



Disaster Preparedness Planning Guide for Mobile Home and Recreational Vehicle Owners/ Residents and/or Occupants

PURPOSE

This toolkit is a three part guideline toolkit. Part II of this toolkit is geared towards residents/occupants of mobile home and recreational vehicle parks to provide residents' basic emergency preparedness tools and guidance in order to reduce their risk to health and safety when faced with a disaster. After a major disaster, emergency responders may not be able to reach everyone right away. In some cases it may take three or more days for help to arrive. By planning ahead, you are preparing now for an unforeseeable emergency in the future.

INTRODUCTION

Hurricane season begins June 1st and ends November 30th. Emergency preparedness begins with personal preparation and personal awareness. Even hurricane straps or other tie-downs will not protect a mobile home from the wind gusts associated with a tornado or hurricane. No matter the category of storm, whenever an evacuation order is given, all mobile and manufactured home residents must strongly consider to evacuate. Don't assume that every shelter will be open during every emergency activation.

The deadliest hazard in a hurricane is the storm surge- the change in the water level that is due to the presence of the storm and primarily caused by the strong winds in a hurricane or tropical storm. Because a storm surge is not a gradual rising of water but a rush of water sweeping everything and anything in its path, it is extremely important to heed the authorities warnings and plan ahead.

Before a disaster strikes, be Prepared! What would you do after a major disaster, such as a hurricane, tornado, etc., if you had no water or food, no electricity, no car or bike and no telephone service? After a major disaster, emergency responders may not be able to reach everyone right away. In some cases it may take three or more days for help to arrive. Having a disaster plan will help to ensure you and your families are safe and more comfortable for at least three to seven days before help may arrive.

A. EVACUATION AND/OR SHELTER IN PLACE

The decision to evacuate or stay home should be one that must be based on whether your area is under a recommended (voluntary) evacuation or a mandatory evacuation order. For hazards that allow communities time to prepare ahead of time, it is possible to have people evacuate the area. Hazards that fall into this category are hurricanes, wildfires, geo-hazards (earthquakes, volcanoes) and floods. No matter the category of storm, whenever an evacuation order is given, all mobile and manufactured home residents must strongly consider to evacuate. Don't assume that every shelter will be open during every emergency activation.

If you are going to stay and shelter in place:

While mobile homes are never a safe place to ride out a storm, if you are not under a mandatory evacuation order, and YOU decide to stay home and shelter in place, here are some questions for you to consider and make additional preparations:

1. Do you know, or are you aware, if your mobile home/RV park is within a surge or flood zone? Is rising water an issue in your park, or even around your home?
2. Is your home structurally capable of withstanding tropical storm or hurricane force winds?
3. Do the openings in your home (windows, sliding glass doors, etc.) have shutters to block wind and rain out? How long will it take you to put up shutters or board up your home?
4. If you have trees around your mobile home, trim the trees ahead of time to minimize damage to your home or someone else's home
5. If you have no garage or carport, locate a "protected" spot to park your car. A good location might be on the (leeward) side of the house away from the main wind forces
6. Are there any loose items located outside your home, such as lawn furniture, lawn equipment, grills, toys, bikes? These items will need to be stored inside before a storm to avoid becoming deadly missiles if picked up by storm winds
7. Inform relatives or friends that you have decided to stay home and ride out the storm
8. Make sure you keep your important papers (insurance, registration, title, bank papers, social security cards, etc.) in a safe location other than in your mobile home.
9. If you have decided to stay home, have a mobile home contractor install or fortify tie-downs or straps on your mobile home. While mobile homes are never a safe place to ride out a storm, tie-downs and hurricane straps can prevent your mobile home from coming loose and causing damage or blocking the right-of-way.
10. Do you have a disaster supply kit for you and your family members?
11. Do you or any of your family members have any special needs that will require assistance before, during, and after the storm?
12. Does your disaster supply kit include non-perishable food and water for up to 10 days?
See Attachment B
13. Do you or any of your family members have a service animal that you or your family member will depend on, before, during, and after the storm?
14. Do you have a disaster supply kit for your service animal?
15. If you or a family member has any special needs, have you registered with your local Special Needs Shelter during their enrollment period? Check your local County Health Department for information on when and how to register
16. Do you feel your home will be a "livable" space (without utilities and normal services) after the storm when all the utilities and normal services are lost (maybe up to two weeks after a disaster)?

If you are going to evacuate:

An evacuation order is given to get people away from the deadliest part of a hurricane – storm surge. Evacuation levels are based on elevation above ground that could be inundated by the surge driven ashore during a storm. There is one notable exception to this: all mobile homes, regardless of their elevation, must be evacuated. They are vulnerable to the high winds of a hurricane and flying debris.

If you are going to a public emergency shelter, it is important to remember that most shelters DO NOT PERMIT PETS, although they DO PERMIT SERVICE ANIMALS. If there are residents that require the use of a service animal, know what shelters in your area allow service animals. If your regional shelter does not accept pets, consider recruiting friends or family members who can host your pet in their home, boarding your pet at a secure veterinarian's office or even a hotel.

B. SPECIAL NEEDS RESIDENTS/OCCUPANTS – SPECIAL NEEDS SHELTERS

It is important to note that a special needs shelter is a shelter of last resort - a place to go when you or the person you care for has no other sheltering option. Residents requiring to go to a Special Needs Shelter (SNS) should be registered ahead of time with your local county emergency management. Contact your local emergency management office for dates for registration period.

If a resident(s) is medically dependent on electricity, oxygen, need transportation to evacuate, or assistance due to a disability, encourage resident(s) to register through your county's Special Needs Registry. Each county handles the registry of persons with special needs and the services a little differently.

- Know the evacuation route for your city or county area and the Emergency information radio station to tune into for evacuation notices
- Know where the nearest approved shelters are located within your county

Guidelines for admittance to special needs shelters may vary from county to county, so make sure that you contact your local management office before you offer information to park residents/occupants that may not be accurate.

C. PETS

If you are going to a public emergency shelter, it is important to remember that most shelters DO NOT PERMIT PETS, although they DO PERMIT SERVICE ANIMALS. If there are residents that require the use of a service animal, know what shelters in your area allow service animals. If your regional shelter does not accept pets, consider recruiting friends or family members who can host your pet in their home, boarding your pet at a secure veterinarian's office or even a hotel.

For admittance to a public shelter for service animals or a private kennel for pets, they need to be up-to-date on all shots and vaccinations. This is a recommended list of items you should include in a pet's survival kit:

- A crate or carrier
- Leash and collar with proper identification
- Two-week supply of water and food (dry or moist and canned with a manual can-opener)
- Water and food dishes
- Cat litter and litter pan
- Toys and treats
- Sleeping pad or blankets
- Emergency phone numbers for veterinarian, animal shelters, friends and relatives
- Photo of the pet with you (to prove you are the owner)
- Veterinary records with rabies certificate and current license tag number
- Medications with instructions for dosage
- Cleaning supplies (newspaper, plastic bags with ties, paper towels, disinfectant spray)

D. FLOODS

Flood Watch means that there is the possibility of flooding.

Flood Warning means that flooding has begun or is imminent.

Prior to rainfall due to storms, or hurricane, flooding can pose a serious risk.

- Know the elevation of the mobile home and/or RV park in relation to rivers, lakes or nearby streams. Make sure that you include these in your park's evacuation map routes
- Know if your mobile home and/or recreational vehicle park is located in a flood zone. Want to know if a mobile home or RV park is located in a flood zone? Use the following link to find the flood map:

FEMA <https://msc.fema.gov/portal>

Following heavy rainfall, flooding can pose a serious risk of drowning and injury. In addition to the risk associated with driving through moving water, there is health risk associated with standing water. The following are recommendations for Post-flood clean up:

- Clean up debris carefully to avoid injury and contamination
- Chainsaws should only be operated in safe conditions (not in water soaked areas) and by people who are experienced in proper use
- Lift heavy debris by bending knees and using legs to help lift
- Wear shoes to avoid injury to the feet from glass, nails or other sharp objects
- Avoid contact with downed power lines
- Be alert to wildlife (snakes, alligators, etc.) that may have been displaced as a result of the flood or storm. If you see a snake or other wildlife, back away from it slowly and do not touch it. If the snake is in your home, immediately call the animal control agency in your county
- Basic hygiene is very important during this emergency period. Always wash your hands with soap and water. Use only water that has been boiled or disinfected for washing hands before eating, after toilet use, after helping in cleanup activities and after handling items contaminated by floodwater or sewage.
- If you come in contact with flood water, thoroughly rinse any exposed body parts with soap and clean water to reduce the chance of illness
- Flood water may contain fecal matter from sewage systems, agricultural and industrial waste and septic tanks. If you have open cuts or sores exposed to the floodwater, keep them as clean as possible by washing them with soap and disinfected or boiled water
- Apply antibiotic cream to reduce the risk of infection. If a wound or sore develops redness, swelling or drainage, see a physician
- Do not allow children to play in floodwater. They can be exposed to water contaminated with fecal matter
- Do not allow children to play with toys that have been in floodwater until the toys have been disinfected. Use 1/4 cup of bleach in 1 gallon of water to disinfect toys and other items

E. FLOODED WELLS- PRIVATE WELL OWNERS

The following is suggested criteria to be used when a private well should be tested if flooded:

1. The property is in the flooded area and the well has been inundated by flood water.
2. A private well within 1 mile of the flooding that has had a significant change in one or more of the following water characteristics: color, clarity, taste, odor and evidence of debris, algae or other aquatic life (minnows).
3. If you are a resident outside the directly impacted area(s) and want your well water sampling, the requests should be handled on a need basis and as per respective County Health Department (CHD) requirements.

Instructions for Sampling Well Water by Residents: Drinking Water Samples:

1. Sample bags/bottles are sterile and contain a chlorine neutralizer (white tablet). PLEASE BE VERY CAREFUL - DO NOT TOUCH THE OPENING OR INSIDE SURFACES OF THE BAG/BOTTLE. DO NOT REMOVE THE WHITE TABLET. DO NOT RINSE THE CONTAINER.
2. Flush the line by running water for at least five minutes, or until the water is clear. It is important to flush the line of any bacterial growth since the water was last used.
3. Adjust the flow to the tap to the diameter of a pencil. Fill the sample bag/bottle to the upper fill line, leaving one-inch of air space and seal the bag (bags have instructions on back). Samples with less than 100ml will be rejected.
4. All samples collected must be stored in a cooler with an ice pack. DO NOT use 'wet' ice. Samples are only valid for a limited time after collection so must be delivered to your County Health Department or local laboratory within 4 hours of collecting the sample when shipping is necessary, if at all possible. Within 29 hours of sampling when delivered directly to the lab.
5. Fill out the required fields on the sample submission form.
System Name: the name of the owner, property, business, resident
Address: property address include the city and zip code (fill in county also)
Collector's Name (phone number so unsatisfactory tests can be reported)
Sample Site: Full address of the site sampled if different from above
Supply Type: private home well, or community system or limited use
Date/Time Collected: required for sample acceptance
Indicate that the sample is for "MONTH, YEAR" flooding
6. Place the submittal form in a plastic bag in the cooler to prevent the paper from getting wet in transit. Do not store samples in a hot vehicle or in sunlight.
7. Deliver the water sample to the designated County Health Department drop-off location (which may be the CHD laboratory).

F. SEWAGE

Following a storm, you may experience problems with flood waters that are contaminated with sewage, or with the operation of your sewage treatment system. If you have a septic system that runs by a dosing pump, it will not work without electricity. Without the pump working, the septic tank will fill and may cause backup of sewage in your home.

General precautions:

- Do not let children play in flood waters, as these waters may be contaminated by sewage
- If you live in a low-lying or flood-prone area, the ground in your area may be soaked. You should use household water as little as possible to prevent backup of sewage into your home
- Shower and wash hands with soap and water immediately after cleanup efforts, as well as before eating or drinking
- Do not store clean work clothes with used work clothes

If sewage backs up into your home:

- If a sewage backup has happened in your home, stay out of affected areas and keep children away. If your entire home has been soaked, abandon the home until all affected areas, including but not limited to carpets, rugs, sheetrock, drywall and baseboards, have been thoroughly cleaned and disinfected.
- If sewage has overflowed in open areas or streets avoid these areas and do not let children play in these areas.
- If you are having problems in areas served by public sewer systems, please contact your utility company to make sure they are aware of problems in your area.

How to clean up sewage contaminated items and sewage spills inside your home:

- Wear protective clothing such as rubber boots and waterproof gloves.
- Clean walls, hard-surfaced floors, and other household surfaces with soap and water and disinfect with a solution of 1/4 cup of bleach in 1 gallon of water. Once cleanup is complete, dry out affected items to prevent the growth of mold.
- Do not mix ammonia cleansers with bleach as toxic fumes will form.
- Wash all linens and clothing in hot water or have them dry cleaned.
- Discard items that cannot be washed or dry cleaned, such as mattresses, carpeting, wall coverings and upholstered furniture.

For spills outside your home:

- Contact your public utility or a registered septic tank contractor for clean up.
- Minor spills requiring instant attention may be disinfected with regular garden lime from a garden shop. Follow the lime container's label instructions for personal protective equipment needed. Use lime outdoors only.
- Sprinkle the lime onto the spill so it is dusted mostly white on the surface. After a day, rake up the thicker deposit and place it in a trash bag for disposal. Use a sprinkler or hose to water the remainder into the soil.
- Let the area dry in the sun a day before allowing access. If there is still white lime dust visible on the yard, water it until the white dust is gone.

G. CARBON MONOXIDE

In the aftermath of a disaster (storms, hurricane, flooding waters, etc.), it is important to avoid, and prevent, exposure to carbon monoxide (CO) due to use of gas-powered appliances and charcoal or gas grills.

Depending on the level of exposure, CO may cause fatigue, weakness, chest pains for those with heart disease, shortness of breath upon exertion, nausea, vomiting, headaches, confusion, lack of coordination, impaired vision, loss of consciousness, and in severe cases, death.

Make a point of checking your carbon monoxide (CO) detectors by following these recommendations:

- Install battery-operated CO alarms or plug-in CO alarms with battery back-up in your home, according to the manufacturer's installation instructions. The CO alarms should be certified to the requirements of the latest safety standards for CO alarms (UL 2034, IAS 6-96, or CSA 6.19.01).
- Test your CO alarms frequently and replace dead batteries

The following precautions are recommended to help prevent carbon monoxide poisoning:

- Do not burn charcoal or gas grills inside a house, garage, vehicle, tent or fireplace
- Do not use gas-powered generators or pressure washers indoors, not even in the garage
- Avoid using unvented gas, propane, or kerosene heaters in enclosed spaces, especially sleeping areas
- **ALWAYS** locate the generator unit outdoors on a dry surface, away from doors, windows, vents, and air conditioning equipment that could allow CO to come indoors. Follow the instructions that come with your generator
- Remember that you cannot see or smell CO and portable generators can produce high levels of CO very quickly. If you start to feel sick, dizzy, or weak while using a generator, get to fresh air RIGHT AWAY. DO NOT DELAY.
- If you suspect you are experiencing any symptoms of CO poisoning, open doors and windows, turn off gas appliances and go outside. In cases of severe CO poisoning, call 911 emergency services or the nearest Poison Information Center at 1-800-222-1222. If the victim has collapsed or is not breathing, call 911 immediately.

H. FIRE SAFETY

Fire spreads quickly and an entire structure may rapidly become engulfed in flames. Here are some steps that you can take to minimize the dangers associated with fires in your home.

- Check that you have properly working smoke detectors throughout your home. If one of more of your smoke detectors are battery operated, replace the batteries every year or sooner if necessary. **TIP:** remember to change your smoke detector batteries the same day as daylight savings time
- Check that you have properly working fire extinguishers. These have an expiration date that you can check. Make sure that you know how to use a fire extinguisher. If not sure, you can contact your local fire department and ask fire department staff what is the appropriate way to use a fire extinguisher and how to check for the expiration date
- Plan for at least two escape routes out of your mobile home. Practice the escape routes regularly so everyone is familiar with the procedure and the escape routes.
- Check your cooling, heating, and electrical systems and make sure they are properly maintained and are in good working order. Change filters as recommended by the manufacturer
- Do **Not** overload your electrical system by connecting too many appliances
- Keep matches, lighters, and candles away from children. Children tend to be curious about fire and they tend to hide when they are frightened. Practice fire drills with your children so they become familiar with the fire drill, the escape routes, and are able to escape the home in case something would happen to the adult(s) in the family in case of a fire
- Store important documents, such as birth certificates, marriage licenses, social security cards, home title and/or registration, insurance papers, bank information, or any other important document (that would be needed and somewhat difficult to replace in case of a fire), in a fire-proof box or in the refrigerator. If renting a safety deposit box is possible, contact your local bank about this service and fees that they charge.
- Be especially careful when displaying holiday decorations
- Make a list of what you have in your home (personal possessions; furniture, clothing, appliances, etc.), and if possible take a photograph of your possessions. Keep the list and/or photos up to date and store them along with the other important documents.

Prevent Fire Hazards by:

- Using battery-powered lanterns and flashlights
- NEVER use candles

I. WILDFIRES

Wildfire smoke is a respiratory irritant, which can cause scratchy throat, or irritated eyes and nose. Smoke can also worsen asthma, and other chronic lung or heart conditions. Dust generated from increased wildfire response activity on dirt roads may also worsen these conditions.

How to protect your family from smoke:

- Pay attention to local air quality reports, news coverage or health warnings related to smoke
- Avoid prolonged outdoor activities. This is especially important for children and persons with pre-existing medical conditions
- Stay indoors and run your air conditioner, if you have one. Keep the fresh air intake closed and the filter clean to prevent bringing additional smoke inside. For best results, run the air conditioning with recirculated air.

Note: If you do not have an air conditioner, staying inside with the windows closed may be dangerous in extremely hot weather. In these cases, seek alternative shelter.

- Help keep particle levels lower inside. When smoke levels are high, try to avoid using anything that burns, such as wood fireplaces, gas logs, gas stoves and candles. Do not vacuum, which stirs up particles already inside your home. Do not smoke.
- Follow your doctor's advice about taking medicines and following your asthma management plan if you have asthma or other lung disease. Call your doctor if your symptoms worsen.

If you have respiratory problems and can't reach my doctor, where should you go?

If you have a medical emergency, you should call 911 or go to the hospital emergency room immediately.

When Wildfire Threatens

If you are warned that a wildfire is threatening your area, listen to your battery-operated radio for reports and evacuation information. Follow the instructions of local officials.

- Back your car into the garage or park it in an open space facing the direction of escape
- Shut doors and roll up windows
- Leave the key in the ignition
- Close garage windows and doors, but leave them un-locked
- Disconnect automatic garage door openers

What to do if you are told to evacuate your mobile home due to a wildfire

If you are told to evacuate your home, do so immediately:

- Wear protective clothing: sturdy shoes, long pants, cotton or woolen clothing, a long-sleeved shirt, gloves and a handkerchief to protect your face
- Lock your home
- Tell someone when you left and where you are going
- If no evacuation route has been put in place, choose a route away from fire hazards and watch for changes in speed and direction of fire and smoke

Here are recommendations for what to bring with you:

- Important family documents (birth certificates, wills and insurance policies)
- valuables and your family emergency supply kit. Your kit should contain enough food, water and supplies to sustain your family and your pets for at least three days.
- Do not forget any medications or special items such as a first aid kit. Store these supplies in sturdy, easy-to-carry containers such as backpacks, duffle bags, or trash containers. Your kit should include:
 - A three-day supply of water (one gallon per person per day) and food that won't spoil
 - One change of clothing and footwear per person and one blanket or sleeping bag per person
 - A first aid kit that includes your family's prescription medications
 - Emergency tools including a battery-powered radio, flashlight, and plenty of extra batteries
 - An extra set of car keys and a credit card, cash, or traveler's checks
 - Sanitation supplies
 - Special items for infant, elderly, or disabled family members
 - An extra pair of eyeglasses

J. PREVENTING MOSQUITO-BORNE ILLNESS

Heavy rains and flooding can lead to an increase in mosquitoes. Mosquitoes are most active at sunrise and sunset. To protect against mosquitoes, follow the suggestions below:

DRAIN standing water:

- Drain water from garbage cans, buckets, pool covers, coolers, toys, flowerpots or any other containers where sprinkler or rainwater has collected
- Discarded old tires, drums, bottles, cans, pots and pans, broken appliances and other items that aren't being used
- Empty and clean birdbaths and pet's water bowls at least once or twice a week
- Protect boats and vehicles from rain with tarps that don't accumulate water
- Maintain swimming pools in good condition and appropriately chlorinated. Empty plastic swimming pools when not in use

COVER your skin with:

- **CLOTHING** - If you must be outside when mosquitoes are active, cover up. Wear shoes, socks, long pants and long sleeves
- **REPELLENT** - Apply mosquito repellent to bare skin and clothing. Always use repellents according to the label. Repellents with 10-30 percent DEET, picaridin, oil of lemon eucalyptus, and IR3535 are effective
- Use mosquito netting to protect children younger than 2 months old
- **COVER** doors and windows with screens: Keep mosquitoes out of your house. Repair broken screening on windows, doors, porches and patios

Tips on Eliminating Mosquito Breeding Sites

- Clean out eaves, troughs and gutters
- Remove old tires or drill holes in those used in playgrounds to drain
- Turn over or remove empty plastic pots
- Pick up all beverage containers and cups
- Check tarps on boats or other equipment that may collect water
- Pump out bilges on boats
- Replace water in birdbaths and pet or other animal feeding dishes at least once a week
- Change water in plant trays, including hanging plants, at least once a week
- Remove vegetation or obstructions in drainage ditches that prevent the flow of water

K. Recreational Vehicles (RVs)

RVs should be evacuated in the event of a flood (watch or warning) or in the case where the RV will not block the park streets or pose a problem to park residents and guest that are also evacuating in their personal vehicles. Recreational vehicles (RVs) should not be used for immediate emergency evacuations. RVs pose a threat of blocking the park streets while trying to unhooking the RV and exiting the space they occupy.

If the RV is being evacuated from the park (due to flood warning or watch, a forecasted storm, or hurricane), please follow the evacuation route established by park management. Before evacuating the park, be sure that you have disconnected water, sewer, and electrical connections as well as securing any propane tanks that you may have used.

As soon as you know there is a mandatory evacuation for your park, or area, load up your RV and head out. Don't wait too long and chance being stalled in heavy traffic with unprepared, last minute evacuees.

Examples of Evacuation Sites:

These are just a few examples of predetermined buildings/sites that may be used to evacuate residents to in case of a natural disaster or an emergency that would require an evacuation. The decision to make these buildings/facilities is dependent upon park owners/managers/operators for buildings/facilities within the park and/or local government authorities for city, county, or local government or entities outside park property. Mobile home/RV park owners/managers/operators would need to make prior arrangements and establish agreements prior to use as evacuation sites.

1. Mobile Home Park Club House
2. Local High School Gymnasium
3. Local Park Community Center
4. Local Civic Center
5. Designated shelters- Special Needs Shelter if you have registered ahead of time
6. Red Cross designated safe place
7. Local Fair Grounds
8. Another city or county government agency designated safe place

Using your RV as a temporary home due to an evacuation

If you are aware that you are in an evacuation zone and anticipate using your RV as temporary living, here are a few tips to get your RV "storm ready":

- Know evacuation routes and plan your evacuation accordingly while following local authorities instructions
- Get a full tank of gas. After a storm, fuel may be in short supply.
- Top off your propane gas tank to avoid long lines at gas stations
- Store emergency supplies in your RV. Basic items include:
 - First aid kit
 - One gallon of water per day per person (3 to 7 days)
 - Non-perishable food items (3 to 7 days)
 - Any prescription medications you take, or anticipate needing
 - Keep portable radio and extra batteries
 - Keep cell phones charged and equipment to charge easily accesible
 - Place insurance documents (motor vehicle, auto, home), vehicle registration, title and any other important documents in a waterproof bag and keep them with you

ATTACHMENT A – DISASTER SUPPLY KIT

An emergency supply kit for your home or an evacuation should include items from six basic areas: (1) water, (2) food, (3) first aid supplies and medications, (4) clothing and bedding, (5) tools and emergency supplies, and (6) important family documents. You will need a supply kit if you must stay at home. It is important to assemble your kit well in advance of an emergency. It is also valuable if you evacuate to a place other than a general public shelter or if you're unsure of the shelter supplies. If possible, make arrangements to stay with a friend or relative who resides closest to your home and who will not have to evacuate. If a hotel or motel is your final intended destination during an evacuation, make reservations before you leave.

Tips for Making Your Kit

- Keep loose items in airtight plastic bags.
- Gather the kit's items in easy-to-carry containers or duffle bags. Put kit within reach of your most regularly used exit.
- Check and update your kit and family needs at least once a year.

Tips for Water & Food Supplies

- A normally active person needs to drink at least two quarts of water daily. Heat and intense activity can double this amount. Children, nursing mothers and those with special needs may require more.
- Food preparation and sanitation require another two quarts (minimum) per person daily.
- Purchased bottled water that has been sealed is best for storage. It meets FDA guidelines for food, is not as vulnerable to temperature changes as unsealed water and has no shelf life. (Some bottles do have expiration dates, but this is mainly for inventory control.) If for any reason you must disinfect water, use unscented bleach in the ratio of 8 drops per gallon, about 1/8 teaspoon, and let the mixture sit 30 minutes before use.
- Choose compact, lightweight foods that do not require refrigeration, cooking or preparation and foods that use little or no water.
- Hand washing with soap and water is extremely important. However, in the event water for hand washing is unavailable, use alcohol-based sanitizer.

Recommendations for at least a three-day supply of food and water in your kit, including:

- One gallon of water per person per day
 - Ready-to-eat canned foods, fruits and vegetables
 - Staples (salt, sugar, pepper, spices, etc.)
 - Powdered milk and canned juices
 - High-energy snacks, non-perishables (protein or fruit bars, nuts, crackers, whole grains)
 - Food for infants and individuals with special needs
 - Comfort/stress foods
 - Pedialyte (to restore hydration if needed)
 - Mess kits or paper cups, plates and plastic utensils
 - Non-electric can opener, cooking tools, utility knife
 - Pet food and extra water for your pet
- For tools and emergency supplies

Recommendations for tools and emergency supplies:

- Cash or traveler's checks, coins
- Map of the area for locating shelters, local maps
- Extra set of car keys and house keys
- Battery-operated radio and flashlight, extra batteries
- Cell phone with chargers
- Fire extinguisher
- Pliers or wrench to turn off household water and/or gas
- Compass, signal flare, whistle and tube tent
- Plastic sheeting, storage containers and bucket with tight lid
- Garbage bags and plastic ties for sanitation
- Tape (duct, masking)
- Candles and Matches in a waterproof container
- Paper, pencil
- Needles, thread
- Medicine dropper
- Aluminum foil
- Toilet paper, moistened towelettes and towels
- Soap, liquid detergent, disinfectant and unscented household chlorine bleach
- Feminine supplies and personal hygiene items
- Infant supplies (diapers, bottles and pacifiers)

Recommendations for Clothing and Bedding Supplies:

- At least one complete change of clothing and footwear per person
- Sturdy shoes, work boots, hats and gloves
- A sleeping bag or warm blanket for each person
- Rain gear

Recommendations for having first aid kits for your home and cars, including:

- A three-day supply of each person's vital medications
- Prescription drugs in original packaging (bottles)
- Sterile adhesive bandages in assorted sizes
- 2-inch and 4-inch sterile gauze pads (4–6)
- 2-inch and 3-inch sterile roller bandages (3 rolls)
- Triangular bandages (3)
- Latex gloves (at least 2 pairs)
- Cleansing agent, soap and moistened towelettes
- Antiseptic and antibiotic ointment
- Petroleum jelly or other lubricant
- Assorted sizes of safety pins
- Scissors, tweezers, needle and thermometer
- Tongue depressors (2)
- Non-prescription drugs
- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication, antacid and laxative
- Sunscreen
- Mosquito repellent, with DEET when appropriate
- Extra prescription glasses, sunglasses and/or contact lenses

- Hearing aid and batteries
- Personal items required to perform basic daily functions

Copies of the following important family documents are kept in a waterproof, portable container within kits:

- Family records (birth, marriage, death certificates) and wills
- Current photographs of family members
- Insurance policies
- Contracts and deeds
- Stocks and bonds
- Social Security cards and passports
- Immunization records and prescriptions
- Bank account numbers
- Credit card account numbers and company names and telephone numbers
- Inventory of valuable household goods

ATTACHMENT B- MOBILE HOME/RV PARK RESIDENTS' EMERGENCY CONTACT LIST

EMERGENCY CONTACT	NUMBER	OTHER
Police Department		Non-Emergency #:
Sheriff's Department		Non-Emergency #:
Fire Department - local		Non-Emergency #:
Fire Department – county (if applicable)		Non-Emergency #:
Ambulance Services/Company		
Hospital- Name:		
Local Coroner's Office:		After Hours:
Funeral Home:		After Hours:
Local Shelter:		Accepting (circle one) Pets or Service Animals: Yes No
Special Needs Shelter:		Accepting (circle one) Pets or Service Animals: Yes No
Utility Contacts:		
Water:		
Electric:		
Gas:		
Garbage:		
Solid Waste Disposal:		
Plumber:		
Electrician:		
Heating and Air Contractor		
Local County Health Department		Office Hours:
County Emergency Manager		
Local Mental Health Center		

ATTACHMENT C- Ready to Eat: NO COOK Foods Considerations Checklist

The following is a suggestion of foods that do not require cooking and are considered non-perishable. This is only a suggestion list and not a requirement. Personal preferences may not include items in this list.

Meals Ready to Eat (MREs): heat sensitive

Energy bars (high calorie)

Sugar or sugar substitute

Salt and Pepper

Whole grain cereals

Almonds and other nuts (if no food allergies for residents or staff)

Canned ready to eat foods

Canned pasta

Peanut butter (if no food allergies for residents or staff)

Trail Mix (if no food allergies for residents or staff)

Jerky

Dried fruit

Canned fruit

Applesauce/fruit cups

Fruit leather

Rice cakes

Crackers/Triscuits/ Salt-free Crackers

Hard candies

Tuna packs

Cookies

Cheese spread in jars

Pudding cups

Breakfast bars

Sunflower seeds

Potable drinking water (1 gallon per person per day- suggested 3 to 7 day supply)

Shelf-stable juice (boxes or cans)

Gatorade mix

Cocoa mix

Instant coffee

Packets of dry milk

Shelf stable milk/almond milk/soy milk

Suggested Utensils:

Paper or Plastic Dishes

Plastic utensils

Metal Cup

Metal Pans

Can Opener

ATTACHMENT D. FREQUENTLY ASKED QUESTIONS: BOIL WATER ADVISORIES

What is the proper way to disinfect my water so that it is safe to drink?

The best method of treatment is boiling. Boiling water kills harmful bacteria and parasites (freezing will not disinfect water). Bring water to a full rolling boil for at least 1 minute to kill most infectious germs. Let the water cool before use.

For areas without power, disinfect the tap water by adding 8 drops, about 1/8 teaspoon, of plain, unscented household bleach (4 to 6 percent active ingredient) per gallon of water and allow the water to stand for 30 minutes. If the water is cloudy, repeat the procedure. Use a container that has a cap or cover for disinfecting and storing water to be used for drinking. This will prevent contamination. If your well was flooded, boiling the water is the safest action, since bleach disinfection does not kill certain parasites.

How should I wash my hands during a boil water advisory?

When using a public water supply, vigorous hand washing with soap and tap water is safe for basic personal hygiene. If you are washing your hands to prepare food, if possible, you should use boiled (then cooled) water, disinfected water or bottled water with hand soap.

Is potentially contaminated water safe for washing dishes or clothes?

Yes, if you rinse hand-washed dishes for a minute in a bleach solution (1 tablespoon bleach per gallon of water). Allow dishes to completely air dry. Most household dishwashers do not reach the proper temperature to sanitize dishes. It is safe to wash clothes in tap water.

Is potentially contaminated water safe for bathing and shaving?

The water may be used for showering, baths, shaving and washing, as long as it is not swallowed or gets in the eyes, nose or mouth. Children and individuals with disabilities should have their bath supervised to ensure water is not swallowed. The time spent bathing should be minimized. Though the risk of illness is low, individuals who have recent surgical wounds, are immunosuppressed, or have a chronic illness may want to consider using bottled or boiled water for cleansing until the advisory is lifted.

How should I wash fruit and vegetables and make ice?

Fruits and vegetables should be washed with boiled (then cooled) water, bottled water or water disinfected with 8 drops (approximately 1/8 teaspoon) of unscented household bleach per gallon of water. Ice should be made with boiled water, bottled water or disinfected water.

What if I have already consumed potentially contaminated water?

Even if someone has consumed potentially contaminated water from either a public water system or a private well before they were aware of the boil water advisory, the likelihood of becoming ill is low. However, anyone experiencing symptoms such as diarrhea, nausea, vomiting, abdominal cramps, with or without fever, should seek medical attention.

What infectious organisms might be present in contaminated water?

Disease transmission from contaminated water occurs principally by drinking water. The major organisms of concern are as follows:

- Protozoa such as Giardia and Cryptosporidium
- Bacteria such as Shigella, E. coli
- Viruses such as Norovirus and Hepatitis A

ATTACHMENT E. AMERICAN RED CROSS: FACT SHEET ON SHELTER IN PLACE



FACT SHEET ON SHELTER-IN-PLACE

What Shelter-in-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

At Home:

- Close and lock all windows and exterior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems.
- Close the fireplace damper.
- Get your family disaster supplies kit <http://www.redcross.org/services/disaster/beprepared/supplies.html>, and make sure the radio is working.
- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.
- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At Work:

- Close the business.
- Bring everyone into the room(s). Shut and lock the door(s).
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.

- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.

In Your Vehicle:

If you are driving a vehicle and hear advice to “shelter-in-place” on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside. Follow the shelter-in-place recommendations for the place you pick described above.
- If you are unable to get to a home or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid being overheated.
- Turn off the engine.
- Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.

Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and cleanup methods is your safest choice.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.