



Emergency Preparedness Checklist

Washtenaw County Public Health

2016

Family Emergency Preparedness Checklist

This guide will help you and your family set up an emergency plan, build an emergency kit, plan how to care for children, the elderly, people with access and functional needs (PAFN) and pets during an emergency. Family preparedness involves the development of an emergency plan, practicing it, and understanding different types of disasters and how you will address them.

Know the Basics

Types of Emergencies:

Natural: Floods, hurricanes, thunder and lightning storms, tornadoes, winter storms, landslides, earthquakes, volcanoes, extreme heat, wildfires

Technological: Hazardous material incidents, nuclear power plants

Terrorism: Explosions, biological threats, chemical threats, nuclear blasts, radiological dispersion devices

Public Health: Anthrax, botulism, E. coli, pandemic influenza, pneumonic plague, staphylococcus infection, chemical emergencies, H1N1, ricin, salmonellosis, West Nile virus

Your family plan should include situational plans for when you are together at home, and when you are at work, at school or other facilities. Things to think about while preparing your family include:

- ⇒ Emergency kits
- ⇒ Escape routes and evacuation plans
- ⇒ Public shelters
- ⇒ Food and water safety
- ⇒ Family communications
- ⇒ How to shelter in place
- ⇒ Utilities shutoff and safety

Work, School and Day Care Preparedness

It is important to make sure that you know the emergency plans of each facility and communicate with them; doing this will help you reunite with your family during an emergency.

Questions to ask the school or daycare:

- ⇒ How they will get in contact during an emergency
- ⇒ If they store enough food, water and other supplies
- ⇒ If they are equipped to shelter in place
- ⇒ What their evacuation plans are

Workplaces should:

- ⇒ Consider what to do with staff that can't get home
- ⇒ Make sure that they have emergency supplies

Neighborhood Preparedness

Work with your neighbors and preplan with them to find out if anyone has specialized equipment or skills, and designate someone to check on the elderly or PAFN.

Emergency Kits

When disaster strikes, you and your family might have to survive on your own and shelter in place. Essential to your family's survival is being prepared with enough food, water and other supplies (typically around 72-96 hours' worth).

It might not be possible to get all of the supplies that you need once the disaster has struck. For this reason it is important to build several emergency kits: one for the home, one for the car, as well as first aid kits and a "go-bag". Remember to rotate items with expiration dates.

Basic Family Emergency Kit

Keep this in an accessible location and make sure that all family members know where it is.

- 3-day supply of nonperishable food and water (1 gallon/person/day)
- Battery-powered/crank radio, flashlight, cell phone
- First aid kit
- Sanitation and hygiene items, including hand sanitizer
- Matches or lighter
- Whistle
- Extra clothing (temperature specific)
- Sleeping bags or blankets
- Utensils, cooking gear and a can opener
- Emergency document holder
- Cash or traveler's checks
- Special needs items (prescriptions, eyeglasses, hearing aids, etc.)
- Items for infants
- Items that meet unique family needs
- Wrench/pliers
- Local maps
- Moist towelettes, garbage bags and twist ties for personal sanitation
- Toiletries and feminine hygiene products
- Pet food and water
- Paper and pen for documentation
- Duct tape and plastic sheeting to seal the room
- Toys/books to occupy children and others

First Aid Kit

Make first aid kits for your home and each car.

- Various shapes and sizes of adhesive bandages, dressings and gauze pads
- 3" cohesive bandage and adhesive tape (2" wide) roll
- Germicide hand wipes or alcohol-based hand sanitizer
- Sterile gloves (latex)
- Tongue depressors and wooden applicator sticks
- Antibacterial, antibiotic and burn ointments
- Cleansing agent (soap)
- Cold pack
- Scissors, needle, tweezers and safety pins
- Thermometer and petroleum jelly or other lubricant
- Cotton balls
- Sunscreen
- CPR breathing barrier
- First aid manual
- Aspirin and nonaspirin pain reliever,
- Antidiarrheal medication, antacids, laxatives and vitamins

Go Bag

Pack an emergency go-bag to take with you in case you have to leave your home quickly.

- Battery-powered/crank radio, glow sticks, flashlight and cell phone
- Batteries
- Whistle and pepper spray
- Dust mask
- Pocket knife (multiuse) or multitool
- Waterproof matches or lighter
- Cash
- Shoes, change of clothes, warm hat, gloves, poncho, Mylar emergency blankets
- Water and food, plus a can opener
- First aid kit
- Sewing kit
- Rope, duct tape, and plastic sheeting
- Emergency document holder
- Personal hygiene items (soap, wipes, toilet paper, feminine products, toothbrush and toothpaste, antibacterial hand wash, sunscreen)
- Survival manual, guides and local maps, special-need items for children, infants, seniors or people with functional needs
- Extra key to your home and vehicle

Emergency Document Holder

Keep your emergency documents with your at-home emergency kit and a copy in your go-bag.

- Copy of passport
- Copy of driver's license or other forms of ID
- Medications list and medical records (including immunizations)
- Copies of insurance policies
- Bank account records
- Cash or traveler's checks
- Family emergency plan
- Key contact list
- Copies of credit card
- Wills and marriage certificates
- Copies of social security cards

Children

As a parent, you will need to provide for your child's physical and emotional needs. You will have to cope with the disaster in a way that will prevent them from developing a sense of loss.

When dealing with children before, during and after a disaster, speak their language, let them ask questions and let them know that they are safe.

Children will have different reaction to disasters (often age-related), but the two most common signs of distress are changes in behavior and behavior regression (e.g., preschoolers may resume thumb sucking or become afraid of strangers).

Before disaster strikes, you can help your children better cope by involving them in the planning and practice of your emergency plan. They can also keep your emergency kits up-to-date. After a disaster, children will require reassurance.

Children should know:

- ⇒ How to call 911 and other emergency numbers
- ⇒ Whom to contact if they can't contact you
- ⇒ Your family's rendezvous points
- ⇒ Their first and last names, telephone number and address
- ⇒ Their parents' first and last names

QuickNote: Pregnant women should speak to their health care provider prior to an emergency about shelters that can meet their needs. During a disaster, pregnant women should continue prenatal care (even with a different provider if needed), drink plenty of water and avoid infections or toxins.

Emergency Kit for Children

There are varying age-specific items to include in emergency kits for children. Some items are to help keep kids entertained and distracted in times of distress, while others are to help parents better take care of younger children.

General Items for All Children

- A few favorite books
- Coloring items (crayons, markers, paper, scissors and glue)
- 2 favorite toys
- 1-2 board games
- A deck of cards
- A puzzle
- Toy vehicles – such as ambulances, fire trucks, etc. – to play out the disaster
- Photos of family and pets
- A few treasured items
- MP3 player/portable DVD player
- Extra clothes and shoes, mittens, scarf and jacket
- Comfort food
- Paper with home address, phone numbers, and parents' names
- Toothbrush and toothpaste
- Small first aid kit

Items for Infants

- Formula (bottled water to mix), liquid formula, powdered milk, baby food
- Clean bottles and pacifiers
- Diapers, disposable wipes, diaper rash ointment, plastic bags
- Clothing, jackets and shoes
- Bibs, blankets
- Toys
- Medication not requiring refrigeration, such as infant Tylenol, Advil and Benadryl
- Baby lotion, shampoo, soap and sunscreen
- Rectal thermometer and lubricant
- Copies of medical and immunization records
- Contact information for your baby's health care provider

Pets

Several states require disaster assistance to meet the needs of household pets and their owners. In addition, the Federal Emergency Management Agency (FEMA) is required to develop standards for local and state emergency plans that take into account the need of individuals with pets.

Locate a shelter that will accommodate your family and pets. If one can't be found, make arrangements with people outside the disaster area, kennels or veterinary offices. If you evacuate your home, do not leave your pets behind! Pets most likely cannot survive on their own and, if by some chance they do, you may not be able to find them when you return.

QuickNote: A stressed pet may behave differently than normal and his aggression level may increase. Keep dogs and cats separate and use a muzzle. Panicked pets may try to flee.

Emergency Kit for Pets

Whether you decide to stay put in an emergency or evacuate to a safer location you will need to make plans in advance for your pet. Keep in mind that what's best for you is typically what's best for your pets.

Items for Pets

- Food and water for 2 weeks
- ID tags and medical and vaccination records
- Medication
- Litter box, litter, and sanitary items
- First aid items
- Comfort items
- Muzzle, collar, leash, and pet carrier

People with Access and Functional Needs (PAFN)

If you or someone in your family has access or functional needs, you may need to take additional steps to protect yourself and your family in an emergency (e.g., special arrangements to receive warnings, transportation to a shelter, etc.). Find out about special assistance that may be available in your community for PAFN. Remember that emergency circumstances can create a need for more support than you require on a daily basis.

- ⇒ If there are people that assist you on a daily basis, list how you would contact them
- ⇒ Plan alternative types of transportation
- ⇒ If you use devices specific to your disability plan how you will cope without them
- ⇒ If you depend on life-sustaining equipment, talk to your health care provider for plans
- ⇒ Make sure that you have enough medication to last 1-2 weeks
- ⇒ In your emergency kit, include all health information that rescuers should know

Service Animals

Public shelters are obligated by law to permit service animals – take them with you.

Create a Support Network

Families might not be together when a disaster strikes, which is why you must have an extended support network. Include three people in places you spend a lot of time and someone out of town.

- ⇒ Share copies of your emergency plan
- ⇒ Have them check on you immediately after the disaster occurs
- ⇒ Exchange important keys
- ⇒ Show them where you keep emergency supplies
- ⇒ Teach them how to use your equipment and how to administer medication

Family Communication Plan

Communication is vital to your family's safety when disaster strikes. Make sure that your family's emergency plan includes a communication plan, a plan for reuniting and a plan for what to do in different emergency situations.

Detailed Contacts List

Keep a copy in your at-home emergency kit and post a copy in an accessible location. The list should contain the following information:

- ⇒ The addresses, phone numbers and evacuation locations of home, work and schools
- ⇒ The name, birth date and important medical information of each family member
- ⇒ The name, phone number and email address of an out of town contact
- ⇒ The neighborhood meeting place and its phone number
- ⇒ The names, phone numbers and policy numbers of your doctors, pharmacists, medical insurance, homeowner/rental insurance and veterinarian/kennel

Sheltering in Place

Sheltering in place requires advanced planning and may require you to “seal the room.”

- ⇒ Lock the doors and close windows, air vents and fireplace dampers
- ⇒ Turn off fans, air conditioning and/or furnaces
- ⇒ Bring your emergency kit
- ⇒ Centralize your family in a predetermined location (with as few windows and doors as possible)
- ⇒ Seal the windows, doors and vent with plastic sheeting and duct tape
- ⇒ Monitor local media for instruction as they become available

Evacuating Your Home

Some evacuation situations leave you little time to prepare, which is why you need an emergency kit and evacuation plans.

- ⇒ Keep your vehicle at least half fueled
- ⇒ Know what to do if you don't have a car
- ⇒ Make sure that you know the officially designated routes
- ⇒ Bring your emergency kit
- ⇒ Lock your home's doors
- ⇒ Bring your pets and the supplies needed for their care

In you evacuate:

- ⇒ Plan where to go and how to reunite your family, preselect several destinations in different directions to provide options
- ⇒ Set-up several meeting locations for different emergencies, for example:
 - If your home catches fire, plan to meet at a neighbor's or by a light post down the street
 - If the emergency affects the neighborhood, plan to meet at a specific removed location
- ⇒ Practice your plan with your family and explain to children which plan to use in which situation

If you have time:

- ⇒ Inform your out-of-town contact where you're going
- ⇒ Shut off your home's utilities
- ⇒ Leave a note to inform others where you've gone
- ⇒ See if neighbors need a ride

Food & Water Safety

Food Safety

Cleanliness and sanitation are important when preparing food. Avoid leftovers or use them within four days if they've been stored below 40°F.

Preparing Food

Candle warmers, chafing dishes, fondue pots, or fireplaces can be used for cooking. In addition:

- ⇒ Prepare only enough food for immediate use
- ⇒ Keep hand contact to a minimum when preparing food
- ⇒ Keep food preparation surfaces clean and avoid contact between raw and other foods
- ⇒ Use only prepared canned baby formula, do not use powdered formula with treated water
- ⇒ Commercially canned food can be eaten without warming, if you do heat it in the can, remove label, wash and disinfect the can, and open the can before heating
- ⇒ Keep hot foods at or above 140°F and cold foods at or below 40°F

Storing Food

Store food at least four inches off the floor in a dark, dry, cool site that is well sealed to prevent pest and vermin attraction.

- ⇒ When refrigeration is not available, use perishable food as soon as possible
- ⇒ Discard food in contact with contaminated floodwater
- ⇒ In a power outage, look for alternative storage space for your perishables

Drinking Water Safety

After an emergency, especially after flooding, drinking water may not be available or safe to drink. Do not use water that may be contaminated to wash dishes, brush your teeth, wash and prepare food, make ice or make baby formula.

Safe Sources of Water

- ⇒ Melted ice cubes
- ⇒ Water drained from the water heater
- ⇒ Water drained from the pipes
- ⇒ Liquids from canned goods

Unsafe Sources (some can be used for flushing toilets)

- ⇒ Radiators
- ⇒ Hot water boilers (home heating system)
- ⇒ Swimming pools and spas (can be used for personal hygiene, cleaning and related uses)
- ⇒ Local reservoirs, lakes and rivers (if not treated)
- ⇒ Water from the toilet bowl or flush tank
- ⇒ Water beds

Guidelines for Managing Water Supply

- ⇒ Never ration water unless ordered to do so by authorities. Allow people to drink according to their needs – generally at least four cups a day
- ⇒ Do not drink carbonated beverages instead of water
- ⇒ Turn off the main water valves
- ⇒ Water sources already in the home/shelter must be protected from contamination if there are reports of broken water or sewage lines or if local officials advise of a problem

To use water in the pipes:

Open the faucet located at the highest point of the house/building to let air into the plumbing, then obtain water from the lowest faucet in the building.

To use water in the hot-water tank:

Be sure the electricity or gas is off, then open the drain at the bottom of the tank. Turn off the water intake valve at the tank and turn on the hot water faucet to start the water flow. Refill the tank before turning on the gas or electricity. If the gas is turned off, a professional or utility worker will be needed to turn it back on.

Making Water Safe to Use

Treat all water of uncertain quality before using it. There are many ways to treat water; using a combination of methods is often best. Before treating, let any suspended particles settle to the bottom or strain them through coffee filters or layers of clean cloth. Here are three water treatment methods:

Methods	Kills Microbes	Removes Other Contaminants
Boiling	YES	NO
Chlorination	YES	NO
Distillation	YES	YES

Storing Water

When storing water in a used container, the following recommendations should be followed:

- ⇒ Clean the surface of the container with soap and water, and then rinse before use
- ⇒ Clean the inside of the container with a bleach solution (1teaspoon of bleach /1cup water)
- ⇒ Cover the container and agitate, allowing the solution to contact all inside surfaces
- ⇒ Cover and let sit for 30 minutes. Rinse with potable water
- ⇒ Label container as “Drinking Water” and mark the date
- ⇒ Store at room temperature, away from heat, direct sunlight and away from toxic substances
- ⇒ Change container every 6 months, if necessary

Resources

Ready.gov is the U.S. Department of Homeland Security’s campaign designed to educate and empower Americans to prepare for and respond to emergencies. (www.ready.gov)

The Federal Emergency Management Agency (FEMA) provides information on different types of disasters, hazards and assistance. (www.fema.gov)

The American Red Cross provides shelter, food, health, and mental health services to help families and entire communities get back on their feet after a disaster. (www.redcross.org)

Center for Disease Control and Prevention (CDC) Emergency Preparedness & Response is intended to increase the nation’s ability to prepare for and respond to public health emergencies. (www.bt.cdc.gov)

DisasterAssistance.gov provides information on how you might be able to get help from the U.S. government before, during, and after a disaster. (www.disasterassistance.gov)

The American Society for the Prevention of Cruelty to Animals (ASPCA) provides tips on emergency preparedness for your service animal or pet. (www.asPCA.org/home/pet-care/disaster-preparedness)

The Substance Abuse and Mental Health Services Administration (SAMHSA) operates the Disaster Distress Helpline. (www.disasterdistress.samhsa.gov Call: 1-800-985-5990)

Please contact Cindra James, Washtenaw County Public Health Preparedness Administrator, with any additional comments or questions. (jamesc@ewashtenaw.org)

Local Pharmacies

Walgreens 317 S State St (734) 352-3623 Open until 12:00 AM	3-5 day emergency supply, if they are a patient there
Walgreens 419 E Michigan Ave (734) 485-4621 Open until 10:00 PM	3-5 day emergency supply, if they are a patient there
CVS Pharmacy Pharmacy 209 S State St (734) 769-1804 Open until 12:00 AM	Up to the discretion of the pharmacist on duty, can for a 2-3 days. Maintenance Medications
CVS Pharmacy Pharmacy 1700 S Industrial Hwy (734) 827-7980 Open 24 hours	Up to the discretion of the pharmacist on duty, can for a 2-3 days. Maintenance Medications
Rite Aid Pharmacy Pharmacy 2980 Packard Rd (734) 971-1013 Open until 10:00 PM	Up to discretion of insurance override. If insurance cannot over ride. Out of pocket costs for medications. Maintenance Medications.
Kroger Pharmacy Pharmacy 400 S Maple Rd (734) 213-5343 Open until 9:00 PM	72 hours - 3 day supply, up too discretion of the pharmacist on duty. Maintenance Medications
Kroger Pharmacy Pharmacy 3200 Carpenter Rd (734) 971-7283 Open until 9:00 PM	72 hours- 3 day supply, up too discretion of the pharmacist on duty. Maintenance Medications.
Meijer Pharmacy Pharmacy 3825 Carpenter Rd (734) 677-7110 Open until 9:00 PM	2-3 days, has to be a patient of the pharmacy. Under discretion of pharmacist. Maintenance Medications.
Walmart Pharmacy Pharmacy 2515 Ellsworth Rd (734) 434-7950 Open until 9:00 PM	Will provide maintenance medications from emergency supply until they get a new refill signature from doctor.

Local Animal Shelters

1. **Huron Valley** #734-662-5585, cost depends on nature of emergency disaster, and how long will pet(s) be there. Pets have to vaccinated; nurtured, or spaded.
2. **Camp Bow Wow** #734-623-2275, vaccines have to be updated. Depends on the emergency, which will determine the cost.
3. **Sunset animal care** #734-883-4131, cost depends on nature of disaster, and how long will pet(s) be there. Pets have to vaccinated; nurtured, or spaded.
4. **Snuggle feet** #734-730-7297, no boarding/ employees go to clients home to pet sit.
5. **Brookside** #734-751-7523, \$10.00 daily for dogs, and \$5.00 for cats. Additional cost for any x-rays, medication, or treatments. Pet must be up to date on vaccines.
6. **AA Animal Hospital** #734-662-4474, cost depends on nature of emergency disaster, and how long will pet(s) be there. Pets have to vaccinated; nurtured, or spaded.
7. **Arbor Hills** #734-883-0923, cost depends on nature of emergency disaster, and how long will pet(s) be there. Pets have to vaccinated; nurtured, or spaded.

Local Hotels

Ann Arbor

Hotel/motel name: Residence Inn Ann Arbor

Address: 800 Victors Way Ann Arbor, MI 48108

Phone number: (734) 996-5666

Types of animal allowed: Pets allowed, \$75 non-refundable sanitation fee.

Hotel/motel name: Fairfield Inn Ann Arbor

Address: 3285 Boardwalk Ann Arbor, MI 48108

Phone number: (734) 995-5200

Types of animal allowed: Pets allowed, \$75 non-refundable sanitation fee.

Hotel/motel name: Comfort Inn & Business Center

Address: 2455 Carpenter Rd. Ann Arbor, MI 48108

Phone number: (877) 424-6423

Types of animal allowed: Pets allowed, \$10 per day per pet up to 50 lbs. Pet limit two per room.

Hotel/motel name: Candlewood Suites Detroit-Ann Arbor

Address: 701 Waymarket Way Ann Arbor, MI 48103

Phone number: (734) 6632818

Types of animal allowed: Pets allowed with a non-refundable fee based on length of stay. Up to \$75 for 1-6 nights and up to \$150 for 7+ nights. Pet must weigh less than 80 lbs. Pet agreement must be signed at check-in.

Hotel/motel name: Extended Stay America Detroit - Ann Arbor

Address: 1501 Briarwood Circle Dr. Ann Arbor, MI 48108

Phone number: 332-1980

Types of animal allowed: One pet is allowed in each guest room and when you bring a pet, there will be a non-refundable cleaning fee charged upon check-in on the first night. This charge will be \$25 dollars for each night of your stay but will not exceed \$75.

Hotel/motel name: Extended Stay Deluxe Detroit - Ann Arbor

Address: 3265 Boardwalk Dr. Ann Arbor, MI 48108

Phone number: (734) 997-7623

Types of animal allowed: One pet is allowed in each guest room and when you bring a pet, there will be a non-refundable cleaning fee charged upon check-in on the first night. This charge will be \$25 dollars for each night of your stay but will not exceed \$75

Hotel/motel name: Red Roof Inn - Ann Arbor - University North

Address: 3621 Plymouth Rd. Ann Arbor, MI 48105

Phone number: (734) 996-5800

Types of animal allowed: One well-behaved family pet per room is welcome.

Hotel/motel name: Red Roof Inn - Ann Arbor (University South)

Address: 3505 South State St. Ann Arbor, MI 48108

Phone number: (734) 665-3500

Types of animal allowed: One well-behaved family pet per room is welcome.

Hotel/motel name: Motel 6 - Ann Arbor

Address: 3764 S. State St. Ann Arbor, MI 48108

Phone number: (734) 665-9900

Types of animal allowed: All pets allowed. One pet per room.

Chelsea

Hotel/motel name: Comfort Inn

Address: 1645 Commerce Park Dr. Chelsea, MI, 48118

Phone number: (877) 424-6423

Types of animal allowed: Pet Charge: 15.00/night. Pet Limit: Two pets per room.
Additional pets must be approved by management by calling 734-433-8800.