



Family Disaster Planning for State of Kansas, Department of Administration

The D of A understands the importance of personnel preparing their families for disaster events. The information below provides assistance to D of A personnel for developing Family Disaster Plans and encourages them to learn more about how to be prepared. In the event of a disaster or emergency in the workplace, D of A will use alert rosters, emergency plans and key personnel to notify employees at work and home either during or after normal work hours. Families can prepare and be ready for disasters at home much the same way.

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services -- water, gas, electricity or telephones -- were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. Families can -- and do -- cope with disasters by preparing in advance and working together as a team. Follow the steps listed below to create your family's disaster plan. Knowing what to do is your responsibility for your best protection.

FOUR STEPS TO SAFETY

1. Find Out What Is Happening Around to You (Emergency Event):

- Contact your local Red Cross chapter or emergency management office -- be prepared to take notes.
 - Red Cross 785-234-0568 or use their web site
 - Emergency Management Center 785-274-1431
- Ask what types of disasters are most likely to happen. Request information on how to prepare for each then practice with your families.
 - High risk of Tornado's, Windstorm, and Winter Storm
 - Moderate risk of Hailstorm, Flood, Hazardous Materials, Utility/Infrastructure Failure, Major Disease Outbreak, and Terrorism
 - Low Threat of Earthquake
 - At Home Disasters: Fire, Utility failure

- Learn about your community's warning signals: what they sound like and what you should do when you hear them.
 - Weather Alert Sirens (monthly tests on 1st Monday of the month at noon)
 - Possible Law Enforcement Loudspeaker Announcements
 - NOAA Radio and TV Station Alert Procedures
 - Cell Phone Alert Texts

- Ask about animal care after disaster. Animals may not be allowed inside emergency shelters due to health regulations.
 - Helping Hands Humane Society 785-233-7325
 - City Animal Control 785-368-9256
 - Veterinary Phone Numbers

- Find out how to help elderly or disabled persons, if needed.
 - United Way 785-273-1315
 - Salvation Army 785-233-9648

- Find out about the disaster plans at your workplace, your children's school or day-care center, and other places where your family spends time.

2. Create a Disaster Plan (Sample Plan attached)

- Meet with your family and discuss why you need to prepare for disasters. Explain the dangers of fire, severe weather, and earthquakes to children. Plan to share responsibilities and work together as a team.
- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet: 1. Right outside your home in case of a sudden emergency, like a fire. 2. Outside your neighborhood in case you can't return home. Everyone must know the locations address and phone number.
- Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to take care of your pets.

3. Complete this Checklist

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
 - Ambulance 785-233-2400 or 911
 - City Police 785-368-3111 or 911

- Fire Department 911 or 785-368-4000
- Capital Police 785-296-3420
- Shawnee County Sheriff 785-368-2200
- Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.
 - Poison Control Center 800-222-1222
 - Family Doctor Phone Numbers
 - Ambulance 785-233-2400
 - 911
- Show each family member how and when to turn off the water, gas, and electricity at the main switches.
 - KPL/Westar 785-544-4857 (lost power), 800-383-1183 Customer Service
 - Water Department 785-368-3111
 - Gas 888-482-4950 (Leak), 800-794-4780 (Customer Service)
- Include key phone numbers and POC's at your job.
- Include Agency web site where information could be posted
- Check if you have adequate insurance coverage.
- Teach each family member how to use the fire extinguisher and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt.
- Stock emergency supplies and assemble a Disaster Supplies Kit.
 - Food and water for two weeks
 - Radio AM/FM, NOAA Weather Radio, Flashlight, Batteries
 - Extra Medications especially prescription medications
 - First Aid Kit With Non-Prescription Medications
 - Extra Clothes and Blankets
 - Cell Phone
 - Emergency/Battery powered lights
 - Copy of Family Disaster Plan

- 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 spots in your home for each type of disaster.
 - Main Bathroom (Tornados)
 - Basement (Tornados, Hazardous Weather)
 - Sturdy Doorway after Drop, Tuck and Cover (earthquakes)
 - Interior Room Without Windows (Windstorm, Hailstorm, Tornado, Earthquake)

4. Practice and Maintain Your Plan

- Quiz your children every six months so they remember what to do.
- Conduct fire and emergency evacuation.
- Replace stored water every three months 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.

For more information on Family Disaster Planning, visit the Federal Emergency Management Agency's (FEMA) website for family disaster planning at www.READY.gov.

D of A FAMILY EMERGENCY PLAN

Emergency Phone Number: 911

Home Phone Number:

Home Address:

Work Phone Numbers:

Office Phone:

Email Address:

Supervisor's Name:

Employee Callout Phone Number:

Cell Phone:

D of A Website: www.admin.ks.gov/

Phone Number:

Emergency Contacts:

Police: 368-9200

Fire: 368-4000

Sheriff: 368-2000

Ambulance: 233-2400

Poison Control Center: 800-222-1222

Humane Society: 233-7325

Water: 368-3111

Gas: 888-482-4950

Electric/Weststar: 800-544-4857

Primary Doctor:

Veterinary:

Red Cross: 234-0568

Phone Service Provider:

Family & Friends Contacts:

Neighbor's Name:

Neighbor's Ph. Nr:

Local Relative's Name:

Local Relative's Ph. Nr:

Out of State Contact:

Out of State Ph. Nr:

School Ph. Nr:

School Ph. Nr:

Special Instructions:

Outside Meeting Place:

Inside Gathering Place:

Check Radio, TV or Cell Phone for Emergency Updates

Tornado: go to basement or 1st floor restroom

Earthquake: Drop, Tuck and Cover then get under a table

Wind/Hail Storm: Move to interior room without windows

Fire: Go to neighbor's house or outside gathering place

Call for help ONLY after it is safe or you are out of the house

Call work contacts

Call nearest relative to report you are ok and give location

Locate and use your emergency kit and first aid supplies

List of required prescriptions/medication