# Joint MacDill AFB Family Disaster Planning Guide





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Prepared in coordination with:

MacDill AFB Emergency Mgmt. (6 CES/CEX)

HQ US Central Command (USCENTCOM) Emergency Mgmt. (CCHC-EM)

HQ US Special Operations Command (USSOCOM) Emergency Mgmt. (USSC-EM)

US Special Operations Command, Central Command (USSOCCENT)

Joint Communications Support Element (JCSE)

US Marine Corps, Central Command (USMARCENT)

Reliable sources of accurate and timely information are critical to develop\* and implement *your plan*. This guide will assist in developing *your* plans and keeping *you* informed.

#### **▼** WARNING **▼**

Safeguard your *Financial* and *Personally Identifiable Information* (PII) included in this plan, or other forms. Consider your privacy and security, especially where you see the red icons (\*).

<sup>\*</sup> Contact your local emergency mgmt. office, fire & police departments, and look at online resources for more information.

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**Before an emergency happens**, discuss key points of preparedness with your family members. <u>Ask questions</u>. The answers will define your plan, and identify what needs attention.

- What you will do in an emergency?
- How you will contact each other? Reunite / Reassemble?
- Where you will go? What will you do? How?

Write down where your family spends the most time, such as work, school, and other places you frequent (school, daycare provider, work, apartment/house, etc.). Family members should know about the site-specific emergency plans for such places.

#### PRINCIPLES of BEING PREPARED

Remember the following principles, and apply them to the 3 Steps of Preparedness.

- ➤ **Get trained before an emergency.** Being mentally ready saves precious time and effort when an emergency happens. Explaining the plan, or where the kits are, takes time and is distracting.
- **Keep it as simple as possible.** Don't over-complicate things with too many details or difficult tasks.
- ➤ Reduce critical tasks. Don't over-task yourself or others. Consider what won't be done if family members or neighbors are gone or busy with other tasks. What can actually get done when time is short.

#### 3 STEPS of PREPAREDNESS

Get & Stay Informed / Have a Plan / Build a Kit

**Step 1. Get & Stay Informed!** At this point, you have already started this step! We need to find out what hazards and threats exist in our region that can affect us at work, school, home, and in between. While severe tropical cyclones are the most notable, they <u>are not</u> the only concerns.

- Find and routinely monitor reliable sources for news and weather information.
- ✓ Keep your Severe Weather Radio turned on, where it will be heard day or night.
- Register for official notification system for urgent city and county messages severe weather alerts, hazardous materials (HAZMAT) accidents, school closures, etc.
- \*Know how to communicate with others when relocating/evacuating and at your Assembly Point.

#### **NEWS/WEATHER MONITORING & INFORMATION SOURCES**

Weather - Tropical	NOAA NHC < <u>www.nhc.noaa.gov</u> >
Weather - Tampa Bay	Nat'l Weather Service < <u>www.weather.gov/tbw</u> >
Tampa Bay area	Bay News 9 < <u>www.baynews9.com/fl/tampa</u> >;
TV Stations	Fox 13 < <u>www.fox13news.com</u> >
Radio Stations	AM 860 WGUL; AM 970 WFLA; AM 1380 WWMI

**NOTE:** Avoid news or weather sources that add drama (embellish or spin the story). Compare your personal preferences with others to see which is reliable and which is not.

**Get Involved**. There are many groups and organizations that provide <u>free</u> training to empower you to help yourself during a crisis or disaster, help others, and even save lives. These will generally accept your help based on your ability and desire. Several active organizations in the Tampa Bay area are listed, but local community agencies can also recommend others.

- Red Cross training for various teams and purposes (you choose). Disaster Services Team members can
  respond to house fires, large disasters, and special events to provide meals, first aid, and other services.
   < www.redcross.org/en/volunteer >
- **SKYWARN.** Training (~2 hrs) certifies you to report severe weather directly to the Nat'l Weather Service. < www.weather.gov/SKYWARN >
- CERT. Community Emergency Response Teams are staffed by volunteers from the community to work in the community before/after a disaster, and CERTs sometimes help others in need.
  - < www.ready.gov/cert > or < www.ready.gov/citizen-corps >
- Amateur Radio Operator (aka Ham Radio). Ham radio operators talk across town and around the world when
  the Internet or cell phones fail. Ham Operators <u>can be a lifeline</u> during disasters, report dangerous weather, etc.
   <a href="https://www.arrl.org/home">www.arrl.org/home</a>>
- Neighborhood Watch. The National Neighborhood Watch program empowers citizens to become active in community efforts through participation in Neighborhood Watch groups.
  - < www.nnw.org >
- **Fire Corps.** You can expect to assist your department in a non-emergency role, in various roles depending on your skills and the department or organization.
  - < http://firecorps.org/volunteers/overview >

# Step 1. Get & Stay Informed! CONT

**Alerts, Advisories, Watches, and Warnings**. Know what the terms mean, and what to do when they are announced for your area. For more info go to < <a href="https://www.weather.gov/lwx/warningsdefined">www.weather.gov/lwx/warningsdefined</a>>.

NOTE: These annot	NOTE: These announcements may be sent via AM/FM radio, local TV stations, Ham radios, and cell phones (text, voice alerts).				
[Weather, Traffic] ADVISORY	Area/Region <i>possibility</i> of events that may cause significant inconvenience, and could threaten life and/or property. These may include significant traffic and weather events (i.e., thunderstorms, rip tides, high winds, traffic congestion, etc.).				
[Weather, Traffic, Hostile Activity]  ALERT  Local or national potential severe weather (Severe Thunderstorms, Tornados, Activity)  Shooter, Flash- or River Flooding, Major Traffic Problems, etc.).					
[Weather] WATCH  Local/Area possibility for dangerous weather, but has not happened / bee Monitor local weather conditions. These are most often used for Torna Thunderstorm, Flooding, and other weather events.					
[Weather] Local/Area alert for dangerous weather occurring or is very likely to occur. Warning used for conditions posing a threat to life or property. Tornado, Severe Thundo and High Wind warnings are common in West-Central Florida.					
Tropical Cyclone WATCH	This is a National Weather Service (NWS) term for civilian sectors (TV, radio, etc.) to forewarn that Tropical Storm or Hurricane force winds/conditions are possible in the next 48 hours, in the broadcast area.				
Tropical Cyclone WARNING  NWS term for civilian sectors to forewarn that Tropical Storm or Hurricane winds/conditions are possible in the next 36 hours, in the broadcast area					

<u>Severe Weather</u> watches and warnings are often confused with those for tropical cyclones (tropical storm or hurricane).

**NOTE:** The base uses *HURCONs* (Hurricane Conditions of readiness, page 21) to forecast when 58 mph winds will arrive at MacDill AFB. This isn't a guarantee of actual landfall or when the center of the storm arrives.

# **FLOOD** vs. **EVACUATION ZONES**

These **are not** the same!

Look at your county's Public Works, Utilities, or Emergency Mgmt. websites to find out if your home, community, school, and work locations are in '*Evacuation Zones*' (for Tropical Storm or Hurricane evacuations) or in or '*Flood Zones*'. Your utility bill and property tax may also indicate zones that apply.

• **Flood Zones** are areas mapped for FEMA's Nat'l Flood Insurance Program (NFIP). Flood Zones are designated by a letter or letters, telling the homeowner/tenant exactly what the risk is for flooding to happen at their residence over a period of years – regardless of cause. By law, all homeowners must be covered by flood insurance if it is in a high-risk zone.

**NOTE:** Flood damages and losses may not usually covered by homeowner's insurance policies. The NFIP makes federally-backed flood insurance available to residents and business owners.

Any flooding damage covered under the policy will be reimbursed to policy limits – whether or not a federal disaster declaration is made.

NFIP < www.fema.gov/national-flood-insurance-program >

**Hillsborough County Flood Zones** < <a href="https://www.hillsboroughcounty.org/en/residents/property-owners-and-renters/homeowners-and-neighborhoods/find-my-flood-zone#">https://www.hillsboroughcounty.org/en/residents/property-owners-and-renters/homeowners-and-neighborhoods/find-my-flood-zone#</a>>

Pinellas Co Flood Zones < www.pinellascounty.org/flooding/maps.htm >

# Step 1. Get & Stay Informed! CONT

 Evacuation Zones are based on hurricane storm surge zones determined by the National Hurricane Center using ground elevation and the area's vulnerability to storm surge from a hurricane. The evacuation zones are marked from A through E, plus non-evacuation zones.

# Tampa Bay All-Hazards Guide, Hurricane Evacuation maps, and Shelter Lists

< www.tampabayprepares.org >

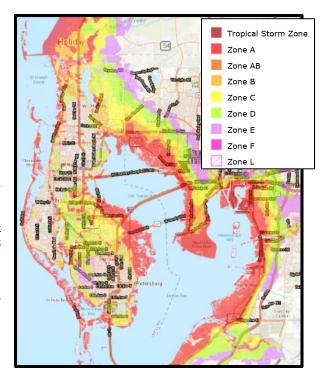
#### Hillsborough County

< www.hillsboroughcounty.org/en/residents/publicsafety/emergency-management/find-evacuationinformation >

#### **Pinellas County Know Your Zone**

< www.pinellascounty.org/emergency/knowyourzone.htm >

Other **Tampa Bay area counties** – search / go to your county's website to find their tools for identifying Evacuation Zones.



**TROPICAL STORM / HURRICANE RISK EVALUATION.** What will influence your decision to stay or leave. Poorly built structures are more susceptible to wind damage and blown debris. Homes in *Flood* or *Evacuation Zones* – in low spots, near rivers, ponds, or the coast – rains or storm surge may flood the home or property. If flooding or a storm surge won't affect your home, will flooded roads keep you from getting out?

- **Safe Houses** are places you can go, outside of Evacuation Zones and Flood Zones. Plan to have a Safe House in case an evacuation ordered/required. This can be a friend's/family's home that is not in a Flood or Evacuation Zone. A Safe House must be able to take your family in until the storm passes. Try to find a Safe House 10 or 20 miles inland [not a hundred miles away].
- **Safe Havens** are outside the Tampa Bay area and away from Evacuation Zones. Your family may need to relocate far from potential hazard areas. Your Safe Haven should allow for you to return to the base within your command's time constraints. The host base Commander may set distance restrictions for reimbursement in the official Evacuation Order (check if you are entitled to evacuation reimbursements).

YES	NO	RESIDENCE / HOME INFORMATION Evac Zone: A / B / C / D / E or None				
		Is the home prone to a Storm Surge? Is it in a Flood Zone? Near the coastline?				
		Are routes out of the community susceptible to flooding, preventing evacuation?				
		Is the home a mobile/manufactured home, travel-trailer, motorhome?				
		Is the home in a high-rise building? Winds are generally stronger at higher elevations.				
		Are storm shutters or window protection required? Are they readily available?				
		Is the garage door rated to withstand 120+ mph winds? Reinforced?				
		Have a roof with hurricane straps? What type of roof?				
		Does the structure shake during storms with high winds?				
		Is the home required to have to have flood insurance?				
		Was the home built before 2003, and not updated to meet Miami-Dade Standards?				
		Are there large trees that could hit/damage the home?				

Your answers should indicate the home's vulnerabilities to hurricane risks, and should be reflected in the plan.

#### 2. Have a Plan!

The Plan doesn't have to be overly complicated, but does need to be <u>effective</u>, and <u>understood</u> by everyone it affects. Plans must address the needs of your family, your pets, your home, and anyone













else that you will rely on ... or that may rely on you.

□ Designate an interior room or closet (away from exterior walls) for tornadoes, high winds, etc.
□ Decide where to go when you evacuate. How will the family get there? How long will it
take? Who is expecting you, and are they able to help you?
□ What medical/veterinary facilities are along you evacuation routes (primary, alternates)?
What are alternate options for evacuation locations (hotels, public shelters, etc.).
□ Keep cars fuel tanks at least ½-full and ready, if needed to evacuate. What if fuel shortages
happen prior to an ordered evacuation – spare gas cans, safe storage location?

- □ What special needs need consideration children, pets, elderly, medical equipment or therapy?
- □ What documents need to be gathered and protected (in your kit)? Remember marriage, birth, and adoption certificates; utility bills; banking and financial records, etc.
- □ When a hurricane or tropical storm threatens, what must be done to protect the home, boat, and other properties? Who will do it? What/Where are the materials and tools needed?

**NOTE**: Public shelters <u>are not</u> comfortable, and <u>should not</u> be one of your first options. Most will not permit pets, accommodate serious medical needs, or provide privacy. A person's dedicated space can be as little as 3'x10'.

# BASIC PREPAREDNESS & EMERGENCY PLANNING CHECKLIST

A prepared neighbor = one less person looking for help after a disaster.

YES	NO	N/A	INSPECT YOUR HOME & PROPERTY (Security, Fire, Severe Weather)
Ask	questi	ons al	pout the following topics – are repairs required? Get professional help, as needed.
			House numbers easily visible from the street? Outside lights?
			Outside lights work properly? Street lights?
			Trees / Bushes too close to house buildings? Clear ≥ 30 feet around structures.
			Gutters, drainage run-offs clear?
			Roof – shingles, tiles, vents, 'hurricane straps' (anchors), sheathing, wiring?
			Storm shutters, window protection (plywood, sheets, etc.)*?
			Garage door and bracing*?
			Utility shut-offs – where are they, how are they operated*?
			Room / Location to use for sheltering*? Sheltering In-Place (SIP) vs. Tornado/Hurricane.
			Special tools needed for immediate use? Where are they stored?

Hand-operated or specialty tools and supplies may be needed for different hazards.

# 2. Have a Plan! CONT

YES	NO	N/A	YOUR PLAN <sup>S</sup>			
		Crea	Create your family's plans to suit local risks and conditions. Review annually at least.			
			◆ <u>FIRE SAFETY Plan</u> (everyone should have a plan for what needs to happen during a fire)			
			◆ COMMUNICATIONS Plan (written contact data for work, school, family, etc.)			
			HURRICANE PREP Plan (everyone should have a plan for preparing for severe tropical weather)			
			◆ EVACUATION Plan (if ordered, or deciding to evacuate your County Evacuation Zone, community, etc.)			
			REASSEMBLY / REUNIFICATION Plan (in case family members become separated)			
			Ensure family members know the plans and when to activate them			
			Reviewed Quarterly? Revised when information changes?			
			All family members have the Family Communications Plan?			
			Contact data with neighbors, key people? Their info in your Comm Plan?			

YES	NO	N/A	SPECIAL CONSIDERATIONS		
			Do your plans and kits consider special medical needs (meds, equipment, transportation)?		
			Do your plans include consideration for needs of your pets and animals?		
			Do your plans include required actions for your boat, RV, motorcycle?		

YES	NO	N/A	INSURANCE POLICIES, HOUSEHOLD CONTENTS			
			emized inventory of your valuables and household belongings?			
			otograph and/or video files of your possessions? (dated for reference)			
			nsurance policies reviewed and current?			
			Insurance policy number(s) and contact information in the Comm Plan?			
			Important records and documents in the kit?			

# 2. Have a Plan! CONT

#### **FIRE SAFETY PLAN**

Fires are one of the most common household emergencies. An entire house or apartment building can be engulfed in flames, in mere minutes.

A fire safety plan is one of the most important parts of your preparedness efforts. With a little preparation and practice, you can survive a fire and return to normal, faster and more easily. Practice a fire drill and your *Fire Safety Plan* at least once a year, and whenever changes affect the plan.

The most important piece of safety equipment to start with is a smoke detector. Treat all alarms as real until proven otherwise. If your smoke detector sounds, evacuate quickly. The local fire department will have resources to help you in develop your fire safety plan.

#### **PLANNING DETAILS**

Nearb	Nearby Fire Stations Phone Numbers					
Fire Ex	Fire Extinguisher Locations					
			Draw/Insert ESCAPE ROUTES MAP			
☐ Intern	al, Outsi	de Doors	☐ Ground Floor Windows ☐ Fire Extinguishers ☐ Reunification Points (neighbor's addresses)			
YES	NO	N/A	MAINTAIN THE PLAN and TRAINING			
			Visually inspect and test smoke detectors – <u>Monthly</u> .			
			Visually inspect fire extinguishers (condition, location) – Monthly.			
			Check escape ladders for upper floors – Monthly.			
			Replace batteries smoke detectors – every <u>6 Months</u> .			
			Fire extinguisher and escape ladder use (check local FD).			
			Limited Mobility plans – <u>2x per Year</u> .			
			Set and verify Reunification/Assembly Points make sense – <u>2x per Year</u> .			

## 2. Have a Plan! cont

#### **EVACUATION** and **REUNIFICATION POINTS**

Disorientation and separation is common during an emergency. Identify places to meet, if going home is not an option. Plan alternate reunification points, in case the primary can't be reached.

If ordered to leave your home / neighborhood / local area, your Evacuation Plan will answer critical questions when there is no time make a plan.

YES	NO	N/A	REUNIFICATION / ASSEMBLY POINTS (aka Rally Points)
			Identify where to meet and how to get there – from inside the home to the street or near the road & driveway.
			Consider where to meet outside of the neighborhood/community (cannot get into the neighborhood, or ordered to leave).
			Where can children go safely? Who is permitted to watch children?
			Where should other family members go? How should they get there?
			Phone numbers are known, or a small card is carried w/critical numbers?
			Accessible, recent pictures of children?
			Who will get the pets and critical supplies (leash, carrier, etc.)?
			Pictures of pets? Chip data current for contacting you?

YES	NO	N/A		<u>HOME, NEIGHBORHOOD</u> EVACUATION			
NOTE:	NOTE: Nearby / Local evacuation planning should match the Fire Evacuation Plan.						
			What windows	hat windows and doors can be used to get out?			
			Where will you	here will you go in bad weather?			
			Discuss the pla	n(s). Ensure family members know what to do, and when.			
NOTE:	Include	drawn/p	rinted maps for Asser	nbly / Reunification Points. Highlight different routes for travel.			
Assembly Point 1, Contact:  Address, phone #:  Primary Evacuation Travel Route							
Assembly Point 2, Contact: Address, phone #:			2, Contact:				
Altern	Alternate Evacuation Travel Route						

## 2. Have a Plan! cont

#### **EVACUATION** and **REUNIFICATION / ASSEMBLY POINTS CONT**

If ordered to evacuate your home for a tropical storm or hurricane (according to your 'Evacuation Zone'), remember that you need to "*Run from the Water and Hide from the Wind*". The evacuation needn't be hundreds of miles, but to simply get to a safe place until the storm's dangerous conditions pass.

Is there a safe place to go with space available – a friend's, coworker's, or relative's house? Are they expecting you? How long can you stay there until needing to move on?

YES	NO	N/A		HURRICANE EVACUATION
			or shelter locati	s start from your driveway and include routes to assembly points ons – they should be away from Evacuation Zones, coastlines, ds that may flood.
			Who will drive? V	Vill you take multiple vehicles?
			What will you take find the kit(s) a	e (Emergency/Disaster Kits)? Does everyone know where to nd supplies?
			What will you stag	ge for your return? Where?
			Who will get the p	pets? Kennel, food, medication, leash, etc.?
			Who will you cont waiting for you?	act when leaving – who needs to know? Will someone be
			Make sure family changes happe	members know the evacuation plan and are informed when en?
NOTE				Assembly / Reunification Points. Highlight different routes for travel.
Asse Address	Assembly Point 1, Contact: Address, phone #:		1, Contact:	
Prima	Primary Evacuation Travel Route			
Assembly Point 2, Contact: Address, phone #:			<b>2</b> , Contact:	
Altern	Alternate Evacuation Travel Route			
Asse Address	Assembly Point 3, Contact: Address, phone #:			
Alternate Evacuation Travel Route			on Travel Route	

# 2. Have a Plan! CONTACTS®

Your Communications Plan should include important phone numbers, etc. in case you need help, pass information to others that need to know, help with stops along your route, and so on.

HAVE NEED	N/A	IMPORTANT CONTACTS	
		Contact Lists (Communications Plan) - Phone #s, Addresses, E-mail, etc.	
Do		Doctors/ Dentists, Treatment Facilities – Locations (names, phone #s, etc.)	
		Veterinarians, Treatment Facilities – Locations (names, phone #s, etc.)	
		Medical Equipment / Supply companies for special medical needs	
		Schools, Teachers (names, phone #s, etc.)	
MacDill AFB Str	aight-Ta	alk Line: 833-787-8855 USCENTCOM Emergency Mgmt. InfoLine: 855-236-46 USSOCOM Call lines: 800-585-9648, 866-686-3653	36
Local Contact Name, Relationsh Phone Number(s) E-mail, Street Add	ip,		
Local Contact Name, Relationsh Phone Number(s) E-mail, Street Add	ip, ,		
Out-of-State O Name, Relationsh Phone Number(s) E-mail, Street Add	ontac ip, ,	1	
Out-of-State C Name, Relationsh Phone Number(s) E-mail, Street Add	ip,	12	
NOTE: Remember t	NOTE: Remember to keep work contacts updated. Recall / Contact rosters should be readily available.		

## **ACCOUNTABILITY REPORTING.**

Report accountability to your Service, unit/command, and your employer as directed. Military Command Staff needs to know that you are safe, and where you are when an emergency threatens (e.g., an evacuation is ordered). Many need to report to a couple different agencies.

YES	NO	N/A	REPORTING ACCOUNTABILITY	
			Military OneSource (general info): 800-342-9647 < www.militaryonesource.mil >	
			COCOMs' contact info: < www.militaryonesource.mil/emergency-contacts-for-disasters-	
			evacuations/combatant-commands-component-emergency-contact-information >	
			US Air Force – AFPAAS: <b>800-435-9941</b> < <a href="https://afpaas.af.mil">https://afpaas.af.mil</a> >	
			US Army – ADPAAS: <b>800-833-6622</b> or < <a href="https://adpaas.army.mil">https://adpaas.army.mil</a> >	
			US Navy – NFAAS: <b>866-946-9183</b> , <b>619-553-8167</b> < <a href="https://navyfamily.navy.mil">https://navyfamily.navy.mil</a> >	
			US Marine Corps: < <u>www.mol.tfs.usmc.mil/mol</u> >	
			USCENTCOM Pers Accountability Sys (CPAS): < <a href="https://cpas.centcom.mil">https://cpas.centcom.mil</a> >	
			USSOCOM Pers Accountability: 877-211-0302 < AtHoc >	
			USSOCCENT: Reporting through chain of command procedures.	
			JCSE: Report to Service systems (AFPAAS, ADPAAS, etc.).	

Protected Information – share only with those that have a 'Need to Know'.

#### 2. Have a Plan! cont

#### **SHELTERING**

There are three types of sheltering, or directions, to understand: 1) **Take** or **Seek Shelter**; 2) **Shelter In-Place** (SIP); 3) **Lockdown**; 4) **Evacuation Shelter**. The first three require you rapid response, and critical to your health. The need to use or go to an Evacuation Shelter generally allows time to pack-up and leave.

Know the difference between shelter types, and be prepared to *improvise* and *adapt*. Find weather-specific safety/preparedness information at < <u>www.ready.gov</u> >.

#### TAKE / SEEK SHELTER IMMEDIATELY

#### **TORNADOS**

Monitor local weather conditions (TV, radio) or a NOAA Weather Radio – Tornado Watch or Warning.

- > At Your House: If you are in a tornado warning, go to your basement, safe room, or an interior room away from windows. Don't forget your pets, if time allows.
- > At office or School: Quickly and calmly, go indoors. Stay away from exterior walls and windows. Avoid large open rooms such as cafeterias, gymnasiums, or auditoriums.
- > Outside: If time allows, take shelter inside a sturdy building immediately when a tornado is spotted or reported in your area. Sheds, mobile homes, and tents *are not safe*.
- > In a vehicle: This is not a preferred shelter. The best choice may be to drive to a close structure to take shelter. If not able to make it to a safe shelter,
  - 1. Get down in your car and cover your head, or
  - 2. Leave your car and seek shelter in a low-lying area such as a ditch or ravine. Decide wisely.
- > Protect your body: Cover your head, neck, and face (eyes, especially) with your hands, arms, and anything to deflect wind-blown debris.

#### FLASH FLOODS

- > Get to Higher Ground: If are in a flood-prone area, get to higher ground immediately.
- > **Obey Evacuation Orders:** If told to evacuate, LEAVE. Lock your home when you leave. If time allows, , disconnect utilities and appliances according to *your plan*.
- ➤ **Practice Electrical Safety:** Don't go into a flooded room if water covers the electrical outlets or electrical cords are in water. If you see sparks or hear buzzing, crackling, snapping or popping noises GET OUT! Stay away from water that may have electricity in it!
- > Avoid Flood Waters: Don't walk through flood waters.
- It only takes 6 inches of moving water to knock you off your feet. A vehicle caught in swiftly moving water can be swept away in seconds 12 inches of water can float a car or small SUV, 18 inches of water can carry away large vehicles.
  - If you are trapped by moving water, move to the highest possible point and call 911 if possible.
- DON'T drive into flooded roadways or around a barricade ... **Turn Around, Don't Drown!** Water may be deeper than it appears and can hide hazards such as sharp objects, washed out road surfaces, electrical wires, chemicals, etc.

#### SEVERE THUNDERSTORM

- ➤ At Your House: Go to your secure location if Severe Thunderstorm Warning broadcasted. Damaging winds, large hail, or a tornado may be approaching. Take pets with you.
- ➤ At Your Workplace or School: Stay away from windows dangerous winds or large hail may be coming.
- ➤ Outside: Go inside a sturdy building immediately if severe thunderstorms are approaching. Sheds and flimsy storage facilities are not safe. Shelter under a tree can be deadly the tree or its limbs may fall on you, and you will be at greater risk of getting struck by lightning.
- ➤ In a Vehicle: In your car/truck is safer than being outside; however, a sturdy facility for shelter is best.

#### 2. Have a Plan! CONT

# **SHELTER IN-PACE** (SIP)

Sometimes, it is safer to stay put than to evacuate. Spilled or released toxic industrial chemicals might make your escape routes more dangerous than sealing yourself inside, away from the toxic gases. Responders may determine that areas downwind of a fire is hazardous and direct specific areas to SIP.

#### HAZARDOUS MATERIALS RELEASE

- ➤ Alert Others. Ensure others know to 'Shelter In-Place'.
- ➤ Get Indoors. Get your family and pets into a SIPR Room, if designated. Or, go in an interior room with the fewest windows and vents. Bring your Go Bag or Emergency Kit, if possible.
- > Seal Outside Air Out! Close and seal doors, windows, air vents, and any means of air getting in.
  - Turn off anything forcing air movement (heating, ventilation, fans, and air conditioning).
  - Seal windows, doors, and air vents with 2-4 mil plastic sheeting, duct tape, spare clothing, etc. (anything that will block airflow).
  - Tape plastic at corners first and then tape down all edges. Improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.
- ➤ Monitor the TV, Radio, Internet. Responders may not immediately be able to provide information on what is happening and what you should do.
- ➤ Wait for the 'All Clear'. Don't leave the SIP room or go outside until directed by responders or emergency personnel.
- ➤ Ventilate. When the danger has passed, open windows, doors, and vents to air-out the facility.

## **LOCKDOWN**

The threat of an Active Shooter or hostile person may drive a lockdown [shelter] situation. If you hear "Lockdown. Lockdown. Lockdown.", take action immediately. No matter where you are, you should be vigilant - maintain situational awareness. Know where the exits are; where to take cover.

## RUN ESCAPE

- Getting away from the shooter(s) this is *top priority*.
- Leave belongings behind ... Just go!
- Help others escape, if possible, but don't argue with those that don't follow.
- Warn / Prevent others from entering an area where the active shooter may be.

# HIDE WHEN THIS IS THE BEST CHOICE

- Get / Stay SILENT and INVISIBLE stay let the shooter see or hear you.
- Silence all electronic devices (don't let them vibrate) TVs, phones, toys, etc.
- Lock, barricade, block doors. Close blinds, curtains, etc. Turn off all lights.
- Avoid grouping up. If possible, spread out and hide separately. Make it difficult for the shooter.
- Move only to get to better shelter/protection if absolutely necessary. Stay invisible.

# FIGHT A LAST RESORT

- If you can't avoid contact, ambush the threat, and commit to your actions. Be Aggressive!
- Get others to help. Use makeshift weapons wield or to throw (chairs, extinguishers, scissors, books, etc.).
- Terminate the threat! Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

# REPORT WHEN / IF SAFE

• Only call 9-1-1 if you can do so without detection. Report the shooters' description, location, and weapons.

#### 2. Have a Plan! cont

#### **HURRICANE PREPAREDNESS**

Get & Stay Informed / Have a Plan / Build a Kit

The official Atlantic Hurricane Season runs from <u>June 1</u><sup>st</sup> to <u>November 30</u><sup>th</sup>; however, severe tropical weather is possible threat, year-round.

The time to prepare is *before* a tropical cyclone forms. Apply the 3 Steps of Preparedness to your life, family, and property – home, vehicles, belongings, etc.

**Storm Types, Wind Speeds** 

<b>,</b>			
Tropical De	<u>&lt;</u> 38 mph		
Tropical	39 – 73 mph		
	Category 1	74 – 95 mph	
	2	96 – 110 mph	
Hurricanes	3	111 – 129 mph	
	4	130 - 156	
	5	157+ mph	

Nat'l Weather Service (NWS) Advisories

Tropical Storm WATCH	Sustained winds of <b>39 - 73 mph</b> are possible in the specified area within the next <b>48 hours</b> .
<b>Tropical Storm WARNING</b>	39 to 73 mph expected in the specified area within 36 hours.
Hurricane WATCH	74+ mph winds expected in the specified area within 48 hours.
Hurricane WARNING	74+ mph winds expected in the specified area within 36 hours.

**NOTE**: Watches and Warnings can remain in effect until the end of dangerous weather conditions.

**CAUTION:** These can be confused with other severe weather warnings. Know the Difference!

#### HURRICANE CONDITIONS [of Readiness]

HURCON	Meaning	Arrival Time
5		96 Hours
4		72 Hours
3	Sustained 58+ mph winds are expected at MacDill AFB in	48 Hours
2		24 Hours
1		12 Hours
1C	<b>Caution</b> . 40-57+ mph winds are occurring. Dangerous weather conditions – work outside stops. Take shelter.	Occurring
1E	<b>Emergency</b> . Sustained 58+ mph (50+ knots) winds and/or 69+ mph (60+ knots) gusts are occurring.	During / After storm passage
1R	<b>Recovery</b> . Destructive/Dangerous storm conditions (winds, surge) have subsided – storm has passed. Access to the base is restricted to special teams and work crews to assess damages and hazards and establish safe zones around hazards (downed power lines, structures may be unstable).	Life-threatening storm hazards have passed

# 2. Have a Plan! CONT

## **STAY AT HOME or EVACUATE?**

Know your home's vulnerability to **flooding** and **winds**. Your plan must be based on known facts, but flexible enough to adapt. The following will help guide decisions to stay or evacuate.

	STAY AT HOME OR EVACUATE?		
Option A:	<ol> <li>Stay at home. This is a consideration, if the home</li> <li>Can withstand forecasted winds and the possibility of blown debris.</li> <li>Is away from the coast, and not in a Flood Zone or flood-prone area.</li> <li>Is not in an Evacuation Zone that may be affected by storm surge</li> <li>Never stay in your home if your Evacuation Zone is ordered to EVACUATE.</li> </ol>		
Option B:	Go to your <u>Safe House</u> location - with a relative, friend, or hotel - outside the evacuation area. If you plan to do this, make arrangements far in advance.		
Option C:	Go to your <u>Safe Haven</u> (out of the Tampa Bay area). Your evacuation plan should list evacuation routes to use. Local officials may direct you away from your primary route. Routes should be written down and be included in your kit, along with a printed map(s). Leave early to avoid high winds and flooding.		
Option D:	Go to a public shelter if you have no other safe place to go. Counties will announce which shelters are open, or when they expect to open. This option is feasible if  • Driving to your Safe House or Safe Haven is not possible		

N/A	Before HURRICANE SEASON (< June 1st)
14// (	Review your plan(s). Make updates/changes as needed (e.g., contact info)
Tips	1. < www.READY.GOV/make-a-plan > can help build the basics. Plans can be simple, such as an outline of tasks (before, during, and after a disaster). Ask questions of yourself/family will determine what the plans include.  2. Include one or more alternatives in case the primary option doesn't work (i.e., evacuation routes and locations). Ask local Emergency Management offices for suggestions – opinions/preferences may help you plan.
	Learn / Verify your <i>Evacuation Zone</i> and <i>Flood Zone</i> – these may change, annually.
	Verify selections of your Safe House, Safe Haven, and Assembly Points  ☐ Neighborhood (near the home). If there is a house fire, the family will meet at  ☐ Community. If ordered to evacuated (hazardous materials spill, etc.).  ☐ School(s). For school evacuations or emergencies, where the kids will go to wait for you.  ☐ Region. These are locations away from the coastline and potential flooding areas. See Evacuation Locations.
	NOTE: Make sure these meet your needs – pets, special/medical needs, evacuation costs meet gov't per diem standards, etc.
	Ensure information on unit recall/contact rosters is current [always]. Make sure versions in your Communication Plan are current. Carry a copy with you, away from work.
	FEMA family-friendly template < <a href="https://www.fema.gov/media-library/assets/documents/108887">www.fema.gov/media-library/assets/documents/108887</a> >
	Discuss planning for your pets/animals with the family. Decide who will be responsible for which animals.
	Verify insurance policies (mitigation efforts may reduce your premiums or deductibles).  ☐ Homeowner/Renter insurance. Are contents covered?  ☐ Vehicles – boat, motorcycle, motorhome, etc.  ☐ Required mitigations by the policyholder (e.g., are you expected to board-up windows?).  ☐ Ask what is covered, and what is not (e.g., valued collectables). Are possessions documented, photographed, etc.?
	<ul> <li>NOTE: Once a storm is named (becomes a tropical storm) and may threaten your area, most insurance companies will not permit policy changes.</li> <li>Ensure family preparedness considers changes when the sponsor is deployed or on a special team before, during, or after a storm/disaster.</li> </ul>
	Know what your organization's hurricane preparedness plan requires.
	Determine if you are assigned to a special team that may be recalled in pre-storm or recovery phases (Hurricane Ride-Out Team, COOP, Recovery / Response Team, Accountability Cell, etc.).
	Adjust your plan to ensure the plan and tasks will work if you aren't there. Can the family rely on neighbors to help with critical tasks?
	<ul> <li>Special Team Training / Preparations</li> <li>□ Understand what the team expects from you, and what you can expect.</li> <li>□ Attend initial orientation training (NLT 1 JUN or upon appointment).</li> <li>□ Find the requirements for personal bag packing (clothing, gear, supplies)</li> <li>□ Deconflict special team duties with duty section and family responsibilities.</li> </ul>
	[if required/directed] Obtain a Gov't Travel Card (GTC) through your organization. Ensure the card and PIN are active.
	Attend a local Hurricane Prep briefing or expo (command, community, county, etc.).
	N/A Tips

COOP Deployers  ☐ Confirm how your organization directs travel orders, if needed for a COOP deployment.  ☐ Attend initial deployer's orientation. Complete tasks assigned for deployment readiness.  ☐ Determine packing and recall requirements, restrictions.  ☐ Review travel and destination orientation information.
Learn who your organization's internal program representatives are.  Emergency Management Family Readiness Continuity of Operations (COOP) / Deployment Manager Special EM teams (e.g., Hurricane Ride-Out)
Register for community and county alerting services. Civilian officials will alert you to emergencies (tornado watch, warning) and evacuation directions (by-Zone mandatory evacuations) by these means.  It is strongly recommended that cell phones are registered in area and community alerting services.  Ex: < http://hillsboroughcounty.org/residents/public-safety/emergency-management/hcfl-alert >.
Record / Document property – valuables and possessions. Use video or still photos, descriptions (serial numbers, models, etc.) for your home, boat, etc., and personal possessions.
Ask and learn what community support and resources are available. Get involved.  □ Community Emergency Response Team.  □ Social and church organizations. Networks of people willing to help, when needed.  □ Home/Property preparedness seminars from county or local groups.
Ensure your evacuation routes will work for you – monitor construction forecasts (state Dept. of Transportation) and road closures. Learn what services are along your routes (fuel, food, lodging, etc.).
Make a list of supplies you will need, and those you should have in your Emergency and Disaster Kits. Acquire supplies for your kits, buying supplies incrementally (i.e., fuels cans, collapsible water jugs, etc.).
Make a list of actions to protect home/property from storm damages when a storm threat is declared.  □ Secure outdoor items (lawn furniture, toys, potted plants, trashcans, etc.).  □ Dead, broken, or unhealthy trees that may fall in high winds.  □ Storm strapping for trailers, campers, sheds, and roofs.  □ Pre-storm or pre-evacuation home security and safety steps. Set lights on timers. Set automatic generator switches for extended absences. Turn off unnecessary circuits (per utility company guidance).
NOTE: Start saving early (emergency cash, coins), and buy necessary items incrementally (a little each month).  Rotate perishable items in the kit(s): sunscreen, insect repellant, batteries, food, etc.
Learn about Phone and Internet Services. Ask your providers what can be expected during power outages and before predicted high-wind hazards.  NOTE: Some cellular service repeaters are secured before a hurricane approaches
Ensure car or solar chargers are functional (cell phones, radios, etc.)
Post emergency numbers by each phone, and key contact data in a central area and in your Go Bag/Disaster Kit.

		Keep prescription and over-the-counter medications filled and up-to-date.
		Ensure all family members know the differences between weather advisories, watches, and warnings, what they mean, and what to do.
		Ask school administrators about what the school's plans are for closing / reopening.
		<b>NOTE</b> : Public schools may be tasked to be public shelters, which could close before an evacuation order and reopen days/weeks after the storm passes.
		<ul> <li>Inspect your home and surrounding areas and remove potential sources of danger:</li> <li>Damaged, worn, or improperly secured doors and windows</li> <li>Clogged or loose gutters and downspouts, drain pipes, and run-off areas.</li> <li>Report storm drains, sewers, holding ponds, and catch basins that may not be able to withstand heavy rainfall, run-off, and local flooding risks.</li> <li>Trim or remove hazardous trees, especially those with rotted limbs or trunks.</li> <li>Loose debris that can become missiles in high winds.</li> <li>Inspect / Clean gutters, downspouts, and run-off areas near the home.</li> </ul>
		Consider what 74-100+ winds could do, then mitigate potential problems around your house. <u>Encourage neighbors to do the same!</u>
		Review and consider needed changes to home, renter, vehicle, and property insurance policies. Ensure that you know what is covered and what is not (Ex: Will the policy cover flooding as part of hurricane coverage? What is the deductible?).
		<b>NOTE:</b> One inch of water in a home can cause \$25,000 damage in a couple of days. Is the insurance premium/bill worth the peace of mind? Which is easiest to work into the budget.
Tips / I	Hints	Don't rely on contact data stored on your phones or online. Reinforce the need for printed copies  □ Ask the family to recite phone numbers, E-mail addresses, and physical addresses of key contacts.  □ Remind everyone how it will be a problem if the phone/device breaks, is lost or loses power.
		Build your Emergency & Disaster Kits. Refer to your list that was started. Ask yourself and family members:  ☐ How much room is there to limit what is taken – in the house and in the car. ☐ What is needed for a 3- to 14-day evacuation (clothes, documents, valuables)?
		<ul> <li>□ Special needs of children, those with special diets, medications, and equipment/supplies?</li> <li>□ What do your pets need – kennel, food, water, toys, medical/shot records, etc.? This may be a last-pack item.</li> <li>□ What things are can be taken to make life more comfortable – toys/games, books, etc.?</li> <li>□ What will be left behind, waiting for when the evacuation is over – hand tools, tarps, water/shelf-stable food?</li> </ul>
		<ul> <li>□ Special needs of children, those with special diets, medications, and equipment/supplies?</li> <li>□ What do your pets need – kennel, food, water, toys, medical/shot records, etc.? This may be a last-pack item.</li> <li>□ What things are can be taken to make life more comfortable – toys/games, books, etc.?</li> <li>□ What will be left behind, waiting for when the evacuation is over – hand tools, tarps,</li> </ul>
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Hints /	Tips	<ul> <li>□ Special needs of children, those with special diets, medications, and equipment/supplies?</li> <li>□ What do your pets need – kennel, food, water, toys, medical/shot records, etc.? This may be a last-pack item.</li> <li>□ What things are can be taken to make life more comfortable – toys/games, books, etc.?</li> <li>□ What will be left behind, waiting for when the evacuation is over – hand tools, tarps, water/shelf-stable food?</li> <li>• Hand tools (wrench, screwdrivers, hammer)</li> <li>• Flashlight / Lantern and extra batteries</li> <li>• Plastic sheeting, tarps, garbage bags</li> <li>• Rope, tape, straps</li> <li>• Lumber, plywood</li> <li>• Chainsaw (fuel, bar oil, chain sharpener, extra chain) or bow saw</li> <li>• Generator (fuel, grounding rod, spare fuses, oil, filters, spark plug)</li> </ul>

	THO TOAL WEATHER THE AREDICOG OFFICIALIOT
	Make a list of <b>last-pack items</b> that are already available for the kits, and where they are found.
	• Bedding, pillows, clothes, etc.
	· Handheld games, charger cables
	Critical documents/papers, files, medical records, etc.
	• Extended medications (over-the-counter & prescriptions), special instructions
	• Special dietary foods, pet foods and supplies, etc.
	Cleaning/Disinfecting, cleaning supplies. <u>Unscented, plain</u> household bleach is useful for
	most cleaning efforts.
	<ul> <li>'Emergency Money' needed when evacuating, in case ATM or credit cards won't work.</li> <li>1. &lt; www.READY.GOV/make-a-plan &gt; will help build the basics for a personal Emergency Preparedness Plan.</li> </ul>
Hints / Tips	Plans can be simple and made of an outline of things to do before, during, and after a disaster. Asking questions of yourself/family will determine how detailed your plan should be.  2. For every action, include alternatives (i.e., evacuation routes, evacuation locations) in case the primary fails.
	3. Ask local Emergency Mgmt. offices and neighbors for suggestions – opinions/preferences may help you plan.
	Consider getting involved with your community and volunteer groups. The training
	has planning value, and connects you with people that can help you, also.
	♦ Community Emergency Response Team (CERT) < <u>www.ready.gov/community-emergency-response-team</u> >
	♦ Amateur Radio < <u>www.arrl.org</u> >
	♦ American Red Cross < <u>www.redcross.org</u> >
	Make sure your vehicles are ready, in case an evacuation is directed.
	□ Perform preventative maintenance and needed repairs.
	<ul> <li>□ Keep tanks at least half-full. Consider having spare fuel cans, rotating fuel use.</li> <li>□ Keep the spare tire and vehicles tools serviceable (check them monthly).</li> </ul>
	Determine how much cash (bills <u>and</u> coins) you will need when credit cards and ATM
	cards don't work. Set aside the 'emergency money' in a safe place, and make a note in the plan where it will be found.
	Register family members with your county's special needs service. Special transportation and care services rely on knowing where responders and accommodating transports should focus.
	Learn how to sterilize water, then practice [w/the family].
	• Filter cloudy water through a clean cloth. Heat water to a rolling boil for one minute, then let cool.
Hints / Tips	<ul> <li>Add 2 drops of household bleach to a quart of water, or 8 drops per gallon. Stir and let it sit for 30+ minutes. A slight chlorine odor is expected. DO NOT use scented bleach or bleach with additives. Find directions at &lt; <a href="https://www.epa.gov/ground-water-and-drinking-water">www.epa.gov/ground-water-and-drinking-water</a>&gt;.</li> </ul>
	2. Filtering then boiling also works; however, allow enough time let the water cool.
	Discuss and explain the plan to the family - make it make sense. Show everyone
	where the kit is and where to find the Last-Pack items.
,	Begin purchasing needed items and supplies for your kits, incrementally vs. all at once. Consider what
Hints / Tips	items can be added to regular shopping lists, over a period of months.
	j ii j i

# TROPICAL WEATHER COUNTDOWN CHECKLIST

DONE	N/A	HURCON 5 (58+ mph winds expected at MacDill within the next 96 Hours)		
	• Whe	When a tropical storm or hurricane threatens the Tampa Bay area, and is < 4 days out, the base declares HURCON 5.		
NOTE		Check Hurricane Conditions (HURCON) and the status of on-base functions.  • MacDill AFB public website: < <a href="https://www.macdill.af.mil">www.macdill.af.mil</a> or Information Line 833-787-8855.		
		· USCENTCOM Emergency Mgmt. Information Line: 855-2-EM-INFO (855-236-4626).		
		Review the Plan. Complete tasks, as needed, in the Before the Storm and this checklist.		
		▼ Monitor the NOAA National Hurricane Center (NHC, < <u>www.nhc.noaa.gov</u> >) or Emergency		
		Mgmt. Rep (EMR) messages for storm updates.  ▼ Monitor the storm's predicted path, strength, etc. until chances of impact end.		
		NOTE: Be cautious of who is giving you storm predictions and advice.		
		(!) Once in the 'Cone of Uncertainty', look around and start pre-storm actions while there is time.		
		Review the family preparedness plan, evacuation routes, Safe House & Safe Haven availability, and command instructions. Remind the family about the plan's details.		
		Verify access to accountability reporting databases, and you are included in information distribution lists at work: <i>AtHoc</i> ALL, <i>MilConnect</i> ALL, Family Readiness, 'What About Me' USCC, CPASUSCC, et al. NOTE: Check with civilian employers for similar processes.		
		Update / Gather current versions of work recall/contact rosters – include these in your Communications Plan. Don't forget local/county contact lists (fire dept., police, etc.).		
		Review pet care plans in case an evacuation is ordered. Confirm medications and supplies are stocked and animal items are available (kennel, records, etc.).		
		Inspect POV tires, windshield wipers, lights, etc. Perform preventative maintenance.		
		Consider keeping vehicle fuel tanks ¾-full.		
		Fill spare propane cylinders and spare fuel containers.		
		CAUTION: Secure fuel and gas containers safely – away from ignition sources, in well-ventilated areas.		
		<b>Check the Kit.</b> Inventory emergency food and water, other supplies, and check locations of Last-Pack items. Replace perishable items, as necessary.		
		Make sure storm prep/recovery related materials, supplies, equipment are on-hand: plywood/foam panels; hardware (screws, bolts, nuts, etc.); tools (hammer, wrench, etc.); waterproof containers; plastic bags/sheets; tarps; bleach, cleaning products; rags and mops; etc.		
		CAUTION: These materials and supplies will be in high demand, as the storm gets closer.		
		<ul> <li>Prepare the home / property. Consider what can be done now vs. waiting.</li> <li>□ Secure items that can become missiles in high winds (grill, lawn furniture, etc.), now or in HURCON 4.</li> <li>□ Clear and get rid of yard debris.</li> </ul>		
		☐ Secure loose gutters, downspouts, and drains.		
		Make sure you have <sup>at least</sup> a 30-day supply of necessary medications.		
		Ensure family members have copies of the most up-to-date Communications Plan.		
Hints /	Tips	Find out if your neighbors are prepared for the storm and a possible evacuation. Who will stay / evacuate? Encourage them to get ready, and rally teamwork. Their readiness may save damage from wind-blown debris to your property. A Prepared Neighbor is one less concern for you.		

#### TROPICAL WEATHER COUNTDOWN CHECKLIST

DONE	N/A	HURCON 5 (58+ mph winds expected at MacDill within the next 96 Hours)		
		[special teams] Be prepared for team recalls, activations, and deployment according to team plans. Check your Personal Bag / Packing List. Ensure availability of required items.		
		Review HURCON 4 actions.		

#### **HURRICANE PREPAREDNESS CHECKLIST**

DONE	NI/A	HURCON 4 (58+ mph winds expected at MacDill within the next 72 Hours)			
DONE	N/A				
		Review <i>HURCON 5</i> actions. Complete tasks, as necessary.			
		Gather the family to discuss the threat, risks, the plan, and current options.			
		Include out-of-state contacts by phone, if they will be a focal point for family communications or if they are your Safe House/Safe Haven.			
		Contact your Safe House/Safe Haven contacts (friend, relative). Ensure you will be welcome, if evacuation is necessary.  ☐ If evacuation seems likely, make hotel reservations. Ask about cancellation rules.  ☐ If planning to use one for your Safe House/Safe Haven, contact those that will expect you. Keep them informed.  ☐ Consider options, in case changes are required.			
		NOTE: Remember to set a reminder to cancel/change reservations to avoid penalty fees.  Check county websites or informational phone services for announcements of schools closures, evacuation forewarnings, pet/special needs shelters, etc.			
		Verify work-related tasks for a potential evacuation or base closure.			
		Keep your boss(es) informed of your plans/intentions if the storm hits.			
		Check emergency food, water, and other supplies. Replace questionable supplies, if not rotated regularly.			
		Withdraw emergency cash <sup>•</sup> from bank/ATM, if not already on-hand.			
		Pay bills that are due soon.			
		NOTE: Some companies may offer a grace period until the storm passes, and allow time to recover afterwards.  Fill your car's fuel tank. Check tire pressure, fluid levels, and fuel containers.			
		Verify your key contacts (in your Comm. Plan) ●, and your out-of-town contacts.			
		Gather valuables to take with you, or prepare to secure them in a safe place.			
		Start freezing water in containers, plastic bottles, or sealing bags – fill the freezer. Check/Clean the coolers (bleach and water), and allow to dry.			
		[special teams] Be prepared for recall or activation, or preemptive situation reports.			
		Test run generator (~5 min.). Check fuel/gas lines, wires/cords, spare parts, etc.  **CAUTION: Generators must not be operated indoors – ensure good ventilation. Store fuel in a ventilated areas.  **Review HURCON 3 and HURCON 2 actions.**			

## **HURRICANE PREPAREDNESS CHECKLIST**

DONE	N/A	HURCON 3 (58+ mph winds expected within 48 Hours)			
		The National Weather Service will publish a <b>Tropical Storm <u>Watch</u></b> or <b>Hurricane <u>Watch</u></b> (storm force winds expected in identified areas within 48 hours)			
		Review previous HURCONs. Complete tasks, as necessary.			
		Maintain contact with your supervisor and duty section, friends & family. Keep them advised of your plans to stay or evacuate, support/help needed, etc.			
		Gather remaining food requirements and other supplies.			
		Charge battery-powered devices and spare battery packs. Keep fully charged until the threat passes.			
		If you plan to go to a hotel, confirm your reservations.			
		Fill your car's fuel tank, check tire pressure and fluid levels.			
		Make final preparations to protect your home from storm's effects.			
		Gather valuables to take with you or put them in a safe place if not already accomplished.			
		Start freezing water in containers or zip lock bags (fill freezer) and ice chests.			
		If evacuating, pack car(s). Maintain a list of emergency numbers along your projected evacuation route.			
		If evacuating to a public shelter (a last resort), comply with the shelter rules that may apply – shelter rules vary:			
		No Pets, Animals.     No Alcoholic beverages.			
		No Firearms or Weapons.     No Smoking.			
		No Alcoholic Beverages.     Limited Personal Space / Privacy.  Pring the following items for the shelter stay, estimate #7.72 hours:			
		Bring the following items for the shelter stay – estimate +/- 72 hours:  o Non-perishable foods (baby foods, special needs diet items).			
		Non-perishable loods (baby loods, special fleeds diet items).     Required medicines and medical devices/equipment.			
		Adequate clothing for the anticipated period of shelter occupancy.			
		⊙ Bedding – sleeping bags, sheets, pillows, inflatable mattress, etc.			
		o Toiletries, plastic water glasses, towels, wash cloths, books, and games.			
		Secure window and door covers/protection, if planned.			
		Review HURCON 2 and HURCON 1 actions.			
NOTE: C	onsider	what can or should be done before evacuating, and what can be postponed until closer to the storm's arrival.			

#### **HURRICANE PREPAREDNESS CHECKLIST**

DONE	N/A	HURCON 2 (58+ mph winds expected in 24 Hours)			
		Stage / Position and secure, portable generator(s) for easy access, when needed.			
		CAUTION: If outdoors, chain/lock to an immoveable object.			
		Fill and super-chlorinate your swimming pool. DO NOT drain the pool.			
		<ul> <li>If you plan to stay in your home:</li> <li>Stage your Kit in the safe room (where the family will gather to ride-out the storm).</li> <li>Fill drinking water in safe containers/bottles. Remember to have at least 1 gallon per person, per day, for a week (7 gallons per person).</li> <li>Fill bathtubs with water (for sanitation – flushing and cleaning, not drinking).</li> <li>Charge devices and confirm extra batteries are handy.</li> <li>Make final preparations to secure your home from the storm impacts.</li> <li>Check on your neighbors. Offer help as needed. Consider inviting neighbors to team-up in your home, or in theirs.</li> </ul>			
		<ul> <li>If evacuating:</li> <li>Prepare sandwiches, drinks, and snacks to reduce travel costs and delays.</li> <li>Turn off water facets. Shut off water to the house, if easily done.</li> <li>Turn off electricity and unplug electrical appliances that aren't necessary. Leave the refrigerator and freezer powered on and plugged in.</li> <li>Secure important papers, jewelry, and large amounts of money in a safe place.</li> <li>Verify considerations/plans for family members with special needs.</li> <li>Top-off vehicles with fuel before departing, if able.</li> <li>Load vehicles with the kit, last-pack items, drinking water supplies, etc.</li> <li>Take enough money/credit cards to cover meals, gas, etc.</li> <li>Confirm the residence is secure prior to departing. Let your neighbor(s) know.</li> </ul>			
		Maintain communications with your family, supervisor, and out-of-town focal point.  Make sure they are tracking your status, as appropriate.			
		Consider using walkie-talkies when outside and to get comfortable with radio functions and talking to neighbors.			

## **HURRICANE PREPAREDNESS CHECKLIST**

DONE	N/A	HURCON 1 (58+ mph winds expected in 12 Hours)				
NOTE: The following apply when staying in your home or with someone where storm threat/risks still require preparation.						
		Perform final tasks to make your home safe.				
	<ul> <li>Secure remaining loose items/debris around the home.</li> </ul>					
		<ul> <li>Gather family members into the safe room.</li> </ul>				
	<ul> <li>Confirm supplies needed for the ride-out period are consolidated (batteries, lanterns/flashlights, drinking water, etc.).</li> </ul>					
		0				
	Use walkie-talkies when working and away from phones. Consider telling your					
	neighbors what channels you will be using.					
		CAUTION: Injuries and calling for assistance shouldn't must not be delayed when storm conditions are close.				

#### **HURRICANE RIDE-OUT CHECKLIST**

## HURCON 1C / 1E (Dangerous weather conditions are present)

Monitor local TV or radio stations for storm updates / status.

Stay together. If movement is necessary (e.g., to the bathroom), move in pairs.

**WARNING:** DO NOT go outside or leave the safe room if winds and noise die down quickly. That may be the eye of the storm. Winds and danger will return when the other side of the eye wall approaches.

Stay indoors until weather conditions reduce to mild. Wait until daylight to go outside, if reasonable.

#### **HURRICANE RECOVERY CHECKLIST**

DONE	N/A	HURCON 1C / 1R (Storm conditions have passed. Hazards and damages are likely.)						
NOTE: Re	covery ac	very actions begin <u>after</u> dangerous storm conditions subside. Resting until daylight is recommended.						
		Monitor local TV or radio broadcasts, warnings, storm updates, status of services.						
		Record notes about what you see and do. Recorded notes will be important when prioritizing work projects and decisions, insurance claims, and sharing your story.						
		Be patient with children and pets. Don't let them outdoors, unsupervised until it is verified as safe (downed power lines, contamination, stray animals, etc.).						
		Begin damage assessment indoors, first. Exercise caution around broken glass, loose debris, shelving, etc.						
		Check surroundings from inside, when safe. Before going outside, watch out for hazards and dangers.						
		<ul> <li>Downed power lines, transformers, and power poles.</li> <li>Flood waters and contamination/hazardous materials (fuels, oils, sewage, etc.).</li> <li>Fallen, split, or leaning trees. Also watch for broken limbs hanging in a tree.</li> <li>Wildlife (snakes, raccoons, bobcats, alligators, etc.).</li> <li>Sink holes around the property, roadway washouts and damages, etc.</li> </ul>						
		Outside, look at structures/homes, streets, and areas around you to determine the extent of damages. Consider if roads will permit vehicle travel.						
		Assess hazards/damage and recovery actions.  • What are immediate life-safety risks? High priorities are injuries, fire, dangerous structural damages, etc.  • What can be mitigated to reduce risk or suffering? Holes is the roof, broken windows, blocked driveway, etc.						
		If you evacuate, DO NOT return until it is determined safe to do so.						
		[post-storm special teams] Contact team lead. If directed and safe to travel, Report to the team's Assembly Point.						
		of emergency services (Fire, Police, EMTs, etc.), ongoing emergencies, safe drinking water, and other factors ities' decisions to permit reentry. Heed official advisories and directions.						
		Report accountability, as directed, and/or advise your supervisor of your status.						

## 2. Have a Plan! cont

#### BOAT / MOTORHOME / TRAVEL TRAILER CHECKLISTS

DO NOT ride-out the storm in your boat, RV, or mobile home!

Develop a plan to secure your vessel, trailers, motorhome, etc. <u>before</u> Hurricane Season. Then practice the plan to make sure time is available to execute the plan. When a storm threatens, prepare these early! As the storm approaches, time and assistance will be harder to find.

DONE	N/A	BOAT PREPARATIONS			
		Consolidate related records (loan/lien information, registration, insurance policy, equipment inventory, marina/storage agreement) and important telephone numbers.			
		NOTE: Take pictures before and after preparations, which may be useful for an insurance claim, later.			
		Check your lease or storage rental agreement. Know your responsibilities and liabilities, and those of the storage company/marina.			
		If your boat will stay in a berth, check the integrity of primary cleats, winches, and chocks. Use strong backing plates and stainless steel bolts.			
		Use heavy-duty dock fenders to reduce dock and piling crash damage.			
		Double all lines and straps with crossing spring lines fore and aft. Attach lines high on pilings to allow for surge. Protect lines from chafing with heavy duty chafing gear.			
		Store small boats in a shelter or garage, if possible. Avoid slings or hydro-lifts.			
		<ul> <li>If stored on a trailer,</li> <li>Secure both with straps and ground-anchors in four directions, in a protected area. If possible, secure the rig to a sturdy, fixed object.</li> <li>Let some air out of the tires (don't empty all air pressure).</li> <li>Put blocks/spacers between the axle and trailer frame, at each wheel.</li> <li>Small, open boats can be filled with water – adding weight.</li> </ul>			
		Ensure batteries are fully charged for automatic bilge pumps.			
		Seal all opening with duct tape to make boat as watertight as possible.			
		Remove/Secure all loose gear from the deck. Store it securely inside or at home.			
		If possible, remove outboard motor, electronic accessories, etc. and store them indoors.			

DONE	DONE N/A MOBILE HOME / TRAVEL TRAILER / MOTORHOME PREPARAT			
Review the Boat Preparations Checklist (e.g., strapping, anchoring to the gro		Review the Boat Preparations Checklist (e.g., strapping, anchoring to the ground).		
Consolidate related records (loan/lien information, registration, insurance policy, equipment inventory, storage agreement) and important telephone numbers.		Consolidate related records (loan/lien information, registration, insurance policy, equipment inventory, storage agreement) and important telephone numbers.		
		NOTE: Pictures taken - before and after preparations – may be useful for an insurance claim, later.		
	Install storm shutters or other protection for windows and doors.			
		Secure or remove awnings, antennas, and attachments. Consider what could catch and moved by strong winds.		

# Step 3. Build a Kit!

Most of what your kit will include is already in the house, garage, or in-storage. Include items needed by the people the kit will serve – consider children, seniors, dietary needs, etc.

A 'Go Bag' is a bag, backpack, or box, and contains what is need to support a person for 24 hours with little or no warning to evacuate. What is absolutely needed if you are on your own for a day? Packing starts with your Communications Plan (roster to reach family members and key people at work/school), and don't forget a phone charger.

An '*Emergency Kit*' (optional) supports a person/family for 3 days, which will help you get through extended power and utilities outages or sheltering at a nearby friend's or family's house, hotel, etc.

from the kit for more room.



A	'Disaster Kit' / 'Hurricane Kit' helps you to be self-sufficient (without others' help) for 7-14 days
	Just like making your plan, the kit is best built from questions family members ask.
	☐ What containers are needed and will hold the kit's contents? Inexpensive storage containers
	or duffle bags may work well. Don't forget that coolers can serve double duty.
	□ What is needed during a utilities outage (no power, safe running water, and no phone
	service)? Adapt the kit for seasonal changes, the number of people in the home, etc.
	□ What things (aka 'last pack' items) need to be gathered for the kit at the last minute? What
	is too important, valuable, or irreplaceable that you should consider? What can't be replaced or lived without?
	☐ How much water is needed?and for how long? Recommend quantities are 1 gallon per
	person, per day. Ex: a family of four needs 12 gallons of water for a three day period (4 people 1 gallon x 3 days = 12 gallons).
	□ Do you have room in your vehicle(s) to take your family and your kit? Pack and load the kit to see how much room is needed for passengers, other items, and what can be removed

A prepared neighbor is one less person relying on you. **Encourage others to prepare!** 

Below are suggestions for your kit(s). Decisions and investments are yours to make. Before buying a ready-made kit, remember that most things in <u>your kits</u> are already available in/around the home.

Make decisions on *who* the kit(s) serve, *where it is*, and for *how long* (1, 2, 3). The length of time that the kit is design for will increase what and how much the kit(s) includes.

YES	QTY	YOUR KIT <sup>(S)</sup>
	2. <b>72</b> Hrs	s. A 'Go Bag' contains what is needed in case you cannot get to your home or other kits. s. An 'Emergency Kit' contains at least 3 days of supplies in case you have to survive on your own. Days. A 'Disaster Kit' will help your family survive comfortably after a disaster, without power, water, etc.
		Containers – Bags, boxes, etc. Waterproof or weather-tight for documents, clothes, etc.
		Coolers for food, ice, and double-duty for kit storage. Wheeled types help to ease transport.
		<b>Landline phone</b> (plugs into the wall socket). If outlets are installed, emergency calls may be possible without power or cell service.
		Water <sup>▼</sup> – 1 gallon per person, per day – drinking, cooking, and sanitation (bathing, cleaning, flushing).
		Non-Perishable Food <sup>▼</sup> . Freeze-dried, canned, and no-cook foods preferred (cereal bars, MREs
		<b>NOAA Weather Alert Radio.</b> Battery, solar, or hand-crank model – at home <u>and</u> in your kit(s) is preferred.
		Flashlights, Lanterns ▼ – battery, solar, hand-crank powered. Avoid propane or white-fuel types These can be a fire hazard. Remember to ventilate!
		<b>Signal Devices.</b> Used to get others' attention or signal for help – whistle, flashlight, strobe, air horn.
		First Aid Kit. Include basic instructions with the kit.
		<b>Cooking / Eating Utensils</b> – plastic/disposable may be the best choice. Pot/Pan, plates, bowls, forks, knives, spoons, cups, <i>manual</i> can-opener, etc.
		Special Needs Items. Special medical equipment, mobility devices, parts, supplies.
		<b>Sanitation &amp; Hygiene Supplies.</b> Pre-moistened towelettes/paper towels w/alcohol, trash bags, tissue and toilet paper, insect repellent, bleach, spray bottles, etc.
		Local Maps. Highlighted routes, shelters, friends' houses, key locations.
		<b>Toiletries</b> <sup>▼ ▲</sup> • Shampoo, soaps, razor, toothpaste/-brush (manual), feminine supplies.
		Towels. Bathing/Hygiene and clean-up require multiple towels. Laundering may be unavailable.
		Plastic Bags. Heavy-duty/Thick bags are recommended for trash, improvised rain ponchos, etc.
		<b>Extra Batteries</b> ♣, <b>Charger cables.</b> Type and quantities needed – lights, radios, games, hearing aids, etc.
		Hand Tools. Wrench (turn off utilities), work gloves, utility knife, flat & cross-tip screwdrivers, etc.
		Plastic Sheeting, Duct Tape for SIP, covering vents, sealing doors, tarp repairs, windows, etc.
Con	ho offo	l cted by hot/cold temperatures – inspect, rotate, as needed. Don't store in high temperatures

# **SUPPLIES & EQUIPMENT CHECKLISTS**

HAVE	NEED	QTY	BASIC SAFETY EQUIPMENT
			NOAA Weather Radio
			First Aid Kit (include easy to understand instructions)
			Landline Phone (plugs into wall, does not use batteries)
			Television / Radio Antenna – Battery-Powered
			Flashlights, Lanterns – Battery-Powered – Chemical Light Sticks not candles
			Batteries and Car Chargers (lights, cell phones, etc.) – Extras for extended use
			Whistle or Bell (to signal for help)

HAVE	NEED	QTY	BASIC TOOLS and EQUIPMENT
			Basic Tool Kit (hammer, wrenches, screwdrivers, pliers, etc.)
			Specialized Tools (for water or gas valves, etc.)
			Plastic Tarps (w/grommets) or Roll Plastic Sheeting
			Assorted Screws, Nails, and Other Fasteners
			Rope, cord
			Duct Tape
			Canvas or Leather Work gloves
			Wet-Dry Vacuum w/attachments

HAVE	NEED	QTY	SANITATION / CLEAN-UP SUPPLIES			
			Unscented Bleach (for clean-up and to disinfect water)			
			Water for Cleaning			
			Assorted Cleaners, Sanitizers and Disinfectants			
			Rubber Gloves			
			Brushes, Brooms, Mops			
			Towels, Rags			
			Plastic Garbage Bags			
			Bucket (with tight fitting lid) for Emergency Toilet			
			Toilet Paper / Paper Towels / Sanitary Supplies			
			Wet Wipes and Waterless Hand Sanitizer			

HAVE	NEED	QTY	PETS / SERVICE ANIMALS*			
			Water (1 gallon per day, for each animal for 7 seven days)			
			Collar, leash, lead			
			Cage / Carrier for Each Animal (attach pet's photo - mark it the name)			
			ood / Treats			
			Toys / Comfort Items			
			Clean-Up Supplies (trash bags, brush, shampoo, etc.)			
			Medications			
			dentification / Immunization Records / Photographs			

<sup>\*</sup> Livestock considerations should also be coordinated with members of the community and local authorities, as necessary.

# **SUPPLIES & EQUIPMENT CHECKLISTS CONT**

HAVE	NEED	N/A	PERSONAL ITEMS			
			Sleeping Bags, Pillows, Sheets, Blankets			
			Folding / Camp Chairs			
			Hot and Cold Weather Clothing			
			Sturdy Closed-toe Work Shoes (NOT sandals or flip-flops)			
			laingear			
			Personal Hygiene (toothbrush, toothpaste, soap, deodorant, etc.)			
			Medications (prescription and over-the-counter)			
			Spare Eyeglasses or Contacts and Cleaning Solution			
			Hearing Aid (spare batteries)			
			Entertainment (cards, books, quiet games, MP3 player, batteries)			
			Baby / Infant Needs (Diapers, Formula, Baby Food, Cereal)			

HAVE	NEED	N/A	FOOD / SUBSUSTENCE
			Drinking Water (1 gallon per person, per day, for at least 7 days)
			Non-perishable Foods
			Manual Can Opener
			Juice / Soft Drinks / Instant Coffee or Tea / Dry Milk
			Camp Stove, Grill (with fuel) Outdoor Use Only
			Lighter/Waterproof Matches
			Pots / Pans / Cooking Utensils
			Aluminum Foil
			Disposable Plates, Cups and Cutlery
			Plastic Wrap / Zip Lock Bags / Garbage Bags
			Cooler for Food Storage (Wheels make moving easier)
			Cooler to Transport Ice. (Wheels make moving easier)
			Jugs or zip lock bags – can be filled w/water and frozen to keep food cool

HAVE	NEED	N/A	MISCELLANEOUS ITEMS			
			pare Keys & Combinations			
			Pens / Pencils and Paper			
			Important Papers			
			Keepsakes / Heirlooms / Significant Photos			
			Coins, Cash, Credit Cards and/or Travelers Checks			
			repaid Telephone Card(s)			
			Maps and Evacuation Information			
			Books, games and other quiet entertainment			
			Water resistant totes			
			Vacuum bags for important items and papers			
			Containers for potable water			
			Approved containers for fuel			
			Fix-a-flat tire repair			
			Spare parts / service kits for generators / chain saws			

CAUTION: Prevent loss or theft of equipment and supplies. Secure your kit!

# •IMPORTANT DOCUMENTS CHECKLIST•

HAVE	NEED	N/A	IMPORTANT DOCUMENTS					
			Driver's License / Personal Identification					
			Military ID / Common Access Card (CAC), DD Form 214					
			Residential/Community/City Reentry certificate (may be a hang-tag, ID card)					
			Birth Certificates					
			Social Security Cards					
			Passports / Green Card / Naturalization Records					
			Medical Documents (insurance, past/present treatments, immunizations, dental, etc.)					
			Disability Services Records (list of special care facilities at home, destination, etc.)					
			Marriage / Divorce Certificates					
			Will / Power of Attorney					
			Deed or Lease, Utility Bills (proof of residence)					
			Vehicle Registration, Titles, Proof of Insurance					
			Insurance Policies (property, home, renter's)					
			[recent] Financial/Bank Statements					
			Work Access Badge(s)					
HAVE	NEED	N/A	CHILDREN					
			Recent Photograph (digital and/or printed)					
			Child Custody, Adoption					
			recent] Report Card, School Records					
HAVE	NEED	N/A	IMPORTANT MISCELLANEOUS DOCUMENTS					
			Inventory of Household Items (listing, photos)					
			Backup Computer Data list					
			Maps – Evacuation Routes and Destinations (to primary and alternate locations)					
HAVE	NEED	N/A	SPARE KEYS AND COMBINATIONS House					
			Vehicles – Boat, Motorcycle, RV/Motorhome					
			Safes, Padlocks					
			Neighbors' Houses, Vehicles					

# •HOUSEHOLD & FINANCIAL CHECKLIST•

BANK ACCOUNT - CHECKING				
Bank:	Account Number:			
Phone Number:	Website:			
BANK ACCOU	NT - SAVINGS			
Bank:	Account Number:			
Phone Number:	Website:			
BROKERAGE A	ACCOUNT / IRA			
Company:	Account Number:			
Phone Number:	Website:			
401 K	/ IRA			
Company:	Account Number:			
Phone Number:	Website:			
CREDIT	CARD			
Company:	Account Number:			
Phone Number:	Website:			
CREDIT	CARD			
Company:	Account Number:			
Phone Number:	Website:			
MORT	GAGE			
Company:	Account Number:			
Phone Number:	Website:			
POWER / I	ELECTRIC			
Company:	Account Number:			
Phone Number:	Website:			
GAS CO	MPANY			
Company:	Account Number:			
Phone Number:	Website:			
WATER	SEWER			
Company:	Account Number:			
Phone Number:	Website:			
TRA	ASH			
Company:	Account Number:			
Phone Number:	Website:			
HEALTH / MEDIC	CAL INSURANCE			
Company:	Account Number:			
Phone Number:	Website:			

#### INSURANCE PLAN & CHECKLISTS

Flood insurance is a good idea even if it isn't required by your mortgage company or lien-holder. Insurance is needed, unless you 1) can replace it w/cash or 2) don't want it anyhow.

You may need two separate policies, depending on the company and coverages. One covers the structure and the other covers the contents.

CONSIDERATIONS					
Estimated market value of your home?					
Full replacement value for your home?					
Total deductible amount (your out-of-pocket cost)?					
Do policies cover full replacement costs of posses					
Full replacement value of possessions in the home					
Insurance Policies coverages checked (within last 2					
Documentation is required for your contents and p					
Lists of your belongings with pictures and docume	HOUSE / STRUCTURE				
Company:	Agent/Contact:				
Policy Amount:	Policy Number:				
Deductible Amount:	Website / E-mail:				
FLOOD INSURAN	ICE – CONTENTS				
Company:	Agent/Contact:				
Policy Amount:	Policy Number:				
Deductible Amount:	Website / E-mail:				
HOMEOWNER	'S INSURANCE				
Company:	Agent/Contact:				
Policy Amount:	Policy Number:				
Deductible Amount:	Website / E-mail:				
Website:	E-mail:				
RENTER'S I	NSURANCE				
Company:	Agent/Contact:				
Policy Amount:	Policy Number:				
Deductible Amount:	Website / E-mail:				
HOMEOWNER'S INSURANCE - HURRICANE (IF SEPARATE)					
Company:	Agent/Contact:				
Policy Amount:	Policy Number:				
Deductible Amount:	Website / E-mail:				
AUTO / BOAT / MOTO	RCYCLE INSURANCE				
Company:	Agent/Contact:				
Policy Amount:	Policy Number:				
Deductible Amount:	Website / E-mail:				

# **CHILD CARE PLANNING CHECKLIST**

Use the table to calculate what and how much you will need to care for your children. Make sure to have *at least* a one-week supply on-hand. Gathering supplies at the last minute may be too late - supplies may be scarce several days before you have to evacuate or ride-out the storm.

BARY FORMIII A

	DADITORNIOLA	
Amount Used Daily:	Multiply by 7 Days:	Amount Needed Per Week:
	BABY BOTTLES / NIPPLES	
Amount Used Daily:	Multiply by 7 Days:	Amount Needed Per Week:
	BABY FOOD	
Amount Used Daily:	Multiply by 7 Days:	Amount Needed Per Week:
	STERILE WATER / WATER	
Amount Used Daily:	Multiply by 7 Days:	Amount Needed Per Week:
	BABY DIAPERS	
Amount Used Daily:	Multiply by 7 Days:	Amount Needed Per Week:
	BABY WET WIPES	
Amount Used Daily:	Multiply by 7 Days:	Amount Needed Per Week:
	TO INCLUDE OTHER IMPORTANT	
□ Car Seat	□ Portable Crib / Bedding	□ Stroller / Carrier
□ Blankets	☐ Clothing	□ Pacifier / Favorite Toys

## MEDICATION LOG

Medication:	Reason for taking:
Dosage and Times:	Size, Shape, Color:
Prescribed by Doctor:	Refill Number:
Doctor phone:	Pharmacy & phone:
Medication:	Reason for taking:
Dosage and Times:	Size, Shape, Color:
Prescribed by Doctor:	Refill Number:
Doctor phone:	Pharmacy & phone:
Medication:	Reason for taking:
Dosage and Times:	Size, Shape, Color:
Prescribed by Doctor:	Refill Number:
Doctor telephone:	Pharmacy & phone:
Medication:	Reason for taking:
Dosage and Times:	Size, Shape, Color:
Prescribed by Doctor:	Refill Number:
Doctor phone:	Pharmacy & phone:
Medication:	Reason for taking:
Dosage and Times:	Size, Shape, Color:
Prescribed by Doctor:	Refill Number:
Doctor phone:	Pharmacy & phone:
Medication:	Reason for taking:
Dosage and Times:	Size, Shape, Color:
Prescribed by Doctor:	Refill Number:
Doctor phone:	Pharmacy & phone:

#### **MENU PLANNER**

Plan a 7-day menu for your family. Avoid refrigerated foods. Create a list of supplies, go shopping, and pack what you need in your disaster/hurricane kit.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Breakfast							
Lunch							
Dinner							
Snacks							

# **SPECIAL NEEDS / HEALTH PLANNING**

YES	NO	N/A	CONSIDERATIONS:	
			Use the Menu Planner to address special nutrition/dietary needs.	
			Do health providers have your contact information (routine, emergency)?	
			Have you provided your out-of-area contacts your contact data?	
			Do your medical providers have disaster plans? Relocated treatment facility?	
			Have you made prior arrangements with your doctor or hospital for a disaster?	
			Use the Medication Log, if prescription or over-the-counter medicines are used.	
			Do you have at least a 2-week supply of medicines? Plans for refills?	
			Does any of your medicine need to be refrigerated?	
Hints	/ Tips		lan for your medical providers, treatment facilities, and pharmacy are closed, or you are out of the area. ocate where your alternates are along your evacuation routes, and around your evac locations.	
			Use the Specialized Medical Equipment Info section if a family member uses	
			<ul><li>Oxygen cylinders, generators, or other medical equipment</li></ul>	
			Mobility equipment (wheelchair, scooter, walker, etc.)	
	➤ Breathing equipment (e.g., CPAP)			
			➤ Hearing aids or glasses	
			Medical supplies – catheters, dressings, bandages, etc.	
			Document required batteries, power cords, sizes/number of cylinders, spare parts, etc.	

YES	NO	N/A	TRANSPORTATION ASSISTANCE			
			Have you registered with the County Special Needs Program?			
			o you have a Special Needs Shelter assignment?			
			Have you informed your caregiver of your Special Needs Shelter (required)?			
			Do you have your caregiver's contact data – routine and during an evacuation?			
			Have you completed/updated the Service Animal Form for county requirements?			
Driver/Company Name		any N	ame			
Phone # / Website		ebsite/				

BOAT / TRAILER / MOTORHOME INSURANCE POLICIES		
Company Name:	Policy Number:	
Policy Amount:	Phone Number:	
Deductible:	Web Address:	
Company Name:	Policy Number:	
Policy Amount:	Phone Number:	
Deductible:	Web Address:	
Company Name:	Policy Number:	
Policy Amount:	Phone Number:	
Deductible:	Web Address:	
Company Name:	Policy Number:	
Policy Amount:	Phone Number:	
Deductible:	Web Address:	

#### PETS / ANIMALS PLANNING & CHECKLIST

Obtain identification form(s) from county pet-friendly shelter(s). ensure that it is attached to your pet carrier or kennel. The below asks questions that are generally asked by pet-friendly shelters.

YES	N/A	PET / ANIMAL PLANNING		
		Pets		
		<ul><li>Evacuate with you / neighbor / friend? Staying with a neighbor / friend?</li></ul>		
		<ul> <li>Kenneled with a friend, inland/? Veterinarian*? Boarding Service*?</li> </ul>		
		· Public animal shelter?		
		<ul> <li>Staying with you in a public shelter?</li> </ul>		
		· Staying with you in a hotel?		
		Pets have collar tags? Microchips? Tattoo / Brand IDs?		
		Proof of ownership, and veterinary and vaccination records?		
		Recent, good quality, pictures from all angles?		
		Public animal shelter locations near your home? Along your evacuation routes?		
		* Requirements prior to drop-off of pets/animals?		
		<ul> <li>Flea / Tick treatment?</li> <li>Medications &amp; Instructions?</li> </ul>		
	o Vaccination papers? o Kennel, cage, pen?			
		<ul><li>Vet records?</li><li>Bedding, toys?</li></ul>		
	<ul> <li>Collar, tags, and/or microchip?</li> <li>Food and snacks?</li> </ul>			
		Stock Animals (horses, cattle, etc.)  • Neighbors / Partners watching animals if you evacuate?		
		<ul> <li>Is protection available from wind, rain, flooding (barn, trees, etc.)?</li> </ul>		
		<ul> <li>Open gates to adjoining pastures? Move animals to a larger or different pasture?</li> </ul>		

**Important Supplies.** Obtain the following supplies for your pets/animals. Consider each animal for type and quantities (food, kennel, etc.). Handle and cage animals separately – even if they normally get along.

Yes	No	N/A	PET KIT <sup>s</sup> Supplies, Materials		
			A sturdy kennel/cage and/or carrier for each animal.		
			7 to 14 days of food and water.		
			Non-spill food & water bowls.		
			Medications (heartworm, flea, tick preventative, anxiety meds).		
			Leash & collar or harness. Muzzles for cats and dogs.		
			Comfort items (favorite toy, blanket, treats).		
			Sanitations supplies (cat litter, pan/scoop, plastic bags, paper towels, etc.).		
			1 <sup>st</sup> Aid Kit and Manual.		
Talk to	o your	veteri	narian for advice, and go to < <u>www.humanesociety.org</u> > or < <u>www.aspca.org</u> >		

	PE	T / ANIMAL INFOR	MATION		
RFID Ch	ip Identification #s				
Tattoo ID	) #				
Rabies T	ag #				
Veterina	rian Name				
Veterina	rian				
	gency Phone #				
Addre					
Webs					
	Boarding Company	•			
	gency Phone #				
Addre					
Webs					
	wn Friend / Boardir	ıg			
	Name (listed on records)				
	Phone #				
_	Phone #:				
	Phone #:				
Addre	ess				
Dog / Ca	t Breed				
Sex	Male / Female	Spayed/Neutered	Yes / No	Age	
Weight H		Height		Eye Color	
Fur – length, color(s)		(long or short, brown & white strip	pes, etc.)		
Identifying marks, features				·	
Disposition / Behavior		(anxious, aggressive, fearful, etc.	) Around children? Other anima	als?	

#### **After the Storm**

Walk pets on a leash until they become re-oriented with the home and neighborhood.

Familiar scents and landmarks may be altered, confusing animals. If confused, they could get lost.

Watch for reptiles/critters that may relocate with floodwaters and debris.

These can pose threats to you and threat for animals after a disaster.

Catastrophic events may cause stray animals to become anxious, defensive, or aggressive.

These can pose threats to you and threat for animals after a disaster. Avoid stray or aggressive animals.

Carry pictures and records of your pets/animals for identification.

After a storm, stray animals are collected and staged at temporary sites prior to transfer to more permanent shelters. The public will be notified when such sites are opened. Efforts will be made to protect the animals and returned to their owners, as quickly as possible. Look for your pet(s) at the locations nearest your home and where you last saw your pet.

Lost Pet Reporting / Search			
Hillsborough County: 813-744-5660	Pasco County: <b>727-834-3216</b>		
Hernando County: <b>352-754-6830</b>	Pinellas County: <b>727-582-2600</b>		
Lee County: 239-533-7387	Sarasota County: <b>941-861-9500</b>		
Manatee County: 941-742-5933			

#### HOUSEHOLD / PROPERTY INVENTORY LOGS

Start by talking to your insurance policy representative. Ask for the company's preferred means of accounting for personal property and belongings. These logs, along with pictures/videos and purchase information will expedite insurance claims, if needed.

Create logs – written or printed digital copies – to list your property and pertinent details. Below is an example of a property log, but may not suffice for *your* insurance company.

HOME ELECTRONICS INVENTORY				
Item	Brand, Model, Description.	Serial Number	Date Purchased	Est. Price / Value
Include information, descriptions to meet your insurance company's standard.				

**HOME APPLIANCES:** clothes washer/drier, dishwasher, blender/food-processor, microwave

**HOME FURNISHINGS:** bed (frame, head-/footboard, mattress), bookcases, cabinets, sofa, recliner, dining table & chairs, area rugs, etc.

**ELECTRONICS:** computer/laptop, monitor, printer, stereo, video player (DVD, VHS), projector, camera, related accessories/peripherals (mouse, keyboard, flash, rechargeable batteries), etc.

COLLECTIBLES, JEWELRY: coins, action figures, rings, loose stones, etc.

**EXTRANEOUS PROPERTY:** firearms, reloading equipment/supplies, accessories/supplies for automobiles, sporting equipment, etc.

**VEHICLES:** car, truck, truck, boat, motorhome, travel-trailer, motorcycle, snow-machine, quad, etc.

Also, consider logging the following separately to suit descriptions needed:

ANTIQUES, MUSICAL INSTRUMENTS, FURS

If creating electronic logs/records, be sure to maintain printed copies that are secured from fire, theft, water damage, and other events.

# **INFORMATIONAL WEBSITES**

#### MACDILL AFB, COMMANDS' INFO LINKS

MACDILL AFB, COMMANDS' INFO LINKS			
MacDill Home Page < www.macdill.af.mil >	USCENTCOM Homepage < <u>www.centcom.mil</u> >		
News / Base Status < <u>www.macdill.af.mil/News</u> >	Emergency Prep		
Hurricane Info < <u>www.macdill.af.mil/Hurricane-Information</u> >	< www.centcom.mil/visitors-and-personnel/emergency-preparedness > Family Readiness, Family Readiness Ctr.		
EAGLE EYES (reporting suspicious person/activity)	<pre><www.centcom.mil family-readiness="" visitors-and-personnel=""></www.centcom.mil></pre>		
< www.osi.af.mil/Home/Eagle-Eyes >	< <u>www.centcom.mil/visitors-and-personnel/family-center</u> >		
USSOCOM < www.socom.mil >			
JCSE < <u>www.jcse.mil</u> >	USMARCENT < www.marcent.marines.mil >		
FACEBOO			
MacDill AFB < www.facebook.com/MacDillAirForceBase >	USCENTCOM Family < <a href="https://www.facebook.com/us-central-command-family-readiness-176869997886">www.facebook.com/us-central-command-family-readiness-176869997886</a> >		
USSOCOM Family < <u>www.facebook.com/ussocomffrp</u> >	USSOCCENT Family < <u>www.facebook.com/soccent</u> >		
JCSE < <u>www.facebook.com/jcsepage</u> >	USMARCENT < www.facebook.com/marcent-family-readiness- 158787497514019 >		
	IONITORING		
NOAA Nat'l Hurricane Center < <u>www.nhc.noaa.gov</u> >	Nat'l Weather Service < <u>www.weather.gov</u> >		
Local NWS < <u>www.weather.gov/tbw</u> >	Local Area Weather Radar < <u>www.baynews9.com/fl/tampa/weather/radar</u> > or < <u>www.fox13news.com/weather/interactive-radar</u> >		
EMERGENCY / DISASTE			
Preparedness Planning (Ready.GOV) < <u>www.ready.gov</u> >	USAF "Be Ready" Program < <u>www.beready.af.mil</u> >		
Florida State EM < <u>www.floridadisaster.org</u> >	Disaster Recovery / Assistance < <u>www.disasterassistance.gov</u> >		
City of Tampa < <u>www.tampagov.net/emergency-management</u> >	Hillsborough Co EM < <a href="http://hillsboroughcounty.org/residents/public-safety/emergency-management">http://hillsboroughcounty.org/residents/public-safety/emergency-management</a> >		
Pasco Co EM < <u>www.pascocountyfl.net/365/Emergency-Management</u> >	Pinellas Co EM < <u>www.pinellascounty.org/resident/disasters.htm</u> >		
Tampa Bay Planning Council < <u>www.tampabayprepares.org</u> >	Nat'l Weather Service < <u>www.weather.gov/safety</u> >		
American Red Cross < <u>www.redcross.org</u> >	Ctrs For Disease Control < <a href="https://emergency.cdc.gov/protect.asp">https://emergency.cdc.gov/protect.asp</a> >		
Disaster Kit < www.floridadisaster.org/planprepare/disaster-supply-kit > or Hu	rricane Kit < www.floridadisaster.org/planprepare/hurricane-supply-checklist >		
SPECIAL NEEDS	PREPAREDNESS		
Florida Registry < <u>www.floridadisaster.org/snr</u> >	Disaster Plan < <a href="https://apps.floridadisaster.org/getaplan/special_needs.aspx">https://apps.floridadisaster.org/getaplan/special_needs.aspx</a> >		
PETS / A	NIMALS		
Pet Planning < www.ready.gov/pets > or < www.floridadisaster.org/planprepare/pet-plan >	Pet-Friendly Shelters < <u>www.bringfido.com/emergency/hurricane/</u> > or < <u>https://hotels.petswelcome.com</u> > or < <u>www.tripswithpets.com</u> >		
American SPCA < www.aspca.org/pet-care/general-pet-care/disaster- preparedness >	County Pet Planning < <a href="http://hillsboroughcounty.org/en/residents/animals-and-pets/pet-ownership/pet-disaster-planning">http://hillsboroughcounty.org/en/residents/animals-and-pets/pet-ownership/pet-disaster-planning</a> >		
EVACUATION ZONES (b			
· ·	Hillsborough Co < http://hillsboroughcounty.org/en/residents/public-		
Florida Listings < www.floridadisaster.org/knowyourzone >	safety/emergency-management/find-evacuation-information>		
Pinellas < www.pinellascounty.org/emergency/knowyourzone.htm >	Pasco Co < <u>Www.pascocountyfl.net/3610/Evacuation-Zones</u> >		
Nat'l (FEMA) Flood Zones Map < https://msc.fema.gov/portal/search >	Florida 511 (Traffic) < <a href="https://fl511.com">https://fl511.com</a> >		
Bus Services < www.gohart.org/Pages/maps-emergency-evac.aspx >	Finding Gas, Stations < www.gasbuddy.com >		
EMERGENCY ALERT	ING INFO, SERVICES		
National < www.fema.gov/emergency-alert-system >	Alert Florida (Statewide) < https://apps.floridadisaster.org/alertflorida >		
Tampa < www.tampagov.net/emergency-management/alert-tampa >	Hillsborough Co < <a href="http://hillsboroughcounty.org/en/residents/public-safety/emergency-management/hcfl-alert">http://hillsboroughcounty.org/en/residents/public-safety/emergency-management/hcfl-alert</a> >		
Pasco Co < http://egov.pascocountyfl.net/AlertPasco >	Pinellas Co < https://member.everbridge.net/index/453003085614894#/login >		
Nat'l Weather Alerting < <u>www.weather.gov/enterprise</u> >	Severe Weather Radios < <u>www.weather.gov/nwr</u> >		
INFORMATIO	ONAL VIDEOS		
Be Prepared for Hurricane Season	Tampa Bay Worst Case Hurricane Project		
< www.youtube.com/watch?v=l0FeYNyglh0&feature=youtu.be >	< www.youtube.com/watch?v=7jFGEzYam40 >		
Hurricane KATRINA 2007	Tampa Residents Flee – Hurricane IRMA <sup>2017</sup>		
< www.youtube.com/watch?v=-Kou0HBpX4A >	< www.youtube.com/watch?v=ZCfxUhEDgnw >		
When the Waves Swell (FEMA) < www.youtube.com/watch?v=STiMKEYZ3Q4 >	Intro, Emergency Planning for Kids (Ready.gov) < www.youtube.com/watch?v=TbzvomQYJpE >		
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#### **NOTES & SPECIAL INSTRUCTIONS**

# Remember...

- Plan early. Be prepared, and flexible for things that surprise you. Ask questions.
- <u>Motivate your neighbors and coworkers</u> to prepare. People that are ready won't be hassle for you, later. The unprepared look to exploit the benefits from those who planned ahead (food, shelter, security, etc.).
- <u>Safeguard personal</u> and <u>sensitive information</u>. Be mindful of what you share with others, without a 'Need to Know'. Social media posts can put your family and property at risk where you are / are not.