

XII. Employee Emergency Preparedness

Prepared Staff

During an emergency, when staff and faculty become stressed, it can be challenging to focus completely on work tasks because of concern about the welfare of their own families and loved ones. Often, we have responsibility for multiple family members that might include children, grandchildren, parents or spouses.

A. Implementing Emergency Planning Policies: Staff

When administrators develop an emergency preparedness plan for the facility, it is most effective when it also includes an emergency plan for employees. We should update our emergency plan at least annually. This information will include:

- telephone numbers
- emergency numbers
- an updated list of dependents
- plans for dependents during an emergency situation.

September is recognized as National Preparedness Month (NPM), which serves as a reminder to take action to prepare for the types of emergencies that could affect everyone where they live, work and visit.

B. Employee Personal Readiness

Employees should complete this form to prepare emergency preparedness plans, and help employees formulate their own personal plans.

1. Employee Emergency Preparedness Information		
Name	Home Phone Number	
Mobile Number	What is the best number to reach you? Home <input type="checkbox"/> Mobile <input type="checkbox"/>	
Address	City	State Zip
Position	Name of Relative to contact in an emergency	Relative's Phone Number
If you evacuate, where do you plan to go? (Place, Name)		Phone Number

Address	City	State	Zip
Will you report to work if called in during an emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will you need assistance preparing personal property for an emergency situation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:			
Do you have family members requiring special arrangements? <input type="checkbox"/> Yes <input type="checkbox"/> No How many? _____			
If permitted to do so by the administrator, do you plan to bring family members when reporting to work? <input type="checkbox"/> Yes <input type="checkbox"/> No How many?			
Do you have special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No Please explain:			
Will you accompany evacuating residents, if necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If the administrator permits, do you plan to bring family members with you to evacuation site? Pets? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list			
Do you have special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:			
Can you assist with resident care or other duties? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Can we assist you with your personal emergency preparation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how?			
Signature		Date	

B. Employee Personal Readiness – Children: Fill out one form for each child. Keep a copy of the forms in your disaster supply kit and personnel file. Update your forms at least once a year with current photo.

2. Infant/Child/Dependents Emergency Preparedness Information			
Child's Name		Age:	Cell Phone Number (if has one)
Address of School or Daycare		City	State Zip
Grade Level	Phone Number of school or daycare.		Relative or Friend's Phone Number who could pick up your child if necessary.
If your child's school/daycare evacuates, where will they go?			Phone Number
Address of Evacuation Location		City	State Zip
Does your child have special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.			
Please provide any other pertinent information (relating to disaster situations):			
Signature			Date

B. Employee Personal Readiness – Adult Dependents: Fill out one form for each adult. Keep a copy of the forms in your disaster supply kit and personnel file. Update your forms at least once a year with current photo.

3. Adult Dependent Emergency Preparedness Information	
Adult's Name	Age: Cell Phone Number (if s/he has one)
Is your dependent at your home while you work? ___ Y ___ N	If no, where is your dependent?
Street address of your dependent while you are at work: City State Zip	Phone Number
Neighbor or relative who could house your adult dependent in an emergency:	Neighbor/Relative's phone number:
Does your adult dependent have special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain, including medications.	
Please provide any other pertinent information (relating to disaster situations):	
Signature	Date

C. Employee Communication Plan

During a disaster/emergency situation, it is important to be able to communicate with family, friends and others. Most people have all their contact information on their cell phones or other electronic devices. It is important to have a written list of all your contacts in case your cell phone/electronic devices are damaged, lost or can't be charged. Teach your family to text "I'm OK" in emergencies as sometimes texting works when phone calls will not.

** Make sure you have an emergency contact number for your supervisor.

Out-of-Area Contact: In the event that you and members of your family are separated, it is good to have one contact that lives out of the immediate area. Their phone systems may work while the local phone systems may be damaged and inoperable. Teach family members to text or call this out-of-area contact and to report their location. The out-of-area contact will be able to collect information on all family members and report back.

Name: _____

Address: _____

Phone Number: _____ Email: _____

Name: _____

Address: _____

Phone Number: _____ Email: _____

Name: _____

Address: _____

Phone Number: _____ Email: _____

Name: _____

Address: _____

Phone Number: _____ Email: _____

Name: _____

Address: _____

Phone Number: _____ Email: _____

Name: _____

Address: _____

Phone Number: _____ Email: _____

Name: _____

Address: _____

Phone Number: _____ Email: _____

D. Family Disaster Plan: Helping Staff Prepare at Work/Home

Disasters, of any type, can strike quickly and without warning. It can force you to evacuate or stay in your home. Consider what you would do if your utilities and communications systems were cut off. Local officials and relief workers will be on the scene, but will be unable to reach everyone right away. In the case of a terrorism event, your best option may be to stay in and close up your home or building.

Families do and will cope with disaster by advance preparation and by working together as a team. Follow the steps outlined to create your personal family disaster plan. Reassure your family that, if you are not together when disaster strikes, that you will contact them when able and give them your location, either at work or at the evacuation location. Knowing what to do is your best protection and YOUR responsibility.

If at work:

- Report to the site directed by your supervisor. It may be the facility or their evacuation location.
- Identify a meeting place for your family if your home is unsafe to enter after the disaster.
- If your phone is working, resist the temptation to call home, school, or other family and/or friends. Non-essential calls may make an emergency call impossible. Phone systems can handle only a specified number of calls. Teach all family members to text “I’m OK” instead of calling.

If at home:

- Provide safe shelter (at home, other agreed-upon location, Red Cross shelter).
- Verbalize an agreed-upon contact person (out of area).
- Develop a plan for future communication with one another.
- Check and secure your personal car emergency kit in the trunk of your car.

Emergency Supplies

Keep enough supplies in your home to meet your family’s needs for at least three days. Assemble a disaster kit with items you may need in an evacuation. Store these items in sturdy, easy to carry containers that you can “pick up and go” with.

Use the attached worksheet to spread out the purchase of your emergency supplies. You probably already have a great many items in your home.

Include:

A 3-day supply of water (one gallon per day per family member) and food that will not spoil

- One to three changes of clothing and sturdy, closed-toe footwear per person, one blanket/sleeping bag per person
- A first aid kit that includes your family’s prescription medications
- Emergency tools including a battery-powered radio, flashlight and plenty of extra batteries
- An extra set of car keys and a credit card and/or cash
- Sanitation supplies (heavy plastic bags, toilet paper, baby wipes)
- Special items for infant, children, elderly or disabled family members
- An extra pair of glasses

Keep important family documents in a waterproof container. Keep a smaller kit in the trunk of your car.

Utilities

Locate the main electric fuse box, water service main, and natural gas main. Learn how and when to turn these utilities off. Teach all responsible family members. Keep necessary tools near gas and water shut-off valves. *Remember, turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so.*

Neighbors Helping Neighbors

If there are is a Neighborhood Watch or another community group in your neighborhood, you could work together after a disaster until help arrives. If you are a member of a neighborhood organization, such as home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for child care in case parents cannot get home.

Home Hazard Hunt

During a disaster, ordinary objects in your home can cause injury or damage. Anything that can move, fall, break, or cause a fire is a home hazard. For example, a hot water heater or bookshelf can fall. Inspect your home at least once a year and fix potential hazards. Contact your local fire department to learn about home fire hazards.

If Disaster Strikes

If disaster strikes: remain calm and be patient. Put your plan into action. Check for injuries: Give first aid and get help for seriously injured people. Listen to your battery-powered radio for news and instructions: Evacuate, if advised to do so. Wear protective clothing and sturdy, closed-toe shoes.

Evacuation

Evacuate immediately if told to do so:

- Listen to your battery-powered radio and follow the instructions of local emergency officials
- Wear protective clothing and sturdy, closed-toe shoes
- Take your Disaster Supplies Kit
- Lock your home
- Use travel routes specified by local authorities—do not use shortcuts because certain areas may be impassable or dangerous

If you have time:

- Shut off water, gas, and electricity before leaving, if instructed to do so
- Post a note telling others when you left and where you are going
- Make arrangements for your pets

E. Pets Preparedness Plan

Residents with pets should specify arrangements for their pets in the event the building is evacuated. The following is a template for a Pet Preparation Form.

PET PREPARATION FORM	
I, _____ have made the following arrangements for my pet in the event there is a disaster/emergency. I am aware of the fact that some temporary shelters do not allow pets to be housed. Therefore I have made the following arrangements:	
Type of Pet: _____	Age of Pet: _____
Name of Pet: _____	
Name of Kennel/Relative/Friend taking responsibility for my pet: _____	

Address: _____	
Telephone Number: _____	
Pet's special Needs: _____	

Planning for pets in an emergency

A few simple steps to ensure the pet's safety can go a long way when disaster strikes.

- Identify residents that have a pet and how those animals will be cared for in an emergency.
- Plan for any pets that are kept on the facility premises (i.e., birds).
- Consider placing stickers on the main entrances of the facility to alert rescue workers to the number and types of pets inside and update the information on the stickers every six months.

Evacuating with a pet

Keep in mind that the place the resident will relocate to during an emergency may not take pets or be able to care for them (such as a hospital, nursing home, or public shelter). As a reminder, service animals are always allowed. In planning for an emergency evacuation:

- Arrange for the resident's family or friends to shelter the pet. Check with local veterinarians, boarding kennels, or grooming facilities to see if they can offer to shelter pets during an emergency. These arrangements should be made prior to an emergency.
- When conducting evacuation drills, practice evacuating the pets to familiarize the animal with the process and increase their comfort level.
- Identify staff that will assist the resident with her/his pet if needed or will be responsible for any pets the facility keeps on the premises.

- Identify which rooms the pets are located in (know the animals hiding places) so they can be easily found during an emergency.
- Keep in mind a stressed pet may behave differently than normal and their aggression level may increase. Use a muzzle to prevent bites. Also be advised that panicked animals may try to flee.
- Small animals can be transported using a covered carrier, cage, or secure box. To minimize stress, keep the carrier covered and attempt to minimize severe changes in temperature and noise. Animals too large for carriers should be controlled on a sturdy leash and may need to be muzzled.
- Know where the pet's collar/harness, leash, muzzle, etc., are stored. Consider other essential items to take along if available and time permits such as:
 - Current color photograph of the resident and pet/service animal together (in case the resident is separated).
 - Copies of medical records that indicate dates of vaccinations and a list of medications the pet/service animal takes and why.
 - Physical description of the pet/service animal, including species, breed, age, sex, color, distinguishing traits, and any other vital information about characteristics and behavior.
 - Proof of identification and ownership.
 - Collapsible cage or carrier.
 - Comfort toys or bedding

Pet Identification

- Pets and service animals must have proper identification. Dogs and cats should wear a collar or harness, rabies tag, and identification tag at all times. Identification tags should include a name, address, and phone number.
- Talk to a veterinarian about micro-chipping the pet. A properly registered microchip enables positive identification if the resident and pet/service animal are separated.

Emergency Contacts

Create a list of contacts for those residents with a pet or service animal as appropriate. This should be done before an emergency occurs. Consider local and out-of-area resources. Keep a copy of this list in a readily accessible location (near the phone). Contact information includes:

Name and Telephone Number

Local Veterinarian: _____

Alternate Veterinarian: _____

Emergency Pet Contact: _____

(Family or Friend)

Local Boarding Facility: _____

Local Animal Shelter: _____

Humane Society: _____

F. When You Return Home After a Disaster: Home Evaluation

- **Natural gas.** If you smell gas or hear a hissing or blowing sound, open a window and leave immediately. Turn off the main gas valve from the outside, if you can. Call the gas company from a neighbor's residence. If you shut off the gas supply at the main valve, you will need a professional to turn it back on. Do not smoke or use oil, gas lanterns, candles, or torches for lighting inside a damaged home until you are sure there is no leaking gas or other flammable materials present.
- **Sparks, broken or frayed wires.** Check the electrical system unless you are wet, standing in water, or unsure of your safety. Turn off the electricity at the main fuse box or circuit breaker. If the situation is unsafe, leave the building and call for help. Do not turn on the lights until you are sure they're safe to use. Have an electrician inspect wiring.
- **Roof, foundation, and chimney cracks.** Evacuate premises. Call a professional.
- **Appliances.** If appliances are wet, turn off the electricity at the main fuse box or circuit breaker. Then, unplug appliances and let them dry out. Have appliances checked by a professional before using them again. Also, have the electrical system checked by an electrician before turning the power back on.
- **Water and sewage systems.** If pipes are damaged, turn off the main water valve. Check with local authorities before using any water; the water could be contaminated. Pump out wells and have the water tested by authorities before drinking. Do not flush toilets until you know that sewage lines are intact.
- **Food and other supplies.** Throw out all food and other supplies that you suspect may have become contaminated or come in contact with floodwater. If your basement has flooded, pump it out gradually (about one third of the water per day) to avoid damage. The walls may collapse and the floor may buckle if the basement is pumped out while the surrounding ground is still waterlogged.
- **Open cabinets.** Be alert for objects that may fall or any animals (rats, snakes, etc.) that may have been trapped.
- **Clean up household chemical spills.** Disinfect items contaminated by raw sewage, bacteria, or chemicals. Also clean salvageable items.
- **Call your insurance agent.**

Pets: Protect your pets. Leash your pets or keep them in a fenced yard when they go outside to minimize contact with other animals that might be loose. The behavior of your pets may change after an emergency. Normally quiet and friendly pets may become aggressive or defensive. Watch animals closely.

Wild Animals: Wild animals can be forced from their natural habitats by flooding, and many pets and livestock may also be displaced. If bitten, seek immediate medical attention and contact your local health department. Rats may be a problem after a flood. Secure all food supplies, throw out any food animals might have touched, and seal possible rodent entrances.

Insects: An increase in mosquitoes or other insects can be expected after flooding. To reduce exposure to insects, wear protective clothing such as long sleeves and pants with legs tucked

into boots. Protect exposed skin and clothing with insect repellent and follow the instructions on the label. Mosquitoes can be avoided by remaining indoors when they are most active, generally dusk and dawn.

Information from: <http://health.state.tn.us/localdepartments.htm>

G. Getting Kids Involved In Emergency Preparedness Activities

FEMA

<https://www.ready.gov/kids/know-the-facts>

Sesame Street video (3:23)

<https://www.youtube.com/watch?v=FpjaUvk-Ecg>

Sesame Street video (16:22)

<https://www.youtube.com/watch?v=0CkuFDkUVWU>

National Weather Service

<http://www.nws.noaa.gov/om/reachout/kidspage.shtml>

Disaster Master

<https://www.ready.gov/kids/games/data/dm-english/index.html>

Disaster Hero

<http://www.tularecounty.ca.gov/oes/index.cfm/preparedness/for-kids-only/disaster-hero/>

Flat Stanley

<https://www.ready.gov/flatstanley>

Kids Get A Plan

<http://kidsgetaplan.com/>

Youth Emergency Preparedness Curriculum-Ready Kids

<https://www.fema.gov/media-library/assets/documents/34411>

Ready..Set..Prepared

<http://www.utah.gov/beready/family/documents/ReadySetPrepare02.pdf>