement

ARE YOU READY? Guidelines for Navy Family Emergency Preparedness has been compiled by Naval Services FamilyLine to take a proactive approach in preparing our Navy Families to handle emergency situations.

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