

	AT HOME	AT WORK	AT SCHOOL	IN THE CAR
Step 1 Assess	<p>Assess.</p> <ul style="list-style-type: none"> • Be aware of your surroundings. • Ask yourself, what natural disasters are more or less common to your area? • Are there any major highways or railroads nearby? 	<p>Assess.</p> <ul style="list-style-type: none"> • Be aware of your surroundings. • Ask yourself, what natural disasters are more or less common to where I work. • If you had to leave work unexpectedly, how would you get home if your normal route was impassable 	<p>Assess.</p> <ul style="list-style-type: none"> • Be aware of your surroundings. • Ask yourself, what natural disasters are more or less common to where you or your child go to school. • Are there local features like creeks or rivers that could block roadways? How would you react? 	<p>Assess.</p> <ul style="list-style-type: none"> • Be aware of your surroundings. • Ask yourself, what natural disasters are more or less common to where you frequently drive? • If there was an accident with hazardous materials or the road became impassable, how would you react?
Step 2 Build your Disaster Plan	<p>Build your Disaster Plan.</p> <ul style="list-style-type: none"> • Develop a “team plan” for your family to exercise during a disaster • Divide responsibilities in the “team plan” and discuss why planning for a disaster is important. • Develop a Family Communication Plan • Be sure the Family Communication includes two meeting places (One outside your home in the event of fire, Another outside your neighborhood if you need to evacuate • Ask an out-of-town relative or family friend to be the “family contact.” Local calls can be more difficult to make than long distance calls during a disaster. • Make plans for evacuation or sheltering-in-place 	<p>Build your Disaster Plan.</p> <ul style="list-style-type: none"> • Develop a “team plan” for you and your co-workers to exercise during a disaster • Divide responsibilities in the “team plan” and discuss why planning for a disaster is important. • Be aware of the company’s emergency plans • Build a Personal Workplace Disaster Kit. This kit should include: <ul style="list-style-type: none"> • Flashlight with batteries • Battery powered radio • Emergency food • Medication • Basic first aid supplies. • Discuss where you and your family will meet if a disaster happens (either at your work, at home, or at school). This should be part of the Family Communication Plan. • Make plans for evacuation or sheltering-in-place 	<p>Build your Disaster Plan.</p> <ul style="list-style-type: none"> • Be aware of your schools emergency operations plans. Know what your responsibilities as a parent or a student is if a disaster happens while school is in session. • Make plans for evacuation or sheltering-in-place at school. • Keep the school contact information nearby at all times. 	<p>Build your Disaster Plan.</p> <ul style="list-style-type: none"> • Keep a Car Disaster Kit in your vehicle at all times. • The car disaster kit should have at minimum: <ul style="list-style-type: none"> • First aid kit • Road flares • Jumper cables • Blankets • Water • Food (granola bars for example) • Battery powered radio • Batteries • Flashlight • Mobile phone • Maps showing roads on local, state, and regional scales. • Before your drive and during your drive, be aware of rest stops, restaurants, or hotels you could go to in the event of a disaster.
Step 3 Your To-Do List	<p>Your To-Do List:</p> <ul style="list-style-type: none"> • Stock emergency supplies and build a Disaster Supplies Kit. Check subsequent pages of this Guide for a detailed list of how to build a Disaster Supplies Kit. • Post emergency telephone numbers by phones (fire, police, ambulance, etc.). • Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help. • Show each family member how and when to turn off the utilities (water, gas, and electricity) at the main switches. • Check if you have adequate insurance coverage. • Get training from the fire department for each family member on how to use the fire extinguisher (ABC type), and show them where it’s kept. • Install smoke detectors on each level of your home, especially near bedrooms. • Conduct a home hazard hunt. • Take a Red Cross first aid and CPR class. • Determine the best escape routes from your home. Find two ways out of each room. • Find the safe places in your home for each type of disaster. 	<p>Your To-Do List:</p> <ul style="list-style-type: none"> • Build your Personal Workplace Disaster Kit. • Post emergency telephone numbers by phones (fire, police, ambulance, etc.). • Be aware of where emergency shut-offs of utilities are and how to turn them off if directed by management. • Conduct an office hazard hunt with permission of management. • Take a Red Cross first aid/CPR class. • Determine the best escape routes from your work. Find two ways out of each room. • Find the safe places at your work for each type of disaster. 	<p>Your To-Do List:</p> <ul style="list-style-type: none"> • Keep emergency telephone numbers in student’s belongings (your office, home, etc.). • Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help. • Be sure the school has the most current contact information (home phone, mobile phone, work phone). • Ask school officials to conduct a school hazard hunt. • Take a Red Cross first aid and CPR class. • Familiarize yourself with school evacuation procedures. • Ask school officials where the safe places in the school are for each type of disaster. • In accordance with school policies, be sure your child has any necessary medications at school. 	<p>Your To-Do List:</p> <ul style="list-style-type: none"> • Build your Car Disaster Kit. • Check if you have adequate insurance coverage for disasters on the road. • Take a Red Cross first aid and CPR class.
Step 4 Practice your Plan	<p>Practice Your Plan</p> <ul style="list-style-type: none"> • Quiz your kids every six months or so about what to do in the Disaster Plan. • Conduct fire and emergency evacuations. • Replace stored water and stored food every six months. • Test and recharge your fire extinguisher(s) according to manufacturer’s instructions. • Test your smoke detectors monthly and change the batteries at least once a year. • Talk with neighbors about what their Disaster Plans. Try to find ways you can help each other during a disaster. 	<p>Practice Your Plan</p> <ul style="list-style-type: none"> • Encourage management to conduct fire and emergency evacuations. • Replace stored water and stored food every six months. • Encourage management to host Red Cross first aid or CPR training at work. 	<p>Practice Your Plan</p> <ul style="list-style-type: none"> • Quiz your kids every six months or so about what they should do at school if there is a disaster. • Keep contact information and medications updated with the school. 	<p>Practice Your Plan</p> <ul style="list-style-type: none"> • Replace stored water and stored food every six months. • Test and recharge your fire extinguisher(s) according to manufacturer’s instructions. • Update your maps every couple of years to make sure they are current.

Creating an Emergency Plan

1. Meet with household members and discuss the dangers of possible emergency events, including fire, severe weather, hazardous spills and terrorism.
2. Discuss how you and your family will respond to each possible emergency.
3. If family members are at different locations when an emergency starts, discuss in advance who will pick up the children and where you will meet if an evacuation is declared. You should plan to meet outside the danger area, such as a relative's home.
4. Discuss what to do in case of power outages or personal injuries.
5. Draw a floor plan of your home. Mark two escape routes from each room.
6. Learn how to turn off the water, gas and electricity at main switches. If you turn off natural gas service to your home, call your gas company to restore service. Do not attempt to restore this service yourself.
7. Place emergency contact numbers near all telephones. Pre-program emergency numbers into phones with auto-dial capabilities.
8. Teach children how and when to dial 911 .
9. Teach children how to make long-distance telephone calls.
10. Pick a friend or relative that all family members will call if separated (it is often easier to call out-of-state during an emergency than within the affected area).
11. Instruct household members to turn on the radio or television for emergency information.
12. Pick two meeting places: a place near your home and a place outside your neighborhood, in case you cannot return home after an emergency.
13. Take a Basic First Aid and CPR class. Contact the American Red Cross for more information.
14. Keep family records in a waterproof and fireproof safe. Inexpensive models can be purchased at most hardware stores.



Institute
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and Information Assurance
at James Madison University

The Institute for Infrastructure and Information Assurance (IIIA) at James Madison University (JMU) integrates and supports the university's efforts in the increasingly vital area of homeland security. IIIA actively seeks research sponsorship and provides funding for cutting edge research within the broad context of improving the nation's security. Providing a balance between physical and cyber security is one of the main goals of IIIA's research agenda along with providing policy and technological solutions to the security issues facing our nation. JMU is currently closely partnering with George Mason University on the Critical Infrastructure Protection Program and National Capital Region Assessment Project, both of which directly address preparedness and security issues impacting rural and urban areas.

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Education ♦ Planning ♦ Preparedness

Four-Step Disaster Preparation Guide



Unfortunately, there is no guaranteed way of protecting yourself, your family, and your property from disasters. However, how much you prepare for these threats could mean the difference between disaster and catastrophe.

Inside you'll find an amalgam of guides provided by the American Red Cross, Federal Emergency Management Agency, and the Virginia Department of Emergency Management to help you prepare.

**Plan ahead. Keep your plan handy.
Then, get on with your everyday life!**