Emergency Preparedness for the Army Community

Army Emergency Management
HQDA G-3/5/7
Army Asymmetric Warfare Office
Protection Division
Installation Preparedness Branch

READY ARMY
GET A KIT ▸ MAKE A PLAN ▸ BE INFORMED

Soldiers take care of Soldiers.

Army Families take care of Army Families.

In the Army, we take care of each other.

Ready Army - preparing Army communities today for the hazards of tomorrow; keeping America's Army Strong!

Ready Army

Are you and your family ready for an emergency?

Emergencies affect hundreds of thousands of people every year. One may hit your installation and community and affect you and your family. When emergencies occur, military and civilian organizations respond, but it takes time to mobilize, and they focus on the most critical needs first. You should get ready to manage on your own for at least three days.

Failure to prepare can put yourself, your family, and your property in jeopardy!

It's up to you.
Prepare Strong.

Start Preparing Today

Take these three simple steps to prepare—
Get a kit, Make a plan, Be informed

Get a Kit

Assemble a collection of first aid supplies, food, water, medicines and important papers that can sustain you and your family until a crisis passes. Consider the unique needs of your family and pets, then assemble emergency supply kits in your home, car and workplace.

Make a Plan

You and your family members may not be together when an emergency strikes. Planning ahead for various emergencies will improve your chances of keeping in touch, staying safe and quickly reuniting.

Be Informed

Emergencies can arise from weather and other natural hazards, industrial and transportation accidents, disease epidemics and terrorist acts. Anticipate the emergencies most likely to affect you and your family. Knowing what to do can make all the difference when seconds count.

This booklet helps you think through the basics of preparing yourself and your family for all hazards. In addition to checklists and sources for further help and information, there is a detachable Family Emergency Plan form.

Play it smart. Preparing for emergencies doesn't take a lot of time or effort, but it brings peace of mind. And it could keep an emergency from becoming a disaster for you and your family.

Get a Kit

When disaster strikes, emergency responders address the most critical needs and may not even be able to get to an area until it is deemed safe. While they work on behalf of the entire community, it is your responsibility to ensure your family's well-being during times of crisis. Emergency kits are an essential tool for meeting that challenge.

To prepare your family for an emergency, get one or more emergency kits that include enough supplies for at least three days. Keep a kit prepared at home, and consider having kits in your car and at work. These kits will enable you and your family to respond to an emergency more quickly. Your various emergency kits will be useful whether you have to evacuate or shelter-in-place.

Here are some basic items to consider for a home emergency kit:

- ❏ Water—at least one gallon per person per day for at least three days
- ❏ Food—nonperishable food for at least three days
- ❏ Formula and diapers for any infants
- ❏ Food, water, other supplies and documents for any pets
- ❏ Manual can opener
- ❏ Flashlight, NOAA (National Oceanic and Atmospheric Administration) battery-powered weather radio, battery-powered cellphone charger and extra batteries
- ❏ First aid kit with dust masks, disinfectant and prescription medications

- ❏ Sanitation supplies such as moist towelettes, disinfectant and garbage bags
- ❏ Important documents—personal, financial and insurance
- ❏ Your family emergency plan, local maps and your command reporting information

Additional items can be essential for those stationed abroad:

- ❏ Passports
- ❏ Birth abroad certificate for children born overseas
- ❏ Cash in local currency
- ❏ Card with local translations of basic terms
- ❏ Electrical current converter

Many other items could prove helpful:

- ❏ Fire extinguisher
- ❏ Any tools needed to turn off utilities
- ❏ Matches in a waterproof container
- ❏ Paper plates, paper cups, plastic utensils, paper towels
- ❏ Coats and rain gear
- ❏ Sleeping bags or other bedding
- ❏ A weather-appropriate change of clothes for each person
- ❏ Books, games, puzzles, toys and other activities for children

The Department of Homeland Security provides thorough checklists for emergency supply kits, as well as facts sheets about planning for children, pets and other special needs on www.ready.gov.

Make your basic home emergency kit portable or create a portable emergency kit with easy-to-carry items for situations requiring evacuation. Every member of your family should know where it is located and be able to access it easily.

Emergency kits should be evaluated regularly to ensure they will provide your family with basic needs during emergency situations. Remember to update supplies periodically as medications and food expire.

Make a Plan

Make and practice a family emergency plan.

Consider the range of potential emergencies and all the places you and your family might be. Some emergencies require different responses than others, but a family communications procedure will be helpful in any case. Knowing how to keep in touch and find one another will help your family stay safe and cope with the confusion and fear that come when emergencies strike.

Make a Plan

Making a plan is simple…just think of the 5 W's!

- ***Who:*** Gather input from all members of your family to consider all possibilities and make them more likely to remember important steps when an emergency happens. Choose a contact person, a family member or friend living somewhere else whom you can all contact if an emergency strikes when you are separated.
- ***What:*** Plan for all hazards that could affect your family, considering potential hazards and weather patterns in your region. Think through each possible emergency situation, and determine how your family should respond.

- ***Where:*** Think about all the places you and your family may be throughout the day, such as home, office, school and in transit. Establish meeting places and discuss situations to use them.
- ***When:*** Because emergencies can happen at any time, make your family emergency plan immediately. You can use or model it after the form at the back of this booklet. Review the plan annually and whenever there are major changes in your family situation, schedule or activities.
- ***Why:*** Emergencies can be scary. By establishing and practicing a family emergency plan, you and your family are more likely to find each other quickly and help one another get through the emergency situation safely and with less worry.

Practice Your Plan

Making an emergency plan is just the first step; you should practice it at least twice a year. Describe to family members a hypothetical event and tell them to follow the family emergency plan. Practice gathering your emergency kit and important documents, communicating with one another and meeting at a designated place. Afterwards, discuss the actions you took and how the plan would change in a different type of emergency.

Be Informed

In this era of persistent conflict, you should identify and learn about all of the hazards that could affect you and your family.

Many events can trigger emergency situations with the potential to escalate into disaster. Hazards such as power outages or disease breakouts can happen anywhere at any time, so you should become familiar with the spectrum of possible dangers and how you will be notified about them. It also is important to give special consideration to any particular hazards that are more likely to affect your local area, such as hurricane, tornado, flooding, earthquake or severe winter weather. Living abroad presents additional preparedness challenges and, in some areas, less familiar hazards, like volcanic eruption and tsunamis.

While the potential threats can seem overwhelming, keep in mind that most of what you address in your family emergency plan or put in your emergency kits will be useful regardless of the hazard. And in many cases, the same protective alternatives apply: evacuate or shelter-in-place.

Notification and Emergency Actions

You should understand the local mass warning system(s) and, when notified, be prepared to evacuate, move to a civilian shelter or designated safe haven or temporarily shelter-in-place.

- **Mass Warning Systems:** Each local community is responsible for warning the public of impending danger due to an emergency. Army installations support this effort by establishing mass warning and notification procedures. Overseas, these procedures may include warning family members living off the installation, ideally in cooperation with local or host-nation authorities.

  In the United States, the main agencies that warn of natural hazards are the National Weather Service (NWS) and the U.S. Geological Survey (USGS). NWS uses the following terms for specific natural hazards:
  - **Warning**—A hazardous event is occurring or imminent. Take immediate protective action.
  - **Watch**—Conditions are favorable for a hazard to develop or move in. Stay alert.

- **Evacuation:** If advance warning and other circumstances permit, the preference for nonessential and nonemergency personnel is evacuation using specified routes and transportation methods. Installation emergency management organizations have plans and procedures to direct evacuation or direct movement of personnel and family members to safe havens or civilian shelters.

Safe and effective evacuation requires planning ahead—there may be no advance warning. You should plan primary and alternative evacuation routes in advance, with appropriate maps to take along in your emergency supply kit.

- **Moving to Civilian Shelter:** A shelter is a publicly identified, certified, supplied, staffed and insured mass care facility where endangered people can find temporary protection for a limited time. Army installations coordinate shelter needs with appropriate state, local, host-nation and private agencies. The American Red Cross is the principal U.S. resource for development, management and operation of certified shelters.

- **Moving to Designated Safe Haven:** A local safe haven is a facility on the installation that provides temporary protection during sudden incidents, such as earthquakes and tsunamis. A remote safe haven is a facility on a geographically distant DOD installation or facility that provides short- to medium-term lodging of displaced personnel during large-scale incidents, such as hurricanes and extended wildfires.

- **Sheltering-in-Place:** In some instances, evacuating or moving to a shelter or safe haven is more dangerous than remaining where you are. When there is a short- or no-notice emergency such as a hazardous materials event, you may be directed to shelter-in-place, that is, take temporary protection in a structure or vehicle, typically your workplace or residence. It is important to know for different emergencies which part of a building is safest and how best to keep the air safe to breathe.

Reporting Your Accountability Status

At the earliest safe opportunity, check in with your command. It is important to ensure that you and your Family are accounted for and receive help if you need it. If you have access to the Internet, you can report your status through the Army One Source and Military One Source Web sites (addresses are listed at the end of the booklet). If you cannot get online, the Army Info Hotline, Army One Source and Military One Source have established hotlines that you can call to relay messages to your command and to others who may be concerned about your welfare.

In some cases, the Secretary of Defense will direct all DOD-affiliated personnel in the affected area to report their accountability status as soon as possible. When this happens, if you have access to the Internet you should report your status online through the Army Disaster Personnel Accountability and Assessment System (ADPAAS, Web address: https://adpaas.army.mil). ADPAAS provides a way for Army personnel and their Families in the disaster-affected area to report their status and how they were affected by the event. It also provides commanders a means to assess the impact of the disaster on Soldiers and their Families and provide assistance where needed. You may also report your situation through your chain of command or by using one of the established call centers or hotlines listed on page 13.

Additional Considerations for OCONUS

- The emergency number is probably not 911 and may differ on and off installation. You and you family members should know the operable numbers.
- If you live off base, make friends with host-nation neighbors who can inform you about an ongoing emergency in case you don't have AFN TV/radio reception or local media cover it before AFN.
- If you live off base, threat levels or other circumstances may keep you from getting back on base following an emergency for day-to-day activities, so keep some local currency, know alternative places to shop, and learn some basic phrases in the local language.

- A rendezvous point may require more thought and ingenuity than CONUS. It may include a call-in alternative in case the usual phone numbers or e-mail systems are down. The deployed Soldier and Family members can each call the same person to make contact and plans. A contact person in country but in a different city is less likely to be affected by the same event.
- For any emergency that occurs "outside the fence," response (evacuation, shelter instructions, etc.) will be led by the local government. Cooperate with the host-nation responders, and follow their instructions.

Be Part of the Solution

No matter where you are when an emergency strikes—

- Leave the response to the professionals. Do not put yourself in harm's way and become part of the problem.
- Enable responders to focus on the most critical needs first.
- Do your best to remain flexible and cooperative. Stay alert for instructions.
- Do your best to take care of yourself and your family; help neighbors and visitors if you can.

Resources

The following Internet sites offer more information, including useful links and checklists:

Ready Campaign (www.ready.gov)—Information, checklists and printable forms to educate and empower Americans to prepare for emergencies, including natural disasters and potential terrorist attacks. Sponsored by the U.S. Department of Homeland Security.

- *Listo America* (www.listo.gov/america) is the Spanish version of Ready.gov
- *People with Disabilities and Other Special Needs* (www.ready.gov/america/getakit/) provides information and an instructional video
- *Pet Owners* (www.ready.gov/america/getakit/pets.html) provides tips, downloads and a video

American Red Cross (www.redcross.org)—Preparedness guides and information for home, school, work and community

- *Disaster Services* (http://www.redcross.org/services/prepare/0,1082,0_79_,00.html) provides specific guidance for the range of natural and manmade disasters
- *Safe and Well List* (https://disastersafe.redcross.org) provides a way for disaster victims to communicate with family members about their well-being

Centers for Disease Control and Prevention (www.cdc.gov)—CDC is the principal federal agency for protecting the health and safety of all Americans (under the U.S. Department of Health and Human Services)

- *Emergency Preparedness and Response* (www.bt.cdc.gov) provides information on agents, diseases and other threats

Federal Emergency Management Agency (www.fema.gov/plan)—FEMA's "Plan Ahead" site offers information on the range of natural and manmade disasters and guidance for protecting your family and property

- *Are You Ready?* (www.fema.gov/areyouready) is a comprehensive online and downloadable resource on individual, family and community preparedness

PandemicFlu.gov/AvianFlu.gov (www.pandemicflu.gov)—The most current information on pandemic and avian flu from the U.S. Department of Health and Human Services

World Health Organization (www.who.int)—Resources for epidemic and pandemic alert and response issues

Family Emergency Plan

Your family may not be together when disaster strikes, so plan what you will do in different situations and plan how you will contact one another.

Family Evacuation Procedure

Where the family will meet near home:

_____ Phone (if any): _____

Alternate meeting place if access to home is blocked:

_____ Phone (if any): _____

Family Communications Procedure

- Fill in the information below. Add other important information to suit your family's circumstances.
- Keep this plan with your emergency supplies kit, along with your command's standard and emergency reporting procedures.
- Make sure every family member has the most important contact information for each other.

Where the family spends time

Work:
Address: _____

Phone: _____ Evacuation Location: _____

Work:
Address: _____

Phone: _____ Evacuation Location: _____

School:
Address: _____

Phone: _____ Evacuation Location: _____

School:
Address: _____

Phone: _____ Evacuation Location: _____

Other:
Address: _____

Phone: _____ Evacuation Location: _____

Other:
Address: _____

Phone: _____ Evacuation Location: _____

Contact information

Out of Town Contact: _____ Phone: _____

E-Mail: _____ Alternate Phone Number: _____

Family members

Name: _____ Birth Date: _____ Social Security #: _____

Drivers License #: _____ Passport #: _____

Prescriptions/Medical Information: _____

Name: _____ Birth Date: _____ Social Security #: _____
Drivers License #: _____ Passport #: _____
Prescriptions/Medical Information: _____

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Prescriptions/Medical Information: _____

Name: _____ Birth Date: _____ Social Security #: _____
Drivers License #: _____ Passport #: _____
Prescriptions/Medical Information: _____

Name: _____ Birth Date: _____ Social Security #: _____
Drivers License #: _____ Passport #: _____
Prescriptions/Medical Information: _____

Insurance Policy Numbers

Mental/Dental: _____ Homeowners/Renters: _____
Automobile: _____ Life: _____

Provisions for Utilities

In various emergency situations, whether you evacuate or shelter-in-place, you may be advised to cut off ventilation systems or utilities. Write the locations of, and instructions for, these controls and any tools necessary to change them. (Like fire and evacuation plans, this is a good thing to review and practice with the whole family.)

Electricity: _____ Gas: _____
Water: _____ Ventilation: _____

Important Records

Use these checklists to help collect important papers to keep with your emergency supplies kit for ready access in case of evacuation.

Personal

- ❑ Military ID cards
- ❑ Birth certificates
- ❑ Social Security cards
- ❑ Passports
- ❑ Citizenship papers
- ❑ Marriage licenses, divorce records
- ❑ Vehicle registration/ownership records
- ❑ Medical records
- ❑ Power(s) of attorney (personal/property)
- ❑ Wills

Financial

- ❑ Bank/credit union statements
- ❑ Credit/debit card statements
- ❑ Income records (including government child support and alimony)
- ❑ Mortgage statement or lease
- ❑ Bills (electricity, gas, water)
- ❑ Health insurance cards and records
- ❑ Other insurance records (auto/property/life)
- ❑ Tax returns, property tax statements
- ❑ Investment/retirement account records

Accountability Reporting Information

Army Disaster Personnel Accountability and Assessment System (ADPAAS)
Web site: https://adpaas.army.mil

Army Info Hotline: 1-800-833-6622

Army One Source

Within CONUS: 1-800-464-8107
Outside CONUS (Collect) (484) 530-5980
(Toll-Free) (800) 3429-6477
Hearing impaired callers: 1-800-364-9188
Spanish speaking callers:
1-888-732-9020 / 1-877-888-0727 / 1-877-255-7524
Web site address: http://www4.army.mil

Military OneSource

Within CONUS (24/7): 1-800-342-9647
TTY/TTD: 1-800-346-9188
Spanish-speaking callers:
1-888-732-9020 / 1-877-888-0727 / 1-877-255-7524
Web site address:
http://www.militaryonesource.com