

APPENDICES

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The first part of this Supplement contains reprints of blank forms that appear previously in Section 3 of the Episcopal Diocese of Hawai`i Disaster Preparedness Plan, provided here for periodically updating information that has been entered in spaces located in the main document.

The second part, Additional Forms and Articles, provides more lists and forms useful both to parishes and families, as well as articles which approach some key disaster-related issues in greater depth.

To facilitate copying, all appendices are in loose-leaf form in the print version of this Disaster Preparedness Plan.

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Don't wait until you see this picture
on <http://www.noaa.gov/> to read
through and prepare
with this document !



Parish Response Team

Chief decision maker:

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Backup decision maker:

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Parish legal counsel:

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Team coordinator:

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Other members / roles:

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Other members / roles:

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Location of "control center":

Alternate or backup location:

Covering Communications

Communicate within the parish

A roster of the members and all contact numbers should be kept up to date; in addition to typical use, it may be needed to identify who was affected or lost in the disaster.

Copies of this directory should be stored in several protected places and in several formats, and a printed copy should be filed with this plan. Include in the list contact information for the parish response team members; the diocese; parish emergency responders; parish neighbors; local media; local government officials; and law enforcement.

Location(s) where parish roster is stored:

When roster was last updated:

Communicate with the media

Media liaison:

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Assistant spokespersons:

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

What information will the media want?

Have the parish response team (or the chief decision maker, coordinator and the spokesperson) prepare answers to the questions of what, who, where and when.

- ***What happened?***

- **Who was involved?**

- **Where did it occur?**

- **When did it occur?**

Dates and times statements were delivered to media representatives:

Reporters' names, employers and contact information:

How will the parish recover?

Most crises are followed by a time of rebuilding. In this critical time, what message will need to be communicated to parishioners and the community? **Very important:** The parish response team should plan a schedule of messages to be delivered in a variety of formats such as prayer services, parish meetings, counseling, bulletin and newsletter progress reports and media releases.

Vehicles and dates of communication with parish:

Medical and Survival data

Person responsible for assembling/maintaining first aid kit:

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Identifying characteristics of first aid kit container and where it is stored:

Who in the parish is trained in first aid?

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Who in the parish is trained in CPR?

Adult CPR:

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Child CPR:

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Infant CPR:

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Where are survival supplies stored?

Who will assess needs of parish/parishioners for these supplies, and then arrange for the distribution of the supplies?

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Property Inventories and Insurance

Individual(s) responsible for annual inventory:

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Inventory storage location:

Vital parish records to be relocated in the event of disaster, where and by whom:

Records

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Records

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Records

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Offsite location(s) of insurance policy copies:

Especially valuable church property

Valuable church property

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Valuable church property

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Valuable church property

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Valuable church property

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Valuable church property

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Oversized musical instruments – such as a piano or organ, large furniture or other items that will need to be covered with waterproof tarpaulins:

Individual who will do damage assessment and contact insurance provider in the event of a disaster:

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Casualty insurance contact information for Hawai`i parishes:

Primary contact:

Treasurer of the Diocese

808-536-7776, Ext. 307 (Office hours: Tues.-Fri., 8:00-4:00 HST)

Toll free from Neighbor Islands: 1-800-522-8418, Ext. 307

Secondary contact:

Church Insurance Company of Vermont, California Office

Attention: Gail Graham

email: ggraham@cpvg.org

1-800-293-3525

Local (Oahu) agent for Church Insurance Company of Vermont:

AON Risk Services,

Attention: Lawonda Danley

email: lawonda_danley@ars.aon.com

808-540-4391

Insurance provider other than above Diocesan or Church Insurance Co. of Vermont contacts:

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Parish policy number(s)

Shut-down and Evacuation

Gas shut-down location/who responsible:

Location

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Water location/who responsible:

Location

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Electricity locations/who responsible:

Location

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Alarm location/who responsible:

Location

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Smoke/fire alarm locations/who responsible:

Location

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Fire extinguisher locations/who responsible:

Location

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

List of appliances and other electrical devices on surge protectors:

If parish has a generator, where it is stored:

Fire-safe storage location:

Safe spots:

Exits:

Last date weekday evacuation plan was rehearsed with staff:

Last date Sunday evacuation plan was rehearsed:

Community groups / dates they were given evacuation plan:

Short-notice parish evacuation checklist

- Disaster Boxes containing copies of vital records
- Bible
- Church Service record books
- Original church or parish records, all volumes
- Critical computer CPUs and back-up discs
- Relevant office documents and supplies –
 - letterheads
 - folding/stapling devices
 - phone lists
 - pens & pencils
 - church address and bank deposit stamp
 - calculator
 - other _____
 - other _____
- Relevant files –
 - clergy files
 - secretary/administrator's office
 - other _____
- Financial records –
 - insurance policies
 - monthly bills and assessment statements
 - leases
 - all checkbooks
 - stewardship files
 - pledge cards
 - other _____
 - other _____
- Eucharistic supplies –
 - chalice and paten
 - corporal
 - purificators
 - cruets, filled
 - service books.
- Home communion set
- Vestments – minimally for current season and upcoming season
- Library – essential books for ministry such as biblical commentaries, manuals, etc.
- Any other important archive materials – plans, architectural drawings, historical photographs...
- Vestry information –
 - minutes, by-laws, annual reports
 - other _____
 - other _____

Ready-to-go Emergency Kits

Each kit outlined below may be contained in a standard backpack; packs constructed of 600-denier polyester with water-repellent vinyl backing and padded back straps are advised. Owner's name should be marked clearly on the backpack. Each kit list is a starting point; individuals may want to adjust kit contents depending on the size and projected needs of their own households.

[Safety Kit]

- Waterproof flashlight with extended shelf life – LED type flashlight gives longest service
- Non-perishable food such as energy bars (12 or more) and canned goods with pop-tops
- Emergency drinking water in pouch, if available
- 2.5 Gallon expandable water jug, or **clean** gallon milk containers
- Bottles of still drinking water (8 x 16.9 oz. bottles recommended)
- Signal whistle ("police" whistle)
- Cell phone, fully charged (could be a "throw-away" phone that can have minutes added)
- N95 disposable respirator mask
- Nitrile protective gloves
- Cotton/leather industrial gloves with elasticized cuffs, or other work or gardening gloves
- Heavy plastic sheeting, shower curtain or tarpaulin for constructing a makeshift shelter
- Rain poncho with drawstring and visor on hood
- List of Shelters (local electric company, e.g. HECO, or UH Sea Grant Program's Homeowner's Handbook)
- Mylar blanket
- Ice pack
- Safety vest, like those seen on highway construction workers
- Reflective arm band
- Multi-function tool (pliers, knife, screwdrivers, saw, bottle opener)
- Radio/flashlight/compass on lanyard
- Extra radio/flashlight batteries
- Light Sticks, 8 to 12 hours each – available from Longs, Dollar Stores etc. for about \$1.00 each
- Disposable carbon monoxide detector
- Duct tape
- WD-40 or similar lubricating spray
- other _____
- other _____
- other _____
- other _____
- other _____
- other _____

[First Aid Kit]

- Guide to performing basic first aid
- Tweezers
- Bandage strips
- Gauze pads
- Adhesive tape
- Safety pins
- Antiseptic wipes
- Waterless sanitizing wipes, about 50
- Alcohol wipes
- Ice pack
- Acetaminophen pain reliever tablets or capsules
- Antihistamines
- Chewable digestive aids
- Mylar blanket
- other _____
- other _____
- other _____
- other _____

[Personal Kit]

- Complete change of clothing, including heavy shoes or boots
- Bible
- Cash
- Extra eyeglasses/contacts
- Particle mask
- Prescription medications
- Bandana or cloth handkerchief
- Sewing kit
- Waterless sanitizing wipes, about 50
- Toilet paper
- Travel-sized tissue pack
- Toothbrush
- Travel-sized Toothpaste
- Travel-sized body shampoo
- Travel-sized anti-perspirant
- Travel-sized feminine hygiene products
- Birth control and/or sexually transmitted disease prevention products
- Comb/brush
- Razor
- Nail clippers
- Copies** of driver's license, medical ID cards, house and car keys
- other _____
- other _____
- other _____

[Vital Information Kit]

- Zippered vinyl portfolio or several large new zip-seal bags
- Photocopies of important household documents -
 - bank
 - insurance information
 - employment information
 - medical records
 - current prescriptions and non-prescription medicines
 - family birth certificates
 - extended family contact information
- Photographs of individual family members
- ID cards
- Waterproof pen ("Sharpie" or equivalent permanent marker)
- Note pad with vinyl cover
- Mechanical pencil
- Disposable digital camera
- other _____
- other _____
- other _____
- other _____

Practical Suggestions for Assisting Children in the Aftermath of a Tragedy

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The manner in which children react to tragic events is dependent upon a number of variables including the age of the child, personal history, personality variables, the severity and proximity of the event, level of social support available and the type and quality of intervention. It is important to realize that most children will recover from the effects of a crisis with appropriate support from family, friends, and school personnel.

It is essential that adults balance their efforts to address their child's emotional needs with their own emotional responses during times of crises. Caregivers should remain aware that in order to "be there" for children, they need to "be there" for themselves as well. Seeking professional assistance is recommended if you or your child's reactions begin to significantly interfere with life functioning or if negative emotional, cognitive, behavioral and physiological responses become predominant. The following are suggestions that you can utilize in your effort to assist children.

1. Be aware of your own reactions to the event. Very young children (e.g., preschool) take their cues regarding how to respond by monitoring the reactions of significant adults in their environment (e.g., parents, teachers, older siblings). Attempt to model calm behavior. Moreover, do not be critical of clingy behavior or other regressive reactions (e.g., nightmares, bed-wetting, somatic complaints) exhibited by the child. These are typically "normal" responses for children under significant forms of stress.

2. Keep yourself available for providing extra attention to your child. Such attention not only provides an opportunity for a child to express what they have experienced but also reaffirms their sense of closeness and security with you. Give them additional affection in the form of hugs or other physical contact if it seems appropriate. Don't avoid discussion about this incident if your child expresses



a desire to talk. Assisting children during such a crisis when they are most vulnerable to the deleterious effects of traumatic exposure, may provide a tremendous opportunity for caregivers to stimulate healthy, adaptive functioning. Maintain a warm, genuine and facilitative or helping attitudinal climate.

3. Be mindful of the child's cognitive and emotional functioning level. Giving too much information to a younger child may foster a sense of confusion as well as fear and insecurity. Younger children require the use of simpler words and concepts. Do not be over intellectual in your effort to describe the incident (something that is easy to do as we attempt to reduce our own anxiety when discussing certain issues). Adolescents may try to minimize or downplay their concerns about the situation. Keep an open line of communication with them. Encourage, but do not insist on, discussion.

4. Use empathic communication by acknowledging, understanding and expressing an appreciation of your child's experience. Attempt to comprehend the feelings that lie beneath his words (and actions) and convey that understanding to him. For example, you may ask what he knows about the events and give him a chance to describe what he has been thinking about since the incident. Let him know that many people of all ages are also upset and that many are working together to prevent such a thing from happening again. When appropriate, express your own feelings (e.g., "I am sad about what happened as well . . . Let's talk about what you have been feeling . . ."). Not only does this help develop a child's vocabulary for expressing emotions (through modeling), but also begins the important process of validating and legitimizing their thoughts and feelings regarding the event. Reassure them that feelings of fear, sadness, anger, and guilt are "normal" reactions to an "abnormal" experience.

5. Do not speculate and give false information about what has taken place. This is especially true for older children (e.g., adolescents). Misrepresentation of facts may exacerbate false and distorted thinking (e.g., "Can I get drafted?"). Don't hesitate to admit that you do not have the answers for all that is asked. Don't dwell on the details and scope of the event, especially with young children. However, strive to separate fact from fiction.

6. Monitor exposure to media. Do not overexpose children to television and radio, especially preschool and elementary-aged children. This is certainly the case when graphic and perhaps, live programming is being broadcasted. Use alternate audio and video materials (e.g., videos, DVD, music) to distract them from live television viewing. You may also channel their feelings and curiosity into some form of helping behavior. For example, have them write a letter or draw pictures, donate clothes, or help raise money for those affected by the event.

7. Realistically provide reassurance about their safety. Assure them that steps are being taken to make their schools and community safer places to live, for example. Moreover, express that the event is very extraordinary and

uncommon. Older kids may benefit from becoming engaged in the process of developing “safety” methods. For example, they can develop a list of emergency contact numbers or determine ways to increase communication with their family when they are away from home, etc. These responses may also foster a sense of empowerment. Again, keeping the age and developmental level of the child in mind is of paramount importance. Telling a child that they are entirely safe may be difficult at a time when you, personally, are not feeling secure. In fact, such information may be a distortion of reality. However, younger children (preschool age) will not comprehend the nature and intricacy of certain events (e.g., terrorist attacks) and thus, reassurance of safety may be the best and most healthy information that we can offer. Attempt to remain reasonably honest with adolescents about the impact of the disaster on your family as well as the world.

8. Consider the reactions of children with histories of past traumatic experiences, losses, or emotional disturbance (e.g., depression, anxiety). Traumatic incidents tend to dredge up maladaptive thoughts and feelings, especially with adolescents. Be observant for signs of suicide, substance abuse, severe sleeping and eating disturbance, and externalizing of angry or aggressive feelings. As mentioned earlier, do not hesitate to seek the assistance of a mental health professional within the school or community settings.

9. Make an effort to maintain a “normal” routine. This may be quite difficult, especially if you are directly affected by the incident (e.g., loss of a family member or friend). Keeping some consistency in household chores, dinner time, homework, bedtime can foster the healing and recovery process. Do not be overly rigid but attempt to approximate those routines that have become familiar and routine. This may help maintain a sense of “connectedness” to the past and help mitigate against anxiety and “fear of the unknown.”

10. Monitor your own emotional status. Be aware that you may also be feeling grief, anxiety, guilt, and anger as you attempt to make sense out of the senseless. Keep in touch with close friends, family, clergy, school and mental health professionals as needed. Try to get adequate sleep and nutrition. Incorporate exercise and other enjoyable activities within your routine. Again, do not hesitate to obtain professional assistance if you or your child are in need.

Do you have a hearing impairment? How to prepare for a disaster **SAVE YOURSELF!**

*Set up a warning system and emergency plan
before a disaster happens*

- Let people around you know you cannot hear emergency sirens or evacuation orders!
- Find a person or several people to **help** you **anytime**, day and night. Write their names and phone numbers here:

Name	Home	Work	Cell phone

- Make sure you have **transportation** for evacuation.
- Make a **survival kit** with extra emergency supplies:
 - Your medications
 - Food (non-perishable) and water
 - Flash light and batteries
 - New hearing aid batteries
 - First aid kit
 - Extra clothes
 - Paper and pencil
- Learn how to use devices that help you: (check what you have now)
 - Flashing lights for telephone and door
 - Amplifiers for telephone handset
 - Visual smoke alarms
 - Vibration pagers
 - TTY or text telephone
 - Closed Caption switches for TV
- Teach your **family** and **friends** how these devices work. Make sure to give them **your** TTY and cell phone numbers.

Do you know someone who's DEAF OR HARD-OF-HEARING?

How do they know when there's a disaster that's
about to happen?

You can **HELP** family members or friends who are
Deaf or Hard-of-Hearing prepare for a disaster...

*Help set up a warning system **before** a disaster happens:*

- Find a person or people to **help** warn the person who is Deaf or Hard-of-Hearing at home and at work. Write their names and phone numbers here:

Name	Home	Work	Cell phone

- Be sure there will be help anytime, day and night.
- Arrange for **transportation** in case of evacuation.
- Make a **survival kit** with extra emergency supplies:

<input type="checkbox"/> Medications	<input type="checkbox"/> First aid kit
<input type="checkbox"/> Food (non-perishable) and water	<input type="checkbox"/> Extra clothes
<input type="checkbox"/> Flash light and batteries	<input type="checkbox"/> Paper and pencil
<input type="checkbox"/> New hearing aid batteries	
- Be familiar with alerting devices for the persons who are Deaf and Hard-of-Hearing that can help warn of disasters:
 - Flashing lights for telephone and door
 - Amplifiers for telephone handset
 - Visual smoke alarms
 - Vibration pagers
 - TTY or text telephone
 - Closed Caption switches for TV

- When you first learn of a pending disaster, **alert** your family member or friend who is Deaf or Hard-of-Hearing to turn on their closed captioned TV for news alerts.
- When you hear the emergency siren warning signals, contact your Deaf or Hard-of-Hearing family member or friend by TTY or telephone relay service (dial 1+511 and have the TTY phone number and the name of the person you're calling) to provide information and to assist during possible evacuation.
- You can help people living in your apartments or condominiums by helping them find a designated person to contact them.

Food and Water in an Emergency

How to Store Water

Store your water in thoroughly washed plastic, glass, fiberglass or enamel-lined metal containers. Never use a container that has held toxic substances.

Plastic containers, such as soft drink bottles, are best. You can also purchase food-grade plastic buckets or drums.

Seal water containers tightly, label them and store in a cool, dark place. Rotate water every six months.

Emergency Outdoor Water Sources

If you need to find water outside your home, you can use these sources. Be sure to purify the water according to the instructions on page 3 before drinking it.

- Rainwater
- Streams, rivers and other moving bodies of water
- Ponds and lakes
- Natural springs

Avoid water with floating material, an odor or dark color. Use saltwater only if you distill it first. You should not drink flood water.

If an earthquake, hurricane, winter storm or other disaster strikes your community, you might not have access to food, water and electricity for days, or even weeks. By taking some time now to store emergency food and water supplies, you can provide for your entire family. This brochure was developed by the Federal Emergency Management Agency in cooperation with the American Red Cross and the U.S. Department of Agriculture.

Having an ample supply of clean water is a top priority in an emergency. A normally active person needs to drink at least two quarts of water each day. Hot environments can double that amount. Children, nursing mothers and ill people will need even more.

You will also need water for food preparation and hygiene. Store a total of at least one gallon per person, per day. You should store at least a two-week supply of water for each member of your family.

If supplies run low, never ration water. Drink the amount you need today, and try to find more for tomorrow. You can minimize the amount of water your body needs by reducing activity and staying cool.



Federal Emergency
Management Agency



American
Red Cross

FOOD SUPPLIES

Short-Term Food Supplies

Even though it is unlikely that an emergency would cut off your food supply for two weeks, you should prepare a supply that will last that long.

The easiest way to develop a two-week stockpile is to increase the amount of basic foods you normally keep on your shelves.

Storage Tips

- Keep food in a dry, cool spot—a dark area if possible.
- Keep food covered at all times.
- Open food boxes or cans carefully so that you can close them tightly after each use.
- Wrap cookies and crackers in plastic bags, and keep them in tight containers.
- Empty opened packages of sugar, dried fruits and nuts into screw-top jars or air-tight cans to protect them from pests.
- Inspect all food for signs of spoilage before use.
- Use foods before they go bad, and replace them with fresh supplies, dated with ink or marker. Place new items at the back of the storage area and older ones in front.

Nutrition Tips

During and right after a disaster, it will be vital that you maintain your strength. So remember:

- Eat at least one well-balanced meal each day.
- Drink enough liquid to enable your body to function properly (two quarts a day).
- Take in enough calories to enable you to do any necessary work.
- Include vitamin, mineral and protein supplements in your stockpile to assure adequate nutrition.

Hidden Water Sources in Your Home

If a disaster catches you without a stored supply of clean water, you can use the water in your hot-water tank, pipes and ice cubes. As a last resort, you can use water in the reservoir tank of your toilet (not the bowl).

Do you know the location of your incoming water valve? You'll need to shut it off to stop contaminated water from entering your home if you hear reports of broken water or sewage lines.

To use the water in your pipes, let air into the plumbing by turning on the faucet in your house at the highest level. A small amount of water will trickle out. Then obtain water from the lowest faucet in the house.

To use the water in your hot-water tank, be sure the electricity or gas is off, and open the drain at the bottom of the tank. Start the water flowing by turning off the water intake valve and turning on a hot-water faucet. Do not turn on the gas or electricity when the tank is empty.

When Food Supplies Are Low

If activity is reduced, healthy people can survive on half their usual food intake for an extended period and without any food for many days. Food, unlike water, may be rationed safely, except for children and pregnant women.

If your water supply is limited, try to avoid foods that are high in fat and protein, and don't stock salty foods, since they will make you thirsty. Try to eat salt-free crackers, whole grain cereals and canned foods with high liquid content.



You don't need to go out and buy unfamiliar foods to prepare an emergency food supply. You can use the canned foods, dry mixes and other staples on your cupboard shelves. In fact, familiar foods are important. They can lift morale and give a feeling of security in time of stress. Also, canned foods won't require cooking, water or special preparation. Following are recommended short-term food storage plans.

Special Considerations

As you stock food, take into account your family's unique needs and tastes. Try to include foods that they will enjoy and that are also high in calories and nutrition. Foods that require no refrigeration, preparation or cooking are best.

Individuals with special diets and allergies will need particular attention, as will babies, toddlers and elderly people. Nursing mothers may need liquid formula, in case they are unable to nurse. Canned dietetic foods, juices and soups may be helpful for ill or elderly people.

Make sure you have a manual can opener and disposable utensils. And don't forget nonperishable foods for your pets.

How to Cook If the Power Goes Out

For emergency cooking you can use a fireplace, or a charcoal grill or camp stove can be used outdoors. You can also heat food with candle warmers, chafing dishes and fondue pots. Canned food can be eaten right out of the can. If you heat it in the can, be sure to open the can and remove the label first.

Three Ways to Purify Water

In addition to having a bad odor and taste, contaminated water can contain microorganisms that cause diseases such as dysentery, typhoid and hepatitis.

You should purify all water of uncertain purity before using it for drinking, food preparation or hygiene.

There are many ways to purify water. None is perfect. Often the best solution is a combination of methods.

Two easy purification methods are outlined below. These measures will kill most microbes but will not remove other contaminants such as heavy metals, salts and most other chemicals. Before purifying, let any suspended particles settle to the bottom, or strain them through layers of paper towel or clean cloth.

BOILING. Boiling is the safest method of purifying water. Bring water to a rolling boil for 3-5 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking.



Boiled water will taste better if you put oxygen back into it by pouring the water back and forth between two clean containers. This will also improve the taste of stored water.

DISINFECTION. You can use household liquid bleach to kill microorganisms. Use only regular household liquid bleach that contains 5.25 percent sodium hypochlorite. Do not use scented bleaches, colorsafe bleaches or bleaches with added cleaners.



Add 16 drops of bleach per gallon of water, stir and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dosage and let stand another 15 minutes.

The only agent used to purify water should be household liquid bleach. Other chemicals, such as iodine or water treatment products sold in camping or surplus stores that do not contain 5.25 percent sodium hypochlorite as the only active ingredient, are not recommended and should not be used.

While the two methods described above will kill most microbes in water, distillation will remove microbes that resist these methods, and heavy metals, salts and most other chemicals.

DISTILLATION. Distillation involves boiling water and then collecting the vapor that condenses back to water. The condensed vapor will not include salt and other impurities. To distill, fill a pot halfway with water. Tie a cup to the handle on the pot's lid so that the cup will hang right-side-up when the lid is upside-down (make sure the cup is not dangling into the water) and boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.



Shelf-life of Foods for Storage

Here are some general guidelines for rotating common emergency foods.

■ Use within six months:

- Powdered milk (*boxed*)
- Dried fruit (*in metal container*)
- Dry, crisp crackers (*in metal container*)
- Potatoes

■ Use within one year:

- Canned condensed meat and vegetable soups
- Canned fruits, fruit juices and vegetables
- Ready-to-eat cereals and uncooked instant cereals (*in metal containers*)
- Peanut butter
- Jelly
- Hard candy and canned nuts
- Vitamin C

■ May be stored indefinitely (*in proper containers and conditions*):

- Wheat
- Vegetable oils
- Dried corn
- Baking powder
- Soybeans
- Instant coffee, tea and cocoa
- Salt
- Noncarbonated soft drinks
- White rice
- Bouillon products
- Dry pasta
- Powdered milk (*in nitrogen-packed cans*)

DISASTER SUPPLIES

Supplies

It's 2:00 a.m. and a flash flood forces you to evacuate your home—fast. There's no time to gather food from the kitchen, fill bottles with water, grab a first-aid kit from the closet and snatch a flashlight and a portable radio from the bedroom. You need to have these items packed and ready in one place before disaster strikes.

Pack at least a three-day supply of food and water, and store it in a handy place. Choose foods that are easy to carry, nutritious and ready-to-eat. In addition, pack these emergency items:

- Medical supplies and first aid manual
- Hygiene supplies
- Portable radio, flashlights and extra batteries
- Shovel and other useful tools
- Household liquid bleach to purify drinking water.
- Money and matches in a waterproof container
- Fire extinguisher
- Blanket and extra clothing
- Infant and small children's needs (if appropriate)
- Manual can opener

If the Electricity Goes Off . . .

FIRST, use perishable food and foods from the refrigerator.

THEN, use the foods from the freezer. To minimize the number of times you open the freezer door, post a list of freezer contents on it. In a well-filled, well-insulated freezer, foods will usually still have ice crystals in their centers (meaning foods are safe to eat) for at least three days.

FINALLY, begin to use non-perishable foods and staples.

Your Local Contact is:

ARC-5055
FEMA®L210
November 1994

Learn More

If you are interested in learning more about how to prepare for emergencies, contact your local or State Office of Emergency Management or local American Red Cross chapter, or write to FEMA
PO BOX 2012
JESSUP MD 20794-2012
and ask for any of the following publications:

Emergency Preparedness Checklist
(L-154) Item #8-0872
ARC 4471

Your Family Disaster Supplies Kit
(L-189) Item #8-0941
ARC 4463

Your Family Disaster Plan
(L-191) Item #8-0954
ARC 4466

Are You Ready? Your Guide to Disaster Preparedness
(H-34) Item #8-0908

Emergency Preparedness Publications
(L-164) Item #8-0822

HURRICANE • FIRE • HAZARDOUS MATERIALS SPILL

Federal Emergency
Management Agency



American
Red Cross



In a disaster, you might be cut off from food, water and electricity for days. By preparing emergency provisions, you can turn what could be a life-threatening situation into a manageable problem.



**Food & Water
in an Emergency**

TORNADO • FLASH FLOOD • EARTHQUAKE • WINTER STORM

Hazard Profile Worksheet

Hazard:	
Potential magnitude (Percentage of the community that can be affected): Catastrophic: More than 50% Critical: 25 to 50% Limited: 10 to 25% Negligible: Less than 10%	
Frequency of Occurrence: <ul style="list-style-type: none">▪ Highly likely: Near 100% probability in next year.▪ Likely: Between 10 and 100% probability in next year, or at least one chance in next 10 years.▪ Possible: Between 1 and 10% probability in next year, or at least one chance in next 100 years.▪ Unlikely: Less than 1% probability in next 100 years.	Seasonal Pattern:
Areas Likely to be Affected Most:	
Probable Duration:	
Potential Speed of Onset (Probable amount of warning time): <ul style="list-style-type: none">▪ Minimal (or no) warning.▪ 6 to 12 hours warning.▪ 12 to 24 hours warning.▪ More than 24 hours warning.	
Existing Warning Systems:	
Does a Vulnerability Analysis Exist? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Note that some hazards may pose such a limited threat to the community that additional analysis is not necessary.

HURRICANE PREPAREDNESS

QUESTIONNAIRE

**For use in identifying parishioner needs and resources
for developing parish support and response programs**

Name: _____

Address: _____

_____ Phone: _____

1. Do you have special medical needs? Yes___ No___
If so, describe _____.

2. Do you know locations of shelters in your community? Yes___ No___

3. If you have to go to a shelter, would you need special care for existing medical needs? Yes___ No___

4. Do you need transportation to a shelter? Yes___ No ___

5. Are you in a mandatory evacuation area, if known? Yes___ No___ Don't know___

6. Would you evacuate if it's not mandatory to do so? Yes___ No___

7. Do you have a place to evacuate to, if not going to a shelter? Yes___ No___

8. If you evacuate, do you have pets that need to be provided for? Yes___ No___

9. If going to a shelter, are you prepared to be self sufficient, e.g. can you provide sleeping bag, linens, food, water, etc? Yes___ No___

10. If evacuating, would you be able to get necessary documentation to take with you, i.e., passport, checking account number, insurance policies or numbers, names and dosages of prescription medicines, etc. Yes___ No___

Or, would you need help obtaining the above documents? Yes___ No___

11. Concerning your home, do you need help covering or taping windows? Yes___ No___

12. Would you need help bringing in outdoor furniture before the storm? Yes___ No___

13. During the storm would you be able to house another parishioner who must evacuate his or her home? Yes___ No___

14. Do you have family nearby to assist you before/during/after the storm?

Yes ___ No___

15. Do you have a car? Yes___ No___

16. Do you have a generator? Yes___ No___

17. If you have a generator, is it connected to your house panel? Yes___ No___

18. Do you know how, and are you physically able, to operate your generator?
Yes___ No___

19. If staying home, do you have adequate supplies, e.g. batteries, food, water, gas, flashlights, etc. (5 to 7 days worth are recommended)? Yes___ No___

If no, do you need help obtaining items such as the above ? Yes___ No___

20. Are you aware of any distribution points for ice, water, meals? Yes___ No___

21. Do you have a way to prepare your meals? Yes___ No___

22. Do you take medicines that need to be refrigerated? Yes ___ No___

23. Do you have an adequate supply of medicines on hand? Yes___ No___

24. If you do not need assistance before or after a storm, are you willing to be called upon to help others? Yes___ No___

25. Do you have a cell phone so we can communicate with you after the storm?
Yes___ No___ If yes, please give us the number: _____

26. If you had yard debris, would you need help clearing it? Yes___ No___

27. If you had damage to your home, would you need help with minor emergency repairs? Yes___ No___

28. If you live in a multi-story complex, would your elevators be operable during a power outage? Yes___ No___ Don't know___

Other comments or suggestions: _____

(Revision of document prepared by Holy Spirit, West Palm Beach, Florida – March 2006)



Current WHO phase of pandemic alert

Current phase of alert in the WHO global influenza preparedness plan

- [WHO global influenza preparedness plan](#)

Inter-pandemic phase New virus in animals, no human cases	Low risk of human cases	1
	Higher risk of human cases	2
Pandemic alert New virus causes human cases	No or very limited human-to-human transmission	3
	Evidence of increased human-to-human transmission	4
	Evidence of significant human-to-human transmission	5
Pandemic	Efficient and sustained human-to-human transmission	6

Experts at WHO and elsewhere believe that the world is now closer to another influenza pandemic than at any time since 1968, when the last of the previous century's three pandemics occurred. WHO uses a series of six phases of pandemic alert as a system for informing the world of the seriousness of the threat and of the need to launch progressively more intense preparedness activities.

The designation of phases, including decisions on when to move from one phase to another, is made by the Director-General of WHO.

Each phase of alert coincides with a series of recommended activities to be undertaken by WHO, the international community, governments, and industry. Changes from one phase to another are triggered by several factors, which include the epidemiological behaviour of the disease and the characteristics of circulating viruses.

The world is presently in phase 3: a new influenza virus subtype is causing disease in humans, but is not yet spreading efficiently and sustainably among humans.

LIMITING TRANSMISSION OF INFLUENZA VIRUS

Social Distancing measures may be used to reduce the risk of disease transmission by limiting the potential for social interactions by:

- canceling public events
- closing schools
- limiting public transportation

and by preventing inadvertent exposures in public or common daily experiences:

- fever monitoring before entering schools, churches
- use of masks
- maintaining a distance of 3 to 6 feet from the nearest person, especially if that person is sick

Isolation is the separation and restriction of movement of persons who have a specific illness from those who are healthy to stop the spread of that illness.

- May be implemented in a hospital, at home, or in a dedicated isolation facility
- May be applied at the individual, group, or community level
- Plan for sick individuals to remain at home.

Quarantine is the separation and restriction of movement of persons who are not ill but who have been exposed to the virus or a sick person and therefore may have become infected. The power to do this kind of quarantine rests on the state level in the United States. Decisions to do this kind of temporary quarantine will be made by local public officials with consultation and recommendation by public health officials.

The Federal Government has the authority to quarantine the national borders, and to restrict international travel but does not have the authority to quarantine individuals or communities on the local level.

Plan for all household members of a person who is ill to voluntarily remain at home.

TEN WAYS TO PREPARE YOUR CONGREGATION FOR A PANDEMIC

From ELCA

1. Pray for people affected by disease everywhere in the world, especially bird flu.
2. Don't create panic as you prepare – provide only realistic information about the threat of a pandemic.

3. Create and improve alternate ways of communicating with your congregation.
4. Create or improve your congregation's web page.
5. Imagine worship being provided through a number of different ways of communicating.
6. Imagine pastoral care being provided through a number of different ways of communicating.
7. Learn about special pastoral care needs during disasters and emergencies.
8. Partner with nearby congregations to share resources.
9. Consider the special needs of the most vulnerable people in your congregation and community.
10. Reach out to community groups and public health officials to offer your congregation as a resource.

PANDEMIC PLANNING IN THE CHURCHES: leadership

Avian influenza or bird flu may arrive suddenly in Hawaii due to our travel connections with Asia where there are human cases of the illness. It is important to plan now.

Decide who is "next in charge" to ensure coverage for illness or quarantine. Who will make decisions, have access to church funds, be able to sign checks, make decisions about the use of facilities, be in contact with the Diocese and local authorities? This needs to be clarified and put in writing in the event that the priest and senior warden become ill.

Decide on the most effective means of communication with everyone in the congregation. Telephone trees, email, teleconferencing, internet groups, podcasting, updating the website are all possibilities. Establishing multiple means of communication will enhance parish life now, while preparing for a potential emergency.

Update the roster. Is there a current telephone number and address for everyone? How about cell phone numbers and email addresses? These need to be updated on a quarterly basis.

Maintain a list of homebound individuals who have limited communication and support systems. In the event of pandemic flu, these persons may need groceries and other supplies, or regular phone calls to be sure they are all right. In isolation or quarantine situations, the number of homebound individuals and households will increase.

Volunteers will be needed to shop, deliver necessities or otherwise check on homebound individuals and households. **Personal protective equipment (PPEs)** will need to be available to volunteers.

Plan to stockpile PPEs: disposable latex or nitrile gloves, disposable N95 filtering facepiece respirators (special masks), tissues, trash bags, and hand sanitizers, if the WHO alert moves to a 4.

Plan ways to continue ministry via telephone, email, website. Come up with ways for individuals and households to worship at home.

PANDEMIC PLANNING: Education and training

Emphasize preparedness with low key and realistic information. Avoid alarming people unduly. Education needs to focus on:

- Understanding pandemic flu and how it differs from seasonal flu
- Signs and symptoms of avian flu
- Respiratory and hand hygiene
- Social distancing
- Coping strategies
- Home-readiness
- Family and next of kin contacts
- End of life issues
- Preliminary plans for ministry and worship
- Importance of individual household plans
- Church leadership and “next in charge”
- Encourage annual flu inoculations
- Make use of newsletters, emails, flyers, website, and meetings.
- Invite church neighbors, and the community at large for educational presentations
- It also needs to be understood that the minister may well be someone unknown, and that the decision as to who ministers where is made on the diocesan level.

As a pandemic approaches: focus on readiness:

- Communication plans
- Reduced ministry
- Worship at home plans
- Accessing the leadership
- Potential flu screening before attending church services
- Potential restrictions

When pandemic flu is present in the community

- What ministry and services are available in the church and the community
- How to access these services
- Re-prioritization of resources

- How to physically care for flu patients at home
- Death/dying support

Pandemic Planning: Individual/ Household Preparedness

Sources: U.S. Department of Health and Human Services, U.S. National Security Agency.

REFERENCES: For additional information, please see the CEPAR website www.hopkins-cepar.org. and www.pandemicflu.gov

BE PREPARED

Schools and day care centers may be closed for an extended period of time.

- ◆ Make sure you have a back-up plan if schools and day care centers are closed.

Other businesses may be closed.

- ◆ Banking and credit services may be interrupted. You may have to pay for goods and services with cash.

Transportation services may be disrupted.

- ◆ Consider other ways to get to work if you usually rely on the bus

Families may find it hard to keep in touch.

- ◆ Create a family communication plan.

Shortages of food, supplies and water may occur.

- ◆ Consider stocking at least a two week supply of water and non-perishable food. This can be helpful in power outages and disasters.
- ◆ Gather emergency and other supplies.

Examples of food and non-perishables

Ready to eat canned meats, fruits, vegetables*

Protein or fruit bars*

Dry cereal or granola*

Peanut butter or nuts*

Dried fruit*

Crackers*

Canned juices*

Bottled water*

Canned or jarred baby food/formula*

Pet food*

Examples of medical, health, and emergency supplies

Prescribed medical supplies such as glucose and blood-pressure monitoring equipment

Soap and water and alcohol-based hand wash

Medicines for fever, such as acetaminophen or ibuprofen

Thermometer

Anti-diarrheal medication

Vitamins

Fluids with electrolytes, such as Gatorade or Pedialyte

Cleansing agent/soap

Flashlight, portable radio, batteries

Manual can opener, Garbage bags, Baggies, Tissues, toilet paper, disposable diapers

STAY HEALTHY

◆ Get your seasonal flu shot to keep you baseline healthy. **NOTE: A seasonal flu shot will not protect you from a new virus strain like the avian flu, but it may help prevent emergence of a new pandemic strain.**

◆ Eat a balanced diet, exercise in moderation and get plenty of rest

◆ Wash your hands frequently with soap and water or use an alcohol-based hand cleaner, like Purell®.

◆ Cover your mouth and nose with a tissue when you cough or sneeze.

◆ Put used tissues in a waste basket, not in your purse or pocket.

◆ Use a surgical mask or N95 filtering facepiece respirators (available now in hardware stores) if you are instructed to do so.

◆ Practice "social distancing" by limiting the amount of face-to-face contact you have with people:

- use the telephone or email

- avoid places where crowds may gather such as cafeterias, restaurants, public transportation, etc.

◆ Clean surfaces such as counters, railings, washbasins/toilets, telephones, computer mouse, grocery cart handles with disinfectant.

Disinfectant

Sodium hypochlorite:

1000 parts per million of available chlorine, usually achieved by a 1 in 5 dilution of hospital grade bleach. Household bleach may be used in a 1:10 ratio with water. To protect the disinfectant properties of bleach, store it in an opaque container, avoid exposure to sunlight. Remix daily for maximum effectiveness.

Clorox® surface spray is a good pre-mixed alternative.

Surface disinfecting wipes are also a suitable substitute.

Granular chlorine:

E.G. Det-Sol 50000 or Diversol, to be diluted as per manufacturer's instructions.

Alcohol:

E.G. Isopropyl (rubbing alcohol) 70%, ethyl alcohol 60%.

Purell® or a similar waterless antibacterial hand hygiene cleaner may be used for hand hygiene purposes.

Recommended Use

Disinfection of material contaminated with blood and body fluids.

May be used in place of liquid bleach, if it is unavailable.

Smooth metal surfaces, tabletops and other surfaces on which bleach cannot be used.

Precautions

Should be used in well-ventilated areas. Protective clothing required while handling and using undiluted bleach. Do not mix with strong acids or ammonium based products to avoid release of noxious fumes. Corrosive to metals.

Same as above.

Flammable and toxic. To be used in well-ventilated areas. Avoid inhalation. Keep away from heat sources, electrical equipment, flames and hot surfaces. Allow it to dry completely, particularly when using diathermy, as this can cause diathermy burns.

GET WELL FAST

Symptoms of the flu include fever, headache, muscle aches/pains, intense fatigue, sore throat and cough, inflammation of the respiratory tract, nausea, vomiting. Some flu-like symptoms may not always be present in the elderly or in young children. If you are sick, call your Supervisor or Manager and then stay home! Seek medical attention if symptoms are severe.

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Neighborhood Mutual Assistance

"Mutual assistance groups" should be established both within parishioners' immediate neighborhoods and within neighborhoods surrounding the church. Individuals and families within such groups can provide support and comfort to one another while abiding by quarantine restrictions. Each family unit needs to have written emergency telephone numbers and personal support network information easily accessible, and should know the special needs of family

members and of neighbors for medications, life support equipment, communication equipment, mobility, etc.

PANDEMIC PLANNING: Quarantine Issues

In the event of an avian flu-related quarantine, how will we function as families, as neighbors, and as church members? The governmental response to a pandemic is most likely to be a quarantine of some duration. If lifted, the quarantine is likely to be enacted a second or third time since a pandemic will come in waves. The parish itself should stockpile nonperishable food and water supplies, as well as protective gear because the elderly and infirm will not be able to restock depleted resources. Also our parishes are surrounded by neighborhoods, and in an emergency these persons are apt to go to the nearest church for assistance.

Pandemic Planning: Legal & Financial Considerations

During the course of a bird flu event, parishes will be presented with legal and fiscal challenges unique to a pandemic scenario. The following are some of the issues to be considered well ahead of such a crisis.

- Policies should be established for staff compensation and sick-leave absences which are specific to a pandemic (for example, non-punitive, open-ended leave), including determination of when a previously ill person is no longer infectious and can return to work after illness.
- Flexible work options need to be explored, including telecommuting and use of staggered shifts.
- Employee contracts may need to be rewritten to indemnify the parish should there be a collapse of revenue or an extended shut down.
- Parishes will have to determine for how long and under what conditions employees will be entitled to pay and/or benefits.
- If some employees are present for security and maintenance duties, it should be determined now whether they are entitled to premium and/or hazardous duty pay.
- Obligations to disabled employees must be clearly spelled out, lest they become an unmanageable financial burden.
- If there is a parish school, preschool, or daycare center, all these contracts should come under review.
- Insurance policies need to be reviewed to ensure adequate coverage on parish buildings and their contents, and steps taken to safeguard vital records and documents.
- Contingency plans should be made now for how the parish will operate when voluntary contributions slow or cease, and should the economy slow drastically and/or collapse.

- Now is the time to encourage among church members the automatic deposits of pledge payments.
- It would be beneficial to prepare sample data collection forms to track funds expended and services delivered through the church throughout the course of the pandemic.

Pandemic Planning: Ethical Concerns

In the midst of a pandemic, ethical concerns abound. Most immediately, these will appear around the issues of allocation of scarce resources. Consider the following questions:

- Who will receive ministry from the church, and who from the church will be willing to minister?
- Will churches have stored food and water and/or have urged their parishioners to store food and water? Who will have access to these supplies, and in what order of precedence?
- Will financial resources and political power confer unfair advantages?
- How can personal rights be rightly exercised in a situation of quarantine?
- What impact will isolation and quarantine (and even social-distancing) measures have on families and communities?
- Does the church have a moral or spiritual obligation to allow its facilities to be used for overflow health care and/or morgue use?
- What is the parish's obligation to nearby but unaffiliated neighbors?
- Are parishes prepared to collect and responsibly store personal information needed in the event of a death?
- What are the obligations to employees in the event of long and repeated periods of quarantine?
- What are the obligations to members of a parish when those members cannot have access to its services?

There are no definitive answers to these questions. The questions, however, will present themselves repeatedly during the course of a pandemic. Here it is crucial to recall that pandemics come in waves; when it is "over," it is not over. It is important for congregations to embark on this ethical discussion now. When the emergency occurs, it will be too late to begin sorting out these vexing issues. Parishioners need to learn how to think about and talk about pandemic-related matters of morality now. Your parish may want to seek out persons with expertise in ethical and moral issues to help direct the discussion. Also view "Responding Faithfully to Pandemic Flu" at <http://www.elca.org/disaster/pandemic/faithfulresponse.asp> for an overview discussion of ethical issues relating to bird flu (ELCA, 2006).

QUICK REPORT FOR INSURANCE CLAIMS

Please fax this form to 808-538-7194, completed as best you can, when you need to make the Diocesan Treasurer's Office aware of a claim (or potential for a claim) or accident RIGHT AWAY- when you don't have all of the facts, are not in a position immediately to get all of the paperwork and numbers, etc. This form might help you organize your thoughts in getting together information.

Name of parish or of insured :

Location where loss took place :

When did this happen? (date and time): _____

What happened?

(If insured property lost/damaged) - What are the losses and/or damages?

(If another party is injured/another's property damaged) - Identify the owner/injured and describe the injuries and/or damages:

Name/Title/Contact number for person reporting this:

Service Vendor Contact Numbers

Vendor Type or Company Name	Contact Names	Emergency Main Phone	Secondary or Cell Phone
Electric Company			
Gas Company			
Water Company			
Electrician			
Fire Suppression System			
Security/Alarm System			
Plumber			
Office Equipment			
Locksmith			
Glass Company			
Building Contractor			
Computer Equipment			
Movers/Storage			
Telephone System			
Copier and/or Printer			
Emergency Generator			

Emergency Contact Wallet Cards—print back-to-back

Family Emergency Card for _____
Name

In a disaster, family members should use the numbers below to check in:

Local Contact 1:

Name Phone Number

Local Contact 2:

Name Phone Number

Because it may be easier to call off-island after a disaster:

Off-Island Contact:

Name Phone Number

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Emergency Contact Wallet Cards—print back-to-back

See Section 2 of your *Plan to Be Ready* booklet when filling out this card.

Emergency Meeting Places are essential in case you need to evacuate your home or cannot return home following a disaster. Pick 2 places to meet:

1: Outside your home: _____

2: Outside your neighborhood: _____

In case you need to go to a shelter, write the location of the shelter(s) you plan to go to:

Shelter 1: _____

Shelter 2: _____

See Section 2 of your *Plan to Be Ready* booklet when filling out this card.

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Shelter 2: _____


Large Print Wallet Cards for Emergency Contact Information


On Maui, pick up wallet cards at the
County Building lobby, or call 243-8640
OR

Print this page and cut and fold as directed.

Outside of card 

Inside of card 

Fold here 

Fold here 

Scissors icon

Name	Phone Number ()	Emergency Meeting Places are important in case you need to evacuate your home or cannot return home after a disaster. <i>Pick 2 places to meet:</i>	
Off-Island Contact:	Phone Number ()		1: Outside your home:
Local Contact 2:	Phone Number ()		2: Outside your neighborhood:
Local Contact 1:	Phone Number ()	In case you need to go to a shelter, write the location of the shelter(s) you plan to go to:	

Family Emergency Card
for _____
Name

See Section 2 of your Plan to Be Ready booklet when filling out this card.

In case of a disaster, use the numbers on the back of this card to check in. Choose at least one off-island number, as it may be easier to reach after a local disaster.

Shelter 1: _____

Shelter 2: _____