

# Fact Sheet: IN CASE OF EMERGENCY.....

Make a Plan, Build a Kit, Stay Calm



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## How to talk with your kids about your emergency plan

Some easy steps to talk to your family about this include:

- Play a game to learn about and describe different types of situations Guam may encounter (typhoon, earthquake, fire, etc).
- Make your family plan with your children so they help in putting it together.
- Practice how your family would contact each other during an emergency.
- Remind them where the emergency kit is at.

## More information

More fact sheets about how to respond during an emergency are available at the Mayors offices, Guam Homeland Security or online at [ghs.guam.gov](http://ghs.guam.gov).

## The first steps you can take are easy

### Stay calm.

The best action you can take is staying calm. Staying calm gives you the chance to think and use common sense to choose the best option for your family.

Some tips to stay calm include:

- Take a deep breath.
- Review your family plan and your disaster kit.
- Focus on what you have to do for your family

### Make a plan. Follow family safety plan.

Before an emergency happens, fill out your family plan and make sure there are copies in easy-to-find locations like on your fridge, or in your purse, in the car or in your emergency kit.

### Make a kit.

Having an emergency preparedness kit can make it easier for you to be safe during an emergency. The better your kit is, the better prepared you will be during an emergency situation.

### Know what to do. Practice and know how to respond correctly.

Practice. Practice. Practice. *The best way to stay calm is to know what to do without question.* Practicing your family plan, calling to make sure phones work and having the entire family practice response will help keep everyone calm.

# Make a plan for your family

## How will you communicate with everyone?

### How will we contact each other?

Family member who will contact all other family members using texting or landline phones: \_\_\_\_\_

Family member: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Family member: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

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Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

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Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Where will we meet?

Where are places people may possibly be coming from?

Family member: \_\_\_\_\_ Location \_\_\_\_\_

Where will our family meet if something happens?

\_\_\_\_\_

Number for that location: \_\_\_\_\_

### Who do we need to call off island?

There may be some members of our family that live off island that we need to contact during an emergency. This will help reassure everyone in our family that we in Guam are okay.

Family member: \_\_\_\_\_

Off island phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

### Local emergency contacts

The best number for any emergency is 911. If the 911 call center is flooded with calls and overwhelmed, use the following numbers:

Village fire station: \_\_\_\_\_

Village police station: \_\_\_\_\_

### Doctor and hospital info

Guam Memorial Hospital ER: 647-2281

Guam Public Health: 735-7102

Family Doctor: \_\_\_\_\_

Clinic information: \_\_\_\_\_

### Village Mayor

Who is your village mayor?

\_\_\_\_\_

Number for the main office:

\_\_\_\_\_

### Possible shelter locations other than our designated meeting place

Shelter possibility 1

\_\_\_\_\_

Shelter possibility 2:

\_\_\_\_\_

*Note: During an emergency, there is a chance that phone services may be out. If this happens, do not panic. Stick to your family plan and stay informed through the radio and news sources. Find more information sources in JIC's Fact Sheet 1.*

# Make a kit for your family

## How do we store our kit?

Use a plastic bucket or a cooler to store your kit. These items can also be used during times of an emergency for other needs.

If you have a small family you can also use a backpack for your kit.

## Where do we put our kit?

Your kit should be kept in the meeting location so you have immediate access to the items inside.

## Do we need more than one kit?

Make your kit for the size of your family. You can make multiple types of kits including one travel kit, an individual kit, one for your car and one for your workplace.

## You may need additional supplies

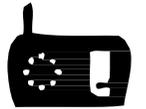
- Portable gas stove
- Paper cups, plates, forks, spoons
- Moist towelettes
- Change of clothing
- Rain gear
- Sturdy shoes for all family members
- 1 comfort item per child (teddy bear, blanket)
- If you have pets, you need supplies for each of the animals



## What are the most important parts of a kit?

### Keep in touch with these

- Have a phone and charger.
- Have your family plan
- Have a crank radio or battery-powered radio. (This is important because the power may go out).
- Copies of insurance papers
- List of prescriptions needed by family members
- Family health records and other important, non-replaceable documents
- Have walkie-talkies



### Critical supplies needed

- Cash
- First aid kit
- Any prescription medicines 3
- gallons of water per person
- 7 days supply of food (canned fruit, vegetables, meat)
- Can opener
- Flashlight and batteries
- Candles and matches
- Wrench and/or pliers
- Blankets
- Sunscreen and insect repellent
- Plastic trash bags/Duct Tape
- Extra pair of glasses or contacts
- Whistle



# Preparing if you have special needs

## Assess your situation to develop your plan

- Are you in good health?
- Are you pregnant?
- Are you 36 weeks or more pregnant?
- Can you move around your home without assistance?
- Do you live in a concrete structure?
- Can you leave your home in the event of an evacuation?
- Do you need a specially equipped vehicle for transportation?
- Are you able to call for help if needed?
- Do you need life-support equipment that needs power?
- Are you able to perform personal care on your own, such as bathing/showering and getting dressed?
- Do you use assistive devices to help perform personal care?
- Can you cook your own meals?
- Do you need someone or assistive devices to help you eat your food?  
Do you have a service animal or any pets?
- Can you care for those pets on your own

## Be honest and plan for YOUR situation.

What can you handle on your own? What do you need help with? Are you caring for anyone that needs help?

Remember, your plan and kit should be something you can use for any emergency. Include medications, medical equipment, and other items you would need for an emergency.

## Talk with family, friends, neighbors to make your plan.

Make a family plan with people who know your situation. They will help you plan for shelter, supplies and what to do if there is a loss of power and water. The people who help you every day can help you plan for medical needs during an emergency. Keep a list of your personal support individuals with their contact information.

## Prepare for a 10 day emergency.

Depending on the emergency, you may need supplies to last for hours, a few days or potentially more than a week. If you have supplies to hold you for ten days, you are likely to have the things you will need during an emergency of any length with or without emergency services. This is very important for people who need medication, have medical concerns or time-sensitive needs. Always keep a large supply of potable water.

## If an emergency happens, stay calm and follow your plan.

The most important thing you can do during any emergency situation is **stay calm**. Use your plan and supplies during an emergency. Stay connected by listening to the radio and TV. Always keep your phone nearby.

## Create a plan to shelter in place.

- In most emergency situations, home may be the safest place. Sheltering in place is often the best option, especially for those who work or live in concrete structures. See Fact Sheet #2 about how to shelter in place. Make sure you can get to a room that has few or no windows.

## Create a plan if you must be moved.

- Although home or work buildings may often be the safest option, there are certain emergencies (ex: flooding) that may require you to be evacuated. Include information about how you would evacuate in your plan. Be familiar with routes to key areas.
  - **If you have mobility issues**
    - o People who are confined to a bed will need to decide the best transportation option

(ambulance or other) available.

- People using a wheelchair need to plan for evacuation using the wheelchair and evacuation if the wheelchair cannot be used. Remember, do not use the elevator during a fire or earthquake.
- If you need to use stairs, discuss lifting and carrying techniques with those who may help you (family, neighbors) during an evacuation.

## **Plan for possible power and water outages in your area.**

- Make sure you have backup plans for powering equipment you need that requires electricity like beds, breathing equipment or infusion pumps. This includes having batteries, possibly a generator or following your plan to move to a medical facility.

## **People who have visual impairments or are blind.**

- Keep a radio or television station on so you can stay informed about the situation.
- If you use a cane, make sure you have one ready to use and stored in a place you can find it easily.
- Be prepared to calm your service animal and keep them on a secure leash. Make sure you have a section in your emergency plan to care for your service pet.
- Prepare to respond if your service animal is not available.
- Instead of regular flashlights, store high-powered flashlights with wide beams.
- Mark your emergency supply kit with Braille, large print or fluorescent tape.

## **People who are deaf or hard of hearing.**

- If you use hearing aids, make sure to store them in the same location so you can find them during an emergency. If possible, store an extra hearing aid in your emergency kit. Keep an extra supply of batteries on hand for your hearing aid.
- Determine which news stations use closed captioning.
- Plan on how to communicate without a hearing aid during an emergency. Keep pencils or paper with your emergency supplies. Consider having cards with a message that says for example, "I use American Sign Language."

## **Make a useful emergency kit**

### **Do you have supplies and medication for 10 days?**

- Use the supply list in Fact Sheet #2 to make your kit. Make sure you have food and water and medicine for ten days.

### **Make copies of important documents and keep them in the kit.**

- Make sure you have copies of the following:
  - Medical insurance, Medicare and Medicaid cards
  - A list of prescriptions needed and dosages
  - Family records (wills, power of attorney, deeds, social security cards, credit cards, bank information and tax records)
  - Insurance papers.



### **What else would help during an emergency?**

- Have extra batteries for any items you need. Have paper and pencil handy in your kit to communicate. Have written instructions for operating any equipment you need. Have instructions on how to manually infuse pumps or equipment.

# Make sure your plan and kit include the following:

## Medications

- If you take medicine, receive medical treatment, or use medical equipment be sure to have what you need for **ten days**. Do not wait to have prescriptions refilled.
- Keep a copy of your prescriptions including name of medication, dose, frequency, and the name and contact information of the prescribing doctor.
- Store your medications in one location in their original containers.
- Ask your doctor or pharmacist about what else you should do to prepare.

## Medical supplies you use every day

- Have an extra ten day supply of any medical supplies you use, such as bandages, colostomy bags or syringes.

## Medical equipment you need

- Work with your doctor or home health care provider to make an emergency plan or backup plan that includes your equipment. Ask important questions like, “How can I get back-up services,” or “What can I do to get ready for power outages if my equipment needs electricity?”
- **If you use electrically-powered medical equipment**
  - o This includes those who use electric beds, breathing equipment or infusion pumps; check your medical supply company and get information regarding a back- up power source such as a battery or generator.
- **If you use oxygen or breathing equipment**
  - o Have enough for at least a seven-day period.
  - o Oxygen tanks should be securely braced so they do not fall over. Call your medical supply company regarding bracing instructions. If you use breathing equipment, have a ten day supply or more of tubing, solutions and medications.
  - o If you use Intravenous (IV) and feeding tube equipment, know if your infusion pump has a battery back-up, and how long it would last using the battery.
  - o Ask your home care provider about manual infusion techniques in case of a power outage.
  - o Have written operating instructions attached to all equipment.
  - o Practice the use of medical equipment with people who will personally support you during an emergency.

## Keep your documents together.

- Make sure you have copies of the following:
  - o Family records (power of attorney, deeds, social security cards, credit cards, bank information, tax records and wills)
  - o Medical insurance, Medicare and Medicaid cards
  - o Instruction manuals for any equipment that you need and use
- Make sure you know the phone numbers to the following:
  - o Family Clinic

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- o Family member or caretaker

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- Put all of these documents in a waterproof container.

## Decide if you need to stay and shelter in place, or go

- If you are pregnant, you should not go to the hospital unless directed by emergency officials. The only time you may be directed to go to the hospital is if you are 36 weeks pregnant or further.
- If you have medical concerns, do not leave or evacuate until directed by emergency officials or your health care provider.

## Make an emergency bag to use if you decide to go

- If you have to leave your home, keep a portable bag with a handle packed that you can carry with you to a medical facility:
  - o Extra clothes
  - o Medications and copies of your important documents listed above
  - o An extra phone charger or radio so you can stay informed