

## **NOTES**

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## **Readiness Plan. Prepare. Survive.**

## **A Step-by-Step Guide**

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## 1.0. Preface

This small pamphlet was written by a few New Yorkers who work in business continuity/disaster recovery and prevention for the financial sector. We realized that many other business sectors -- as well as our friends and neighbors -- were not regularly briefed on the importance of Disaster Preparedness and Readiness.

Many of us who support the financial sector have been provided with masks and desk kits; practice evacuation drills; and in some cases, have been trained to handle emergency situations.

This pamphlet is for those who do not live the kind of day-to-day readiness we live in the financial sector. We understand that it is a difficult subject for people to face or know where to begin so we tried to simplify the process for you.

We dedicate this pamphlet to our colleagues, families friends and neighbors who live and work in New York and to our colleagues, families, friends and neighbors who lost their lives on 11 September, 2001.

*Thank you.*

## 2.0. Introduction

We created this pamphlet to help New Yorkers focus, even briefly, on readiness for a disaster event.

A disaster event may be a hurricane, a flood, a fire, a water-main break, a terrorist attack or even leaking pipes – any situation that interrupts our lives and that results in an evacuation from a building, our home, business and/or the area in which we work or live.

In order to provide a fairly simple approach, we have chosen to focus on general readiness. At the end of the pamphlet we have provided a listing of exceptional resources where you may gather more information. We urge you to go to each site. This pamphlet does not replace any information that you may find on these resources, however, we have tried to gather the information and referrals into one single source. In addition, we provide tips learned from experience.

We hope to simplify the process so that you can begin to do the work required for readiness. However, as simple as we tried to make it, the truth is that this pamphlet cannot do this work for you. You must make the effort to be responsible for your own safety and for the safety of your families and friends.

## 3.0. The Three Disaster Scenarios

When asked to define disasters, our imagination sometimes goes overboard. The possibilities are endless and may seem overwhelming. To simplify the concept, we have provided three simple definitions to help you to better understand what situation you may be facing so that you may better respond to your and your family's security requirements:

### **Scenario 1: Full or Partial Loss of a Building.**

In the Full or Partial Loss of a Building an event occurs that results in a full or partial loss of a building may force you to evacuate the building or the area of the building that is damaged.

### **Scenario 2: Denial of Physical Access.**

In the Denial of Physical access scenario, there is no physical damage to the building, however, there is something in the building that is dangerous, making it unsafe to access the building.

### **Scenario 3: Shelter-in-Place.**

A Shelter-In-Place scenario is invoked if it is too dangerous outside of the office or apartment building to leave. Many office and apartment buildings may invoke a "lockdown" and may not permit anyone to re-enter the building – depending on the situation in the street.

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#### 4.0. A Note About Responsibility

In a disaster situation, responsibility for ourselves must extend to those around us. Although a difficult concept in such a litigious environment, lives can be saved with the simplest of gestures. There are several ways you can help others during a disaster without having to worry about legal consequences.

- Know your office and/or apartment building evacuation processes.
- Learn where the EXIT areas are on any floor in your office and apartment building as well as on those floors or buildings you may visit for business or personal reasons. It only takes a minute to look for the EXIT sign.
- Find all of the EXITs to the street from that building.

If evacuation is required or a catastrophic event has occurred, set an example for others by:

- Being calm and focused* during an evacuation.
- Recommending a safe and quick exit* to hasten the evacuation for those on higher floors.
- Following instructions* of fire-fighters and police.

- Upon evacuation *move away from the affected area* to an area of safety. *Do not look back.*
- If your office or family/friend evacuation plan calls for an area of refuge, try to *make it to the assembly site* so that they know you are safely out of the building or area. This small step could conceivably *save the life of a first responder, a fire-fighter or police person* as you are one less person they will have to search for.
- Extend a smile* to someone who is frightened.
- If you see someone who may need help* you may respond in one of two ways:
  1. Ask if they would like your help – if and only if you feel capable of assisting.
  2. Ask if you can take their name and location to hand it to a first responder once you evacuate from the building.

You can also help others before an event ever occurs:

- Face the facts* and learn more about disaster Preparedness.
- If you have the personality and the inclination, take the time to *become certified in First Aid and CPR* to help someone who may need it.

**NOTE:** We all experience something new in ourselves when faced with difficult events in life. Focus on your own emotional well-being before you attempt to help someone else.

Additionally, you may not recognize or understand the behavior exhibited by a colleague, family member or friend while they are trying to deal with a disaster event. They may behave differently from what you expect. The most important thing you can do is to resist making judgments on how people respond to disaster events. They may not react as you would – but that is no reason to judge them.

Please remember:

- Everyone has the right to be who they need to be.
- Everyone deserves to be respected for the decisions they make during such an event.

## 5.0. Getting Started: The Checklist

Ok, let's start: These are the basic activities that will help you toward readiness. We first explain them briefly (Chapters 6.0. through 12.0.) and then we provide sample checklists to give you ideas to work with (Chapters 15.0. through 20.0)

- Create your contact wallet card.
- Review the Websites listed in Chapter 14.0.

Then Compile your kits and plans according to you and your family's needs:

- Compile the Kit Your Carry.
- Compile the Home Evacuation Kit.
- Compile the Office Evacuation Kit.
- Compile the Home Shelter-In-Place Kit.
- Compile the Office Shelter-In-Place Kit.
- Create your family evacuation and assembly plan.
- Create your evacuation plan for the Office.

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## 6.0. The Contact Wallet Card

The contact wallet card is one of the most important things that you can respond to. This is why we list it as the first thing you should take of in the preparedness process.

This card should be distributed to and reviewed with immediate family and friends upon completion. As well, send the card to relatives or friends outside of your immediate area so that they can be helpful in case of an event.

Create a card that is small enough to carry in your wallet so that you will always have it with you. Teach your children how important this is -- to ensure that they always have it with them. You may also want to attach electronic (.jpg) photos of each member of the family in case you are separated.

**IMPORTANT:** *Review the card every three months. Revise as soon as contact information changes. Do not wait!*

## 7.0. The Kit You Carry

**Purpose:** The purpose of this kit is to protect you as you travel from place to place: in case there is a scenario on public transportation or on the street. It is small enough that you can easily carry it with you whenever you leave your home or office. The items in this kit will help you by: guarding your eyes, mouth and nose for basic, temporary coverage in support of an evacuation; helping you to see in case of loss of electricity; helping others find you if you are enclosed; keeping you warm and hydrated. *Everyone in the household should have one – especially if you use mass transportation.*

**Use:** Temporary Evacuation Only.

## 8.0. The Home Evacuation Kit

**Purpose:** This kit would be used in case you and your family are asked to evacuate your home. *An evacuation kit should be made for every member of the household.*

**Use:** To supply you with the basics if you are asked to leave your home for about three to five days

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## 9.0. The Office Evacuation Kit

**Purpose:** This kit would be used in case you are evacuated from your office. The difference between this kit and the “Kit You Carry” is that this kit can stay in your desk while you take your “Carry” kit with you when you are on the street or mass transportation. In the financial sector, many firms have provided desk kits to staff. Some Companies recommend to their staff that they should carry the mask/goggles presented in their “Office Evacuation Kit” on their morning/evening commute if you do not have a “Kit You Carry.” We recommend that you add a few personal items such as medicine, comfortable shoes, a set of comfortable clothes and a small toiletries kit in case you are not able to go home after the evacuation. Many of us are sent to the Alternate or Disaster Site to work right after an event. This may not be a requirement of yours or your business. Create your “Office Evacuation Kit” based on your office and business requirements.

**Use:** To supply you with the basics if you need to be for about three to five days if you cannot go home immediately after an evacuation from the office.

## 10.0. The Shelter-In-Place Kit

**Purpose:** This kit is used in case a Shelter-In-Place scenario is invoked by the City and you are required to stay in the apartment from three to five days. Shelter-In-Place is designed to keep you safe from adverse events occurring outside of the building. A Shelter-In-Place scenario may last anywhere from half an hour to several days, depending on the trigger of the scenario.

**Use:** To supply you with the basics in case you and your family are asked to stay in your apartment building for up to five days.

## 11.0. The Office Shelter-In-Place Kit

**Purpose:** This kit is used in case a Shelter-In-Place scenario is invoked by your office building. Shelter-In-Place is designed to keep you safe from adverse events occurring outside of the building. A Shelter-In-Place scenario may last anywhere from half an hour to several days, depending on the trigger of the scenario.

**Use:** To supply you with the basics in case you have to stay in your office building for up to three days.

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## 12.0. The Family Evacuation Plan

The most difficult thing that we do in disaster recovery work is to create evacuations plans for staff. Why is this difficult? Because we never know how an event will play out until it occurs. And we never really know where anyone will be at the time of an event. Here are some pointers we have learned over the years.

- Check with each family member/friend to be absolutely sure that they know where the Exits are in the buildings they occupy during the day - even those they visit. Exits are sometimes located in the same area as the restrooms – the core of the building. When you come to a new building, ask someone at the Security Desk where the exits are located for the building and on each floor.
- Check with each family member/friend to be absolutely sure that they know the various ways to exit onto the street from their building and the best ways to move away from the building.
- Determine where everyone is at any point during the day. The City could be locked-down for a period of time after an event and before they make transportation available – inside/outside the City.
- Find four places in the City to meet that are most centralized to where all of you are during the day. **Consider and try to avoid the target areas:** Rockefeller Center, Financial Sector, Penn Station, Grand Central Terminal and try to choose a place in each direction: North, South, East and West of those areas where everyone in your plan can travel to or reach in case an event takes place.
- Create text messages on each family member's cellular phone for use during an event. Save the messages and emergency contact information to your SIM card. Create the messages with distribution list now so that they will always be there if you need them. Try sending text messages rather than voice calls after your safety is secured – before the wireless system is overwhelmed by excessive calls.
- Designate someone in your family or circle of friends who lives outside of the City to initiate calls to you via a landline should they hear something on the news. Ask them to initiate the call to your cell phone and home phone. Make sure they initiate the call using a land-line, not a cellular phone. Try to always have some power in your cell phone to receive the call.

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- o Purchase a simple, analog line from the phone company or purchase a phone that is not dependent on electricity or batteries for your home or office. This connection should be available when the wireless network is not. The electricity inherent in land-line call technology will be enough to permit you to make incoming and receive outgoing calls.
- o Create a private domain name with minimum email capability. Designate every member of the family an administrator and practice sending/receiving and administering the account at least four times a year. If text messaging is working and if a member of the family can access the internet, they should be able to send/receive messages to/from your cell phone.
- o Since we never know what geographic area will suffer a disaster event, we recommend that you have both a "Plan A" and "Plan B."
- o Your family "Plan B" should consider an area in the city that is geographically opposite from "Plan A." If the assembly point for "Plan A" is on the West Side, create the "Plan B" assembly point on the East Side.

***Always have a Plan B.***

- o Discuss the Shelter-In-Place scenario and ensure that every family member understands what the plan is for their apartment, school or office. If there is no plan, go to the building manager or physical/corporate security team and ask them to develop one. If it is a multi-tenant building, find out how others in the building plan to handle Shelter-In-Place.

1) Find a safe place in the core of the building, away from windows to stay in case of a Shelter-In-Place event.

2) Because Shelter-In-Place is triggered by a chemical or bacterial issue or civil unrest, the building may have a "lock-down" policy: no-one will be permitted to enter or leave the building – even if you work or live there.

It is important that every member of the family find another place to go in the immediate area in case they are locked out of their building. Always have the Kit You Carry in case your evacuation mask is required.

***A Note About Building Management: Office, Apartment, Schools***

If your company does not have an evacuation process, you may want to suggest that a team is formed to meet with the building

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management to understand what your options are in regards to the three disaster scenarios and to better understand what processes they will invoke in case of a disaster event:

- Would City Agencies notify them if there were a concern of a "Shelter-In-Place" scenario? Will this be announced to
- What is their evacuation process?
- What kind of emergency tools does the building maintain?
- Does the building provide first aid or emergency supplies for students/residents? What are they?
- Will the building advise that residents remain in the building in case of a shelter-in-place scenario? Do they have a lock-down policy?
- Does the building have other sites that students/residents can go to in case of immediate damage to the primary building?

***A Note about Communications.***

Create various methods for your family and friends to communicate with each other. Consider a special communications tool for emergencies. During both 9/11 and the 2003 blackout the RIM network and SKYTEL networks were available. I used my SKYTEL beeper with email capabilities to communicate during the blackout. Many people used their Blackberries on the RIM network and they were able to communicate with family and friends. Others used their walkie-talkies.

Be creative yet remember that security breaches will occur during the upheaval caused by the event. Be safe – especially with business/discrete information sent over the internet or via text messages.

### **13.0. Getting Started Checklist**

- Create the family contact wallet card
- Review these sites before you compile your kits:
  - The American Red Cross – New York Chapter  
[http://www.arc-gny.org/outreach/beprep\\_disasterplan.htm](http://www.arc-gny.org/outreach/beprep_disasterplan.htm)
  - New York City Office of Emergency Management  
[http://home.nyc.gov/html/oem/html/readynewyork/ready\\_guide.html](http://home.nyc.gov/html/oem/html/readynewyork/ready_guide.html)  
Download the Readiness Guide or call 311 (in New York) to have one sent to you.
  - The Federal Office of Emergency Management  
<http://www.fema.gov/library/prepandprev.shtm>  
Review for a complete listing of preparedness documents for different scenarios
  - The US Department of Homeland Security  
<http://www.ready.gov/>
- Compile the "Kit you Carry."
- Compile your "Home Evacuation Kit."

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- Compile your “Office Evacuation Kit.”
- Compile your “Home Shelter-In-Place Kit.”
- Compile your “Office Shelter-In-Place Kit.”

*Important:*

It is very natural to begin to use items in your kits – for just everyday things. Let’s face it, it’s easier than going shopping.

**Check your kits every quarter. Put a note on your calendar to review your kits and refill them – every three months.**

## 14.0. The Family Contact Wallet Card

### Immediate Family Information.

#### 1. Description of everyone at your home address:

- Full Address
- Full Name / Status / Age
- Pet Name / Species / Age / Color
- Nearest Hospital Name / Address / Number
- Nearest Police Precinct / Address / Number

#### 2. Individual information:

Family Member No. 1: Repeat for all immediate family members:

- Last Name, First Name / Nickname
- Home Phone Number
- Cellular Number
- Full Company Name
- Full Company Address
- Office Phone
- Office Fax
- Office-Provided Mobile/PDA
- Nearest Subway
- Nearest Hospital Name/Address/Number
- Nearest Police Precinct/Address/Number
- Medical Issues
- Prescribed Medicine
- Child’s Full Name / Nickname
- School Name
- Full School Address

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- Principal's Name
- Principal's Office Number
- School Security Office Number
- School Nurse Number
- Nearest Subway
- Nearest Hospital Name/Address/Number
- Nearest Police Precinct/Address/Number
- Basic schedule
- Medical Issues
- Prescribed Medicine

*Note: You may want to include photos of family members on their cards in case you are separated.*

#### Municipal Information

- Local Hospital Name/Address/Phone Number
- Local Precinct Name/Address/Phone Number
- Local Fire Department/Address/Phone Number
- Ambulance Number
- Veterinarian Name/Address/Phone Number
- Family Doctor Name/Address/Phone Number
- Local Pharmacy Name/Address/Phone Number
- Car Rental Number or Cab Pickup Service
- Pet-Friendly Cab Pickup Service

*Note: Recommend that each family member keep a copy of an identification card along with the wallet card.*

#### Friends and Family

- Two Neighbors' Names/Addresses/Contact Information
- Two Family Members who live outside of the Region/State/Neighborhood/Names/Address/Contact Information

## 15.0. The Kit You Carry Checklist

### Kit Checklist

- Flashlight with batteries already inserted inside the flashlight
- Extra set of batteries
- Light stick
- Evacuation mask and goggles
- Whistle
- Mylar blanket
- Vinyl gloves
- Water
- Traveler-size first-aid kit
- Office contact wallet card
- Family contact wallet card
- Photo ID

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## 16.0. The Home Evacuation Kit Checklist

### Evacuation Materials

- o Flashlight with batteries
- o Extra set of batteries
- o Light stick
- o Evacuation mask and goggles
- o Bio-Chemical mask for longer wear
- o Whistle
- o Mylar blanket
- o Vinyl gloves
- o Hazardous materials bag or plastic bag
- o Transportable family-size first-aid kit
- o Bio-Hazardous material cleanup kit
- o Geiger counter/radiation detector
- o Drinking water
- o Antacids

### Toiletries

- o Traveler-size toothpaste
- o Traveler-size toothbrush
- o Soap for bathing
- o Toilet paper
- o Individual packets of tissues
- o Body crème
- o Vaseline
- o Cold medicine
- o Throat lozenges
- o Heat pads
- o Shampoo
- o Conditioner

### Clothes

- o Two pairs of shoes
- o Underwear for five days
- o Shirts for five days
- o Tee shirts
- o Pants for five days
- o Sweat pants
- o Coat or jacket
- o Sweater
- o Socks for five days and for sleeping
- o Pajamas for five days
- o Raincoat
- o Hat
- o Scarf
- o Extra pet collar and leash

### Special Requirements

- o Two weeks supply of medicine
- o Five days supply of special food
- o Glasses
- o Contact lenses and cleaner
- o Five days supply of vitamins
- o Pet food
- o Pet medication
- o Chocolate
- o Favorite toy

### Miscellaneous

- o Waterproof matches
- o Candles
- o Water filter
- o Walkie Talkies, device for communicating

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- o Battery- or hand-powered radio
- o Paper towels
- o Camping utensils / dishes / straws
- o Blankets, pillows, sleeping bags and bedding
- o Soap for washing clothes
- o Paper plates and plastic utensils: remember water may be at a premium and there may not be enough to wash dishes
- o Antibacterial dish soap
- o Dish washing/cleaning gloves
- o Antibacterial wipes
- o Closeable plastic bags for refuse
- o Strong plastic bags for food, snacks, medicine, etc.
- o A PC notebook for internet access if available
- o Extra keys to cars, house, etc.
- o Cell phone charger

**Important Papers**

- o Several copies of the Wallet Contact Card
- o Copies of passports for each member of the family
- o Copies of driver's licenses for each member of the family
- o Copies of birth certificates for each member of the family
- o Copies of Social Security card.

*Keep these items secured. Never show anyone Social Security Cards to anyone.*

- o Copies of medical insurance card for each member of the family
- o Special Credit Card reserved for use in emergencies
- o \$200 per person in cash
- o \$5.00-\$10.00 in coins, all denominations
- o Pet license or documentation for each pet
- o Pet records of most recent annual exam/shots

## 17.0. The Office Evacuation Kit Checklist

**Evacuation Materials**

- o Flashlight with batteries
- o Extra set of batteries
- o Light stick
- o Evacuation mask and goggles
- o Whistle
- o Mylar blanket
- o Vinyl gloves
- o Hazardous materials bag or plastic bag
- o Travel size First Aid Kit
- o Drinking water
- o Antacids
- o Tissues
- o Office and Home Contact Lists

**Personal Items (*Kept in your desk or Office Closet*)**

*Depending on the situation or the kind of work you do, it doesn't hurt to have these items stored in a gym bag.*

- o 1 pair Sneakers or comfortable shoes
- o 1 pair underwear
- o 1 Shirt with long sleeves
- o 1 Tee shirt
- o 1 Pair of sweat pants
- o 1 Sweaters
- o 3 Pairs of socks
- o 1 Pairs of stockings
- o Umbrella
- o Hat and/or Scarf
- o 3 Days worth of medication
- o Vitamins

## 18.0. The Home Shelter-In-Place Kit Checklist

*Everything in the "Home Evacuation Kit" with some enhancements. In a Shelter-In-Place you may not be able to leave the building for even the most basic needs.*

- Battery-powered television
- Canned or bottled foods (a variety to keep interest up)
- Canned organic soups, vegetables, meals
- Juices
- Power bars
- Grains and/or seeds
- Omega oils/flax seed oil
- Several cases of bottled water
- Bottles of sports water/fortified water
- Generator

## 19.0. The Office Shelter-In-Place Kit Checklist

*Everything in the "Office Evacuation Kit" with some enhancements. In a Shelter-In-Place scenario you may not be able to leave the building for even the most basic needs.*

Many people decided to stay overnight in office buildings during the blackout of August, 2003. Although this is not generally recommended or suggested, you must ensure that you understand the position of building management for the building that you work in. Work with your Corporate Security team to understand your options and legal rights. If you are so inclined and if you keep your kit at your desk at work, you may want to add:

- A bar of soap or shower gel
- Antibacterial wipes or antibacterial lotion or soap
- Small container of shampoo that will help in case of a concern over dirty bomb contaminants
- Power bar(s)
- Battery- or solar/wind-powered radio
- Personal Identification/Photo ID's
- Antacids
- Bio-Hazard spill kit
- Travel dental set
- Pocket tissues
- Extra cell charger
- Family communications device.

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## 20.0. Notes About Supplies

**Batteries.** Some people recommend keeping batteries in reverse position so as not to drain them or cause corrosion. However, in a flash-light, this may cause some panic if it is dark and there is no light to ensure that you are properly reversing in time of need. It is always safe to have extra batteries in all of your kits.

**BIO-Hazard Kit.** This kit may help in determining whether a substance is contaminated or not. As well, it should include a Bio-Hazard bag that is used for throwing out contaminated gloves, clothing, etc.

**Evacuation Mask.** This mask is used to support the evacuation process only. Most evacuation masks are made to last for 20-30 minutes. This mask is only to be used once and then thrown away. There are many different evacuation masks on the market. Some are made to be used against dust, fire, smoke and in case of a dirty bomb (dispersed, radiated particles). Read through descriptions carefully before you purchase one and ask questions if you are not sure what you are purchasing.

**First-Aid Kit.** A mini first-aid kit will have aspirin, band-aids and other basic necessities, and should be small enough to carry in a purse without taking up too much space.

**Flashlight.** Try to find various kinds of flashlights for your needs: a pen-light can fit in your pocket or purse; a larger flashlight may be appropriate for an home kit. There are flashlights that do not use batteries and large lights that can be used to light complete rooms. Consider your needs and what it takes to use and maintain.

**Food.** If you choose to add power bars to your kits, be aware of the shelf-life of the product and check your kit quarterly for spoilage. To ward off hunger or stress, try to find a bar that is well-balanced with protein, carbohydrates and fats.

**Goggles.** Goggles are to be used primarily to support the evacuation process although if dust is present in the air for several days or months, goggles may come in handy as a deterrent against eye problems. The goggle should have a foam lining on the inside of the frame so that they form a seal with the skin around the eyes.

**Identification:** Carry at least one photo id.

**Light Stick.** Light sticks are used when there may be a concern about explosive gases and a flashlight may be too dangerous.

**Mylar Blanket.** This blanket, often seen being worn by athletes, reflects heat back to your body to keep you warm.

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**Masks.** There are several types of mask: evacuation masks, masks for use in case of bio-chemical concerns, masks for use in times of fire and/or smoke, against dust, radiation, etc. Some masks are to be worn for 20-30 minutes and others for longer periods. Determine why you feel you need a mask and for what reason. Read through descriptions carefully before you purchase one. Remember that these masks have a shelf-life and need to be replaced after a period of time – whether used or not. Please see a specialist who can help you to pick the one for to fit your requirements.

**Personal Medication.** Keep at least three days supply of medication at the office. At the office, work with your company to procure a locked mini-refrigerator in case medication requires refrigeration.

**Vinyl Gloves.** Gloves are a staple in first aid. These can come in handy if you have to touch something you are not sure of. Try to avoid latex gloves or powdered gloves if you have allergies to these substances.

**Water.** We recommend packaged water that has a shelf-life of five years, not bottled water. Unlike bottled water, water packets do not need to be turned. Remember: Water is important in times of stress. Keep yourself hydrated.

**Whistle.** A whistle may help a First Responder find you or help you to attract attention in order to get help.

## 21.0. Where to Find Supplies

**Batteries.** Drug store, hardware store, supermarket, internet

**Evacuation Mask.** Internet

**Small, Carry-Size Flashlight.** Drug store, hardware store, internet

**Goggles.** Internet

**Light Stick.** Party or camping store, internet

**Mylar Blanket.** Camping store, internet

**Special Items. Preparedness sites, internet**

- Hazardous Materials bag or plastic bag
- Non-battery/electrically-powered radio
- Hazardous Material Cleanup Kit
- Geiger counter/radiation-detector
- Water Filter
- Hand-powered flashlight

**Traveler First-Aid Kit.** Drug store, sports supplies store, camping store

**Water.** Camping store, internet

**Whistle.** Sports supply store, children's store, internet

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## *Searching the Internet*

**Note** We do not support any one site in particular. Use your favorite search engine and search on: "Disaster Recovery" or "Preparedness" and you will find many sites to choose from.

### **Canberra Homeland Security. Tools to Fight Radiological Terrorism.**

<http://www.canberra-hs.com/Products/default.asp>

### **Chemical Light, Inc.**

595 N. Lakeview Parkway  
Vernon Hills, IL 60061  
www.chemlite.com

### **Disaster Preparedness and Survival Products**

[http://dir.yahoo.com/business\\_and\\_economy/shopping\\_and\\_services/home\\_and\\_garden/safety/disaster\\_preparedness\\_and\\_survival/](http://dir.yahoo.com/business_and_economy/shopping_and_services/home_and_garden/safety/disaster_preparedness_and_survival/)

### **Dominion Marketing Resources, Inc.**

P.O. Box 261639  
Littleton, CO 80163-1639  
[www.ReadyPrep.com](http://www.ReadyPrep.com)  
866-723-2562

### **Home Defense**

<http://homedefenseproducts.com/>

### **JosephPrep.com**

<http://www.josephprep.com/index.html>

### **The Preparedness Center**

<http://www.preparedness.com/>

### **Pak Preparedness Center, Inc.**

151 N. Main Street  
Heber City, UT 84032  
435-654-0099

### **Safer America.com**

<http://www.saferamerica.com/>

### **Safety Central**

<http://www.safetycentral.com/>

### **Safety Glasses USA, Inc.**

P.O. Box 2021  
Three Rivers, MI 49093  
[info@sgusa.com](mailto:info@sgusa.com)  
1-800-870-6189

### **Survival Unlimited**

<http://www.survivalunlimited.com/surplus.htm>

### **Bomb and Radiation Detectors - Micro Bomb Detector/Dirty Bomb Detector.**

AI NOTL Systems, Inc.

<http://www.ainotl.com/mbd.html>.

Canberra Homeland Security

[http://www.canberra-hs.com/Products/First\\_Responders.asp](http://www.canberra-hs.com/Products/First_Responders.asp)

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## 22.0. Getting Started

How do you get started?

Schedule the reviews and kit creation activities as a family event and place them on the calendar in advance – everything three months. It is important that everyone begins to see these activities as a way of living – not a special family activity that is only performed in times of stress or fear.

### *This Month.*

#### **1. Create the Family Contact Wallet Card.**

- The Contact Wallet Card is very important. Pick this month to create one for the household and be sure to include the details that we recommended earlier in this pamphlet – including allocating relatives or friends who reside outside of your region as your contacts. Make sure every member of the household has one and carries it with them.
- If your office does not provide one, create a basic work-related contact listing for each member of the household. Make sure you swap them so you know how to contact each other.

#### **2. Create The Kit You Carry.**

### *Next Month.*

#### **1. Review.**

- Quickly check the family or household contact listing. Check it for accuracy and the kind of information you have. Do you need to add or detract from the list? If so, make sure every member of the household or family and your regional contacts have a revised copy. Put the revision date somewhere on the card so that recipients know they have the latest version.
- Quickly review the “Kit You Carry” to be sure it fits your purse, knapsack, etc or to see if you need to add additional items.

#### **2. Create the Family/Household Plan.**

### *Three Months.*

#### **1. Review.**

- Quickly check the family or household contact listing. Check it for accuracy and the kind of information you have. Do you need to add or detract from the list? If so, make sure every member of the household or family and your regional contacts have a revised copy. Put the revision date somewhere on the card so that recipients know they have the latest version.
- Quickly review the “Kit You Carry” to be sure it fits your purse, knapsack, etc or to see if you need to add additional items.
- Quickly review the Family/Household Plan for viability. Be sure that everyone is around the table for

***Four Months.***

- 1. Create the Office Contact Card.**
  - o Quickly review the Family/Household Plan for viability. Be sure that everyone is around the table for discussion.
- 2. Simultaneously Create the Home and Office Evacuation Kits for each member of the family/household.**

***Five Months.***

- 1. Review.**
  - o Quickly review the Office Contact Card.
  - o Quickly review the Home Evacuation Kit.
  - o Quickly review the Office Evacuation Kit.
- 2. Create the Home Shelter-In-Place Kit.**

***Six Months***

- 1. Review.**
  - o The Family/Household Contact Card
  - o The Kit You Carry
  - o The Family/Household Plan
  - o The Office Contact Card.
  - o The Home Evacuation Kit.
  - o The Office Evacuation Kit.
  - o The Home Shelter-In-Place Kit.
- 2. Create the Office Shelter-In-Place Kit.**

**Every three months thereafter:**

- o The Family/Household Contact Card
- o The Kit You Carry
- o The Family/Household Plan

**Every six months thereafter:**

- o The Family/Household Contact Card
- o The Kit You Carry
- o The Family/Household Plan
- o The Household Evacuation Kit
- o The Office Evacuation Kit
- o The Household Shelter-In-Place Kit
- o The Office Shelter-In-Place Kit.

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## 22.0. Contact Wallet Card

### General Information

Holder of Card: First Name:	Middle Name:	Nickname:	Last Name
Full Street Address:			
Contact Number at Address	Number 1:	Number 2:	Number 3:
Age:	Status in the House:	Status in the House:	
Pet Name:	Species:	Coloring:	Age:
Nearest Hospital:	Address:	Number:	
Nearest Police Precinct:	Address:	Number:	
Nearest Fire Department:	Address:	Number:	
Nearest Neighbor:	Address:	Number 1:	Number 2:
Nearest Neighbor:	Address:	Number 1:	Number 2:
Nearest Relative:	Address:	Number 1:	Number 2:
Nearest Relative:	Address:	Number 1:	Number 2:
Relative in Evacuation/Assembly Plan:	Address:	Number 1:	Number 2:
Ambulance Number:			
Veterinarian Name:	Address:	Number 1:	Number 2:
Animal Emergency Number:			
Family Doctor:	Address:	Number 1:	Number 2:
Pharmacy:	Address:	Number 1:	
Car Rental Number/Cab Pickup Service:	Address:	Number 1:	Number 2:
Pet Friendly Cab Pickup Service:	Address:	Number 1:	Number 2:

### Family Member Information

First Name:	Middle Name:	Nickname:	Last Name
Home Number:		Cellular Number:	
Work or School			
Full Company/School Name:	Address	Office Phone	Office Fax
Office Provided Mobile/PDA:		Nearest Subway:	
Principal's Name:	Number 1:	Number 2:	
Work/School Security Head:	Number 1:	Number 2:	
Work/School Nurse:	Number 1:	Number 2:	

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Municipal Information Close to Work/School:			
Nearest Subway:	Stop:	Stop:	
Nearest Hospital	Address	Number:	
Nearest Police Precinct:	Address	Number:	
Medical Concerns:			
Required Medicine:			
Prescribing Doctor:	Address:	Number 1:	Number 2:

### Family Plan

Members Daily Schedule:			
Family Member 1:	Time/Location	Time/Location:	Time/Location:
Family Member 2:	Time/Location	Time/Location	Time/Location
Family Member 3:	Time/Location	Time/Location	Time/Location
Family Member 4:	Time/Location	Time/Location	Time/Location
Area of Refuge 1:	Address:	Transportation:	
		Family Member 1:	
		Family Member 2:	
		Family Member 3:	
		Family Member 4:	
Are of Refuge 2:	Address:	Transportation:	
		Family Member 1:	
		Family Member 2:	
		Family Member 3:	
		Family Member 4:	
Relative Tagged to Call Family:	Address:	Number 1:	Number 2:
The Numbers they will call:	Number 1:	Number 2:	Number 3:
	Number 4:	Number 5:	Number 6:
If the family does not make Assembly Point A or B. Go to:	Address:	Number 1:	Number 2:
How to get there?			

### Plan Revision

Revision Date of Plan: (Date)			
Walkthrough of Plan: (Date)			
Next Revision of Plan: (Date)			
Next Walkthrough of Plan: (Date)			

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## 24.0. Ideas

Kit Item	Company	Website	Number
Flashlight and Batteries	Local Drug Store		
	Local Hardware Store	NA	NA
Light Stick	Chemical Light, Inc.		
	Local Party Store Stationery Store Brand: Snaplight Safety Lightstick	www.chemlite.com	800-446-3200
N95 Particulates Mask	Dominion Marketing Resources, Inc.	<a href="http://www.ReadyPrep.com">www.ReadyPrep.com</a>	866-723-2562
Whistle	American Red Cross		
	Drug Store	NA	NA
Goggles	Safety Glasses USA, Inc.	<a href="mailto:info@sgusa.com">info@sgusa.com</a>	1-800-870-6189
Mylar Blanket	Nitro-Pak Preparedness Center, Inc.		1-707-472-0280
	Brand: MPI Outdoors	<a href="http://www.preparedness.com/">http://www.preparedness.com/</a>	435-654-0099
Vinyl Gloves	American Red Cross		
	Local Drug Store	NA	NA
Water		<a href="http://store.yahoo.com/preparednesscenter/mainemdrinwa.html">http://store.yahoo.com/preparednesscenter/mainemdrinwa.html</a>	
	Nitro-Pak Preparedness Center, Inc. Brand: Mainstay Emergency Water	<a href="http://www.preparedness.com/">http://www.preparedness.com/</a>	1-707-472-0280
First Aid Kit	American Red Cross		
	Local Drug Store	NA	NA

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Kit Item	Company	Website	Number
"MINI" One & Done Safety Spill Kit	Safer America DT Labs/Bio-Protective Products, Inc.	<a href="http://www.saferamerica.com">www.saferamerica.com</a>	1-212-374-4056 1-866-723-3799 1-800 SPILBAG (774-5224)
Travel Toothbrush Kit	Local Drug Store	NA	NA
Pocket Tissues	Local Drug Store	NA	NA
Bacteriological and Chemical Contaminant Mask: anthrax, cyanide, sarin and smallpox	Safer America Brand: Windstar / Potomac	<a href="http://www.saferamerica.com">www.saferamerica.com</a>	1-212-374-4056 1-866-723-3799
Bacteriological and Chemical Contaminant Mask: anthrax, smallpox, botulism and ebola	Safer America Brand: UHA Peace of Mind	<a href="http://www.saferamerica.com">www.saferamerica.com</a> <a href="http://www.uha-intl.com">www.uha-intl.com</a>	1-212-374-4056 1-866-723-3799
Battery-powered Radio	Nitro-Pak Preparedness Center, Inc. Brand: Windstar	<a href="http://www.preparedness.com/">http://www.preparedness.com/</a> <a href="http://www.saferamerica.com">www.saferamerica.com</a>	1-707-472-0280
Wolar/Wind Powered Radio	Safer America Brand: Coleman OMNIPower Outrider AM/FM Radio	<a href="http://www.coleman.com">www.coleman.com</a>	1-212-374-4056 1-866-723-3799 1-800-835-3278
Hand/Body/Feet Warmers	Any preparedness website Sports/Camping Store Brand: Grabber	<a href="http://www.grabberwarmers.com">www.grabberwarmers.com</a>	1-800-423-1233

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## 25.0. A Note About “Dirty Bombs”

*A summary of the actions recommended by the United States Nuclear Regulatory Commission, the World Health Organization and the Centers for Disease Control and Prevention*

“Dirty Bombs are known as “Weapons of Mass Disruption”. They are made with radioactive material that, in most cases, are by-products of medical use. Fission is not part of the materials process, so the material will not cause a nuclear reaction. The biggest concern is the bomb itself.

### If Inside During the Blast

- Do not panic.
- Cover mouth and nose with either a facemask or an alternative material for the initial period of fallout.
- Prevent entry of radioactive dust by shutting off ventilation systems and sealing doors or windows. Maintain some filtered airflow for breathing.
- Stay inside until authorities say otherwise. If you must leave, follow the evacuation process.
- Use stored food and drinking water.
- Do not eat local fresh food or drink water from open water supplies.

### If Outside During the Blast

- Do not panic.
- Cover mouth and nose with either a facemask or an alternative material for the initial period of fallout, leave the immediate area and go inside the nearest building.
- Do not take public or private transportation.

### In All Cases

- Take a shower using plain soap and shampoo. Do not use conditioner for the few washes until you know you are free of any bomb-related material.
- If possible, remove clothes, place them in a plastic bag and seal it. Give the bag to the police.
- Seek local news for advisories from emergency response and health authorities.
- Treat (clean and cover) open wounds until medical help is available.
- Seek medical help if radioactive material was released.
- Only take stable iodine (e.g., potassium iodide) tablets when so directed and only take direction from competent authorities.

## 26.0. A Note About the Evacuation Process

- Learn to keep your most important items in a single place to help you to evacuate as quickly as possible.
- Go to the nearest exit as quickly, yet as calmly as possible.
- Learn to be able to leave your calls, business behind and drop what you are doing. Evacuation is a pathway towards safety. It empowers you to manifest the decisions you make regarding how you choose to live your life. Do not lose this opportunity by performing last-minute work-related tasks when you should be engaging in the evacuation process.
- If you are wearing uncomfortable shoes, take them off while traversing the stairwell. The time you take to walk down the stairs directly impacts the time anyone 10-20 floors above you has to evacuate or live.
- Create a way for you, your family and business associates to account for each other once you have left the building. By accounting for yourselves, you can better direct a First Responder back into the building for specific searches.
- Create an Area of Refuge to meet at to account for everyone's whereabouts. Try to send a text message to someone who may be missing.
- Always carry your call tree to identify who may need help. Circle the name of the person who you cannot account for. Put a basic map of your floor on your call tree to hand back to a First Responder so that they may better direct their search.
- Create an off-premise "800" or "888" number where Staff or family may "call into" and leave status voice mails.
- If you choose to evacuate without following any prescribed Corporate Security or Building Management evacuation process, follow through on accountability with your Colleagues and friends. Otherwise, they may send a First Responder back into the building to look for you.

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