

Emergency Preparedness and Safety Procedures

(The information on the following pages was taken directly from www.ready.gov, a collaboration of FEMA and other agencies of the United States government).

HOME FIRES

Each year more than 2,500 people die and 12,600 are injured in home fires in the United States, with direct property loss due to home fires estimated at \$7.3 billion annually. Home fires can be prevented!

To protect yourself, it is important to understand the basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make a phone call. In just two minutes, a fire can become life-threatening. In five minutes, a residence can be engulfed in flames.

Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

LEARN ABOUT FIRES

Every day Americans experience the horror of fire but most people don't understand fire.

Fire is FAST!

There is little time! In less than 30 seconds a small flame can get completely out of control and turn into a major fire. It only takes minutes for thick black smoke to fill a house or for it to be engulfed in flames. Most deadly fires occur in the home when people are asleep. If you wake up to a fire, you won't have time to grab valuables because fire spreads too quickly and the smoke is too thick. There is only time to escape.

Fire is HOT!

Heat is more threatening than flames. A fire's heat alone can kill. Room temperatures in a fire can be 100 degrees at floor level and rise to 600 degrees at eye level. Inhaling this super-hot air will scorch your lungs. This heat can melt clothes to your skin. In five minutes, a room can get so hot that everything in it ignites at once: this is called flashover.

Fire is DARK!

Fire isn't bright, it's pitch black. Fire starts bright, but quickly produces black smoke and complete darkness. If you wake up to a fire you may be blinded, disoriented and unable to find your way around the home you've lived in for years.

Fire is DEADLY!

Smoke and toxic gases kill more people than flames do. Fire uses up the oxygen you need and produces smoke and poisonous gases that kill. Breathing even small amounts of smoke and toxic gases can make you drowsy, disoriented and short of breath. The odorless, colorless fumes can lull you into a deep sleep before the flames reach your door. You may not wake up in time to escape.

Only when we know the true nature of fire can we prepare our families and ourselves.

Before a Fire**CREATE AND PRACTICE A FIRE ESCAPE PLAN**

In the event of a fire, remember that every second counts, so you and your family must always be prepared. Escape plans help you get out of your home quickly.

Practice your home fire escape plan. Some tips to consider when preparing this plan include:

- Find two ways to get out of each room.
- Keep exits clear of debris and toys.
- Keep your child's bedroom door closed at night, if possible. If a hallway fire occurs, a closed door may hinder the smoke from overpowering your baby or toddler, giving firefighters extra time for rescue.
- If the primary way is blocked by fire or smoke, you will need a second way out. A secondary route might be a window onto a neighboring roof or a collapsible ladder for escape from upper story windows.
- Only purchase collapsible ladders evaluated by a nationally recognized laboratory, such as Underwriters Laboratory (UL).
- Make sure that windows are not stuck, screens can be taken out quickly, and that security bars can be properly opened.
- Practice feeling your way out of the house in the dark or with your eyes closed.
- Make sure everyone in the family understands and practices how to properly operate and open locked doors and windows.

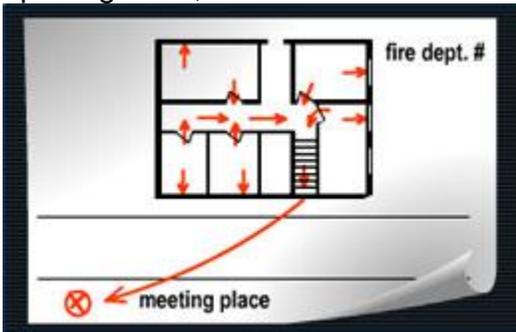
- Teach children not to hide from firefighters. Teach children that firefighters are there to help in an emergency. Take children for a tour at your local fire station so that they can see a firefighter in full gear.



- Teach your children how to crawl under the smoke to reduce smoke inhalation.



- Also, teach your children how to touch closed doors to see if they are hot before opening. If so, use an alternate escape route.



- Have a safe meeting place outside the home and teach children never to go back inside.
- Practicing fire-safe behaviors and knowing what to do in an emergency can give your family extra seconds to escape.

Smoke Alarms

A properly installed and maintained smoke alarm is the only thing in your home that can alert you and your family to a fire 24 hours a day, seven days a week. A working smoke alarm significantly increases your chances of surviving a deadly home fire.

- Install both ionization AND photoelectric smoke alarms, OR dual sensor smoke alarms, which contain both ionization and photoelectric smoke sensors
- Test batteries monthly.
- Replace batteries in battery-powered and hard-wired smoke alarms at least once a year (except non-replaceable 10-year lithium batteries)
- Install smoke alarms on every level of your home, including the basement. The U.S. Fire Administration recommends installing smoke alarms both inside and outside of sleeping areas.
- Always follow the manufacturer's installation instructions when installing smoke alarms.
- Replace the entire smoke alarm unit every 8-10 years or according to manufacturer's instructions.
- Never disable a smoke alarm while cooking – it can be a deadly mistake. Open a window or door and press the “hush” button, wave a towel at the alarm to clear the air, or move the entire alarm several feet away from the location.

During a Fire

- Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling.
- When the smoke alarm sounds, get out fast. You may have only seconds to escape safely.
- If there is smoke blocking your door or first way out, use your second way out.
- Smoke is toxic. If you must escape through smoke, get low and go under the smoke to your way out.
- Before opening a door, feel the doorknob and door. If either is hot, leave the door closed and use your second way out.
- If there is smoke coming around the door, leave the door closed and use your second way out.
- If you open a door, open it slowly. Be ready to shut it quickly if heavy smoke or fire is present.
- If you can't get to someone needing assistance, leave the home and call 9-1-1 or the fire department. Tell the emergency operator where the person is located.
- If pets are trapped inside your home, tell firefighters right away.
- If you can't get out, close the door and cover vents and cracks around doors with cloth or tape to keep smoke out. Call 9-1-1 or your fire department. Say where you are and signal for help at the window with a light-colored cloth or a flashlight.

- If your clothes catch fire, stop, drop, and roll – stop immediately, drop to the ground, and cover your face with your hands. Roll over and over or back and forth until the fire is out. If you or someone else cannot stop, drop, and roll, smother the flames with a blanket or towel. Use cool water to treat the burn immediately for 3 to 5 minutes. Cover with a clean, dry cloth. Get medical help right away by calling 9-1-1 or the fire department.

Escaping the Fire

In the event of a fire, remember that **every second counts**, so you and your family must always be prepared. Escape plans help you get out of your home quickly. In less than 30 seconds, a small flame can get completely out of control and turn into a major fire. It only takes minutes for a house to fill with thick black smoke and become engulfed in flames.

When a fire occurs, get out fast: you may only have seconds to escape safely.

Take the safest exit route, but if you must escape through smoke, remember to crawl low, under the smoke and keep your mouth covered. The smoke contains toxic gases, which can disorient you or, at worst, overcome you.

After a Fire

Recovering from a fire can be a physically and mentally draining process. When fire strikes, lives are suddenly turned around. Often, the hardest part is knowing where to begin and who to contact.

The following checklist serves as a quick reference and guide for you to follow after a fire strikes.

- Contact your local disaster relief service, such as The Red Cross, if you need temporary housing, food and medicines.
- If you are insured, contact your insurance company for detailed instructions on protecting the property, conducting inventory and contacting fire damage restoration companies. If you are not insured, try contacting private organizations for aid and assistance.
- Check with the fire department to make sure your residence is safe to enter. Be watchful of any structural damage caused by the fire.
- The fire department should see that utilities are either safe to use or are disconnected before they leave the site. **DO NOT** attempt to reconnect utilities yourself.
- Conduct an inventory of damaged property and items. Do not throw away any damaged goods until after an inventory is made.

- Try to locate valuable documents and records. Refer to information on contacts and the replacement process inside this brochure.
- If you leave your home, contact the local police department to let them know the site will be unoccupied.
- Begin saving receipts for any money you spend related to fire loss. The receipts may be needed later by the insurance company and for verifying losses claimed on income tax.
- Notify your mortgage company of the fire.
- Check with an accountant or the Internal Revenue Service about special benefits for people recovering from fire loss.

Prevent Home Fires

Most home fires occur in the kitchen while cooking and are the leading cause of injuries from fire. Common causes of fires at night are carelessly discarded cigarettes, sparks from fireplaces without spark screens or glass doors, and heating appliances left too close to furniture or other combustibles. These fires can be particularly dangerous because they may smolder for a long period before being discovered by sleeping residents.

Home fires are preventable! The following are simple steps that each of us can take to prevent a tragedy.

Cooking

- Stay in the kitchen when you are frying, grilling, or broiling food. If you leave the kitchen for even a short period of time, turn off the stove.
- Wear short, close-fitting or tightly rolled sleeves when cooking.
- Do not cook if you are sleepy, have been drinking alcohol, or have taken medicine that makes you drowsy.
- Keep children away from cooking areas by enforcing a "kid-free zone" of 3 feet around the stove.
- Position barbecue grills at least 10 feet away from siding and deck railings, and out from under eaves and overhanging branches.

Children

- Take the mystery out of fire play by teaching children that fire is a tool, not a toy.
- Store matches and lighters out of children's reach and sight, preferably in a locked cabinet.

- Teach children not to pick up matches or lighters they may find. Instead, they should tell an adult immediately.
- Never leave children unattended near operating stoves or burning candles, even for a short time.
- Check under beds and in closets for burned matches, evidence your child may be playing with fire.

TORNADOES

Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard. Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible. Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

Before a Tornado

- To begin preparing, you should build an emergency kit and make a family communications plan.
- Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information. In any emergency, always listen to the instructions given by local emergency management officials.
- Be alert to changing weather conditions. Look for approaching storms.
- Look for the following danger signs:
 - Dark, often greenish sky
 - Large hail
 - A large, dark, low-lying cloud (particularly if rotating)
 - Loud roar, similar to a freight train.
 - If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

BUILD A KIT

- A disaster supplies kit is simply a collection of basic items your household may need in the event of an emergency.
- Try to assemble your kit well in advance of an emergency. You may have to evacuate at a moment's notice and take essentials with you. You will probably not have time to search for the supplies you need or shop for them.
- You may need to survive on your own after an emergency. This means having your own food, water and other supplies in sufficient quantity to last for at least 72 hours. Local officials and relief workers will be on the scene after a disaster but they cannot reach everyone immediately. You could get help in hours or it might take days.
- Additionally, basic services such as electricity, gas, water, sewage treatment and telephones may be cut off for days or even a week, or longer. Your supplies kit should contain items to help you manage during these outages.

FAMILY SUPPLY LIST

- Ready Kids & The Federal Emergency Management Agency present:
- Family Supply List
- Emergency Supplies:
Water, food, and clean air are important things to have if an emergency happens. Each family or individual's kit should be customized to meet specific needs, such as medications and infant formula. It should also be customized to include important family documents.
- Recommended Supplies to Include in a Basic Kit:
 - Water, one gallon of water per person per day, for drinking and sanitation
 - Food, at least a three-day supply of non-perishable food
 - Battery-powered radio and a NOAA Weather Radio with tone alert, and extra batteries for both
 - Flashlight and extra batteries
 - First Aid kit
 - Whistle to signal for help
 - Infant formula and diapers, if you have an infant
 - Moist towelettes, garbage bags and plastic ties for personal sanitation
 - Dust mask or cotton t-shirt, to help filter the air
 - Plastic sheeting and duct tape to shelter-in-place
 - Wrench or pliers to turn off utilities
 - Can opener for food (if kit contains canned food)
- Clothing and Bedding:
If you live in a cold weather climate, you must think about warmth. It is possible that the power will be out and you will not have heat. Rethink your clothing and bedding supplies to account for growing children and other family changes. One complete change of warm clothing and shoes per person, including:
 - A jacket or coat
 - Long pants
 - A long sleeve shirt

- Sturdy shoes
- A hat and gloves
- A sleeping bag or warm blanket for each person
- Family Supply List (continued)
- Below are some other items for your family to consider adding to its supply kit. Some of these items, especially those marked with a * can be dangerous, so please have an adult collect these supplies.
 - Emergency reference materials such as a first aid book or a print out of the information on www.ready.gov
 - Rain gear
 - Mess kits, paper cups, plates and plastic utensils
 - Cash or traveler's checks, change
 - Paper towels
 - Fire Extinguisher
 - Tent
 - Compass
 - Matches in a waterproof container*
 - Signal flare*
 - Paper, pencil
 - Personal hygiene items including feminine supplies
 - Disinfectant*
 - Household chlorine bleach* - You can use bleach as a disinfectant (diluted nine parts water to one part bleach), or in an emergency you can also use it to treat water. Use 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
 - Medicine dropper
 - Important Family Documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container

THUNDERSTORMS & LIGHTNING

All thunderstorms are dangerous. Every thunderstorm produces lightning. While lightning fatalities have decreased over the past 30 years, lightning continues to be one of the top three storm-related killers in the United States. In 2010 there were 29 fatalities and 182 injuries from lightning. Although most lightning victims survive, people struck by lightning often report a variety of long-term, debilitating symptoms.

Other associated dangers of thunderstorms include tornadoes, strong winds, hail and flash flooding. Flash flooding is responsible for more fatalities – more than 140 annually – than any other thunderstorm-associated hazard. Dry thunderstorms that do not produce rain that reaches the ground are most prevalent in the western United States. Falling raindrops evaporate, but lightning can still reach the ground and can start wildfires.

Before Thunderstorm and Lightning

To prepare for a thunderstorm, you should do the following:

- To begin preparing, you should build an emergency kit and make a family communications plan.
- Remove dead or rotting trees and branches that could fall and cause injury or damage during a severe thunderstorm.
- Postpone outdoor activities.
- Remember the 30/30 Lightning Safety Rule: Go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.
- Secure outdoor objects that could blow away or cause damage.
- Get inside a home, building, or hard top automobile (not a convertible). Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.
- Remember, rubber-soled shoes and rubber tires provide NO protection from lightning. However, the steel frame of a hard-topped vehicle provides increased protection if you are not touching metal.
- Shutter windows and secure outside doors. If shutters are not available, close window blinds, shades or curtains.
- Unplug any electronic equipment well before the storm arrives.

During Thunderstorms and Lightning

If thunderstorm and lightning are occurring in your area, you should:

- Use your battery-operated NOAA Weather Radio for updates from local officials.
- Avoid contact with corded phones and devices including those plugged into electric for recharging. Cordless and wireless phones not connected to wall outlets are OK to use.
- Avoid contact with electrical equipment or cords. Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage.
- Avoid contact with plumbing. Do not wash your hands, do not take a shower, do not wash dishes, and do not do laundry. Plumbing and bathroom fixtures can conduct electricity.
- Stay away from windows and doors, and stay off porches.
- Do not lie on concrete floors and do not lean against concrete walls.

- Avoid natural lightning rods such as a tall, isolated tree in an open area.
- Avoid hilltops, open fields, the beach or a boat on the water.
- Take shelter in a sturdy building. Avoid isolated sheds or other small structures in open areas.
- Avoid contact with anything metal—tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.
- If you are driving, try to safely exit the roadway and park. Stay in the vehicle and turn on the emergency flashers until the heavy rain ends. Avoid touching metal or other surfaces that conduct electricity in and outside the vehicle.

Facts about Thunderstorms

- They may occur singly or in clusters or lines.
- Some of the most severe occur when a single thunderstorm affects one location for an extended time.
- Thunderstorms typically produce heavy rain for a brief period, anywhere from 30 minutes to an hour.
- Warm, humid conditions are highly favorable for thunderstorm development.
- About 10 percent of thunderstorms are classified as severe – one that produces hail at least an inch or larger in diameter, has winds of 58 miles per hour or higher or produces a tornado

Facts about Lightning

- Lightning’s unpredictability increases the risk to individuals and property.
- Lightning often strikes outside of heavy rain and may occur as far as 10 miles away from any rainfall.
- “Heat lightning” is actually lightning from a thunderstorm too far away from thunder to be heard. However, the storm may be moving in your direction.
- Most lightning deaths and injuries occur when people are caught outdoors in the summer months during the afternoon and evening.
- Your chances of being struck by lightning are estimated to be 1 in 600,000 but could be reduced even further by following safety precautions.
- Lightning strike victims carry no electrical charge and should be attended to immediately

Emergency Preparedness & Safety Procedures 1 hour training

1. To be in compliance with Maple Star Policies, how often should fire and tornado drills be conducted?
 - A. Bi-weekly
 - B. Monthly
 - C. Three times a year
 - D. Yearly

2. Is everyone in the home aware of the designated meeting place, where is the designated area?

Yes/ No (Circle one)

Where is this meeting place? _____

3. Does your family rehearse evacuation of the home from more than one area?

Yes/No (Circle one)

4. Which of the following is NOT a recommended action for emergency preparedness?
 - A. Creating a family emergency plan
 - B. Stockpiling antibiotics
 - C. Becoming knowledgeable about types of potential emergencies and responses
 - D. Getting an emergency supplies kit

5. A family emergency plan should NOT include which of the following?
 - A. Information about the emergency plan at your children's schools
 - B. The name and phone number of an out-of-town contact person
 - C. A list of important phone numbers, including those of doctors and emergency services
 - D. Arrangements for each person in the family to be at a specific land line telephone at a specific time
 - E. A central meeting spot outside your home and one outside your neighborhood in case you need to leave the area

6. Which of the following items should NOT be included in a basic emergency supply kit?
 - A. Water (one gallon per person per day for drinking and sanitation)
 - B. Non-perishable foods
 - C. Battery-operated radio
 - D. Dust mask or cotton fabric
 - E. Whistle
 - F. Important family documents

- G. Candles
 - H. Flashlight and extra batteries
 - I. Moist towelettes
 - J. Manual can opener
 - K. Plastic sheeting and duct tape
 - L. Garbage bags and plastic ties
 - M. Wrench or pliers
 - N. First aid kit
 - O. Unique family needs such as infant formula or prescription medicines
7. As long as as I have all the necessary supplies for an emergency kit somewhere in my house, I am prepared for an emergency.
- A. True
 - B. False
8. The batteries in the smoke alarm should be tested;
- A. Monthly
 - B. Bi-weekly
 - C. Twice a year
 - D. Yearly
9. It only takes ___ seconds for a fire to get out of control
- A. 10 seconds
 - B. 60 seconds
 - C. 30 seconds
 - D. 45 seconds
10. The 30/30 Lightening Safety Rule states;
- A. Lightening only lasts about 30 minutes in duration and you are able to go outside 30 minutes after seeing lightening.
 - B. Go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.
 - C. If you have heard thunder for thirty minutes stay indoor for 30 minutes.
11. Lightening victims carry an electrical charge and should not be assisted immediately.
- A. True
 - B. False

Primary Care Provider Signature

Date

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Yes/ No (Circle one)

Where is this meeting place? _____

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- a. True
 - b. False

Secondary Care Provider Signature

Date