

INDIVIDUAL & FAMILY PREPAREDNESS GUIDE

A COMPREHENSIVE GUIDE TO PREPARING FOR DISASTERS



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FEMA



FLASH
FEDERAL ALLIANCE FOR SAFE HOMES



THIS INDIVIDUAL AND FAMILY PREPAREDNESS GUIDE WILL HELP YOU AND YOUR FAMILY BE PREPARED FOR, RESPOND TO, AND RECOVER FROM, THE NEXT BIG DISASTER.

Alaska is a wonderful place to live. We have majestic scenery, incredible wildlife, and dependable neighbors. However, due to Alaska's size and remoteness, we face many manmade and natural disasters that can strike with or without notice. Disasters can affect communication, food, healthcare, transportation, water, and other critical services we depend on. The State of Alaska Division of Homeland Security and Emergency Management (DHSEM) recommends that every Alaskan have a Family Emergency Plan, enough emergency supplies for at least seven days, and a good understanding of what to do before, during, and after a disaster. Every individual and family is different, and people in our large state must prepare for a wide range of risks and hazards. This Individual and Family Preparedness Guide provides a blueprint for Alaskans, but each family must decide what works best for them and customize their plans, emergency supplies, and knowledge to fit their family's unique needs.



THIS GUIDE WILL HELP YOU:

1. Develop a Family Emergency Plan.
2. Learn what items should be included in your Emergency Kit and Go Kit.
3. Develop a schedule to build your Emergency Kit over time.
4. Prepare your pets for emergencies.
5. Learn steps to mitigate potential damage to your home and guidelines for preparing to shelter-in-place.



Family Emergency Plan

Make sure your family has a plan in case of an emergency. Before an emergency, sit down together and decide how you will contact each other, where you will go, and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can easily access it, in the event of an emergency.

HOUSEHOLD INFORMATION

Home #: _____	Address: _____
Name: _____	Mobile #: _____
Other # or social media: _____	Email: _____
Important medical or other information: _____	
Home #: _____	Address: _____
Name: _____	Mobile #: _____
Other # or social media: _____	Email: _____
Important medical or other information: _____	
Home #: _____	Address: _____
Name: _____	Mobile #: _____
Other # or social media: _____	Email: _____
Important medical or other information: _____	

SCHOOL, CHILDCARE, CAREGIVER, AND WORKPLACE EMERGENCY PLANS

Name: _____	Address: _____
Emergency/Hotline #: _____	Website: _____
Emergency Plan/Pick-Up: _____	_____
Name: _____	Address: _____
Emergency/Hotline #: _____	Website: _____
Emergency Plan/Pick-Up: _____	_____
Name: _____	Address: _____
Emergency/Hotline #: _____	Website: _____
Emergency Plan/Pick-Up: _____	_____

OUT-OF-TOWN CONTACT

Name: _____

Other # or social media: _____

Email: _____

Mobile: _____

Name: _____

Other # or social media: _____

Email: _____

Mobile: _____

EMERGENCY MEETING PLACES

Indoors

Instructions _____

Neighborhood

Instructions _____

Out-of-Neighborhood

Address _____

Instructions _____

Out-of-Town

Address _____

Instructions _____

IMPORTANT NUMBERS OR INFORMATION

Police

Dial 911 or phone # _____

Fire

Dial 911 or phone # _____

Poison Control

Phone # _____

Doctor

Name _____

Phone # _____

Pediatrician

Name _____

Phone # _____

Dentist

Name _____

Phone # _____

Veterinarian

Name _____

Phone # _____

Hospital/Clinic

Name _____

Phone # _____

Pharmacy

Name _____

Phone # _____

Medical Insurance

Company Name _____

Policy # _____

Phone # _____

Homeowners/Rental Insurance

Company Name _____

Policy # _____

Phone # _____

Flood Insurance

Company Name _____

Policy # _____

Phone # _____

Electric Company

Name _____

Phone # _____

Gas Company

Name _____

Phone # _____

Water Company

Name _____

Phone # _____

Alternate/Accessible Transportation

Phone # _____

Other:

Phone # _____



INITIAL CONSIDERATIONS

Establish an accessible place to store your kit:

- Gather 7 or more days of supplies for your family
- Plan as a family for emergency situations
- Identify critical personal or family needs like daily medications
- Copy your critical documents and store them in your Go Kit

Plan to make your kit in several parts:

- ☐ Main Kit (shelter-in-place at home)
- ☐ Go Kit (evacuate on short notice)
- ☐ Vehicle or Office Kit (stranded and cannot return home)



FOOD STORAGE

Decide how you are going to prepare your food during an emergency situation. Purchase/store your food in 3 meal, 1 day units

- Choose your food according to your family's needs
- Include foods you and your family regularly consume

Factors in food choice:

- ☐ Shelf Life
- ☐ Nutrition
- ☐ Preference
- Choose foods that will provide energy
- Avoid foods that will make you thirsty
- Store your food in a cool, dry area
- If vacuum sealing or canning, follow sanitary guidelines

Good foods to consider

(approximate shelf life):

- ☐ Ready to eat canned meals (1 year)
- ☐ Protein bars/nuts (1 year)
- ☐ Crackers/peanut butter (1 year)
- ☐ Freeze dried foods (12-30 years)
- Consider dietary constraints when storing food
- Always double check food before eating it
- Do not allow canned goods to freeze



WATER STORAGE/PURIFICATION

There are many ways to treat water, choose the best for your situation plan on 1 gallon of water per person per day

- Your water storage is not just for drinking, but also cleaning, sanitation, etc

Unless you know it's clean, always purify water:

- ☐ Boiling 5 minutes +1 minute for each 1000 ft above sea level
- ☐ ¼ tsp. or 16 drops of unscented bleach per gallon
- ☐ Distillation
- If using other water purification methods, know the capabilities/limitations before using it
- You may store drinking water separately from other use water
- In emergency situations, your water heater reservoir can serve as a potable water source
- Change your drinking water every 6 months
- Store water in clean containers, do not use bottles that might contain contaminants, like old milk/juice cartons



GENERATORS/INDOOR HEATERS

Choose a generator based on your family's minimum needs during an emergency.

It is important in Alaska to have an emergency heat source for your family.

- Never run a generator indoors!
- Know the load constraints of your generator
- Keep fuel on hand for your generator
- Make sure a working carbon monoxide detector is in the home
- Always follow the manufacturer's instructions for ventilating your heat source

Use an indoor heating option, such as:

- Wood stove/fireplace
- Propane/electric heaters

TYPES OF EMERGENCY KITS

Disasters come in unexpected forms and at unanticipated times. Different types of kits are required for different circumstances that may occur. A well thought out seven-day emergency kit allows a family to stay in their home during a disaster. A Go Kit is a smaller set of all the essential items in a seven-day kit. The Go Kit can be grabbed if the family needs to leave the home in a moment's notice. An Office Kit or Vehicle Kit can be called upon when a disaster occurs and you are away from home.

USE THIS SCHEDULE AS A COST-EFFECTIVE MEANS OF BUILDING A SEVEN-DAY EMERGENCY KIT OVER A 12-WEEK PERIOD. IF NEEDED, EACH WEEK CAN BE DIVIDED INTO TWO WEEKS TO MAKE IT A 24-WEEK PROGRAM

As you go:

- Inventory what you already have, start with those items.
- Put expiration labels on items with a shelf-life.
- Make two parts to your kit: The Home or Main Kit and the Go Kit.
- Your Go Kit will contain small portions of your Main Kit, according to what you can carry.

week 1

- ☐ first aid kit
- ☐ 1 gallon of water*
- ☐ 1 day of food*
- ☐ large container to store your kit: trash can, large tote, etc.
- ☐ can opener

week 2

- ☐ duct tape
- ☐ 1 gallon of water*
- ☐ 1 day of food*
- ☐ plastic sheeting
- ☐ utility knife
- ☐ backpack for Go Kit

week 3

- ☐ flashlight
- ☐ 1 gallon of water*
- ☐ 1 day of food*
- ☐ extra batteries
- ☐ antibacterial soap
- ☐ sleeping bag/pad*

week 4

- ☐ over-the-counter medicine
- ☐ 1 gallon of water*
- ☐ 1 day of food*
- ☐ extra toothbrush*
- ☐ toothpaste
- ☐ emergency poncho*

week 5

- ☐ heavy cord
- ☐ 1 gallon of water*
- ☐ 1 day of food*
- ☐ lighter and waterproof matches
- ☐ pen/notepad

week 6

- ☐ body wash/shampoo
- ☐ 1 gallon of water*
- ☐ 1 day of food*
- ☐ roll of toilet paper*
- ☐ personal hygiene wipes

week 7

- ☐ water purification system
- ☐ 1 gallon of water*
- ☐ 1 day of food*
- ☐ feminine products (if needed)
- ☐ other personal comfort items

week 8

- ☐ weather radio (battery/crank powered)
- ☐ extra glasses
- ☐ other food items
- ☐ extra blankets
- ☐ extra clothes

week 9

- ☐ cooking system (for outdoor use only)
- ☐ dust mask*
- ☐ special needs items (inhaler, etc.)
- ☐ bucket with a lid

week 10

- ☐ indoor heating system
- ☐ compass
- ☐ sunscreen
- ☐ whistle

week 11

- ☐ emergency tools (wrench, pry bar, gas shut-off wrench)
- ☐ pet food
- ☐ toys/books/games for kids (if needed)
- ☐ other personal comfort items

week 12

- ☐ generator (if affordable)
- ☐ other food items
- ☐ pet supplies (leash, id, etc.)
- ☐ insect repellent spray

**per person*



CRITICAL DOCUMENTS CHECKLIST

Copying or scanning your critical documents will help you recover after a disaster. These documents can be stored in a folder or on a password-protected USB in your Go Kit.

- | | |
|---|---|
| ☐ Personal Identification | ☐ Titles (Property and/or Vehicles) |
| ☐ Passports | ☐ Wills or Trust Information |
| ☐ Birth or Baptismal Certificates | ☐ Immunization Records |
| ☐ Indian Blood/Tribal Membership | ☐ Medication/Prescription Records |
| ☐ Marriage Certificates | ☐ Emergency Contact List |
| ☐ Divorce Decrees | ☐ Pet Records, Photo, and Information |
| ☐ Social Security Cards | ☐ Pictures of Each Family Member |
| ☐ Driver's License | ☐ Copy of Recent Tax Return |
| ☐ Bank and Credit Card Account Information | ☐ Stock and Bond Certificates |
| ☐ Insurance Paperwork | ☐ Inventory of Household Goods (with Pictures) |
| ☐ Property Deeds or Leases | ☐ Other: |

Preparing Pets for Emergencies

- ☐ Make sure you have collar with ID tag, license, and rabies vaccine tag.
- ☐ Store current shot and health records in a waterproof container, such as a zip-lock bag.
- ☐ Food and water bowls with enough food and water for seven days. Remember to keep the food in a waterproof container.
- ☐ Manual can opener for canned food, if needed.
- ☐ Plastic bags to dispose of pet droppings and other waste.
- ☐ First Aid Kit/pet medications
- ☐ Paper towels/wet wipes
- ☐ Current photo of you and your pet.
- ☐ Pet carrier with plenty of bedding.
- ☐ Leash
- ☐ Toys
- ☐ Grooming Supplies
- ☐ Flashlight and spare batteries
- ☐ Cat litter and litter box

DURING AN EMERGENCY TAKE THESE PRECAUTIONS FOR YOUR PETS:

- ☐ Identify a pet-friendly shelter, for public health, many emergency shelters cannot accept pets.
- ☐ Do not leave your pet at home if you evacuate, however, if you have no alternative but to leave your pet, confine or secure them in a safe area inside; and notify the proper authorities. An alternative is to take your pet to a friend's or family member's house or to a hotel in a safe zone. This should be pre-arranged to avoid surprise and confusion.
- ☐ If sheltering-in-place, bring your pets inside immediately.
- ☐ Always leash your pets when they go outside during and after disaster.

To find a hotel or motel that accepts pets, visit [**www.petswelcome.com**](http://www.petswelcome.com).

THERE ARE MANY WAYS TO PREVENT OR REDUCE DAMAGE FROM DISASTERS; THEY JUST REQUIRE A LITTLE TIME AND PLANNING.

FLOOD

- ☐ Know your area's flood risk. Search by address at <https://msc.fema.gov/portal/search>.
- ☐ Raise your furnace, water heater, and electric panel if at risk of flooding.
- ☐ Make a flood evacuation plan with your family.
- ☐ Purchase flood insurance and/or renter's insurance.

FIRE

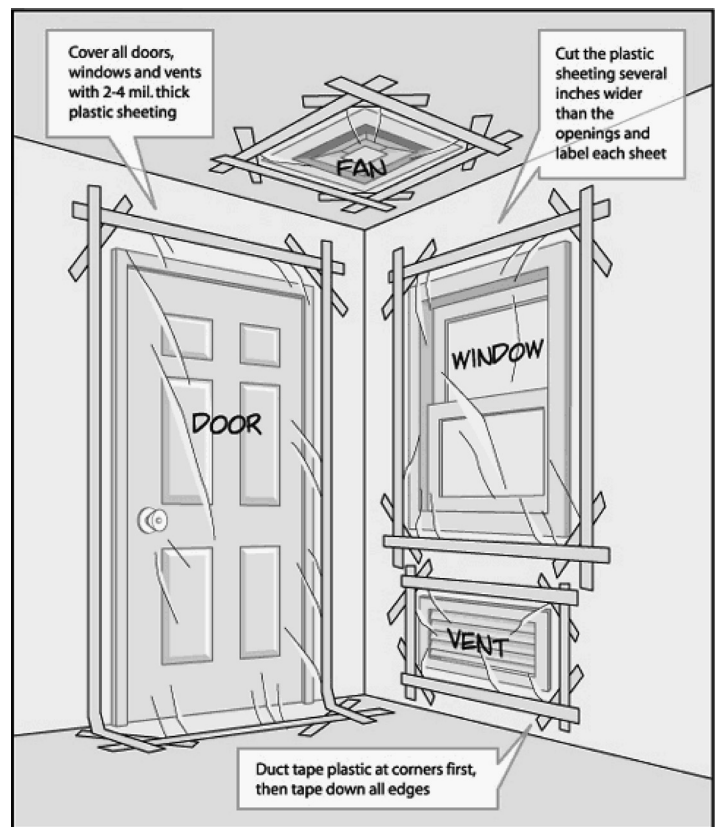
- ☐ Regularly check your smoke alarms and carbon monoxide detectors.
- ☐ Have an up-to-date fire extinguisher in the kitchen and garage.
- ☐ Make a fire escape plan with your family.
- ☐ Clear brush and trees within 30 to 40 feet of your house.
- ☐ Remove dead and dry litter from gutters, roof, decks, and walkways.

WINTER STORMS

- ☐ Maintain your emergency kit with alternate heat sources and extra blankets.
- ☐ Track weather changes with a battery-powered NOAA weather radio and portable AM/FM radio.
- ☐ Prepare your vehicle with blankets, warm clothing, and an emergency kit.

SHELTER-IN-PLACE

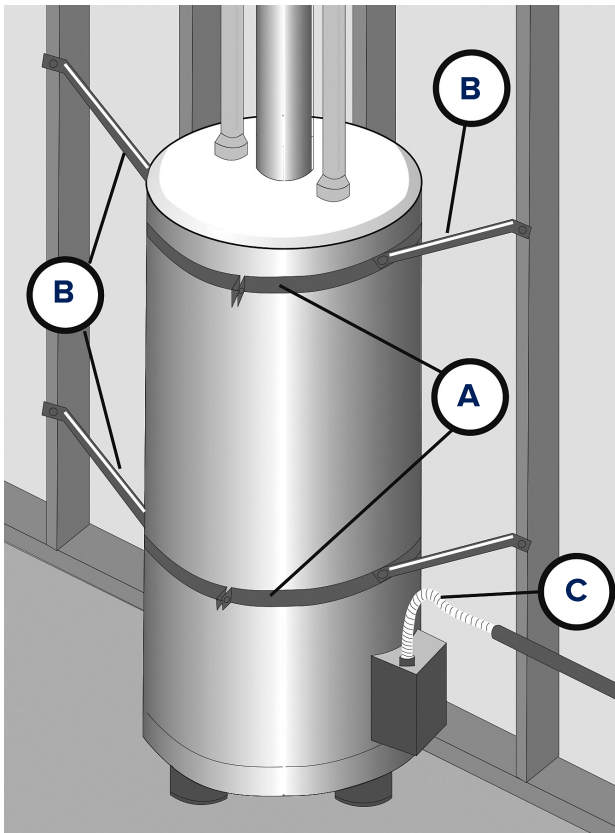
- ☐ In many situations, your home will be the best place for you to take shelter from a disaster.
- ☐ In addition to making a plan and building an emergency kit, learn the proper steps to prepare your house for a shelter-in-place situation.
- ☐ Use common sense and available information to assess the situation and determine if there is immediate danger.
- ☐ If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to seal off your home. (See Diagram.)
- ☐ However, if you are in a cold-weather situation and using an alternate heat source, you will need to ventilate your home regularly.



EARTHQUAKES AND TSUNAMIS

- ☐ Practice *Drop, Cover, and Hold On* safety maneuver. Know what to do in other situations. Visit www.shakeout.org for drill manuals and guidance.
- ☐ Secure heavy items to wall studs with appropriate fasteners, e.g. appliances, furniture, artwork, tall shelving, and items that block exits.
- ☐ Secure your water heater.
- ☐ Secure hanging objects, especially over beds, sofas, or chairs.
- ☐ Store a pair of shoes and a flashlight in a bag and tie to bed frame.
- ☐ Learn how to shut off gas, water, and electricity and teach your family.*

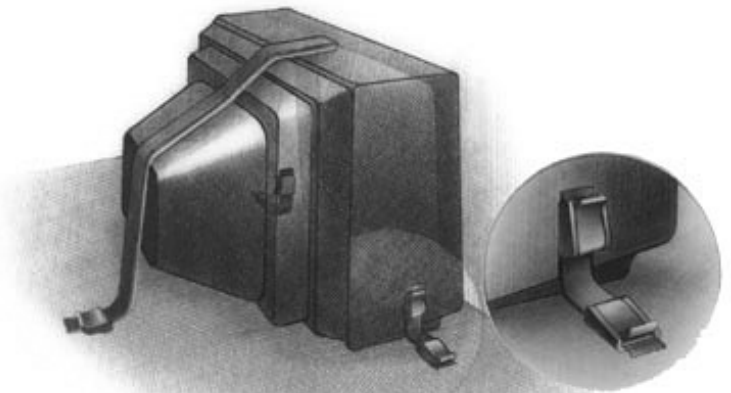
**Only shut off gas if you smell gas or hear gas escaping.*



Wrap a 1½" wide, 16-gauge-thick metal strap (A) around the top of the water heater and bolt the ends together. Do the same about 1/3 of the way up the side of the water heater. Take four lengths of EMT electrical conduit, each no longer than 30". Flatten the ends. Bolt one end to the metal strap (B). Screw the other end to a 2" by 4" stud in the wall using a 5/16" by 3" lag screw. Be sure a flexible pipe (C) is used to connect the gas supply to the heater.



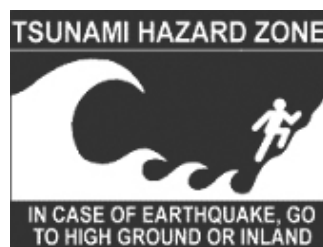
Bookcases and shelving should be anchored with brackets or flexible fasteners to an adjacent stud wall, or concrete or masonry wall. Any connections to stud walls must engage the structural studs.



Secure televisions and computer monitors with flexible nylon straps and buckles for easy removal and relocation. Commercial packages are available at hardware stores.

Earthquake and Tsunami Response

WHEN THE SHAKING STARTS:



IF YOU ARE IN A TSUNAMI HAZARD ZONE AND SHAKING LASTS FOR MORE THAN 20 SECONDS, MOVE INLAND AND TO HIGH GROUND IMMEDIATELY.

RESPONSE STEPS IMMEDIATELY FOLLOWING DISASTER

Step 1: Protect your head, feet, and hands with appropriate gear.

Step 2: Check on your family members' well-being.

Step 3: Check the natural gas in your home. Shut off if necessary.

Step 4: Shut off water at the house main in case of exterior water breaks.

Step 5: Assess your home for serious damages.

Step 6: Place the HELP or OK (see back) on your door or window facing the road.

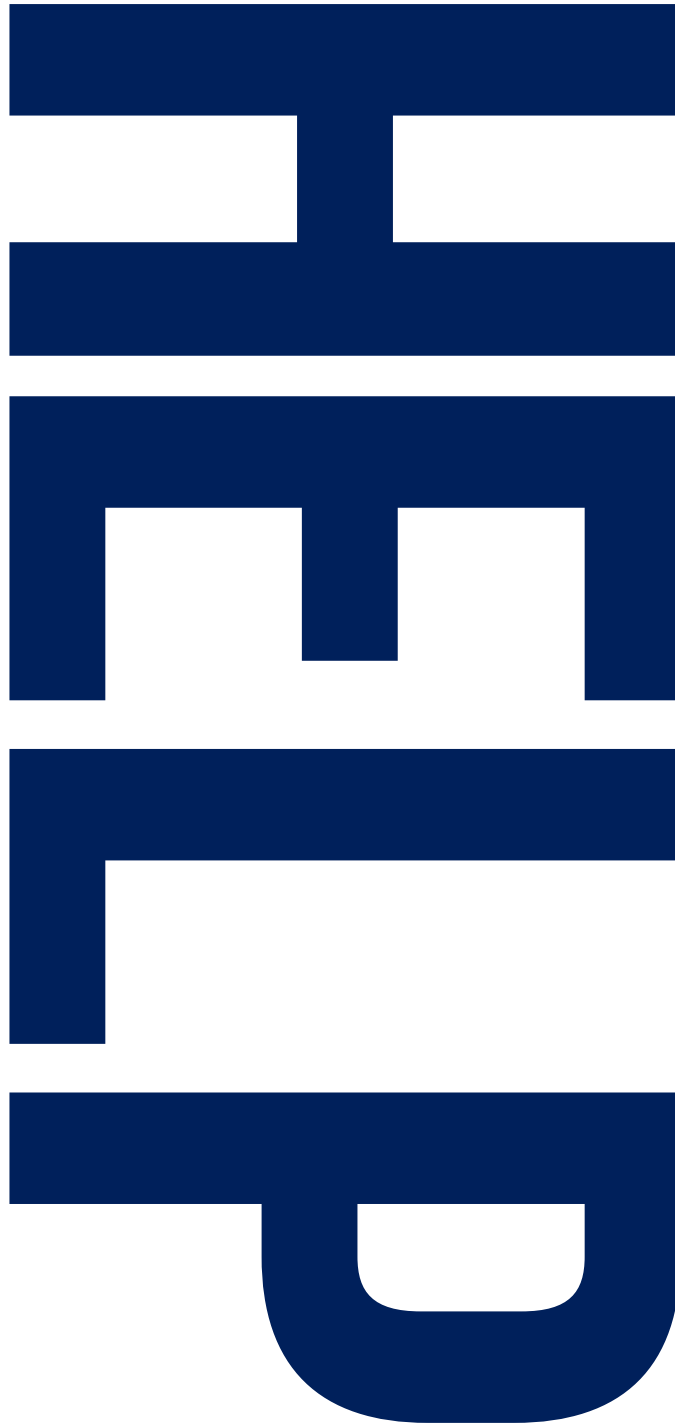
Knowing what to do in the hours of a disaster may help you save a life, reduce the severity of injuries, and reduce the amount of damage.

BEFORE THE DISASTER

Put two band-aids in this booklet and put the booklet under your bed, along with your sturdy shoes, hard hat, and leather gloves.

AFTER THE DISASTER

Use the band-aids to hang this card on the front door or a window so it is visible from the street.



If you have questions, please contact DHS & EM at 1-800-478-2337

OK