

MAKING A FAMILY EMERGENCY PLAN



One of the most important tools you and your family can have to protect yourself in possible emergencies is a family emergency plan. It is important that you plan ahead as a family for all types of emergencies and responses. Everyone in the family should understand what to do, where to go and what to take in the event of an emergency.

Be Informed

- Find out what disasters are most likely to happen in your area and the history of their occurrence.
- Stay informed of any specific instructions or information you may need to know regarding these specific disasters.

Establish an Evacuation Procedure

- Know your installation's evacuation plan.
- As a family, discuss where you will go in the event of an emergency.
- Discuss where your children will go if they are in school at the time of the emergency, and make sure they understand where you will intend to be.
- Be aware that in the event of an emergency, phone lines and cell phone towers may be out. It may be necessary to have a contingency plan for reaching each other. Consider using text messaging if normal communication options are not available.
- Plan how you will evacuate family members with special needs.
- Include pets in your family plan.

Develop a Family Communications Procedure

- Develop a comprehensive procedure as a family for communicating in the event that you are separated during an emergency.
- Create a sheet or card with all the phone numbers and information every individual in the family may need, including an in-case-of-emergency (ICE) name and number.
- Make sure every member of the family has a copy of the communications procedure.
- Save the ICE information in everyone's cell phone.
- Be aware that in the event of an emergency, phone lines and cell phone towers may be out. It may be necessary to have a contingency plan for reaching each other.

Practice Your Plan

- Set up practice evacuations or shelter-in-place drills for your family to ensure everyone knows what to do and where to go in the event of an emergency.
- Keep your emergency supply kit up to date, replacing water and perishables periodically. Make sure everyone knows where it is and to take it when sheltering or evacuating.
- Check your smoke alarms regularly.

Where to Find Additional Information

- American Red Cross—www.redcross.org/services/prepare/0,1082,0_80_,00.html
- Department of Homeland Security (Ready.gov)—www.ready.gov/america/makeaplan/index.html
- Federal Emergency Management Agency (FEMA)—www.fema.gov/plan/prepare/index.shtm

It's up to you. Prepare strong. Get an emergency supply kit with enough supplies for at least three days, make an emergency plan with your family and be informed about what might happen.

All personnel should maintain a basic level of preparedness for all potential hazards.

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PREPARING YOUR KIDS FOR EMERGENCIES

As you plan ahead for an emergency, it is important that you discuss potential hazards with your children. Make sure they understand what might happen and what their job is during an emergency. Two websites that offer family friendly games and children's activities are at www.ready.gov/kids/home.html and www.fema.gov/kids. Emergencies are scary situations, but if you talk about them beforehand, your kids may stay much calmer.



What Might Happen

- Talk to your kids about what types of emergencies might happen in your area.
- Establish a family emergency meeting place, and ensure your kids know exactly where it is.
- Talk about what might happen if they are in school or away from home.
- Discuss the differences in what they need to do depending on the different emergencies.

Make a Plan

- Develop your evacuation procedure as a family so your children understand where you are going and why.
- Develop a communications procedure as a family by writing down all the phone numbers you and your kids would need, as well as how to get in touch with each other if you are separated. Identify trusted people to assist your children until your family reconnects.
- Let your kids be involved in every process of planning.

Get a Kit

- Put your emergency kits together as a family.
- Make it fun. Create a list together, then have a scavenger hunt to gather supplies for the kit.
- Discuss why it is important to have each item in the kit.
- Include toys and activities in your kit.

Practice

- Practice monthly what you might do as a family in different emergency situations so children do not forget.
- Let your kids ask questions and give their opinions regarding your plan's effectiveness.
- The more they talk about it, the more likely they will be ready when something happens, and the more comfortable they will feel.

Where to Find Additional Information

- Department of Homeland Security (Ready.gov)—www.ready.gov/kids/home.html
- Federal Emergency Management Agency (FEMA)—www.fema.gov/kids/

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PETS IN EMERGENCIES



When preparing for an emergency, be sure to include arrangements for your pets. Your emergency supply kit should contain provisions including food and water for your pets. Know in advance how you will handle your pets if you need to evacuate. If you must leave them behind, make sure they have access to food, water and shelter.

Preparing to Take Your Pets

When an emergency occurs, pets may become frightened. Allow extra time to secure your pet..

- Make a plan for your pet.
- Talk with your vet about any special considerations.
- Ask a neighbor to evacuate or care for your pet in case you are separated.
- Locate pet-friendly hotels or shelters in advance for use in an emergency.
- Make a pet emergency supply kit. Include food, water, medications, leash, carrier, toy and veterinary and insurance documents. Include a photograph of your pet in case you are separated.
- Make sure your pets' identification tags are up to date and secured on their collars. Consider microchipping your pets. If you have advance warning of an emergency, add a tag with your evacuation information.

What to Do With Your Pets During an Emergency

- Bring pets inside immediately and place them in a contained room. Many times pets run away or hide when they sense danger. Never leave them tied up outside, and remember that pets may experience behavioral changes due to stress.
- If you are told to evacuate and you can bring your pets:
 - Take enough supplies and food for at least three days and a small toy for your pet.
 - Make sure the carrier is secure and tagged with your pet's name, description and contact details.
 - Be responsible for your pets by cleaning up after them and making sure they are not causing problems.
 - Many shelters do not allow pets. You may have to board your pets or place them in a shelter prepared for evacuated pets.
- If you are told to evacuate and are ordered not to bring your pets:
 - Bring your pets inside. Never leave your pets outside during an emergency.
 - Leave plenty of food and water.
 - Take the toilet seat off and brace the bathroom door open so they can drink.
 - Place a notice on your door that your pets are inside. List the type and number of animals on your property, your name, phone number and the name and phone number of your veterinarian.
 - Make arrangements for someone to visit your pet until you can return.



What to Do with Your Pets After an Emergency

- Keep close contact with your pets to make them feel safer.
- Keep your pets on a leash when possible so they stay with you.
- Understand that your pets may have some behavioral changes because of trauma.
- Be responsible for your pets at all times by cleaning up after them and keeping them away from others.

Where to Find Additional Information

- Department of Homeland Security (Ready.gov)—
 - www.ready.gov/america/getakit/pets.html
 - www.ready.gov/america/about/instructional.html
- Federal Emergency Management Agency (FEMA)—www.fema.gov/plan/prepare/animals.shtm
- The Humane Society of the United States—
 - www.hsus.org/hsus_field/hsus_disaster_center/resources/
 - www.hsus.org/web-files/PDF/DIST_DisasterPetBrochure.pdf

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PROTECTING YOUR PROPERTY

It is important to take precautions to protect your property before an emergency situation arises. There are a few things you may want to consider to ensure that your property survives an emergency in the best condition possible.

Preparing Your Home for an Emergency

- Do a home hazard hunt with your family to spot any potential hazards or dangers around the house before an emergency situation.
- Have a qualified technician repair any defective electrical wiring or leaky gas connections.
- Make sure shelves, pictures and mirrors are secure on the wall and away from beds.
- Place large heavy objects on the bottom shelf.
- Secure the water heater by strapping it to structural members.
- Repair any cracks in the ceilings or home foundation.
- Store any flammable liquids (pesticides, oil, oily rags, etc.) away from heat sources and possibly in metal cans to prevent fires.
- Make sure your chimneys, flue pipes, vent connectors and gas vents are clean.
- Get a family emergency kit, and determine the best location to store it.
- Make an emergency plan as a family.

All personnel should maintain a basic level of preparedness for all potential hazards.

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Preparations for Specific Emergencies

- Earthquakes
 - Make sure all tall, heavy furniture (e.g., bookcases, dressers) is bolted to wall studs.
 - Install stronger latches on your cabinets.
- Fires
 - Check smoke alarms monthly and change batteries annually.
 - If you use oxygen equipment, make sure the shut-off switch is near your bed or chair.
- Floods
 - Make sure that your fuse box/electric panel is located above average flood level for your area.
 - Try to elevate appliances (e.g., furnace, water heater, washer and dryer) above average flood level for your area.
- Hurricanes
 - Install hurricane shutters.
 - If you do not have hurricane shutters, have enough precut plywood and tape to cover your windows and doors.
 - If you live in mobile housing, secure it to a foundation using chains or strong cables.



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Preparations for Specific Emergencies (continued)

- Wildfires
 - Create a 30-foot safety zone around your home by removing or limiting vegetation.
 - Remove all debris in and around your property.
 - Use fire-resistant siding on your home.
 - Use safety glass for windows and doors if possible.
- Tornados
 - Identify a place in your home to take shelter in case of a tornado. A storm shelter or basement provides the best protection. Otherwise, choose an interior room or hallway on the lowest floor possible.
 - Have frequent tornado drills

During an Emergency

- Turn off gas and electricity before you evacuate.
- If a hurricane, flood, thunderstorm or tornado warning has been issued, bring any outdoor furniture inside to prevent it from being moved by wind or flood waters.
- Once you are in a safe place, report to your command if you are military or government civilian personnel or a member of the selective reserves.

Where to Find Additional Information

- American Red Cross—www.redcross.org/services/prepare/0,1082,0_71_,00.html
- Federal Emergency Management Agency (FEMA)—www.fema.gov/plan/index.shtm

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FINANCIAL AND INSURANCE RECORDS

To ensure that you are protected after an emergency, it is necessary to protect and preserve your family's valuable financial and insurance records. During the excitement of an emergency situation, it is easy to forget about protecting important records. Instead, prepare for such an event by making sure these records are already part of your emergency supply kit.

All personnel should maintain a basic level of preparedness for all potential hazards.

You are encouraged to get an emergency supply kit, make a family emergency plan and be informed about what might happen.

Important Records

- Personal:
 - Military ID cards
 - Birth certificate
 - Marriage licenses and divorce records
 - Social Security cards
 - Passports
 - Citizenship papers
 - Medical records
 - Wills
 - Vehicle registration/ownership records
 - Power(s) of attorney (personal/property)
- Financial
 - Tax returns and property tax statement
 - Bank/credit union statements
 - Credit/debit card statements
 - Retirement accounts
 - Investment accounts
 - All income records (including government benefits, child support and alimony)
 - Mortgage statement or lease
 - Bills (electricity, gas, water, etc.)
- Insurance
 - Health insurance card
 - Insurance statements (property, rental, auto and life)

Preparing Your Records for an Emergency

- Make sure you have dated copies of all important personal, financial and insurance records.
- If possible, make electronic copies and store them on a disk to be placed in your emergency supply kit.
- Place important records in a waterproof/fireproof container to be taken with you in case of an emergency, or store them in a bank safe deposit box.



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Where to Find Additional Information

- American Red Cross—
 - www.redcross.org/services/disaster/beprepared/FinRecovery/FinPlan/records.html#supplykit
 - www.redcross.org/services/prepare/0,1082,0_188_,00.html
- Federal Emergency Management Agency (FEMA)—
 - With Operation Hope—www.operationhope.org/fileupload/File/effak_english.pdf
 - www.fema.gov/plan/prepare/recordsplan.shtm

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PEOPLE WITH SPECIAL NEEDS

If you or someone close to you has a disability or special needs, you should make special preparations in case of an emergency. Those with physical disabilities could have increased complications during an evacuation. Those with visual, hearing or mental disabilities may be especially fearful and reluctant to leave familiar surroundings. Others with medical conditions may be dependent on devices or medications that need to travel with them. To adequately prepare for every possible emergency situation, consider making the following arrangements.



Preparing for an Emergency

- Check for hazards in your home and workplace.
- Discuss your needs with family members, neighbors, coworkers and those who manage your office or apartment.
- Make sure those around you know how to operate any necessary equipment and where it is stored. Label equipment and attach instructions as a backup.
- Have a list with the types and models of any equipment or devices you need.
- If you use electrical equipment, plan how you will deal with a power outage, for instance, keeping a manual wheelchair for use if your electrical wheelchair becomes inoperable.
- Consider having backup equipment stored at your evacuation location or places where you spend a lot of time.
- Know more than one location of a medical facility that provides the services you need.
- Add any necessary supplies such as wheelchair batteries, catheters, oxygen, medication, food for service animals or other special supplies to your emergency kit.
- Do not assume that you or your loved one has been factored into an evacuation procedure. Let others know of your specific requirements.
- Make the necessary preparations and know what needs to happen during an emergency.
- If you are physically disabled, study the evacuation procedure of any building from which you might evacuate. If necessary, know if and where an Evacuation Chair (EVAC+CHAIR) is located, and make sure several others know how to operate it.
- Request your office or housing building install clear visual and audio alarms and signage indicating accessible exits and designated emergency shelter areas.
- Learn about specific devices and technology that may assist you in receiving information during an emergency.
- Arrange for someone to communicate essential information to you during an emergency if you are hard of hearing or visually impaired.
- Consider getting a medical alert system that allows you to call for help in case you are immobilized.
- If you receive care through an agency, ask about its plans to provide care during and after an emergency.
- Prepare any instructions you need to give rescuers or others who may be around you. Use concise verbal directions, or carry written instructions with you at all times. Practice giving these instructions.



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During an Emergency

- If told to evacuate, do so if it is possible with the help of others.
- If you are unable to evacuate, wait where you are for rescuers.
- Take your emergency supply kit, including any necessary items, with you.
- Stay as calm as possible to help those around you.
- Once you are in a safe place, report to your command if you are military or government civilian personnel or a member of the selective reserves.

Where to Find Additional Information

- Department of Homeland Security (Ready.gov)—
 - www.ready.gov/america/getakit/disabled.html
 - www.ready.gov/america/about/instructional.html
- Center for Disability Issues and the Health Professions (CDIHP)—
www.cdihp.org/evacuation/emergency_evacuation.pdf
- Federal Emergency Management Agency (FEMA)—
 - www.fema.gov/plan/prepare/specialplans.shtm
 - www.fema.gov/pdf/library/pfd_all.pdf

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EMERGENCY KITS

To fully 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 also having kits in your car, at work and a portable version in your home ready to take with you. 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 shelter in place or evacuate.

All personnel should maintain a basic level of preparedness for all potential hazards.

You are encouraged to get an emergency supply kit, make a family emergency plan and be informed about what might happen.

What to Put in Your Basic Home Kit

- Necessary
 - Water—at least one gallon per person per day for at least three days (Consider iodine and a filtration system to treat water if your supply runs out.)
 - Food—nonperishable food for at least three days
 - Manual can opener
 - First aid kit
 - Prescription medications and medical equipment/care aids
 - N95- or N100-rated dust masks
 - Personal sanitation supplies, such as moist towelettes, garbage bags and plastic ties
 - Flashlight
 - Battery-powered or hand-crank radio and cell phone charger
 - All-hazards NOAA (National Oceanic and Atmospheric Administration) weather radio
 - Extra batteries
 - Cash in the local currency
 - Any tools needed for turning off utilities
 - Local maps and your family emergency plan
 - Your command reporting information
 - Important documents, including will, medical and financial power of attorney, property documents, medical instructions
 - Emergency preparedness handbook
- Additional
 - Infant formula and diapers
 - Pets supplies, including food, water, medication, leash, travel case and documents
 - Reusable plates, paper cups, plastic utensils, saucepan and portable stove
 - Disinfectant
 - Matches or flint in a waterproof container
 - Sleeping bag or other weather-appropriate bedding for each person
 - A weather-appropriate change of clothes for each person
 - Coats, jackets and rain gear
 - Fire extinguisher
 - Paper and pencil
 - Books, games, puzzles, toys and other activities for children
 - Any items necessary for a specific type of disaster



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- Additional items that can be essential for those stationed abroad:
 - Passports
 - Birth abroad certificates for children born overseas
 - Cash in the local currency
 - Card with local translations of basic terms
 - Electrical current converter

Portable Emergency Kit

- Take this kit with you when you are ordered to evacuate.
- Place items in a designated area that will be easily accessible in the event of an emergency.
- Make sure every member of your family knows where the kit is.
- If you are required to shelter in place, keep this kit with you.
- Consider adding enough supplies to last two weeks.

Workplace Emergency Kit

- This kit should be in one container to be kept at your work station in case you must evacuate from work.
- Make sure you have comfortable walking shoes at your work place in case you have to walk long distances.
- This kit should include at least food, water and a first aid kit.
- Make sure you include your family's communications procedure.

Vehicle Emergency Kit

- In the event that you are stranded while driving, keep this kit in your vehicle at all times.
- This kit should contain at a minimum food, water, a first aid kit, signal flares, jumper cables and seasonal clothing (coats, rain gear).
- Make sure you include your family's communications procedure.

Maintaining Your Kits

- Routinely evaluate your kits and their relevance to the threats in your area.
- Throw away and replace any expired or damaged medications, food or water.

Where to Find Additional Information

- American Red Cross—
 - www.redcross.org/services/prepare/0,1082,0_91_,00.html
- Department of Homeland Security (Ready.gov)—
 - www.ready.gov/america/getakit/index.html
 - www.ready.gov/america/_downloads/checklist.pdf
- Federal Emergency Management Agency (FEMA)—
 - www.fema.gov/plan/prepare/supplykit.shtm
 - www.fema.gov/plan/prepare/kitlocation.shtm
 - www.fema.gov/plan/prepare/kitmaintain.shtm

Store your emergency kit in an easily accessible area such as a cupboard by the door and make sure everyone in your family knows where it is.

Consider whether your area is likely to face a specific threat. If your home is prone to flooding, store your kit upstairs. If you face tornados, think about storing your kit in the basement.

It's up to you. Prepare strong. Get an emergency supply kit with enough supplies for at least three days, make an emergency plan with your family and be informed about what might happen.



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EVACUATIONS FROM ARMY INSTALLATIONS

In the event of an emergency, there are means to warn personnel on base and plans and procedures to direct evacuation or direct movement of personnel and family members to safe havens or civilian shelters. Additional procedures for personnel off base are provided to installations overseas where the local government may not have the required capabilities.



If advance warning and other circumstances permit, the preference for nonessential and nonemergency personnel is evacuation, wherein the endangered population is directed to leave the threatened area using specified routes and transportation methods.

Evacuation procedures identify the available transportation networks and their capabilities, especially the carrying capacity of proposed evacuation routes and existing or potential bottlenecks caused either by traffic or natural occurrences, such as rising waters. It is important to keep in mind that destructive weather, earthquakes and other hazards may limit or completely eliminate some transportation methods, especially bridges, ferries, tunnels and mass transit systems. During certain emergencies—especially those involving flooding, high winds, multiple aftershocks or volcanic eruption—emergency public information broadcasts may include prohibitions on using travel trailers, campers, motor homes, buses, motorcycles, bicycles and boats.

After evacuating, all members of the Army community must be accounted for to ensure the safety of the community and the distribution of support services and public assistance. If the scale of the evacuation makes assembly impractical, look for electronic “rally points” (phone number, Web site) to be established.

How to Prepare

Safe and effective evacuation requires planning ahead—there may be no advance warning. You should plan to use the primary evacuation route recommended by your installation, but identify alternative evacuation routes in advance and gather appropriate maps to take along in your emergency supply kit. If you don't have access to a vehicle, make other arrangements ahead of time. Depending on regulations at the remote safe haven or civilian shelter, pets may have to be left behind. Identify locations that will accept your pet in the event of an emergency. Service animals are always permitted inside civilian shelters. Plan how you will care for your animals, microchip or tag pets clearly and make a small pet emergency supply kit. Include food, water, leash, medicine, vet documents, a photograph of your pet and a small toy. Remember when an emergency occurs pets may become frightened. Allow extra time to secure your pet. When making your plan, also consider any additional special needs specific to your family.



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Actions to Take During an Evacuation

- Plan to take one car to reduce congestion and delay.
- Keep a full tank of gas—power outages or congestion could make refueling challenging.
- Gather your emergency supply kit, adequate for at least three days.
- Wear sturdy shoes and clothing, such as long pants, long-sleeved shirts and a cap.
- Close and lock all doors and windows.
- Unplug nonessential electrical equipment. Leave freezers and refrigerators plugged in unless there is a risk of flooding.
- Listen to a battery-powered radio or TV to follow local evacuation instructions.
- Leave the hazard area when directed to avoid being trapped or stranded.
- Let others know or post a note as to where you are going.
- Follow the recommended evacuation routes and zones; shortcuts may be blocked.
- Stay alert for damaged or missing roads, bridges and structures.
- Stay away from downed power lines.
- Once you are in a safe place, report to your command if you are military or government civilian personnel or a member of the selective reserves.

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SAFE HAVENS FOR ARMY PERSONNEL

In the event of an emergency, plans and procedures are in place to direct evacuation. When time permits, the preferred protective strategy for nonessential and nonemergency personnel is evacuation to a civilian shelter, remote safe haven or designated place outside the danger area. In emergencies with only a short to moderate warning time, installation authorities may direct people to one or more designated safe havens, which may be on the installation or another DOD installation or facility.

Safe Havens

A **local safe haven** is a facility on the installation that provides temporary protection during large-scale incidents, such as earthquakes and tsunamis. Safe havens may be identified in emergency management plans but are not usually publicly identified until immediately before or during an actual emergency when movement to civilian shelters may not be possible.

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. Remote safe havens may be identified in emergency management plans and are usually publicly identified but not activated until evacuation has been ordered.

Local safe havens usually consist of shared-use facilities, such as auditoriums, gyms, schools and similar structures. Remote safe havens often consist of civilian or military lodging/housing facilities, including bachelor quarters and hotels. Safe haven managers will assist in the processing and support of Army personnel and family members as well as circumstances permit. Plans are coordinated with military and civilian authorities and may include provision for food, water, medicines and security.

If you are directed to move to a local or remote safe haven, there are a few things you should know:

- Local safe havens usually have limited access to water, food, medicines and basic sanitary facilities, so it is important that you take an **emergency supply kit** with you.
- Alcoholic beverages, weapons and smoking are prohibited in all local safe havens and most remote safe havens.
- Pets are usually not permitted. Pet owners should make alternative plans.
- Local safe havens usually involve staying with many people in a close proximity, so it is important to cooperate with safe haven managers and others assisting them.

Prepare Strong

The Army encourages all personnel to maintain a basic level of preparedness for all potential hazards.

You are encouraged to get an emergency supply kit, make a family emergency plan and be informed about what might happen.

It is your responsibility to understand the mass warning system at your installation and, when notified, be prepared for the following:

- Evacuation
- Moving to civilian shelter
- **Moving to designated safe haven**
- Temporarily sheltering-in-place



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How to Prepare

Authorities may direct post-event evacuation or movement to long-term shelters, remote safe havens or a designated place away from the danger area. No matter which type or size of mass care facility you move to—

- It is vital to **get in advance and take along an emergency supply kit** that can sustain your family for at least three days.
- A **family emergency plan**, including an emergency communication procedure, will prepare you to cope with possible separation of family members.
- Once you are in a safe place, **report to your command** if you are military or government civilian personnel or a member of the selective reserves.

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CIVILIAN SHELTERS FOR ARMY PERSONNEL

In the event of an emergency, plans and procedures are in place to direct evacuation or movement to shelters. When time permits, the preferred protective strategy for nonessential and nonemergency personnel is evacuation, but in emergencies with only a moderate warning time, installation authorities may direct people to local, state or host-nation shelters.

Shelters

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 regions and installations do not develop, maintain and operate certified shelters. Instead, regions and 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.

Certified shelters within the local community are preferred over safe haven facilities on an installation. Plans are coordinated with local authorities and may include provision for food, water, medicines and security. If you are directed to take shelter in a mass care facility operated by a disaster relief organization, there are a few things you should know:

- Even though mass care shelters often provide water, food, medicine and basic sanitary facilities, you should plan to take an **emergency supply kit** with you.
- Alcoholic beverages, weapons and smoking are prohibited in all shelters. Ask in advance if your local shelter allows pets.
- Mass care facilities can involve living with many people in close proximity, so it is important to cooperate with local shelter managers and others assisting them.

How to Prepare

Authorities may direct post-event evacuation or movement to long-term shelters, remote safe havens or a designated place away from the affected area. No matter which type or size of mass care facility you move to—

- It is vital to **get in advance and take along an emergency supply kit** that can sustain your family for at least three days.
- A **family emergency plan**, including an emergency communication procedure, will prepare you to cope with possible separation of family members.
- Once you are in a safe place, **report to your command** if you are military or government civilian personnel or a member of the selective reserves.

Prepare Strong

The Army encourages all personnel to maintain a basic level of preparedness for all potential hazards.

You are encouraged to get an emergency supply kit, make a family emergency plan and be informed about what might happen.

It is your responsibility to understand the mass warning system at your installation and, when notified, be prepared for the following:

- Evacuation
- **Moving to civilian shelter**
- Moving to designated safe haven
- Temporarily sheltering-in-place



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SHELTERING-IN-PLACE AT ARMY INSTALLATIONS

In the event of an emergency, plans and procedures are in place to direct personnel to evacuate or take some form of shelter. For nonessential and nonemergency personnel, the preference is generally evacuation. In specific instances, evacuation or moving to a civilian shelter or designated place is more dangerous than remaining where you are, such as with short- or no-notice emergencies including hazardous materials events. In these instances, you may be directed to shelter-in-place.

Sheltering-in-place means to take temporary protection in a structure or vehicle—typically your workplace or residence—that is not certified, insured or staffed for emergency conditions. Installation procedures designate which responsible party or office will order personnel to shelter-in-place and for how long the order is expected to be in effect. Remember, **preparing your residence is your own responsibility.**

How to Prepare

- Have an emergency supply kit ready.
- Know how to turn off your heating, ventilation and air conditioning (HVAC) systems without damaging the components.
- Know how to close and secure doors, windows, vents and other exterior openings quickly.
- Identify potential interior space for sheltering-in-place.

How You Will Be Notified

Any of the following emergency warning procedures may alert you to temporarily shelter-in-place:

- A voice announcing system using exterior (“Giant Voice”) and interior speakers or sirens
- Automated Community Notification Systems for sending recorded voice messages or text
- Emergency Alert System (EAS) broadcasts on the radio or TV
- Residential route alerting—messages announced from vehicles with loudspeakers

Prepare Strong

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- Moving to designated safe haven
- **Temporarily sheltering-in-place**



ARMY STRONG[®]

Actions to Take When Temporarily Sheltering-in-Place

- Bring everyone safely inside to an interior room or one with as few windows and doors as possible.
- Turn off all HVAC systems.
- Close and secure all doors, windows, vents and other exterior openings.
- Have an emergency supply kit accessible.
- Listen to the radio or TV for further instructions.
- When the “all clear” is announced, open windows and doors, turn on ventilation systems and go outside until the building’s air has been exchanged with the outside air.
- Once you are in a safe place, report to your command if you are military or civilian personnel or a member of the selective reserves.

It’s up to you. Prepare strong. Get an emergency supply kit with enough supplies for at least three days, make an emergency plan with your family and be informed about what might happen.





USAG SCHWEINFURT
EMERGENCY MANAGEMENT

