

Disaster and Emergency Preparedness Guide

A handbook of useful information for your home and family
if disaster strikes or in the event of emergency

Provided by the
City of Lincoln

Contents

Be Prepared <i>Before</i> a Disaster Strikes	1
Prepare your Family Emergency Plan.....	2
Build & Store Your Emergency Supply Kit	3
Water Storage & Purification	4
Planning to Stay or Go	4
Flooding.....	5
Severe Winter Weather/Ice Storms/Power Outage.....	5
Lightning.....	6
Tornado	7
What If You Are Told to Shelter-in-Place?	8
Lincoln Local Emergency Contact Information	9
State and Federal Emergency Contact Information	9
Your Family's Emergency Contact Information	10

Disaster can strike without warning and force you to evacuate your neighborhood or confine you to your home. Do you know what you would do if basic services (water, gas, electricity, telephone) were cut off? Your local officials and relief workers will be on the scene as soon as possible after a disaster, but they cannot reach everyone immediately.

Be Prepared *Before* a Disaster Strikes

The most important thing individuals can do is to be aware and be prepared. Events such as tornadoes, earthquakes, floods, severe winter weather, hazardous material spills, or acts of terrorism can be a threat to our lives, our homes, and our families. Develop a family emergency supply kit and communication plan *before* disaster strikes.

- **Find out what kinds of disasters**, both natural and man-made, are most likely to occur in your area and how to prepare for each. Arkansas' common weather-related risks are Floods, Thunderstorms/High Winds/Lightning, Tornadoes, and occasional Severe Winter Weather/Ice Storms.
- **Learn how you will be notified** in the event a disaster strikes. The most common method is broadcast via emergency radio and TV broadcasts. Lincoln has a tornado/severe weather siren that is sounded when severe weather threatens the area.
- **Ask about animal care** after a disaster. Animals are not allowed inside an emergency shelter due to health regulations.
- **Find out how to help elderly or disabled persons**, if needed.
- **Find out about the disaster plans** at your workplace, your children's school or daycare center, and other places where your family might be.
- **Neighbors Helping Neighbors.** Meet with your neighbors to plan how a neighborhood could work together after a disaster until help arrives. Consider how you could help neighbors who have special needs (disabled/elderly). Make plans for childcare in case parents can't get home.

Prepare your Family Emergency Plan

Your family may not be together when disaster strikes, so it is important for all family members to know your Family Emergency Plan. Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire and severe weather to your children. Work together as a team to share responsibilities. Your plan needs to include how you will contact one another, how you will get back together if separated, and what you will do in different situations. You may use the form on page 10 of this Guide for your emergency contact information.

- **Discuss the types of possible disasters** and what to do in each case.
- **Choose 2 places to meet:** right outside your home in case of fire and outside your neighborhood in case you can't return home. Everyone must know the address and phone number. Small children need to know their own full name and their parent's full names (first and last).
- **Identify an out-of town emergency contact.** It may be easier to make a long-distance phone call than to call across town, so an out-of-town contact may be in a better position to communicate among separated family members.
- **Be sure every member of your family knows the phone number** and has a cell phone, coins, or a prepaid phone card to call the emergency contact. If you have a cell phone, program that person as "ICE" (In Case of Emergency) in your phone (If you are in an accident, emergency personnel will often check your ICE listings to contact someone you know). Make sure to tell your family and friends that you've listed them as emergency contacts.
- **Teach family members how to use text messaging.** Text messages can often get around network disruptions when a phone call might not be able to get through.
- **Subscribe to alert services.** Many local news stations now have systems that will send instant text alerts or e-mails to let you know about bad weather, road closings, local emergencies, etc.
- **Evacuation.** Discuss what to do in the event you must evacuate your home or area. Plan how to take care of your pets if you

must evacuate.

Build & Store Your Emergency Supply Kit

When preparing for a possible emergency situation, it's best to think first about the basics of survival: fresh water, food, clean air and warmth. Change out your water and food items every 6 months. Keep your Emergency Supply Kit in an easy-to-carry container in the event of evacuation.

Recommended Items to Include in a Basic Emergency Supply Kit:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered or hand crank 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
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities, utility knife, tape, compass
- Can opener for food (if kit contains canned food)
- Local maps
- Cell phone with chargers

Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from **www.ready.gov**
- Sleeping bag or warm blanket for each person.

- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing for cold-weather situations.
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels, aluminum foil
- Paper and pencil; books, games, puzzles or other activities for children

Water Storage & Purification

Store water in thoroughly washed containers (plastic is best). Replace water every 6 months. Your water heater contains about 35 gallons stored that can be used after a disaster.

If you need to purify your water, bring it to a rolling boil for 3-5 minutes. If you cannot boil the water, use the following formula to purify it with 5-6% liquid chlorine bleach (no additives). Let water stand 30 minutes before using (60 minutes if the water is cloudy or very cold).

1 gallon water use 10 drops (1/8 tsp) for clear water; 20 drops (1/4 tsp) for cloudy or cold water.

Planning to Stay or Go

Depending on your circumstances and the nature of the emergency, the first important decision is whether you stay where you are or evacuate. You should plan for both possibilities. Use common sense and available information to determine if there is an immediate danger. In any emergency, local authorities may or may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to the radio or check the Internet often for information or official instruction as it becomes available.

Flooding

Recent heavy rainfall has tragically resulted in numerous drowning deaths.

Residents need to be aware of the following:

- Don't walk or play in a flooded area. Just six inches of moving water can knock you down.
- Keep away from downed power lines and any other electrical wires – electrocution is often a major cause of death in floods.
- Watch out for animals that have lost their homes during a flood. Animals may seek shelter in your home and aggressively defend themselves.

More people drown in their cars than anywhere else during a flood. The safest rule that motorists can follow is: "Turn Around and Don't Drown!"

- Six inches of water will reach the bottom of most passenger cars, causing loss of control.
- Twelve inches of water will float many vehicles.
- Two feet of rushing water will carry away most vehicles including pick-up trucks and sport utility vehicles (SUV).
- Water across a road may hide a missing segment of roadbed or a missing bridge.

Severe Winter Weather/Ice Storms/Power Outage

In the event a severe winter weather storm blankets the area, make sure to check with the Arkansas Highway Dept. for road conditions (see page 6). Ice is treacherous on the Arkansas roads, and 4-wheel drive will NOT prevent your losing control of your vehicle. Listen to weather advisories and warnings for your safety. Do not drive unless absolutely necessary during these conditions.

In the event of power loss due to an ice storm, contact your local power company to report an outage at your residence. Portable generators are useful when electricity goes out, but they can be very dangerous if not used properly. The primary hazards are carbon monoxide (CO) poisoning from using a generator indoors or in partially-enclosed spaces, electric shock or electrocution, fire and burns. To protect against CO poisoning:

- If you start to feel sick, dizzy, or weak while using a generator, get to fresh air **RIGHT AWAY**. **DO NOT DELAY**. The CO from generators can rapidly kill you.
- **NEVER** use a generator inside homes, garages, crawlspaces, sheds, or similar areas, even when using fans or opening doors and windows for ventilation. Deadly levels of carbon monoxide can quickly build up in these areas and can linger for hours, even after the generator has shut off.
- Follow the instructions that come with your generator. Locate the unit outdoors and far from doors, windows, and vents that could allow CO to come indoors.
- Install battery-operated CO alarms or plug-in CO alarms with battery back-up in your home, according to the manufacturer's instructions.
- **NEVER** try to power the house wiring by plugging the generator into a wall outlet, a practice known as "back feeding." This is extremely dangerous and presents an electrocution risk to utility workers and neighbors served by the same utility transformer. It also bypasses some of the built-in household circuit protection devices. It is recommended you call a Master Electrician to install your generator safely.
- Follow the installation and operating instructions and warnings that come with your generator.

Lightning

- Avoid being the tallest object. Do not stand under or near a tree.
- When outdoors, get inside a sturdy structure before the storm approaches.
- Unplug all *unnecessary* appliances **BEFORE** the storm approaches.
- **DO NOT** use a LAN line telephone during the storm (cell phones are okay).
- Don't stand by open windows, doors, or patios during a thunderstorm.
- Get out of boats and away from water.
- If no shelter is available, get inside a hard-topped car with the windows up. The roof, not the tires, will protect you.
- Do not take a bath or shower during a storm.

- If you feel your skin tingle or your hair stands on end, squat low to the ground on the balls of your feet. Place your hands on your knees with your head between them. Make yourself the smallest target possible, and be sure to minimize your contact with the ground.

Tornado

A Tornado Watch means weather conditions are favorable for the formation of tornadoes. A Tornado Warning means a tornado or funnel cloud is sighted or indicated on radar — Take Cover Immediately!

If you are At Home

- Go at once to the basement, storm cellar, lowest level of the building, or an inner hallway or smaller inner room without windows (bathroom or closet).
- Stay away from windows.
- Go to the center of the room, away from corners.
- Get under a sturdy piece of furniture (work bench, heavy table, or desk) and hold on to it.
- Use your arms to protect your head and neck

If you are in a Mobile Home

- Mobile homes are particularly vulnerable to strong winds in tornadoes or severe weather and can overturn very easily, even if precautions have been taken to tie down the unit. LEAVE YOUR MOBILE HOME if a tornado warning is given.
- Take shelter in a building with a strong foundation or with neighbors with a storm shelter. If one is not available, lie in a ditch, ravine, or culvert a safe distance away from the mobile home and put your arms over your head. (Tornadoes cannot change elevation quickly enough to pick someone up out of a ditch, especially a deep ditch or culvert.)

If you are At Work or School

- Go to the basement or to an inside hallway at the lowest level.
- Avoid places with wide-span roofs such as auditoriums, cafeterias, large hallways, or shopping malls.
- Use your arms to protect your head and neck.

If you are in a Car/Vehicle - NEVER TRY TO OUTFRAN A

TORNADO IN YOUR CAR OR TRUCK!

- Tornadoes can change direction very quickly and can lift up a car or truck and toss it in the air.
- Get out of the car and take shelter in a nearby building
- If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle.
- Do not seek shelter under an overpass — winds increase under an overpass and you can be pulled out or crushed by debris.
- Be aware of the potential for flooding.

After a Tornado passes, wait for help to arrive, listen to a radio for disaster relief information, and keep your family together. Do not go into damaged buildings. Wait for help to search for others.

If your home appears undamaged, check carefully for gas or utility line breaks. Use a flashlight only (not open flame). Remember to protect your head.

What If You Are Told to Shelter-in-Place?

Officials will tell you if sheltering-in-place is needed (due to hazardous materials released into the atmosphere) through tone alert radios, the siren system, the Emergency Alert System, cable television and radio override. If you are told to shelter-in-place, you should take the following actions:

- Make sure all people and pets are inside. Do not risk your own health by trying to get farm animals into a shelter.
- Turn off all air systems (air conditioners, heating systems, exhaust systems, attic fans, etc.).
- Close fireplace flues.
- Do not place the air system on re-circulate.
- Go into a central room (least number of windows). Allow approx. 10 sq. ft. per person (bathroom or interior closet). Take a chair or stepstool to aid in sealing the room. The room may become warm due to body heat. There is no need for alarm.
- Take an AM/FM radio (preferably battery operated) and/or a television with you. Stay tuned to local radio or television EAS stations for updated information and instructions. Officials will tell you when it is safe to leave your home.
- Close doors and windows. Use duct tape and plastic to seal cracks around doors, windows, and vents.

- Seal unused electrical outlets.
- Seal around pipes where air could enter.

Once the danger has passed, you must air out your home in order for it to be safe to inhabit. Your home will absorb some of the chemical vapor, and you may be putting yourself in more danger by staying in your home rather than leaving. Sheltering-in-place is necessary if you do not have time to evacuate; however, it is only safe for a relatively short period of time. When authorities deem it safer to leave your home than stay inside, you will be notified.

Lincoln Local Emergency Contact Information

Water Emergency: 479-445-3106 or 479-409-8969

Police/Fire Emergency: Call 911

State and Federal Emergency Contact Information

Arkansas 2-1-1 has resource information for over 2,000 disaster relief organizations. Individuals searching for assistance can call Arkansas 2-1-1 simply by dialing 2-1-1 or 1-866-489-6983.

<http://www.arkansas211.org/disasterservices.aspx>

Washington County Dept. of Emergency Management, 479-444-1722

Arkansas Dept. of Emergency Management, 501-730-9750,
www.adem.arkansas.gov

Arkansas State Police, 501-618-8000, **www.asp.state.ar.us/**

U.S. Dept. of Homeland Security: **www.dhs.gov** and
www.ready.gov

Centers for Disease Control and Prevention: **www.bt.cdc.gov**

Federal Emergency Management Agency (FEMA):
www.fema.gov

My Contact Information

First Name: _____

Last Name: _____

Telephone number: _____

E-mail address: _____

My Emergency Contact

First Name: _____

Last Name: _____

Telephone number: _____

E-mail address: _____

My Out-of-Town Contact

First Name: _____

Last Name: _____

Telephone number: _____

E-mail address: _____

My Neighborhood Meeting Place

Fill out the information on where you meet in case of an emergency.

Meeting Place _____

Street: _____

City, State, Zip: _____

Telephone number: _____

For an online form to help you generate an email for your contacts, visit

<http://ready.adcouncil.org/beprepared/quickshare.html>

Other Important numbers:

Electric: _____

Phone: _____

Natural Gas/Propane: _____

Insurance: _____