



Emergency Action Plan – Natural Disaster

A natural disaster may include: tornadoes, severe rainstorms, floods, earthquakes, blizzards, ice storms, and snow storms.

Special consideration for individuals with mobility impairment, hearing impairment, visual impairments, speech impairments, and intellectual or developmental disabilities. Please describe individual needs:

- Emergency kit should be available in all settings. A kit should include drinking water, food, flashlight, batteries, battery operated – radio, first aid kit, cell phones, vital documents, disability related supplies (see [Preparing for Disaster - Red Cross](#) or [Preparing Makes Sense - FEMA](#) for full lists of supplies.

Emergency Action Plan – Tornado

- Be alert for changing weather conditions. Look for approaching storms. Tune in to the local weather station or radio for updates.
- Look for the following danger signs:
 - Dark, often greenish sky
 - Large hail
 - A large, dark, low-lying cloud (particularly if rotating)
 - If a storm is approaching and any danger signs are observed, be prepared to take shelter immediately.

If you are in:	Then:
A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)	<ul style="list-style-type: none"> • Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. • Get under a sturdy table and use your arms to protect your head and neck. • Stay away from outside walls and windows.

If you are in:	Then:
A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)	<ul style="list-style-type: none"> • In a high-rise building, go to a small interior room or hallway on the lowest floor possible. • Put on sturdy shoes. • Do not open windows.
A trailer or mobile home	<ul style="list-style-type: none"> • Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.
The outside with no shelter	<ul style="list-style-type: none"> • Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter. • If your vehicle is hit by flying debris while you are driving, pull over and park. • Stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat or other cushion if possible. • If you can safely get noticeably lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands • Do not get under an overpass or bridge. You are safer in a low, flat location. • Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter. • Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

After a tornado:

- After a tornado, be aware of possible structural, electrical or gas-leak hazards in your home.
- In general, if damage to the home / building is suspected, shut off electrical power, natural gas and propane tanks to avoid fire, electrocution or explosions.
- If it is dark when inspecting the home, use a flashlight rather than a candle or torch to avoid the risk of fire or explosion in a damaged home.
- If there are frayed wiring or sparks, or if there is an odor of something burning, immediately shut off the electrical system at the main circuit breaker if it has not been done already.
- If you smell gas or suspect a leak, turn off the main gas valve, open all windows and leave the house immediately. Notify the gas company, the police or fire departments, or State Fire

Marshal's office and do not turn on the lights, light matches, smoke or do anything that could cause a spark. Do not return to your house until you are told it is safe to do so.

Emergency Action Plan – Flood

If a flood is likely in your area, you should:

- Listen to the radio or television for information.
- Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Be aware of stream, drainage channels, canyons and other areas known to flood suddenly. Flash floods can occur in these areas with or without typical warnings such as rain clouds or heavy rain.

If you must prepare to evacuate, you should do the following:

- Secure your home. If you have time, bring in outdoor furniture. Move essential items to an upper floor.
- Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.
- Gather medications and supplies for persons served.
- Call emergency contacts for persons served to notify of situation.

If you have to leave your home, remember these evacuation tips:

- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be swept away quickly.
- Do not camp or park your vehicle along streams, rivers or creeks, particularly during threatening conditions

Emergency Action Plan – Severe Storms

If a severe storm is in the area:

- Keep an eye on the sky. Look for darkening skies, flashes of light or increasing wind. Listen for the sound of thunder. If you can hear thunder, you are close enough to be struck by lightning.
- Blowing debris or the sound of an approaching tornado may alert you. Tornado danger signs included dark, almost greenish sky; large hail; a large, dark, low-lying cloud or a loud roar, similar to a freight train.
- Heed shelter or evacuation requests made by officials or announcements on radio/television.
- Gather house members, bring pets indoors and have your emergency supply kit ready.
- Close outside doors and window blinds, shades or curtains. Stay away from doors, windows and exterior walls. Stay in the shelter location until the danger has passed.
- During lightning, do not use wired telephones, touch electrical appliances or use running water. Cordless or cellular telephones are safe to use.
- Remember the 30/30 Lightning Safety Rule: Go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.

- If it has been raining hard for several hours, or steadily raining for several days, be alert to the possibility of a flood.
 - Do not walk through flowing water. Drowning is the number one cause of flood deaths. Six inches of swiftly moving water can knock you off your feet.
 - Stay indoors and limit travel to only absolutely necessary trips. Listen to radio/television for updates.
-

Emergency Action Plan – Winter Storms and Extreme Cold

- Stay indoors during the storm.
- Walk carefully on snowy, icy, walkways.
- Avoid overexertion when shoveling snow. Overexertion can bring on a heart attack—a major cause of death in the winter. If you must shovel snow, stretch before going outside.
- Keep dry. Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating value and transmits heat rapidly.
- Watch for signs of frostbite. These include loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.
- Watch for signs of hypothermia. These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion. If symptoms of hypothermia are detected, get the victim to a warm location, remove wet clothing, warm the center of the body first and give warm, non-alcoholic beverages if the victim is conscious. Get medical help as soon as possible.
- Drive only if it is absolutely necessary. If you must drive: travel in the day; don't travel alone; keep others informed of your schedule; stay on main roads and avoid back road shortcuts.
- Let someone know your destination, your route, and when you expect to arrive. If your car gets stuck along the way, help can be sent along your predetermined route.
- If the pipes freeze, remove any insulation or layers of newspapers and wrap pipes in rags. Completely open all faucets and pour hot water over the pipes, starting where they were most exposed to the cold (or where the cold was most likely to penetrate).
- Do not use kerosene space heaters.

Dress for the weather:

- If you must go outside, wear several layers of loose-fitting, lightweight, warm clothing rather than one layer of heavy clothing. The outer garments should be tightly woven and water repellent.
- Wear mittens, which are warmer than gloves.
- Wear a hat. A hat will prevent loss of body heat.
- Cover your mouth with a scarf to protect your lungs

Source: FEMA <http://www.ready.gov/tornadoes>

Practice drills should be conducted twice a year. Drills should be documented.

Natural Disaster Drill Check List – note date / initial entry

Review procedure with all staff and persons served.											
Practice evacuation procedures.											
Update /verify telephone and contact lists.											

Name and initials:

1. _____
2. _____
3. _____
4. _____
5. _____