



UNIVERSITY OF RICHMOND

Preparedness Guide:

Information and Resources
to Help You Prepare at Home



Your Guide to Emergency Preparedness

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The original source of this information is www.ready.gov.

Purpose of this Guide

Whether dealing with an isolated incident or more wide-spread disaster, individuals need to know what to do, where to go, and how to work with authorities and emergency services professionals. In response to this need, the University of Richmond Office of Emergency Management created this Emergency Preparedness Guide to direct you in the event of an emergency. The guide is intended to provide information about how to prepare for and respond to an incident that occurs while you are off campus.

Please read this guide and keep it as a resource. There are note pages throughout and opportunities to fill in information specific to you and your family. By preparing and practicing in advance, you can make informed decisions that increase your ability to safely recover from events that impact the area where you live.



Notes

Are You Ready?

Following a disaster, it may take 72 hours for outside assistance to reach you.

Local officials, first responders, and relief workers will be on the scene after a disaster, but they cannot reach everyone immediately. Help may reach you in hours, or it may take several days. Basic services such as electricity, gas, water, and telephones may be cut off for anywhere from several hours to a week or longer. Remember, it is every individual's responsibility to do their part and prepare for these possibilities.

Make sure you are prepared with these three easy steps:

- 1. Get a Kit**
- 2. Make a Plan**
- 3. Stay Informed**

Notes

Get a Kit

The first step is to consider how an emergency might affect your individual and family needs. Plan to make it on your own for at least three days. You should have your own food, water, and other supplies stored in an easy-to-carry container located in a convenient location.

Make sure to check the supplies, change stored water, and rotate food supplies every six months. For an easy way to remember, plan to check your kit as daylight savings time begins and ends. Consult your physician or pharmacist about storing prescription medications.



Use the checklist on the following pages to help you put together an emergency supply kit.

Basic Emergency Supply Kit:

- One gallon of water per person per day for at least three days
- At least a 3-day supply of non-perishable food (no refrigeration, preparation, or cooking)
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Can opener for food (if kit contains canned food)
- Local Maps
- Cellphone with chargers

Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Cash or traveler's checks
- Important family documents such as copies of insurance policies, identification, and bank account records in a waterproof, portable container
- Emergency reference material such as a first aid book
- Sleeping bag or warm blanket for each person
- Complete change of clothing including a long sleeved shirt, long pants, and sturdy shoes
- Fire extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates, plastic utensils, and paper towels
- Paper and pencil
- Books, games, puzzles, or other activities for children
- Plastic sheeting and duct tape

Notes

Make a Plan

Your family and friends may not be together when disaster strikes, so it is important to have a plan: how you will contact one another, how you will get back together, and what you will do in different situations.

Emergency Plan

- Identify an **out-of-town contact**. It may be easier to make a long-distance phone call, so an out-of-town contact may be an easier point of contact among separated family members.
- Be sure every member of your family **knows the phone number** and has a cell phone, coins, or a prepaid phone card to call the emergency contact.
- If you have a cell phone, program that person(s) as **“ICE” (In Case of Emergency)** in your phone. Emergency personnel will often check ICE listings in the event of an accident. Make sure to tell your family and friends that you have listed them as emergency contacts.
- **Text messages** often work better in times of network disruptions and can be useful when phone calls cannot get through.
- Subscribe to **alert services**.

Planning to Stay or Go

Depending on your circumstances and the nature of the emergency, the first important decision is whether you stay where you are or evacuate. You should understand and plan for both possibilities. Use common sense and available information, to determine if there is an immediate danger.

In any emergency, local authorities may or may not be able to immediately provide information on what is happening and what you should do. However, you should watch TV, listen to the radio or check the Internet often for information or official instruction as it becomes available.

Emergency Plans

You may also want to inquire about emergency plans at places where your family spends time: **work, daycare, and school.** If no plans exist, consider volunteering to help create one. Talk to your neighbors about how you can work together in the event of an emergency. You will be better prepared to safely reunite your family and loved ones during an emergency if you think ahead and communicate with others in advance.

Use the information on the following pages to develop your own emergency plan.

Emergency Plan

Identify an out-of-town contact person(s).

Name: _____
Email: _____
Phone: _____
Cell Phone: _____

Name: _____
Email: _____
Phone: _____
Cell Phone: _____

Decide on a meeting place in case you cannot return to your home, and know where you would go if you had to evacuate your area. Practice, practice, practice. Take the entire family to the designated meeting place so everyone knows exactly where to go.

Neighborhood

Meeting place: _____
Phone: _____

Out-of-town

Meeting place: _____
Phone: _____

Fill out the following information for each family member and keep it up to date:

Name: _____

Date of Birth: _____

Medicine/Dosage: _____

Name: _____

Date of Birth: _____

Medicine/Dosage: _____

Name: _____

Date of Birth: _____

Medicine/Dosage: _____

Name: _____

Date of Birth: _____

Medicine/Dosage: _____

Name: _____

Date of Birth: _____

Medicine/Dosage: _____

Collect information about the location(s) where your family spends the most time:

Name: _____

Workplace (1): _____

Address: _____

Phone: _____

Name: _____

Workplace (2): _____

Address: _____

Phone: _____

Name: _____

School (1): _____

Address: _____

Phone: _____

Name: _____

Other: _____

Address: _____

Phone: _____

Collect information from others you may need to contact in an emergency.

Doctor: _____

Address: _____

Phone: _____

Pharmacist: _____

Address: _____

Phone: _____

Veterinarian: _____

Address: _____

Phone: _____

Medical Insurance: _____

Policy Number: _____

Phone: _____

Homeowners/
Rental Insurance: _____

Policy Number: _____

Phone: _____

Stay Informed

Knowing what to do during an emergency is an important part of being prepared and may make all the difference when seconds count.

Some of the things you can do to prepare for the unexpected, such as making an emergency supply kit and developing an emergency plan, are the same for both a natural or man-made emergency.

It is important to know difference between a watch and a warning. Stay tuned to your local radio or TV for weather reports, or listen to a NOAA weather radio for more detailed information about weather conditions.

- A **WATCH** means that conditions are favorable for hazardous weather to develop.
- A **WARNING** means that hazardous weather conditions are imminent.

For additional information about what you can do to prepare, visit the University of Richmond's Office of Emergency Management website:

preparedness.richmond.edu

Notes

Evacuating

There may be conditions under which you will decide to get away, or you will be ordered to leave. Plan how you will assemble your family and anticipate where you will go. Choose several destinations in different directions, so you have options in an emergency.

Create an evacuation plan:

- **Plan places** where your family will meet, both within and outside of your immediate neighborhood.
- If you have a car, keep a **half tank of gas** in it at all times in case you need to evacuate.
- Become familiar with **alternate routes** and other means of transportation out of your area.
- If you **do not have a car**, plan how you will leave if you have to.
- **Take your emergency supply kit** unless you have reason to believe it has been contaminated.
- **Lock** the door behind you.
- Take your **pets** with you, but understand that only service animals may be permitted in public shelters.

If time allows: Call or email the “out-of-state” contact in your family communications plan and tell them where you are going.

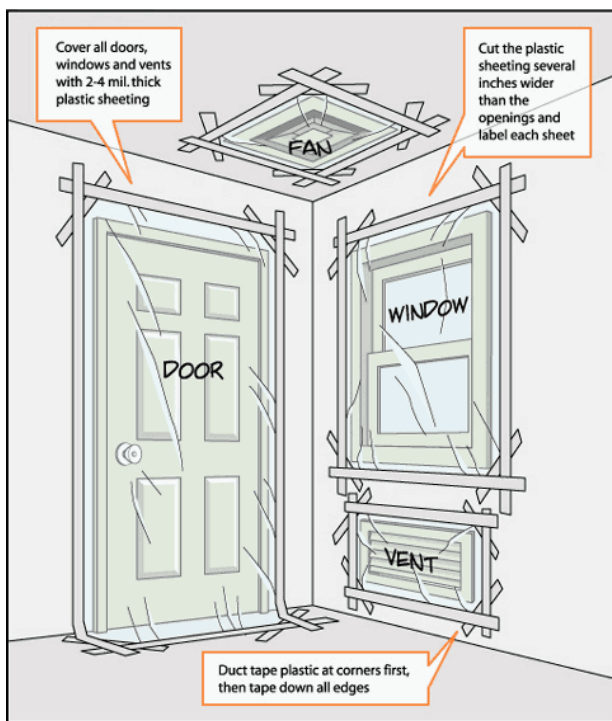
Notes

Staying Put

There are other circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as “sealing the room” is a matter of survival. Use available information to assess the situation. If you see large amounts of debris in the air, or if local authorities declare outside air to be badly contaminated, you may want to take this kind of action.

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.
- Go into an **interior room** with few windows. Bring your emergency supply kit.
- **Seal** all windows, doors, and air vents with plastic sheeting and duct tape.
- Be prepared to **improvise** and use what you have on hand (like towels) to **seal gaps**.
- **Watch TV, listen to the radio, or check the Internet often for official news** and instructions as they become available.



Learn how and when to turn off utilities:

If there is damage to your home or you are instructed to turn off your utilities:

- Locate the electric, gas, and water shut-off valves.
- Keep necessary tools near these valves.
- Teach family members how to turn off utilities.
- **A professional must turn the gas back on. Do not attempt to do this yourself.**

Emergency Shelters

When conditions warrant, local authorities may instruct you to seek shelter in your home or an emergency shelter. An emergency shelter is an immediate, short-term accommodation for persons threatened or displaced by an incident. Public emergency shelters provide accommodations for all population groups.

A number of emergency shelters are designated throughout your community. The type of event will determine which of the emergency shelters are opened.

- Local authorities will provide designated shelter locations at the appropriate time.
- Emergency shelters provide a place to sleep, eat, shower, and charge cell phones or medical equipment.
- When possible, bring a change of clothes, sanitary supplies, pre-filed prescriptions and other medical needs, special dietary supplies or requirements with you.
- Pets may not be permitted within the emergency shelters. When possible, other accommodations should be made in advance.

Notes

Food Safety

From the U.S. Food and Drug Administration

- Be sure to have **appliance thermometers in your refrigerator and freezer**
 - The freezer should be at or below **0° F**
 - The refrigerator should be at or below **40° F**
- **Freeze containers of water** for ice to help keep food cold in case the power goes out. Melting ice will also supply drinking water.
- **Freeze refrigerated items** such as leftovers, milk, and fresh meat to keep them at a safe temperature longer.
- **Group food together** in the freezer. This helps the food stay cold longer.
- **Have coolers on hand** to keep refrigerated food cold if the power is out for more than 4 hours.
- Purchase or make **ice cubes in advance** and store in the freezer for use in the refrigerator or in a cooler. Freeze **gel packs** ahead of time for use in coolers.
- **Store food on shelves** that will be safely out of the way of contaminated water in case of flooding.
- Make sure to have a **supply of bottled water** stored.

When the Power Goes Out...

- Keep refrigerator and freezer doors closed to maintain the cold temperature.
 - The **refrigerator** will keep food **cold for about 4 hours** if it is unopened.
 - A **full freezer** will keep the temperature for approximately **48 hours** (24 hours if it is half full) if the door remains closed.
- If you plan to eat refrigerated or frozen meat, poultry, fish or eggs while it is still at safe temperatures, it is important that each item be thoroughly cooked to the proper temperature to assure that any foodborne bacteria that may be present is destroyed. However, if at any point the food was above 40° F for 2 hours or more – discard it.
- **Wash fruits and vegetables** with water from a safe source before eating.
- For infants, try to use prepared, canned baby formula that requires no added water. When using concentrated or powdered formulas, prepare with bottle water if the local water sources is potentially contaminated.

Once Power is Restored...

You'll need to determine the safety of your food. Here's how:

- If an appliance thermometer was kept in the freezer, **check the temperature** when the power comes back on. If the freezer thermometer reads 40° F or below, the food is safe and may be refrozen.
- If a thermometer has not been kept in the freezer, **check each package** of food to determine its safety. You can't rely on appearance or odor. If the food **still contains ice crystals** or is 40° F or below, it is safe to refreeze or cook.
- Refrigerated food should be safe as long as the power was out for **no more than 4 hours** and the refrigerator door was kept shut. Discard any perishable food (such as meat, poultry, fish, eggs, or leftovers) that has been above 40° F for two hours or more.

Keep in mind that perishable food such as meat, poultry, seafood, milk, and eggs that are **not kept adequately refrigerated or frozen** may cause illness if consumed, even when they are thoroughly cooked.

Notes

Seniors

Each person's needs and abilities are unique, but every individual can take important steps to prepare. By evaluating your own personal needs and making an emergency plan, you can be better prepared for any situation. A commitment to planning today will help you prepare for any emergency situation.

Create a Support Network

- If you anticipate needing assistance during a disaster talk to family, friends and others who will be part of your personal support network.
- Write down and share each aspect of your emergency plan with everyone in your support network.
- Make sure everyone knows how you plan to evacuate your home or workplace and where you will go in case of a disaster.
- Make sure that someone in your local network has an extra key to your home and knows where you keep your emergency supplies.
- Teach those who will help you how to use any lifesaving equipment, administer medicine in case of an emergency.
- Practice your plan with those who have agreed to be part of your network.

Medications and Medical Supplies

If you take medicine or use a medical treatment on a daily basis, be sure you have what you need to make it on your own for at least a week, possibly longer.

- Make a list of prescription medicines including dosage, treatment, and allergy information.
- Talk to your pharmacist or doctor about what else you need to prepare.
- If you undergo routine treatments administered by a clinic or hospital, talk to your service provider about their emergency plans. Identify back-up service providers and incorporate them into your personal support network.
- Consider other personal needs such as eyeglasses, hearing aids/batteries, wheelchair batteries, and oxygen.

Important Documents

Include copies of important documents in your emergency supply kit such as medical and tax records, wills, social security number, bank account, mortgage/insurance information and your Medicare cards. Also keep a list of the style and serial number of any medical devices.

People with Disabilities or Access & Functional Needs

Now is the time to plan ahead for what you may need to stay safe, healthy, informed, mobile, and independent during a disaster. Remember that a disaster may require sheltering in place or evacuating to an emergency shelter or other form of temporary housing. People with disabilities and other access and functional needs may wish to consider the following in their preparations.

Plan to maintain your independence before an emergency strikes:

As you prepare, consider all strategies, services, devices, tools, and techniques you use to live with a disability on a daily basis. Keep in mind that you may need medications, equipment, medical supplies, assistive technology, disability service providers, housing, transportation, and health-related items.

- Create a support network to help you plan. Tell family, friends, providers, and neighbors where you keep your emergency supplies. Give at least one member a key to your house or apartment.
- If you receive a life sustaining medical treatment, identify the location and availability of more than one facility. Work with your provider to develop an emergency plan.

- Show others how to operate your wheelchair or other assistive devices.
- Keep contact information for local independent living centers and other disability service organizations in a safe and easy-to-access place. Remember to keep your data up to date.
- If you use in-home support services, work with them to personalize your emergency preparedness plans. That contact may be your lifeline in a disaster.
- Work with local transportation and disability services to plan ahead for accessible transportation if you may need that for evacuation during a disaster.
- Develop back-up plans for personal assistance services, hospice, or other forms of in-home assistance.
- Keep in mind that during an emergency, you may need to explain to first responders and emergency officials that you need to evacuate and shelter with your family, service animal, caregiver, or personal assistance provider so they can provide the support you need to maintain your health, safety, and independence.

Pets

If you are like millions of animal owners nationwide, your pet is an important member of your household. The likelihood that you and your animals will survive an emergency such as a fire, flood, or tornado depends largely on emergency planning done today. Some of the things you can do to prepare for the unexpected, such as assembling an animal emergency supply kit and developing a pet care buddy system, are the same for any emergency. Keep in mind that what's best for you is typically what's best for your pets.

If you must evacuate, take your pets with you if possible. However, if you are going to a public shelter, it is important to understand that animals may not be allowed inside. Make alternative shelter plans in advance that will work for both you and your pets.

Make a back-up emergency plan in case you can't care for your animals yourself. Develop a buddy system with neighbors, friends, and relatives to make sure that



someone is available to care for or evacuate your pets if you are unable to do so. Be prepared to improvise and use what you have on hand to make it on your own for at least three days, maybe longer.

Consider two kits. In one, put everything you and your pets will need to stay where you are. The other should be a lightweight, smaller version you can take with you if you and your pets need to evacuate. Be sure to review your kits regularly to ensure their contents, especially foods and medicines, are fresh.

- Food - Keep at least three days of food in an airtight, waterproof container.
- Water - Store at least three days of water specifically for your pets.
- Medicines and medical records, plus a
- Pet First Aid Kit.
- Include a backup leash, collar, and ID tag as well as copies of your pet's registration information, adoption papers, vaccination and medical records.
- Crate or other pet carrier.
- Sanitation- Include pet litter and litter box if appropriate, newspapers, paper towels, and plastic trash bags.

Notes

For More Information

Prepare. Plan. Stay Informed.

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

Virginia Department of Emergency
Management

<http://www.vaemergency.gov/>

University of Richmond

Office of Emergency Management

<http://preparedness.richmond.edu/>



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