

PUBLIC HEALTH
EMERGENCY PREPAREDNESS & RESPONSE
DEPARTMENT OF HEALTH & HOSPITALS | OFFICE OF PUBLIC HEALTH



family

readiness guide

GET INVOLVED TO KEEP YOUR FAMILY,
COWORKERS AND COMMUNITY SAFE.

MAKE THIS *FAMILY READINESS
GUIDE* THE CORNERSTONE OF YOUR
EMERGENCY RESPONSE PLAN.





a message from Louisiana Department of Health and Hospitals

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LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS MISSION STATEMENT

To protect and promote health and to ensure access to medical, preventive and rehabilitative services for all the citizens of Louisiana.

Within the past few years, emergency preparedness and response work has moved to the forefront of public awareness. Public health threats can be natural or man-made, accidental or intentional. Whether it is horrific acts of man like the 2001 anthrax attacks, or the consequences of being a coastal state during hurricane season, Louisiana Department of Health and Hospitals (DHH), Office of Public Health continues to serve a critical role in Louisiana emergency preparedness.

DHH partners with other emergency response entities throughout the country and with the federal government to ensure the continued health and safety of our citizens. We work closely with local agencies across the state such as Louisiana Office of Homeland Security and Emergency Preparedness, Louisiana State Police and Louisiana National Guard during emergency situations. We have been nationally recognized for our participation with Strategic National Stockpile (SNS), a resource for providing needed medicines quickly in the event of an emergency. Our emergency preparedness work is funded by a cooperative agreement and grant with Centers for Disease Control and Prevention (CDC).

Emergency preparedness efforts are a part of our overall goal to improve the lives of Louisiana's citizens. This **GUIDE** is being provided by DHH Office of Public Health as a resource tool to assist you and your family to appropriately respond to some of the emergency situations that you may encounter. Please use this **GUIDE** to educate yourself, and other members of your family, on ways to recognize, avoid and respond to some highly visible health threats. Knowing what preventive and response actions to take during an emergency can help you and your family live safer and healthier lives.

In the event you have to call on the resources in this **GUIDE**, please listen for Health Alerts from DHH and the emergency response partners of our state, and follow those instructions carefully.

Wishing you and your family health and safety,

Frederick P. Cerise, M.D., M.P.H.
Secretary, Louisiana Department of Health and Hospitals

Louisiana Department of Health and Hospitals
www.dhh.state.la.us

Louisiana Office of Public Health
www.oph.dhh.state.la.us

Centers for Disease Control and Prevention
www.cdc.gov

Centers for Disease Control and Prevention
 Bioterror Information
www.bt.cdc.gov

Louisiana State Police
www.lsp.org/index

Louisiana Office of Emergency Preparedness
www.lopep.state.la.us

U.S. Department of Homeland Security
www.ready.gov

World Health Organization
www.who.int



emergency health threats

top 7 things you need to know about

[1] Arm yourself and your family with **accurate, timely, health-related information**. Use the resources offered in this **FAMILY READINESS GUIDE**, and in the event of an emergency, stay tuned to local media for continuing updates from **Louisiana Department of Health and Hospitals, Office of Public Health, Public Health Emergency Preparedness and Response Team**, and other emergency response organizations.

[2] Get the facts about **any special health concerns** you or your loved ones might have. Keep this information in a safe place, so anyone in your family can find and share it quickly with medical workers and health care professionals if the need arises.

[3] **Talk** with your children and elderly or infirm relatives to share your knowledge with them so they will feel more secure about your family's ability to respond to any kind of emergency.

[4] **Check emergency preparedness steps your family has already taken**. Make sure they are appropriate for health-related as well as weather-related threats. For example, in the unlikely event of a disease outbreak (i.e., flu, or even more remotely smallpox), a larger supply of food and water may be needed because it may take several days or even weeks before the outbreak can be safely contained.

[5] Use a **"common sense" approach** to help your family be prepared. If there were a chemical or some other toxic spill for example, would your family need to seal windows or vents to prevent a chemical or

biological agent from entering your home? Probably not. And there is no need whatsoever to keep windows and other entry points sealed all the time, just as there is no need to leave windows boarded for an entire hurricane season. If your family would feel safer being prepared for that kind of protection, consider what kind of materials you would need, and how your family would work together to accomplish that task. Also consider: What would happen to your outdoor animals? How will you care for indoor pets if you cannot allow them to go outside for an extended period of time?

[6] Be connected to your community so you can be informed. **Find out where you and your family can get accurate information during an emergency**. Know the "right" sources for emergency information – parish health units, local emergency preparedness or sheriff's offices, and local TV and radio stations. Be ready to pay special attention to media alerts **AND BE READY TO LISTEN CAREFULLY AND RESPOND TO ALL INSTRUCTIONS PROVIDED**.

[7] **Fancy technology, armies of doctors or dramatic newspaper headlines are not our most important resources. YOU are**. Your careful, "calm, cool and collected" response during an emergency will allow public health officials to move in quickly and take whatever steps are necessary to ensure your continuing health and safety and that of your family, friends and neighbors.

teamwork

ensures optimum health for Louisiana citizens



Louisiana's public health system is not merely the oldest in the nation — it has also become one of the most effective, successful and well-respected public health organizations in the country. This is due in part to the committed dedication of Louisiana public health workers, who take seriously their mission of protecting the health of every Louisiana resident.

Effective partnerships with local, state and federal government agencies — as well as with members of the medical community, private sector industries and the general public — have become the cornerstone of success for public health efforts in our state.

We would like to introduce you to a few of these important partners, so you can have a clear idea of just who it is that is out there, every day, ensuring the best possible health for you and your family.



LEADERSHIP **WHO THEY ARE:** Doctors, nurses and other professionals with advanced educational degrees and specialists in public policy. **WHAT THEY DO:** Set policy and procedure, design public health programs and secure implementation funding. Among the first in the nation to “stand up” in the battle against West Nile virus; secured almost \$2 million in funding to fight West Nile. Developed disease surveillance programs and public education campaigns.

MEDICAL DIRECTORS **WHO THEY ARE:** Doctors who serve as Louisiana Public Health Medical Directors are key “points of contact” throughout the state to help ensure the good health of every Louisiana family. **WHAT THEY DO:** Leaders and decision-makers for local parish health units within the state’s nine (9) public health regions; immunizations, emergency response and other public health initiatives. Allocate resources of medicines, emergency response personnel, health care workers, public safety officers and other team members who serve on the front lines in the event of a public health emergency.

STRATEGIC NATIONAL STOCKPILE (SNS) TEAMS **WHO THEY ARE:** Pharmacists, security personnel, medical professionals, logistics experts and emergency response personnel. **WHAT THEY DO:** SNS teams determine what supplies and medicines are needed, and request those materials from the federal government. Pharmacists and health workers dispense them.

INFECTIOUS DISEASE & ENVIRONMENTAL EPIDEMIOLOGISTS
WHO THEY ARE: Specialized scientists — “disease detectives” — who study and evaluate the distribution and causes of diseases. **WHAT THEY DO:** Analyze field reports filed by front-line medical observers. Determine how state public health officials should respond to public health threats.

INCIDENT RESPONSE TEAMS **WHO THEY ARE:** Doctors, nurses, engineers, sanitarians and other specialists in each of the state’s nine (9) public health regions. **WHAT THEY DO:** Regional Incident Response Team members are first responders. Isolate disease source and help determine response.

LABORATORY SERVICES **WHO THEY ARE:** Scientists and technicians. **WHAT THEY DO:** Collect scientifically valid, uncontaminated samples; in the laboratory, using advanced testing procedures, determine exactly what is “in” every sample collected.

SYNDROMIC SURVEILLANCE SYSTEM **WHO THEY ARE:** Doctors, nurses, ambulance personnel, emergency room workers, school nurses and other “health threats first-to-know” professionals.
WHAT THEY DO: Notice, track and report unusual illnesses or clusters of health problems to public health officials.

EMERGENCY MEDICAL SERVICES **WHO THEY ARE:** Emergency medical technicians and ambulance service providers. **WHAT THEY DO:** First responders are partners in the public health surveillance systems.

IMMUNIZATION PROGRAM **WHO THEY ARE:** Family physicians, pediatricians, nurses, Louisiana’s public health immunization program workers, researchers, epidemiologists and vital records experts.
WHAT THEY DO: Ensure the availability of safe immunizations and flu vaccines.

HEALTH ALERT NETWORK (HAN) TEAM **WHO THEY ARE:** Public health administrators.
WHAT THEY DO: During a public health emergency, HAN team communicates vital health information through secure, statewide channels to doctors, paramedics, hospitals, laboratories, public safety officials and the general public.

CENTER FOR ENVIRONMENTAL HEALTH & SANITARIAN SERVICES
WHO THEY ARE: Environmental scientists, water quality specialists, sanitarians, professional engineers, refrigeration experts and food safety inspectors. **WHAT THEY DO:** Ensure safe drinking water and food supplies; inspect public and private water treatment facilities, food and water processing and packaging plants, restaurants, grocery stores and other points along the “food chain.”

VETERINARIANS & “BUG EXPERTS” **WHO THEY ARE:** Veterinarians and entomologists. These two (2) special groups of health professionals are not usually known for treating human patients — but their field work, experience and depth of expertise in dealing with animal and insect diseases help keep Louisiana families healthy.
WHAT THEY DO: Identify and treat public health threats that occur through infected insects, wildlife, farm livestock or pets.

hurricane

Hurricane season begins **June 1 and goes through November 30**. Storms can and do sometimes occur outside those dates. Severe thunderstorms can happen anytime but most often occur during hot, summer months. Ice storms have occurred in the northern part of the state and on rare occasions have happened as far south as Acadiana. Tornadoes can occur as a “spin-off” of hurricanes or can happen, if conditions are right, anywhere.

Among the greatest dangers posed by hurricanes and many severe weather threats are storm surges, inland freshwater flooding and health threats associated with lengthy power outages.

Advance preparation can save lives and save property. A survey conducted by **American Red Cross** among people living in hurricane danger zones along the East and Gulf coasts revealed that those who experienced a hurricane in the past were the best prepared to face future storms. However, only 42 percent said they already had supplies for a disaster on hand and only 66 percent knew where they and their families would go if forced to evacuate. The message: Plan NOW.

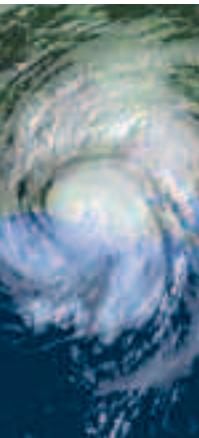
DISASTER PREPARATION FOR SEVERE WEATHER THREATS SHOULD INCLUDE:

- Developing a **FAMILY READINESS PLAN** (see pages 23 and 24 of this **GUIDE**)
- Creating a **FAMILY READINESS KIT** (see pages 25 and 26)

IMPORTANT ITEMS TO INCLUDE:

- Create a portable “important papers” file. Store in a secure location where it can be reached quickly in the event of an emergency
- Speak with your family doctor, home health care provider, pharmacist or other medical professional to learn what you can do to help prepare for family members who have special medical needs
- Keep your vehicle in good running condition with a full tank of gas
- Plan well in advance to determine where you will go during an evacuation, and make sure your travel plans will take you safely outside “at-risk” areas. Be prepared to leave storm-threatened areas several hours in advance
- Plan on paying for evacuation travel with cash, not credit cards
- Before leaving, turn off electricity, water and other utilities at the source

During a storm, stay calm. If possible, stay away from severe weather areas until local officials say they are once again safe. If local officials advise evacuation, GO. If you are in the storm area, make sure all family members and pets remain safely indoors, away from exposed glass. Park vehicles in the safest possible location to minimize storm-related damage. Stay tuned to local media for continuous updates.



To learn more about how to make severe weather preparedness and response plans, visit these resources on the World Wide Web: www.dhh.state.la.us www.fema.gov www.noaa.gov www.lopep.state.la.us

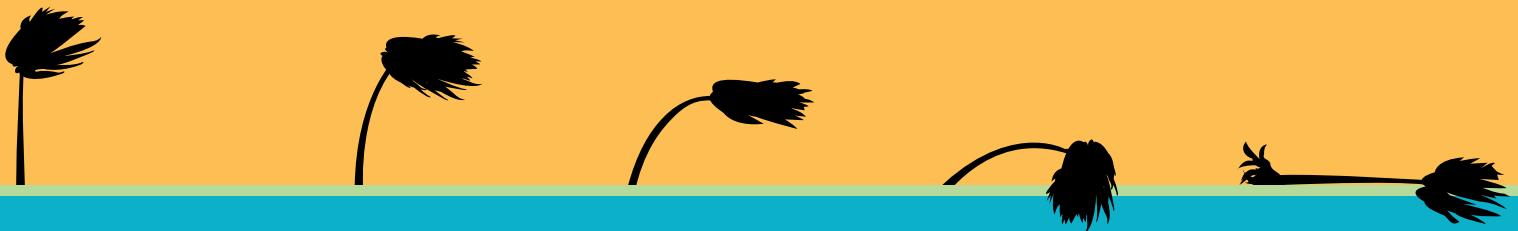
SEVERE WEATHER INSURANCE INVENTORY

To protect property, consider inventorying, through photographs or a home video, each item insured. That could include buildings as well as personal valuables like jewelry, artwork, stock certificates, computers and other electronics.

Talk to your insurance provider and determine: Do you have enough insurance? Do you have the right insurance? There are **four (4) types of property insurance** you may want to discuss with your insurance provider. Remember coverage and policies differ from company to company, so read fine print carefully to understand your purchase and to ensure you have coverage you need.

- **Homeowners' Insurance.** Covers losses caused by wind, storm and broken water pipes. Surface flooding is generally NOT covered
- **Wind and Hail Insurance.** Covers losses due to storm winds
- **Flood Insurance.** Provided through National Flood Insurance Program. Policy is available to communities that adopt and enforce flood plan management regulations. **There is usually a 30-day waiting period before policy is activated**, so plan ahead
- **Renters' Insurance.** Property protection AND flood insurance for contents is available for those who rent

Saffir/Simpson Scale



Category 1

74-95 mph

Damage to buildings is slight. Manufactured homes that are unanchored along with shrubbery and trees sustain some damage. Some minor pier damage occurs along with coastal road flooding.

Category 2

96-110 mph

Some damage to buildings occurs, such as roofing materials, doors and windows. A considerable amount of damage happens to vegetation, unanchored manufactured homes and piers. Two (2) to four (4) hours before the arrival of the center, coastal and low-lying escape routes flood. Small craft in unprotected anchorages break moorings.

Category 3

111-130 mph

Unanchored manufactured homes may be destroyed. Structural and some curtain wall damage occurs to small residences and utility buildings. Flooding destroys smaller structures near the coast. Larger structures are damaged by floating debris. Terrain that is continuously lower than five (5) feet above sea level (ASL) may be flooded eight (8) miles inland.

Category 4

131-155 mph

Extensive curtain wall failures with some complete roof structure failures on small residences may occur. Major erosion to beaches and damage to lower floors of structures near the shore occurs. Terrain continuously lower than 10 feet above sea level (ASL) may be flooded, requiring massive evacuation of residential areas as far as six (6) miles inland.

Category 5

155+ mph

Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. Major damage to lower floors of all structures located less than 15 feet above sea level (ASL) and within 500 yards of the shoreline. Massive evacuation of residential areas on low ground within five (5) to 10 miles of the shoreline may be required.

Tropical Depressions (30-40 mph) and Tropical Storms (40-74 mph) are not included in the scale, but are also important. REMEMBER: In a slow-moving Category 3, or a fast- or a slow-moving Category 4 or Category 5 hurricane, EVERYONE IS AT RISK!



hurricane tracking chart



generators: if you choose to buy one

If you choose to purchase a generator, make sure you understand how to use it safely. Buy one listed with Underwriters Laboratories (UL) or Factory Mutual (FM).

HOW TO DETERMINE WHAT YOU NEED

- Look at labels on lighting, appliances and equipment the generator is to power, to determine the amount of generator power needed. If you need help, call your electrician
- Light bulb wattage tells you the power needed
- Choose a generator that produces more power than needed to run everything at one time, PLUS the initial surge when first turned on
- If your generator will not run all of your equipment at the same time, stagger operating times

USING YOUR GENERATOR

FOLLOW DIRECTIONS. ALWAYS follow manufacturer's directions.

VENTILATION. **NEVER use a portable generator indoors. Even a garage is NOT a safe place to use a generator.** Generators require adequate ventilation.

Without proper ventilation, carbon monoxide builds up, resulting in carbon monoxide poisoning, which can be deadly. As added precaution, install carbon monoxide alarms in your home to detect carbon monoxide levels.

FIRE/FUEL. Improper generator use can result in fire. **See your owner's manual for proper refueling instructions.** Let a generator cool before refueling. Store fuel properly — in an approved safety can — and use the type of fuel recommended. Store fuel outdoors in protected areas. Do NOT store fuel in garages, basements or inside your home. **Vapors can be released that can make you sick or cause a fire.**

Check local laws and ask your local fire department for any other local regulations.

DO NOT HOOK UP A GENERATOR DIRECTLY TO YOUR HOME'S WIRING

It is complicated, but here is the short story:

Generators that are manufactured for home use do not supply enough power for all of today's home electrical needs. Unless your home power supply was installed with a **disconnect to the main power feed lines**, power you put into your home by connecting the generator directly to your home can "backfeed" into the main incoming utility line.

Trust us when we tell you this is NOT safe to do.

Connecting a generator directly to your home wiring can pose a serious hazard to electrical utility workers as well as your family and neighbors. **It is ALWAYS better to connect appliances and equipment directly to the generator.**

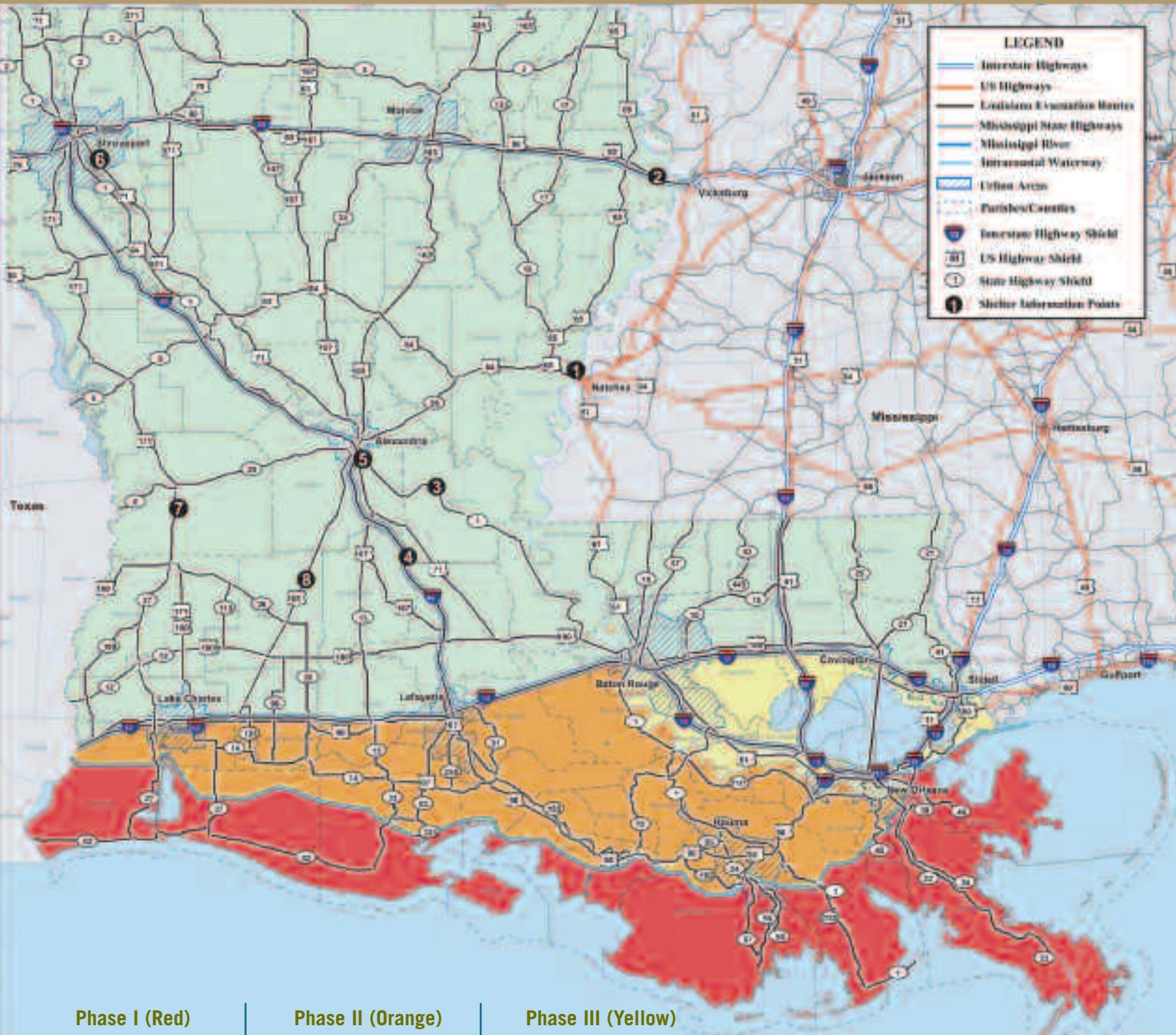
food safety with power outages

Prepare for a possible power outage by lowering the temperature of refrigerator and freezer and filling both with ice.

AFTER A LOSS OF POWER:

- Refrigerator will keep food cold for four (4) – six (6) hours
- A full freezer will usually keep food frozen for 48 hours
- If thawed food is still cold, cook as soon as possible and serve or refreeze
- If thawed food was above 40 degrees Fahrenheit for more than two (2) hours, throw it away

Louisiana emergency evacuation map



Phase I (Red)

Fifty (50) hours before onset of tropical storm force winds. Set evacuations include areas south of Intracoastal Waterway. These areas are outside any levee protection system and are vulnerable to Category 1 and 2 storms.

Phase II (Orange)

Forty (40) hours before onset of tropical storm force winds for south of the Mississippi River, which are levee protected but remain vulnerable to Category 2 or higher storms.

Phase III (Yellow)

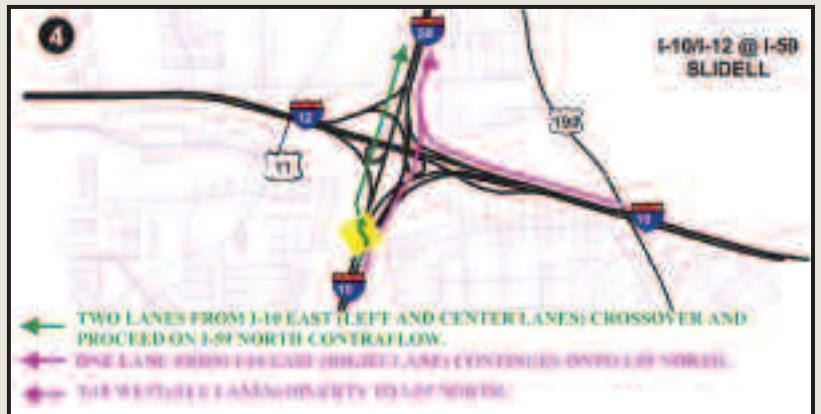
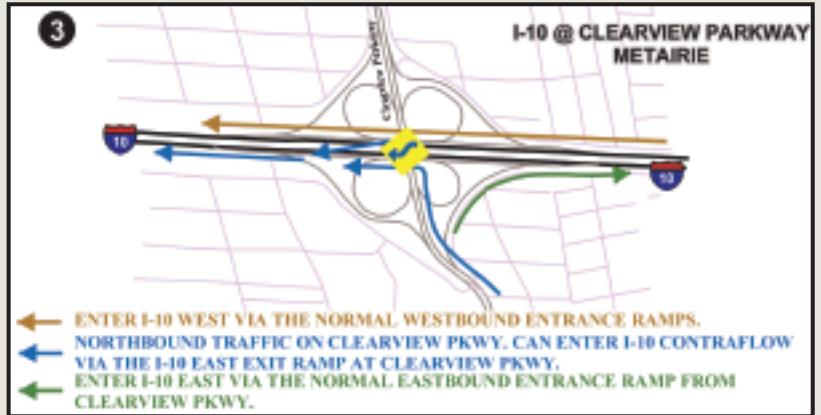
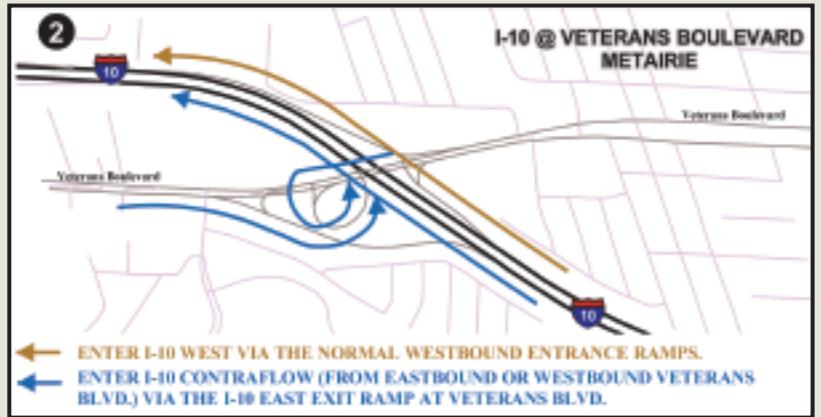
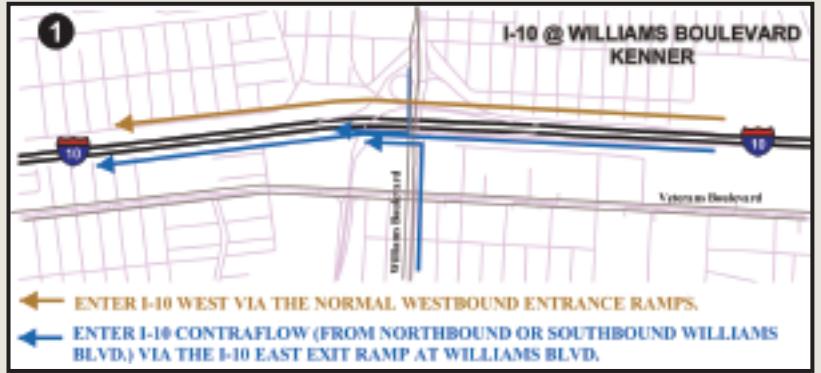
Thirty (30) hours before onset of tropical storm force winds for areas on the east bank of the Mississippi River in the New Orleans metropolitan area, which are within levee protection system but remain vulnerable to a slow-moving Category 3 or any Category 4 or 5 storm.

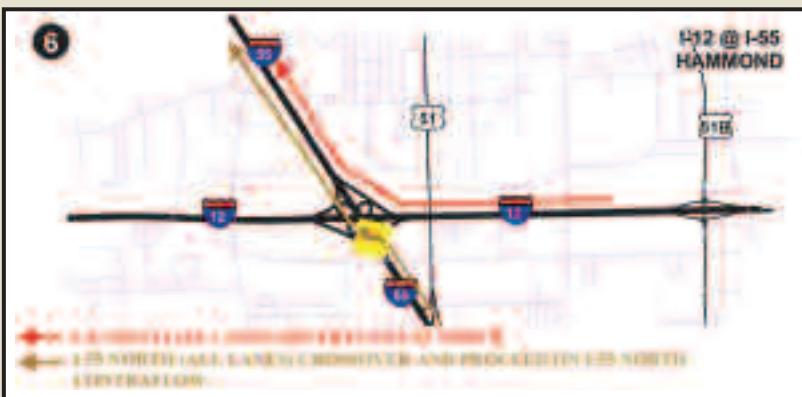
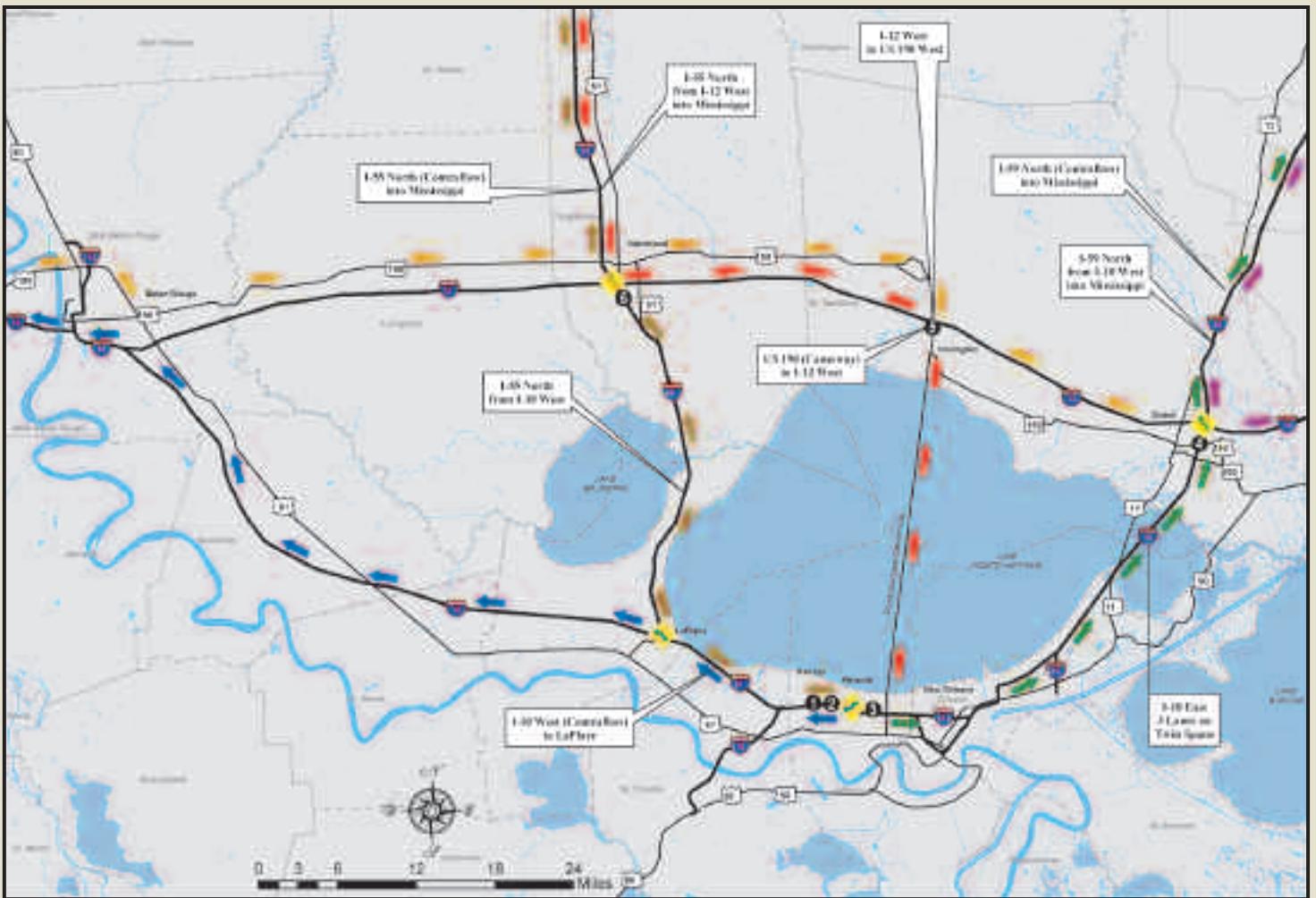
For more information visit the Louisiana State Police Web site at www.lps.org. For road closures call 800-469-4828.



hurricane evacuation

contraflow plan





To deal with demands of traffic flow that would be created by a hurricane evacuation, contraflow freeway segments have been planned. Through use of designated contraflow points, evacuation flow is enhanced through movement of all traffic in the same direction. This diversion will enable some or all normally incoming lanes to serve as outgoing lanes to facilitate and speed evacuation.

Several different routes and contraflow crossover points are planned for use in an evacuation of Greater New Orleans area.

Each of Louisiana's nine (9) public health regions is equipped with plans and materials for an effective "first response" to any disease threat. In addition, Louisiana Department of Health and Hospitals, Office of Public Health, Public Health Emergency Preparedness and Response Team is poised to take advantage of America's **Strategic National Stockpile** — a federal program that assists every state in accessing adequate supplies of medicine and medical equipment in the event of an emergency.

strategic national stockpile

Strategic National Stockpile (SNS) is managed by Centers for Disease Control and Prevention (CDC) and includes inventories ("stockpiles") of medicines, vaccines, antidotes and medical supplies. Stockpiles, housed at secure, strategic locations throughout the United States, are kept in a constant state of readiness so they can be sent wherever needed at a moment's notice.

Disease and threat-specific medicines and supplies have already been packaged into what are called **12-hour Push Packs** that can be sent to any location in the United States within 12 hours.

In addition to Push Packs, **Vendor Managed Inventory (VMI)** packages are also available for rapid deployment. VMI packages, which are housed and maintained by pharmaceutical and other medical supply vendors, can be quickly prepared to meet specific needs for a variety of different disease-related emergencies. Contents of both Push Packs and VMI packages are updated regularly, so medicines and other supplies will always be "fresh."

Teams of experts known as **Technical Advisory Response Units (TARU)** accompany Push Packs to areas in need to assist local officials in distribution. TARU team members include pharmacists, logistics experts and emergency response personnel.





health at a glance threats

weather-related

EXPOSURE

Severe weather can disrupt phone and utility services, cut off fresh water supplies, damage roads, homes and businesses, as well as injure those in its path. During severe weather-related emergencies, you may be without power, water and supplies for days or even weeks.

TYPES OF SEVERE WEATHER

Thunderstorms ◊ Tornadoes ◊ Hurricanes ◊ Floods

LIKELY ACTIONS IN AN EMERGENCY

- ◊ Activate your *FAMILY READINESS PLAN* (pages 25 and 26)
- ◊ Know evacuation routes in advance and learn where shelters are located
- ◊ Listen to local media for updates and where services are being provided

toxic spills/chemical

EXPOSURE

Millions of tons of needed, life-enhancing and often lifesaving chemicals are transported by rail, water, pipelines and highways that, if accidentally released, pose a threat. Old stockpiles of chemical weapons remain in storage. Refinery accidents are other possibilities for unintentional release.

SYMPTOMS

Include: Nausea and vomiting ◊ Headache ◊ Confusion ◊ Watery eyes, runny nose ◊ Shortness of breath
Reddening of skin ◊ Loss of consciousness

MEDICAL TREATMENTS

- ◊ Antidotes are available to some chemical releases; many antidotes must be administered within minutes to prevent death or long-term injury
- ◊ Preventing secondary infections, especially respiratory system infections, will be required

OTHER THINGS YOU SHOULD KNOW

- ◊ If a chemical release occurs, listen to local media for instructions and updates. DO what emergency response officials tell you to do. Their primary concern is containment and response to the release so that your safety and that of your family and community can be ensured

LIKELY ACTIONS IN AN EMERGENCY

- ◊ Authorities may decide evacuation is necessary, or they may determine people in the vicinity of a chemical release should shelter-in-place (stay put) and wait for threat to fade. See *Shelter-In-Place* section on page 27 of this **GUIDE**



naturally occurring

west nile

EXPOSURE

West Nile is a virus that naturally infects many different species of birds. West Nile spreads to humans and other animals through mosquito bites. Exposure is most likely during late summer and early fall; in mild southern climates like Louisiana, virus can be transmitted year-round. It is possible to die from West Nile. Those at highest risk are the elderly, so prompt medical care is essential.

SYMPTOMS

Mild headache, fever and body aches ◦ Occasionally a skin rash and swollen lymph glands will be present ◦ Severe headache, high fever, neck stiffness, stupor, disorientation, coma, tremors, convulsions, muscle weakness and paralysis may occur

INCUBATION PERIOD

- Three (3) - 15 days

MEDICAL TREATMENTS

- No vaccine is available
- Hospitalization and intravenous fluids may be required. It is important to prevent secondary infections
- Airway management and help in breathing (ventilator) may be needed

OTHER THINGS YOU SHOULD KNOW

- Louisiana Department of Health and Hospitals, Office of Public Health tests dead birds for West Nile
- Crows, jays and birds of prey seem to be particularly susceptible to getting sick and dying
- Eighty (80) species of birds which carry West Nile virus have been identified
- There is no documentation of person-to-person or animal-to-person transfer

LIKELY ACTIONS IN AN EMERGENCY

AVOID INFECTION!

- When outside, always wear repellent containing *N,N-diethyl-m-toluamide* (DEET), Picaridin (KBR 3023) OR oil of lemon eucalyptus [active ingredient; p-menthane 3,8-diol (PMD)] (check label when purchasing); and wear long sleeves and pants
- Stay indoors during peak mosquito hours (dusk and dawn)
- Keep window screens in good repair and eliminate standing water sources around your home or business
- Follow health care provider directions. Take any medications EXACTLY as prescribed
- Call a Louisiana Department of Health and Hospitals, Office of Public Health local parish health unit if you find a dead bird in your area
- Educate yourself by visiting West Nile-related Web page, www.FightTheBiteLouisiana.com



influenza

EXPOSURE

Influenza is very contagious. Flu spreads by breathing in particles in the air from talking, coughing, or sneezing by those who are infected; by touching surfaces on which virus has landed (telephones, doorknobs, dishes, handrails, counters, etc.); or by touching (kissing, shaking hands, etc.) those who are sick. It is especially easy for flu virus to spread in large crowds or where people live or work/study close together. It is possible to die from flu. Those at highest risk are the very young, the elderly, those with challenged immune systems, heart or lung diseases, kidney diseases and pregnant women. Prompt medical care is essential.

SYMPTOMS

Fever and possible chills ◦ Headache and aching muscles, especially in back and legs ◦ Dry cough
Fatigue ◦ Sore throat ◦ Runny and stuffy nose

INCUBATION PERIOD

- One (1) - four (4) days

MEDICAL TREATMENTS

- Flu vaccine is the best way to avoid or lessen severity
- Antivirals may also be prescribed
- Avoid secondary infections

OTHER THINGS YOU SHOULD KNOW

- Vaccination is NOT appropriate for those with severe allergies to eggs, those who have had severe reactions to previous flu shots, those who previously had onset of Guillain-Barré Syndrome during the six (6) weeks after receiving flu vaccine, and children under six (6) months. Those with challenged immune systems, pregnant or with other medical conditions should seek the advice of a health professional
- Antibiotics are NOT effective against flu because flu is a virus. Antibiotics fight bacteria

LIKELY ACTIONS IN AN EMERGENCY

- Get vaccinated
- Avoid contact with those who are sick; avoid areas where there are those sick with flu
- If you are a caregiver, wear a mask
- WASH HANDS OFTEN in warm, soapy water; WASH HANDS AFTER WIPING A CHILD'S NOSE
- Do NOT smoke
- Follow health care provider directions. Take any medications EXACTLY as prescribed
- If you think your pet has flu, contact your vet



bio threats

anthrax

EXPOSURE

CUTANEOUS ANTHRAX: Enters body through cuts or scrapes in the skin, during contact with meat, wool, hides, leather or other products from infected (usually hoofed) animals. Most common anthrax infection in humans.

GASTROINTESTINAL ANTHRAX: Bacteria enter body when people eat raw/undercooked meat from infected animals.

INHALATION ANTHRAX: Occurs when people breathe in aerosolized (in the air) spores of anthrax bacteria. Most dangerous form for humans.

SYMPTOMS

CUTANEOUS ANTHRAX: Small, painless bumps that look like spider bites at first, and later become sores with black areas in the center; also fever, general “bad” feeling, headache and swollen lymph nodes.

GASTROINTESTINAL ANTHRAX: Fever, abdominal pain, sores in throat or on base of tongue, nausea, loss of appetite, vomiting and/or diarrhea.

INHALATION ANTHRAX: Very similar to cold or flu, but no runny nose. May progress to severe respiratory failure, shock and meningitis.

INCUBATION PERIOD

CUTANEOUS ANTHRAX: One (1) - 12 days; black-centered sores form within first few days after infection.

GASTROINTESTINAL ANTHRAX: One (1) - seven (7) days.

INHALATION ANTHRAX: Usually one (1) - seven (7) days, but might range up to 60 days.

MEDICAL TREATMENTS

CUTANEOUS ANTHRAX: Patients who receive the right medical treatment usually recover completely. About 20 percent of those who do not get medical treatment will die.

GASTROINTESTINAL ANTHRAX: Should be treated immediately with antibiotics. About 25 to 60 percent of infected people will die.

INHALATION ANTHRAX: Immediate treatment with antibiotics is essential, but even with aggressive medical treatment, some infected people will die.



OTHER THINGS YOU SHOULD KNOW

- Anthrax is NOT contagious; that is, it cannot be caught from another person
- Federal government controls distribution of anthrax vaccine, routinely given only to military personnel and would determine vaccine availability if an outbreak occurred
- Anthrax spores cannot be seen without a microscope; they have no characteristic smell or taste
- U.S. Postal Service urges people to be careful about handling mail that contains unidentified powders

LIKELY ACTIONS IN AN EMERGENCY

- Stay tuned to local media for continuing updates
- If you are sick, get treatment immediately
- In the event of an outbreak of anthrax, there may be dispensing clinics set up by Louisiana Department of Health and Hospitals, Office of Public Health, Public Health Emergency Preparedness and Response Team. Look for announcements about dispensing clinic locations
- If you think your pet has anthrax, contact your vet or Louisiana Department of Agriculture & Forestry



botulism

EXPOSURE

Bacteria may enter through a break in the skin, or when people eat contaminated foods.

SYMPTOMS

Double or blurred vision, drooping eyelids, slurred speech, difficulty swallowing, dry mouth and muscle weakness ◦ Symptoms in infants include lethargy, poor feeding, constipation, weak crying and poor muscle tone ◦ Advanced symptoms include paralysis beginning in limbs, upper body and respiratory muscles ◦ After recovery, fatigue and difficulty breathing may last for years and require continuing medical therapy

INCUBATION PERIOD

A few hours up to 10 days after eating contaminated food.

MEDICAL TREATMENTS

Early treatment of adults would include antitoxins and removing contaminated food from digestive tract, followed by intensive nursing care and perhaps several weeks of breathing support.

Botulism in wounds usually requires surgery to remove infected tissues.

OTHER THINGS YOU SHOULD KNOW

- About 75 percent of all U.S. cases occur in infants. About 25 percent of U.S. cases occur in people who eat contaminated foods. An average of 110 cases are reported in United States each year, often involving foods canned at home
- There is no vaccine against botulism. It can be prevented by safe food handling, proper cooking and food canning procedures, proper care of skin wounds and similar measures

LIKELY ACTIONS IN AN EMERGENCY

- Stay tuned to local media for continuing updates
- If you are sick, get treatment immediately
- If you think your pet has botulism, contact your vet



plague

EXPOSURE

PNEUMONIC PLAGUE: Infects human lungs after inhalation of water droplets containing *Y. pestis* bacteria. Pneumonic plague is caught by being near someone who coughs or sneezes, and breathing in tiny droplets containing plague-causing bacteria.

BUBONIC PLAGUE: Passed to humans through bites from infected rats or fleas, or breaks in the skin if a person comes into contact with infected materials, such as rat droppings. Bubonic plague is not usually spread from person-to-person. Can worsen into pneumonic plague if not treated quickly.

SYMPTOMS

Weakness, fever and rapid-onset pneumonia including chest pain, cough, shortness of breath and bloody or watery sputum for pneumonic plague ◦ Patients may also suffer abdominal pain and vomiting ◦ For bubonic plague, key symptoms include swollen and tender lymph glands

INCUBATION PERIOD

One (1) - six (6) days when plague-causing bacteria are inhaled.

A person with pneumonic plague can infect others before symptoms appear, which may not occur for several days after infection – making it possible for people to unknowingly spread bacteria to others through coughing or sneezing.

MEDICAL TREATMENTS

Medical treatments are available, and must be administered quickly to minimize illness and risk of death.

OTHER THINGS YOU SHOULD KNOW

- Five (5) - 15 cases of plague occur each year in the United States, and up to 3,000 worldwide, usually in regions with inadequate public health programs
- No vaccine is available for pneumonic or bubonic plague. Without quick and effective medical treatment, respiratory failure, shock and death often result
- Plague can be aerosolized (airborne) and spread through the air

LIKELY ACTIONS IN AN EMERGENCY

- Stay tuned to local media for continuing updates
- Avoid contact with those who are sick; stay out of affected areas
- If you are sick, get treatment immediately
- In the event of an outbreak of plague, there may be dispensing clinics set up by Louisiana Department of Health and Hospitals, Office of Public Health, Emergency Preparedness and Response Team. Look for announcements about dispensing clinic locations
- If you think your pet has plague, contact your vet

smallpox

EXPOSURE

Direct, prolonged contact with an infected person can cause infection. Smallpox can also spread through contact with a sick person's bedding, body fluids or other contaminated materials, although this type of infection is less common. Smallpox is not known to spread through contact with insects or animals. Both scabs and pus, and clothing or bedding they come in contact with, may also be infectious to others.

SYMPTOMS

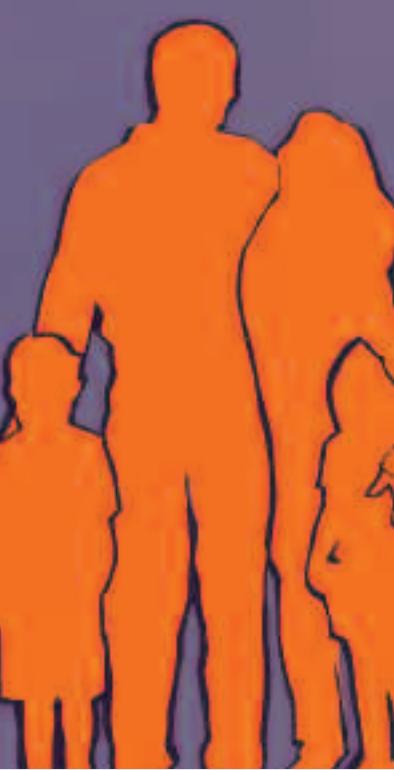
High fever, headaches, body aches and possibly vomiting, followed by a spreading rash ◦ Rash soon develops into raised bumps that fill with pus and then scab over ◦ Scabs fall off after a few weeks, leaving a pitted scar

INCUBATION PERIOD

Patients usually feel fine for the first seven (7) - 17 days after being exposed to *Variola* virus. Disease is not contagious until after rash first appears. It remains contagious until last scabs have fallen off.

MEDICAL TREATMENTS

There is no cure for smallpox, but supportive medical care can help patients get through the illness.



OTHER THINGS YOU SHOULD KNOW

- Smallpox was virtually eliminated decades ago. Samples of virus still exist in some laboratories and if released accidentally or purposefully would be a serious health threat
- About 70 percent of smallpox patients will get better, but may suffer permanent scarring or blindness
- Smallpox vaccine is now being used to immunize some soldiers, health care providers and others who would be among the first exposed in the event of a release
- Vaccine stockpiles are already in place

LIKELY ACTIONS IN AN EMERGENCY

- Stay tuned to local media for continuing updates
- Avoid contact with those who are sick; stay out of affected areas
- If you are sick, get treatment immediately
- In the event of an outbreak of smallpox, there may be dispensing clinics set up by Louisiana Department of Health and Hospitals, Office of Public Health, Emergency Preparedness and Response Team. Look for announcements about dispensing clinic locations
- Animals do NOT carry smallpox

tularemia

EXPOSURE

Usually infection is from bites of ticks or deerflies that carry *Francisella tularensis* bacteria; by handling infected rodents, rabbits or hares; or by consuming contaminated food and water. Tularemia can also be aerosolized (airborne) and spread through the air.

SYMPTOMS

Skin ulcers ◦ Swollen and painful lymph glands ◦ Inflamed eyes ◦ Sore throat ◦ Mouth ulcers ◦ Pneumonia
Fever ◦ Chills ◦ Headaches ◦ Muscle aches ◦ Joint pain ◦ Dry cough ◦ Progressive weakness ◦ Chest pain
Difficulty breathing.

INCUBATION PERIOD

Most people show symptoms within three (3) - five (5) days of being infected, although it could take as long as 14 days for first symptoms to appear

MEDICAL TREATMENTS

Tularemia is not usually fatal. It can make people very sick; prompt treatment with antibiotics is important.

OTHER THINGS YOU SHOULD KNOW

- Tularemia can remain infectious in water or soil for several weeks
- There is no vaccine

LIKELY ACTIONS IN AN EMERGENCY

- Stay tuned to local media for continuing updates
- If you are sick, get treatment immediately
- In the event of an outbreak of tularemia, there may be dispensing clinics set up by Louisiana Department of Health and Hospitals, Office of Public Health, Emergency Preparedness and Response Team. Look for announcements about dispensing clinic locations
- If you think your pet has tularemia, contact your vet



EXPOSURE

There are several kinds of *Viral Hemorrhagic Fever* (VHF) — *Ebola*, *Hanta*, *dengue fever*, *yellow fever* and others, all caused by viruses. People become infected if bitten by, or eat meat from, animals that naturally carry these viruses in their bodies or through contact with body fluids or tissues of infected animals. Once infected, a person can spread VHF to others.

SYMPTOMS

Symptoms vary widely between the various types of VHF, but may include: Fever ◊ Fatigue ◊ Dizziness
Muscle aches ◊ Loss of strength ◊ Exhaustion ◊ Bleeding beneath the skin or from the eyes, ears, mouth and other body cavities

Advanced symptoms include: Shock ◊ Nervous system malfunction ◊ Coma ◊ Delirium ◊ Seizures
Kidney failure

INCUBATION PERIOD

Two (2) - 21 days

MEDICAL TREATMENTS

There is no known cure, effective treatment or vaccine for VHF. Supportive medical care should be administered quickly to help patients deal with symptoms of these diseases.

OTHER THINGS YOU SHOULD KNOW

- ◊ Those who contract VHF are at risk for widespread damage to body organs and systems

LIKELY ACTIONS IN AN EMERGENCY

- ◊ Stay tuned to local media for continuing updates
- ◊ Avoid contact with those who are sick; stay out of affected areas
- ◊ If you are sick, get treatment immediately
- ◊ If you think your pet has VHF, contact your vet

radiation

EXPOSURE

Accidental releases of radioactive material, a nuclear reactor meltdown, a terrorist act are all possibilities for injury and death from radiation exposure. Health threats would not be immediate in all cases. Some victims would live with health complications, such as cancer, for years. Reacting to radiation incidents may require people to shelter-in-place (stay where they are) or evacuate.

SYMPTOMS

Depending on amount of radiation received, symptoms will vary and become evident in a varying amount of time. Generally, those exposed to moderate to severe amounts will have:

Reddening of the skin ◊ Vomiting ◊ Diarrhea ◊ Headache ◊ Sore mouth or bleeding gums ◊ Fatigue

MEDICAL TREATMENTS

Treatment could require *potassium iodide* in an emergency involving release of radioactive *iodine*, such as an accident or a dirty bomb detonation. Additional drugs are available for other types of exposure.

OTHER THINGS YOU SHOULD KNOW WHEN SHELTERING-IN-PLACE

- ◊ Choose a room in your home with no doors or windows. Stock it with nonperishable food, bottled water, medications, a radio with spare batteries. Use as a shelter if needed
- ◊ Prepare space for pets in the shelter. To avoid the potential for bringing radioactive material inside, pets should not be allowed outside during an emergency. Keep a three (3)-day supply of pet food
- ◊ Medicines, a telephone, extra clothes, toiletries, duct tape and plastic sheeting to secure windows and doors, and a first aid kit, are other recommended supplies

LIKELY ACTIONS IN AN EMERGENCY

- ◊ Stay tuned to local media for continuing updates
- ◊ See *Shelter-In-Place* section of this **GUIDE** found on page 27
- ◊ Evacuation may be ordered. Learn evacuation routes in advance; find out where shelters will be located



new and emerging health threats

EXPOSURE

News reports surfaced about people in Hong Kong, China, Singapore, Vietnam, Canada and elsewhere suffering from a recently identified, contagious illness known as **SARS – Severe Acute Respiratory Syndrome**. As soon as SARS appeared to be under control, new reports surfaced about outbreaks of **Monkeypox** in the United States, transmitted to people by imported prairie dogs. SARS, Monkeypox and even West Nile virus are all classified as “emerging infectious diseases”—those previously little known or unknown, that have found their way into the human population. Exposure is usually through close contact with an infected person or animal.

SYMPTOMS

Louisiana Department of Health and Hospitals, Office of Public Health, Emergency Preparedness and Health Team officials, World Health Organization (WHO) and Centers for Disease Control and Prevention (CDC) watch for cases of emerging infectious diseases and will issue alerts and updates as new diseases are reported. Those updates and alerts will detail symptoms, incubation periods and treatment options.

OTHER THINGS YOU SHOULD KNOW

- Keep informed about cases and symptoms of emerging infectious diseases and take steps to avoid exposure
- Practice common-sense cleanliness all the time

LIKELY ACTIONS IN AN EMERGENCY

- If you become ill, seek medical attention immediately
- For tips on how to protect you and your family from illnesses, visit the following Web sites: www.dhh.state.la.us www.oph.dhh.state.la.us www.cdc.gov www.who.int

stay healthy

KNOW HOW GERMS ARE SPREAD

Colds, flu and other contagious diseases are spread from person-to-person through coughs, sneezes and touching. Viruses and bacteria can live two (2) hours or longer on cafeteria tables, doorknobs, phone sets, desks and other surfaces where people work, food is being prepared, or where people live.

TO STOP THE SPREAD OF GERMS

- Cover your mouth and nose when coughing or sneezing. Use a tissue, then throw it away. If you do not have a tissue, cover your mouth with a handkerchief or bandana. As a last resort, use your hand or forearm
- **Wash your hands often, using soap and warm water. Wash for 15 - 20 seconds — just about the time it takes to sing the “Happy Birthday” song twice!**
- Use alcohol-based hand wipes and gel sanitizers if soap and water are unavailable. They are available at most drug and grocery stores. When using a gel, rub hands until gel is dry. Gels do not need water to work
- Avoid touching your eyes, nose or mouth
- Stay home when you are sick; check with your doctor when needed. If you have cold or flu, get plenty of rest; drink lots of liquids
- Teach children to wash their hands properly and to cover their nose and mouth when coughing or sneezing

PRACTICE GOOD HEALTH HABITS

Get plenty of sleep, exercise daily, manage stress, drink lots of water and other liquids, eat healthy and do NOT smoke.

PREPARE IN ADVANCE

Shop for supplies to store for emergency use (see page 25 of this **GUIDE**). Secure the home when an emergency occurs. **Teach** those who may need to assist in an emergency how to **operate necessary equipment** a special needs family member may need. If a **personal care attendant** is a part of your family's support system, discuss emergency planning with his/her employer as well as the attendant. Will services be provided in other areas should an evacuation be necessary? If a special needs shelter is an option, will the caregiver go with your family member? If **hearing aids, electric wheelchairs** or other battery-operated equipment are used, store aids and batteries in easily accessible places. For the hearing impaired: Consider carrying a preprinted card that reads, **"I speak American Sign Language."** At home (or in a nursing home), create and post a list of friends and family and phone numbers to call for help should the need arise. Include at least one (1) out-of-state and one (1) local friend or family member. Use pages 23-26 of this **GUIDE** to help your family member create a **FAMILY READINESS PLAN** and **FAMILY READINESS KIT**.

PATIENTS WHO ARE ON HOMEBOUND LIFE SUPPORT OR ARE HOME HEALTH CARE PATIENTS

Know this: During many emergencies, emergency vehicles will not be able to pick you up. If you are going to **evacuate, make arrangements early**. Notify your home health agency where you will be during an emergency, or contact your physician if you are not under the care of a home health agency. Check with your oxygen supplier about emergency planning. **Locate nearest hospital** that can provide emergency power if you have electricity-dependent equipment and electrical service may be interrupted.

SPECIAL NEEDS SHELTERS. WHO IS ELIGIBLE?

Special Needs Shelters are intended for those who need assistance that cannot be guaranteed in a regular shelter (for example, medication that requires refrigeration, power for special equipment, etc.), and have NO other resources. Those who qualify for a Special Needs Shelter **cannot be ill** and **must:**

- Be able to provide for their own basic care
- Have a chronic, debilitating medical condition that requires intermittent or occasional assistance
- Be dependent on electricity on an intermittent basis for medical treatments or refrigeration of medicines
- Meet the criteria and be a candidate for services supported in the shelter

Those found to be acutely ill will be referred to local hospitals.

THOSE IN NURSING HOMES

Are your family member's health care providers prepared for a disaster or emergency? Look for: annually reviewed and in-place disaster emergency plans and ongoing, in-house staff emergency preparedness **training; patient identification** plans (name tags, wristbands, medical conditions, etc.); transfer forms and **transport plans** for evacuations; maps with evacuation routes noted; and **list of supplies and medicines** that are to accompany your family member in the event of an evacuation.

if you move to a special needs shelter, remember to take

Medications and equipment needed to administer ◦ Written instructions regarding your care ◦ Walker, wheelchair, cane or other special equipment ◦ Bedding ◦ Identification, insurance, health and Social Security cards ◦ Batteries ◦ Nonperishable food including that needed for special diets (five [5]-day supply) ◦ Personal hygiene items ◦ Clothes ◦ Air mattress ◦ Drinking water (one [1] gallon per day) ◦ Extra glasses ◦ Flashlight ◦ Garbage bags ◦ Food for guide or service dogs (if applicable) ◦ Style and serial numbers for medical devices (such as pacemakers) ◦ Draw sheets (if appropriate) ◦ Plastic hospital-type urinal (if needed)

A caregiver must stay with a special needs family member while in the shelter.





family

family communication plan

1

- Have a family meeting to devise a plan
- Compile contact information (phone and cell numbers and e-mail addresses) for family members including those not living in the house; post at home and share info with family members
- Develop an emergency call-in plan and practice coming together at a safe location
- **Keep important phone numbers listed in spaces provided on the back of this GUIDE. Store this GUIDE in a safe location with other emergency preparedness supplies**
- Get to know your neighbors; share with them your ideas for emergency preparedness. Plan for homes where extra assistance might be needed (elderly residents or children home alone after school)
- Learn radio and television stations that provide emergency information in your area and make sure your family knows how to tune into these outlets if cable or electricity is knocked out

2

personal and property protection plan

- Make copies of important documents, especially health and immunization records, and store with your emergency preparedness materials. Keep up-to-date records of valuable property and decide who will be responsible for securing these items if evacuation is ordered. Have adequate insurance (see page 6 of this **GUIDE**)
- Have a home evacuation plan for fires or other in-home emergencies. Keep properly functioning fire extinguishers, smoke detectors and other safety equipment on hand
- Build a **FAMILY READINESS KIT** (see pages 25 and 26 of this **GUIDE**)

3

plan for pets and livestock

- Make sure you can “round up” livestock and pets quickly and provide for their traveling needs
- If you move livestock or pets, plan for equipment and travel, and identify a relocation destination ahead of time
- Many shelters do not allow pets
- For more on how to care for pets and livestock, see page 29 of this **GUIDE**

how to make a readiness plan

4 shelter-at-home plan

- **Use the checklists** (see pages 25 and 26 of this **GUIDE**) to prepare your family for staying indoors for an extended period of time. Keep needed supplies on hand and restock as necessary. Your kit should include adequate supplies of food and materials to keep your family safe and healthy for a period of several days
- Store emergency preparedness materials in a single container in a safe place so they can be readily accessed when needed
- Make sure you have tools that do not require power for cooking and items like manual can openers should power be knocked out for several days

5 family evacuation plan

- Always listen to and obey local evacuation orders. Do not wait until the last minute to prepare and leave
- Make plans for where your family would go in an evacuation and how they would get there, including what vehicle would be used
- Plan for family members with special health needs and make arrangements to ensure necessary medical supplies and equipment can be provided in the event of an evacuation (see page 22 of this **GUIDE**)

6 community awareness

- Encourage your friends and neighbors to have a **FAMILY READINESS PLAN** of their own. If you know people who do not have families, consider including them in your plans
- Volunteer with community-based organizations to help those who might need assistance with emergency preparations. Donate to and assist organizations that provide assistance in times of emergencies
- Organize community readiness activities in your local community, schools and neighborhood
- Be aware of your surroundings and keep an eye out for your neighbors

tips for emergency preparation and storage

- Make sure to maintain and store emergency supplies in airtight plastic bags. Keep a supply on hand
- Use waterproof containers, such as plastic bins or buckets, to store last-minute items such as clothing, evacuation supplies, extra groceries and more
- Re-evaluate your **FAMILY READINESS KIT** at least once a year to confirm it still meets your family's needs; update as necessary
- Check and replace batteries according to expiration dates recommended by manufacturer. Keep a large enough supply of fresh batteries on hand to operate radios and other emergency equipment for a period of several days
- Check all clothing items, rain gear, sleeping bags and similar supplies every six (6) months; replace if necessary
- Ask your pharmacist how long prescriptions may be stored and make arrangements to have extra refills

Some situations, such as weather emergencies, may last only a few days. Other health emergencies – an outbreak of communicable disease, for example – may require you to leave the area or shelter inside your home for a period of several days to a few weeks. Your family should make careful decisions about how much food, water and other supplies to have in your emergency stores.

family readiness prepare your

FOOD AND BEVERAGE SUPPLIES

- Canned and nonperishable foods
- Canned or dry milk and fruit juices

WATER

- Plan for 10 – 14 gallons of drinking water per family member
- Store water in a dark, cool place in plastic containers (Water may also be stored in freezer)
- Purchase purified water or purify water prior to storage
 - Water purification tablets
 - Chlorine bleach for purification (if needed)

SUPPLIES FOR BABIES AND CHILDREN

- Diapers, wipes, lotions and hand sanitizer
- Jars of food, powdered formula, dry cereal and prepackaged snacks
- Plastic bottles, liners, extra nipples, pacifiers and teething rings
- Several changes of clothes and two changes of bedding
- Portable playpen or crib as well as stroller and car seat
- Prescription medications, fever and cough medicine and vitamins
- Toys, books, music and stuffed animals

PERSONAL ITEMS FOR EACH FAMILY MEMBER

- Basic personal hygiene items (toothbrush, soap, shampoo, hand sanitizer, etc.)
- Extra clothing, shoes and extra socks
- Rain and cold weather gear
- Glasses/contacts, prescriptions, over-the-counter medicine and vitamins
- Blankets and pillows or sleeping bags
- Enough cash to meet your needs for several days
- Activities and portable electronics and extra batteries
- Surgical/painter's masks or bandanas

kit supplies checklist:

emergency readiness kit now

SUPPLIES FOR THE ELDERLY AND THOSE WITH SPECIAL NEEDS

- Prescription medications (keep a ready supply on hand if possible)
- Oxygen tanks, IVs or other specialized equipment
- Nutritional supplements and special diet items
- Special bedding and extra sweaters or blankets
- Mobility and hearing aids, extra batteries
- Special sanitary supplies
- Food for guide or service dog (if applicable)
- Style and serial number for medical devices (pacemakers, etc.)
- Eyeglasses/magnifying glasses and quiet activities to pass time

CLEANING AND SANITATION SUPPLIES

- Chlorine bleach (pure, unscented)/household disinfectants
- Dishwashing liquid
- Heavy-duty trash bags
- Old rags and towels for cleaning
- Plastic gloves
- Bathroom tissue and facial tissue
- Sewing kit/small repair kit (screwdriver, hammer, etc.)

RADIO AND PHONE EQUIPMENT

- Cell phones, chargers and extra batteries
- Portable radios, AC adapters and extra batteries
- CB/Ham or other radio communication devices
- FAMILY READINESS PLAN** important phone numbers

SAFETY EQUIPMENT AND SUPPLIES

- Battery-operated flashlights and lamps with extra batteries
- Small fire extinguisher
- Sealing tape and plastic sheeting for leaks or broken windows
- If available, emergency generator with extra gasoline and oil

FIRST AID SUPPLIES

- Self-contained First Aid Kit supplemented with:
 - Prescription medications and asthma inhalers
 - Stomach remedies and pain relievers

- Scissors, tweezers and thermometer
- Snake bite kit
- Hot/Cold packs
- Ear and nose drops

PAPERWORK AND VALUABLES

- Driver's license or other ID for EACH family member
- Copies of insurance papers and ID cards for EACH family member
- Physician information and phone numbers, location of nearest medical facilities
- Lists of family medical history
- Lists of drug allergies and prescriptions
- Vehicle registration and proof of insurance
- Bank statements, stocks and bonds
- Deeds, titles and mortgage papers
- Immunization records
- Birth certificates and Social Security cards
- Backups of computer files and/or hard drives

COOKING AND FOOD PREPARATION EQUIPMENT

- Camping cookware or picnic supplies and outdoor cooking utensils
- Square pail for washing dishes
- Bottle opener and manual can opener
- Plastic bags and aluminum foil
- Sterno® or portable cooking fuel for indoor use
- Butane lighter (long neck with safety)

SUPPLIES FOR PETS AND LIVESTOCK

- Pet food and water for several days; pet food dishes
- Pet medications, vitamins and flea treatment (one - [1] month supply is recommended)
- Vaccination tags and veterinary records
- Pet carrier for each pet, collars, leashes and bedding, labeled with your name and contact info
- Pet toys and treats



to-do

Emergency response officials may ask you to **evacuate, shelter-in-place** or move to a **designated emergency shelter**. Do what they ask. Their primary concern is the health and safety of your family and every member of your community.

EVACUATIONS

- Plan your route ahead of time and what transportation you will use
- Fuel and check your car. Have extra keys
- Give yourself plenty of time to evacuate. Do not wait until the last minute; traffic will most likely be heavy
- Plan for family members with special needs (See *Family Members With Special Needs* section on page 22 of this **GUIDE**)
- Plan for pets and livestock
- Have three (3) - five (5) days of emergency supplies ready to travel
- Bring cash; ATMs and credit cards may not work
- Secure your home; lock up and turn off utilities at the source
- If cold weather, ensure that pipes and plants are protected before leaving
- If evacuation is **voluntary** and trusted neighbors will be staying behind, advise them of your plans and leave spare sets of keys so they can check on your property
- If evacuation is **mandatory**, let family, friends and neighbors know how you can be reached
- Stay tuned to news broadcasts for traffic reports, updates and instructions

SHELTERING-IN-PLACE

You may be instructed to shelter-in-place. That simply means, staying put wherever you are. For example, schoolchildren may be advised to shelter at school rather than risk travel if an emergency occurs during school hours. If emergency response officials ask you to shelter-in-place, respect those instructions and do what you are asked. Make sure everyone in your family is aware of your shelter-in-place plan.

AT HOME

- Designate alternate locations for children in case adults are unable to make it home
- Secure your home. If severe weather is approaching, you may want to board windows, bring in outdoor furniture, minimize what could become flying debris. If a biothreat, chemical or toxic spill is likely, consider whether you want to cover windows and doors with plastic sheeting. Listen for instructions from local emergency response officials
- Have your **FAMILY READINESS KIT** ready at all times
- Stay tuned to radio and television news broadcasts for instructions
- Limit phone use to important calls and emergency communication

list for ...

STAYING IN A DESIGNATED EMERGENCY SHELTER

Generally, evacuation is the safest choice for your family, especially if the emergency is due to severe weather. However, emergency response officials may direct you and your family to relocate to a designated emergency shelter. Or, you may decide your family is better prepared to deal with the emergency in a shelter. If a designated emergency shelter may be an option for you and your family, consider the following:

- Listen to local media to know where designated shelters will be set up
- If you have a choice of locations, decide ahead of time where your family will seek shelter. Always seek shelter outside of the “risk” area
- Fuel and check your car. Leave early; traffic will most likely be heavy
- Take ONLY the **bare essentials** for your family. There will not be room for “family treasures” or many personal items
- Have supplies bundled and ready to go. Shelters most likely will NOT be able to provide blankets, pillows and other comforts
- Plan for pets. Most shelters do NOT allow them
- Register at the shelter as soon as you arrive; locate restrooms and exits
- Make sure family checks in at a designated location at the shelter throughout shelter stay
- Be considerate and helpful to other shelter guests and those running the shelter. Shelters are often staffed by volunteers. Be considerate of their stress, the stress of others as well as your own
- Make sure your children know shelter “rules”
- Note that weapons, flammable liquids, alcoholic beverages and illegal drugs are NOT permitted in shelters
- Keep valuables in a safe location; do NOT bring them to a shelter

what to pack when going to a shelter

- Blankets, pillows, sleeping gear
- Nonperishable foods that do not require cooking (five [5]-day supply)
- Important papers (insurance cards, driver’s license, list of medications, etc.)
- Water (one [1] gallon per day per person)
- Extra clothing
- Baby supplies (diapers, formula, food, wipes, quiet toys)
- Flashlight with extra batteries
- Medications
- Disinfectants
- Portable ice chest
- Personal hygiene items
- Quiet family activities (books, cards, puzzles, coloring books, crayons, etc.)

what **not** to bring

- Weapons of any kind
- Alcoholic beverages
- Illegal drugs
- Pets
- Valuables
- Family “treasures”
- Candles, kerosene lamps
- Anything flammable

PETS AND LIVESTOCK

pets

There are two (2) options for dealing with pets during an emergency that requires you and your family to leave home. They are:

- **Boarding.** Be sure and select a location outside of the risk area. Make travel arrangements and reservations in advance. Cost can run \$20 or more per animal per day, depending upon size, special needs and amenities. **Bring pet vaccination records. Many facilities will NOT accept pets without proof of vaccinations**
- **Taking Your Pet With You.** Confirm in advance that the facility at which you plan to stay (hotel, motel, campground, other facility) allows pets. Know the rules. Some hotels allow only pets of a certain size. Others insist that a pet never be left alone. Some require pets be on a leash or in a carrier at all times. When traveling, know where stops will be that are appropriate for your pet to feed, water, exercise and relieve him/herself

In both cases, be sure your pet has identification collar that includes your contact information.

If you decide to stay home rather than evacuate, consider the following:

- Make plans to keep your pet indoors with you until emergency is over
- Have a several-day supply of food, water and other supplies on hand
- Plan how you will handle your pet's bathroom needs during a prolonged stay indoors
- Do not let pets outdoors until local authorities tell you it is safe. Downed power lines, dangerous tree limbs, free-roaming wildlife, air quality and other factors are important in determining when it is safe to go back outside

livestock

- Know in advance where you will keep livestock during severe weather or other health threats and how you will transport them
- Plan travel routes and secondary travel routes. Traffic will most likely be heavy
- Know high-ground areas to protect your livestock from rising water and floods
- If quarantines may be ordered by health authorities, know how you will comply
- Determine how you will keep your livestock fed in case you need to evacuate
- Keep feed, hay, tack, medicine and other supplies stored in locations that will withstand high water and high wind
- Keep traveling equipment (trailers, etc.) ready for use at a moment's notice
- If you evacuate and take small animals with you, be sure you have enough carriers, food, medicine and other supplies ready to go
- Keep a written inventory of livestock holdings, including breeding and expense records. If you lose livestock, you will need this information for insurance purposes
- Be sure your livestock is tagged or branded or has some sort of other identification

SAFE WATER SUPPLY

During many kinds of emergencies where loss of utilities and water is a factor, it may take several days for water and sewer services to be restored. Keep stored water safe to drink and use. **If you are the least bit concerned about the safety of your water supply for drinking, you can purify it by using one of the following methods:**

- **Boil water for 10 minutes** and pour between containers to **replenish oxygen**
- Add **eight (8) drops of liquid chlorine bleach** (5.25 percent *sodium hypochlorite*/NO soap) per gallon
- Add **water purification tablets** following manufacturer's instructions
- Water can be safely **stored for up to six (6) months** in cool, dark places
- To store water in a freezer, do the following:
 - Place in plastic bags or other leak proof containers
 - Only fill about 2/3 (water expands when freezing)
 - Let melt to use



to do list for ...

- **Water stored in plastic containers MUST be purified before using.** (See above for purification techniques)
- Water beds, bathtubs and spare buckets can be used to store extra water. Fill water beds with fresh water and treat with two (2) ounces of bleach per every 120 gallons. **Water stored in bathtubs and buckets should NOT be used for drinking or cooking** but can be used for cleaning and washing

SAFE FOOD STORAGE

Plan ahead to have enough nonperishable food on hand for several days, to use in the event of an emergency that prevents you from having fresh food. To be safe:

- Check all canned food and stored dry goods (rice, flour, etc.) for quality before using
- Pay particular attention to cans that are bent, damaged in any way or have tops that are distorted
- Throw out food and medicine that may have come in to contact with flood water
- **If you are unsure about the safety of your food supply, do NOT eat it**
- Keep a supply of nonperishable foods in the trunk of your car or some other safe location, just in case your primary food supply is damaged or for some other reason cannot be used

YOUR BUSINESS

Use your common sense to “convert” the recommendations in this **GUIDE** for creating a **FAMILY READINESS PLAN** to a **BUSINESS READINESS PLAN**. Talk about planning with your employees and practice your plan.

TAKE CARE OF YOUR EMPLOYEES

- Know if employees have special needs or have family members with special needs
- Cover employee work loads for those who will have to leave to take care of homes or family members
- Encourage employees to have family and home and property emergency planning done in advance
- Decide ahead of time, under what circumstances you will close or relocate your business activities elsewhere
- Will your building provide sheltering-in-place if needed? Can it be a shelter during severe weather? What supplies will be needed?

TAKING CARE OF YOUR WORK AND THAT OF YOUR CLIENTS/CUSTOMERS

- Store valuable papers, files and archive data in a safe location
- Prepare portable backup files that assigned management staff can relocate should the need arise
- Secure your property if you leave (turn off power at the source, etc.)
- Consider adding insurance that covers lost productivity in the event of an emergency
- Cross train key employees to cover other work “stations,” including yours

DISPENSING CLINICS

During certain kinds of health emergencies, **Louisiana Department of Health and Hospitals, Office of Public Health, Emergency Preparedness and Response Team** may set up dispensing sites to dispense medicines or health and safety-related supplies. Should that happen, you and your family will be best served by those running the dispensing sites if you bring the following with you:

- Identification, vaccination records, health insurance, Medicare or Medicaid card
- List of medical conditions, allergies
- List of prescription or over-the-counter medications, vitamins or supplements you are taking

Alternate Family Meeting Place

CONTACTS

Your Local Office of Public Health, Public Health Unit

Your Local Police Department

Your Local Information and Referral Service Helpline

Your Local Fire Department

Your Local United Way

Your Parish Emergency Preparedness Office

Your Local Red Cross Chapter

Your Local Sheriff's Department

Your Local Ambulance Provider

who are you going to call?

Note: During ongoing emergencies such as a flood, ice storm, chemical spill or disease outbreak, please do not call 911 for any reason except to report a life-threatening need. Tune to local television and radio stations to learn what numbers to call if you have any questions or if you need advice on general emergency preparedness and response, and for continuing public health updates.

FAMILY CONTACT INFORMATION

Designated Emergency Contact Person

Phone/Cell/Pager/E-mail

Designated Family Member To Report Problems To Authorities

Phone/Cell/Pager/E-mail

OTHER IMPORTANT NUMBERS

Doctor

Pharmacist

Hospital

Dentist

Other

Other

911 Emergencies ONLY | **411** Information | **511** Non-emergency Ambulance EMT
211 Local Community Resources and Other Social Services “Help Line” Info *(land lines only - no cell phone calls)*