



Building Blocks of Success: Ensuring that Employees Are Ready

Employee Family Support Planning

- Disasters and emergencies can affect people in any part of the United States at any time of the year
- Research has shown that people who neglect to prepare their families for these events find themselves surprised by the consequences that come with a lack of preparation
- Even small events, such as a power outage, can quickly have disastrous effects for a family that is not prepared
- To help prepare your organizations members can create a Family Support Planning Guide to serve as a reference to make all-hazards preparations for disasters and emergencies

Employee Family Support Planning

- Due to the likelihood of your organizations need to either prepare for or respond to disasters, it is very possible that disaster may strike an employee's family during their absence.
- Things that can be included in a specific Family Plan:
 - Create a family disaster supply kit
 - Develop a family preparedness plan
 - Identify a local and regional meeting place
 - Practice your family plan



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Section 1 - Prepare Your Supplies

- The first step toward preparedness is the creation of a family disaster supply kit. Because disaster assistance may not be readily available in the first few days of a disaster, supply kits are a very important factor in ensuring that your family can be self-sufficient while at home during this period. Not only are kits helpful when sheltering-in-place, but also when staying in a public shelter where some of your family's basic necessities may not be provided.
 - Starting your own Kit
 - Purchasing a Kit

Section 2 - Prepare Your People

- Know your hazards and resources
 - Research which disasters are possible where you live and how these disasters might affect your family
 - EMERGENCY ALERT NOTIFICATIONS
- Create a family disaster plan
 - Develop a plan to share responsibilities and how to work together as a team
 - Online planning tools are available at <https://www.ready.gov/make-a-plan>
- Consider family special needs
 - Children, Elderly, Individuals with Access and Functional Needs, Hearing Impaired, Visually Impaired, Pets, and Medical Needs



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Section 2 - Prepare Your People

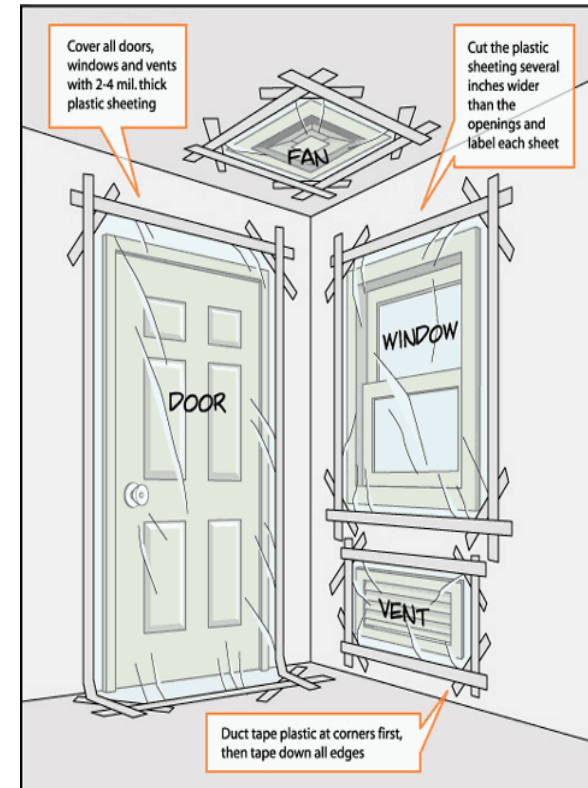
- Practice and maintain your plan
 - Test children's knowledge of the plan every six months
 - Conduct regular fire and emergency evacuation drills, as well as sheltering-in-place for severe weather
 - Replace stored water and food every six months
 - Test your smoke detectors monthly and change the batteries twice a year
- Get involved
 - Identifying special skills (medical, technical)
 - Considering how to help neighbors who have special needs, such as disabled and elderly persons
 - Developing plans for childcare in case parents can't get home



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Section 3 - Shelter Sheltering-in-Place/Evacuating

- To "Shelter-in-Place and Seal the Room"
 - Bring your family and pets **inside**
 - **Lock** doors, **close** windows, air vents and fireplace dampers
 - **Turn off** fans, air conditioning and forced air heating systems
 - **Have your emergency supply kit** available
 - **Go into an interior room** with few windows, if possible
 - **Seal** all windows, doors and air vents with plastic sheeting and duct tape
 - Be prepared to **improvise** and use what you have on hand to **seal gaps**
 - Local authorities may not immediately be able to provide
 - information on what is happening and what you should do



Section 3 - Shelter Sheltering-in-Place/Evacuating

- Evacuating
 - Review possible evacuation procedures with your family
 - Plan now where you would go if you had to evacuate
 - Keep fuel in the car's gas tank at all times. During emergencies, filling stations may be closed. Never store extra fuel in the garage
 - If you do not have a car or other vehicle, make transportation arrangements with friends, neighbors or your local emergency management office
 - Know where and how to shut off electricity, gas and water at main switches and valves. Make sure you have the tools you need to do this (usually pipe and crescent or adjustable wrenches). Check with your local utilities for instructions



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Section 4 – Returning Home

- Do not re-enter an evacuated area until the local authorities have cleared the area for return
- Continue listening to the radio for information and instructions
- Use extreme caution when entering or working in buildings – structures may have been damaged or weakened. Watch for poisonous snakes in flooded structures and debris
- Do not take lanterns, torches or any kind of flame into a damaged building. There may be leaking gas or other flammable materials present. Use battery-operated flashlights for light. If you suspect a gas leak, vacate the area and call 9-1-1 and the gas company. The light itself could cause an explosion
- If you smell leaking gas, turn off the main gas valve at the meter. If you can open windows safely, do so
 - Do not turn on lights – they can produce sparks that may ignite the gas
 - Leave the house immediately and notify the gas company or the fire department
 - Do not re-enter the house until an authorized person tells you it is safe to do so



Section 4 – Returning Home

- Notify the electric company or fire department if you see fallen or damaged electrical wires
- If any of your appliances are wet, turn off the main electrical power switch in your home before you unplug them. Dry out appliances, wall switches and sockets before you plug them in again. Call utility companies for assistance
- Check food and water supplies for contamination and spoilage before using them
- Wear sturdy shoes when walking through broken glass or debris, and use heavy gloves when removing debris
- After the emergency is over, contact your family and friends to let them you are safe

Questions?

