

Kingdom of Yah of Hosts

יהוָה



Emergency Preparedness
Manual / Questionnaire

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I. INTRODUCTION:

The complexity of a comprehensive congregation plan requires the full support of its members and staff to successfully implement an Emergency Preparedness Program (EAP). The enclosed plan should call attention to situations that may confront our congregation. Most of these apply to all areas of the country. Each area of the country must ascertain which apply and then modify a response plan that meets the needs of the group in your respective areas.

Under normal circumstances, insurance companies, local emergency response officials, the American Red Cross and the local office of FEMA will have resources to use in modifying this plan. This plan was developed using including but not limited to ready.gov, disasterpreparedness.com, and a systematic plan from Caltech.

Each Ministry is expected to develop its own EAP for practical reasons. They best understand the nature of their work, potential hazards, the layout of their evacuation site(s), and special needs specific to their Ministry (i.e. people with disabilities, research, animals, etc.).

The EAP is a way for your Ministry to plan for potential emergencies; small accidents, citywide disasters, power outages, hazardous material spills, fires, bomb threats, a civil disturbance, or an earthquake. Advanced planning and a specific Ministry EAP will help to reduce the risk and loss of life.

It is important that everyone working in the area is familiar with the EAP. Each Diplomatic Ministry is expected to have its individual plan outlined to the extent that it is capable of managing and maintaining a continued focus and mission until a time whereby the Kingdom of Yah of Hosts is wholly gathered at a specified place.

Once the plan has been modified and in place, the challenge is to train all interested parties initially and those that will join the congregation in the future. Remember, the plan is no better than the actions of those trained to respond. And all plans, no matter how carefully thought-out, must be evaluated periodically to determine if the needs of the congregation are being met and new situations have been included.

II. EMERGENCY NUMBERS:

DIPLOMATIC STAFF		
CONTACT	PHONE	TWO-WAY RADIO FREQUENCY
Ambassador		
Ambassadress		
Domestic Servant to the Ambassador		
Domestic Servant to the Ambassadress		
Deputy Ambassador		
Deputy Ambassador		
Ecclesiastical Court Judge		
Senior Advisor to the Ambassador		
Tribe of Levi Representative		
Tribe of Levi Representative		
Secretary		
National Treasurer		
Secretary of Rehabilitation		
Minister of Youth		
Minister of Agriculture		
Minister of Housing		
Minister of Internal Communications		
Minister of Mass Communications		
Minister of Health		
Minister of Security		
Minister of Education		
Minister of Technology and Energy		
Minister of Accoutrements of Textiles		
Minister of Prison Services		
Minister of Music and Fine Arts		
Minister of Transportation		
Minister of Legal Affairs		

Minister of the Interior

III. STAFF ASSIGNMENTS:

Coordinator and Alternates:

KEY STAFF ASSIGNMENTS:

Assign staff specific duties, during and immediately following a disaster. Identify staff with special expertise or training, who could offer assistance when necessary, e.g. Search Rescue, First Aid, CPR, Radio Operators, etc. Assign congregation Members to assist disabled staff, members and/or visitors during an emergency evacuation.

Key Staff Contact Information:

Name	Title	Email	Office	Cellular	Home	Other

UPDATES TO EMERGENCY PLAN

Last Updated By	Title	Purpose	On (Date)

LOCATION OF MAPS:

Please list a database and planned distribution of maps and their locations in the event of an emergency.

IV. MEETING AREA / CONTACT INFORMATION

Make sure your Ministry maintains a plan in case of an emergency. Before an emergency happens, each Ministry is expected to meet to decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Area Meeting Place: (INPUT)

Out-of-Area Meeting Place: (INPUT)

Out-of-Town Meeting Place: (INPUT)

Fill out the following for each congregation / tribal member and keep it up to date:

Name:

Date of Birth:

Identification / Passport #:

Important Medical Information:

Name:

Date of Birth:

Identification / Passport #:

Important Medical Information:

Name:

Date of Birth:

Identification / Passport #:

Important Medical Information:

Name:

Date of Birth:

Identification / Passport #:

Important Medical Information:

V. ESSENTIAL FUNCTIONS:

OPERATIONS:

Identify department critical operations and resources that need to be protected; e.g. research, freezers, animals, equipment, data/confidential records; individuals responsible for protecting and salvaging departmental resources; and plans in place to ensure continuation of critical operations (data back-up, off-site storage, etc.)

SPECIAL NEEDS:

List any special needs of the work area (security issues, electronic access control, disabled members, and on-site visitors). Note: The EAP should include procedures for ensuring the safety and welfare of visitors, and staff as well as individuals with disabilities.

VI. FOOD HANDLING

Following a disaster, there may be power outages that could last for several days. Stock canned foods, dry mixes and other staples that do not require refrigeration, cooking, water or special preparation. Be sure to include a manual can opener and eating utensils.

Managing food without power:

Be Prepared:

- Have a refrigerator thermometer.
- Know where you can get dry ice.
- Keep a few days' worth of ready-to-eat foods on hand that do not require cooking or cooling.

When the Power Goes Out:

- Keep the refrigerator and freezer doors closed as much as possible.
- The refrigerator will keep food cold for about 4 hours if it is unopened.
- Refrigerators should be kept at 40° F or below for proper food storage.

Once the Power is Restored:

- Check the temperature inside the refrigerator and freezer.
- If an appliance thermometer was kept in the freezer, check the temperature when the power comes back on. If the freezer thermometer reads 40° F or below, the food is safe and may be refrozen. If a thermometer has not been kept in the freezer, check each package of food to determine its safety. You can't rely on appearance or odor. If the food still contains ice crystals or is 40° F or below, it is safe to refreeze or cook.
- Refrigerated food should be safe as long as the power was out for no more than 4 hours. Keep the door closed as much as possible.
- Discard any perishable food (such as meat, poultry, fish, eggs or leftovers) that has been above 40° F for two hours or more

FOOD HANDLING (Cont.)

COOKING:

Alternative cooking sources in times of emergency including candle warmers, chafing dishes, fondue pots or a fireplace.

Charcoal grills and camp stoves are for outdoor use only.

Commercially canned food may be eaten out of the can without warming.

To heat food in a can:

1. Remove the label.
2. Thoroughly wash and disinfect the can. (Use a diluted solution of one part bleach to ten parts water.)
3. Open the can before heating.

FOOD SAFETY & SANITATION:

Flood, fire, national disaster or the loss of power from high winds, snow or ice could jeopardize the safety of your food. [Knowing what to do before and after an emergency](#) can help you reduce your risk of illness and minimize the amount of food that may be lost due to spoilage.

Power outages can occur at any time of the year and it may take from a few hours to several days for electricity to be restored to residential areas. Without electricity or a cold source, food stored in refrigerators and freezers can become unsafe. Bacteria in food grow rapidly at temperatures between 40 and 140 °F, and if these foods are consumed, people can become very sick.

FOOD HANDLING (Cont.)

Do:

- Keep food in covered containers.
- Keep cooking and eating utensils clean.
- Keep garbage in closed containers and dispose outside, burying garbage if necessary.
- Keep your hands clean by washing them frequently with soap and water that has been boiled or disinfected.
- Discard any food that has come into contact with contaminated floodwater.
- Discard any food that has been at room temperature for two hours or more.
- Discard any food that has an unusual odor, color or texture.
- Use ready-to-feed formula, if possible, for formula-fed infants. If using ready-to-feed formula is not possible, it is best to use bottled water to prepare powdered or concentrated formula. If bottled water is not available, use boiled water. Use treated water to prepare formula only if you do not have bottled or boiled water. Breastfed infants should continue breastfeeding.

Don't:

- Eat foods from cans that are swollen, dented or corroded, even though the product may look safe to eat.
- Eat any food that looks or smells abnormal, even if the can looks normal.
- Let garbage accumulate inside, both for fire and sanitation reasons.

Note: Thawed food usually can be eaten if it is still "refrigerator cold." It can be re-frozen if it still contains ice crystals. To be safe, remember, "When in doubt, throw it out."

FOOD HANDLING (Cont.)

Refrigerator Foods

When to Save and When to Throw It Out

FOOD	Held above 40 °F for over 2 hours
MEAT, POULTRY, SEAFOOD	
Raw or leftover cooked meat, poultry, fish, or seafood; soy meat substitutes	Discard
Thawing meat or poultry	Discard
Meat, tuna, shrimp, chicken, or egg salad	Discard
Gravy, stuffing, broth	Discard
Lunchmeats, hot dogs, bacon, sausage, dried beef	Discard
Pizza - with any topping	Discard
Canned hams labeled "Keep Refrigerated"	Discard
Canned meats and fish, opened	Discard
CHEESE	
Soft Cheeses: blue/bleu, Roquefort, Brie, Camembert, cottage, cream, Edam, Monterey Jack, ricotta, mozzarella, Muenster, Neufchatel, queso blanco, queso fresco	Discard
Hard Cheeses: Cheddar, Colby, Swiss, Parmesan, provolone, Romano	Safe

Processed Cheeses

Safe

FOOD HANDLING

(Cont.)

Shredded Cheeses

Discard

Low-fat Cheeses

Discard

Grated Parmesan, Romano, or
combination (in can or jar)

Safe

DAIRY

Milk, cream, sour cream, buttermilk,
evaporated milk, yogurt, eggnog, soy milk

Discard

Butter, margarine

Safe

Baby formula, opened

Discard

EGGS

Fresh eggs, hard-cooked in shell, egg
dishes, egg products

Discard

Custards and puddings

Discard

CASSEROLES, SOUPS, STEWS

Discard

FRUITS

Fresh fruits, cut

Discard

Fruit juices, opened

Safe

Canned fruits, opened

Safe

FOOD HANDLING

(Cont.)

Fresh fruits, coconut, raisins, dried fruits,
candied fruits, dates

Safe

SAUCES, SPREADS, JAMS

Opened mayonnaise, tartar sauce,
horseradish

Discard if above 50 °F for over 8 hrs.

Peanut butter

Safe

Jelly, relish, taco sauce, mustard, catsup,
olives, pickles

Safe

Worcestershire, soy, barbecue, Hoisin
sauces

Safe

Fish sauces (oyster sauce)

Discard

Opened vinegar-based dressings

Safe

Opened creamy-based dressings

Discard

Spaghetti sauce, opened jar

Discard

BREAD, CAKES, COOKIES,PASTA, GRAINS

Bread, rolls, cakes, muffins, quick breads,
tortillas

Safe

Refrigerator biscuits, rolls, cookie dough

Discard

FOOD HANDLING

(Cont.)

Cooked pasta, rice, potatoes

Discard

Pasta salads with mayonnaise or vinaigrette

Discard

Fresh pasta

Discard

Cheesecake

Discard

Breakfast foods -waffles, pancakes, bagels

Safe

PIES, PASTRY

Pastries, cream filled

Discard

Pies - custard, cheese filled, or chiffon; quiche

Discard

Pies, fruit

Safe

VEGETABLES

Fresh mushrooms, herbs, spices

Safe

Greens, pre-cut, pre-washed, packaged

Discard

Vegetables, raw

Safe

Vegetables, cooked; tofu

Discard

Vegetable juice, opened Discard

FOOD HANDLING

(Cont.)

Baked potatoes Discard

Commercial garlic in oil Discard

Potato Salad Discard

Frozen Food

When to Save and When To Throw It Out

FOOD	Still contains ice crystals and feels as cold as if refrigerated	Thawed. Held above 40 °F for over 2 hours
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MEAT, POULTRY, SEAFOOD

Beef, veal, lamb, pork, and ground meats Refreeze Discard

Poultry and ground poultry Refreeze Discard

Variety meats (liver, kidney, heart) Refreeze Discard

chitterlings)

FOOD

HANDLING

(Cont.)

Casseroles, stews, soups	Refreeze	Discard
Fish, shellfish, breaded seafood products	Refreeze. However, there will be some texture and flavor loss.	Discard
DAIRY Milk	Refreeze. May lose some texture.	Discard
Eggs (out of shell) and egg products	Refreeze	Discard
Ice cream, frozen yogurt	Discard	Discard

FOOD

HANDLING

(Cont.)

Cheese (soft and semi-soft)	Refreeze. May lose some texture.	Discard
Hard cheeses	Refreeze	Refreeze
Shredded cheeses	Refreeze	Discard
Casseroles containing milk, cream, eggs, soft cheeses	Refreeze	Discard
Cheesecake	Refreeze	Discard
FRUITS		
Juices	Refreeze	Refreeze. Discard if mold, yeasty smell, or sliminess develops.
Home or commercially packaged	Refreeze. Will change texture and flavor.	Refreeze. Discard if mold, yeasty smell, or sliminess develops.

VEGETABLES

Juices	Refreeze	Discard after held above 40 °F for 6 hours.
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FOOD

HANDLING

(Cont.)

Home or commercially packaged or blanched	Refreeze. May suffer texture and flavor loss.	Discard after held above 40 °F for 6 hours.
BREADS, PASTRIES Breads, rolls, muffins, cakes (without custard fillings)	Refreeze	Refreeze
Cakes, pies, pastries with custard or cheese filling	Refreeze	Discard
Pie crusts, commercial and homemade bread dough	Refreeze. Some quality loss may	Refreeze. Quality loss is considerable.

occur.

FOOD

HANDLING

(Cont.)

OTHER

Casseroles - pasta, rice based	Refreeze	Discard
Flour, cornmeal, nuts	Refreeze	Refreeze
Breakfast items – waffles, pancakes, bagels	Refreeze	Refreeze
Frozen meal, entree, specialty items (pizza, sausage and biscuit, meat pie,convenience foods)	Refreeze	Discard

VII. EMERGENCY SUPPLIES

Earthquake Preparedness Kits Supplies*:

Emergency officials and experts state if possible to prepare and plan for 3-4 weeks due to unexpected possibilities of downed power lines and trees blocking road access and many more possible delays from an earthquake or disaster. Each family, individual's, or congregation kit should be customized to meet specific needs, such as medications and infant formula. It should also be customized to include important family documents.

Here are some survival supplies:

- 1) **Emergency Water Storage** - Store at least 1 gallon of water per person and pet per day. Boxes of Aqua Literz is also a very good brand to be considered. It's important to have water purification tablets in case of contaminated water. In addition, it's a good idea to have 5 Water Purification Tablets per person for your [72 hour kit](#) - each tablet purifies 1 liter of water.

- 2) **Emergency Food Storage** - Plan a minimum 3 day menu of non-perishable food. Select foods that require no refrigeration or cooking, and little or no water. MREs (meals ready-to-eat) from DisastersPreparedness.com have a 25-year worry-free shelf life with no rotation needed. They are non-perishable meals that need a little warm water only. They also supply 2400 calorie food bars in their emergency survival kits and also by the box. You can also use canned meats, fruits and vegetables, canned juices and soups, and high energy foods such as peanut butter, granola bars, trail mix and beef jerky. Consider baby food and formula for your infants. Also include food for your pets and other special dietary requirements.
Date all food items and keep an inventory list in the container with your food supplies. Note shelf life or expiration date of each item. Every 6 months, review the list and replace those items whose shelf life has expired.

Food



Consider the following things when putting together your emergency food supplies:

- Store at least a three-day supply of non-perishable food.
- Choose foods your family will eat.
- Remember any special dietary needs.
- Avoid foods that will make you thirsty.
- Choose salt-free crackers, whole grain cereals and canned foods with high liquid content.

SUGGESTED EMERGENCY FOOD SUPPLIES:

The following items are suggested when selecting emergency food supplies. You may already have many of these on hand.

- Ready-to-eat canned meats, fruits, vegetables and a can opener
- Protein or fruit bars
- Dry cereal or granola
- Peanut butter
- Dried fruit
- Nuts
- Crackers
- Canned juices
- Non-perishable pasteurized milk
- High energy foods
- Vitamins
- Food for infants

- Comfort/stress foods
- 3) **Emergency First Aid Kit(s)** and Critical Medication - Most of the injuries that occur during or after a major earthquake are minor (cuts, bruises, scrapes, burns, etc.). Be sure and pick a first aid kit to meet your family's needs in case of an earthquake. Our emergency first aid kits have a first aid guide, which is vitally important in case of an emergency. Also include an extra supply any critical medication that you could not survive without for a period of 3-4 weeks or more. Comprehensive (minimum of 57 components) first aid kits based on needs.
- 4) Emergency Preparedness Box - An emergency preparedness box should be kept in a separate location and should have contents to help get the Ministry back up and running if the Ministry site cannot be occupied.
- 5) Light and Communication
- a) Lantern, extra mantles and fuel
 - b) Flashlights with extra bulbs and batteries
 - c) 30 hour emergency candle
 - d) 12 hour green emergency glow sticks
 - e) Waterproof matches
 - f) AM/FM Radio (extra batteries)
 - g) Whistle
 - h) Walkie-Talkie with multi-channel radio frequency
- 6) Shelter and Warmth - If you live in a cold weather climate, you must think about warmth. It is possible that the power will be out and you will not have heat. Rethink your clothing and bedding supplies to account for growing children and other family changes. One complete change of warm clothing and shoes per person, including:
Include one per person of each of these items.
- a) Emergency survival blankets or sleeping bags

- b) Sleeping pads
 - c) Pillows
 - d) Emergency ponchos with hood
 - e) Rain gear
 - f) 10 Emergency Survival Blankets
 - g) 2 Person Tube Tents with Rope
 - h) A jacket or coat
 - i) Long pants
 - j) A long sleeve shirt
 - k) Sturdy shoes
 - l) Thermal undergarments
- 7) **Emergency Tools** (disasterpreparedness.com)
- a) Tarp (6'x8' blue tarp)
 - b) 7-1/2" Flat Pry Bar
 - c) Crescent wrench for turning off gas main
 - d) Wrench or pliers to turn off utilities
 - e) Axe
 - f) Shovel
 - g) Swiss Army Knife (16 Function Knife)
 - h) 2 Pairs of Leather palm work gloves
 - i) Rope or bailing wire
 - j) 10 - N95 Respirator Dust Masks – NIOSH approved
 - k) Safety goggles
 - l) Pen and paper
 - m) Sewing kit
 - n) Fire extinguisher
 - o) 7-1/2"" Flat Pry Bar
 - p) 16 Function Knife
 - q) Duct Tape - 2"" x 10 yards
 - r) Sewing Kit
 - s) Signal flare
 - t) Compass
 - u) Matches in a waterproof container*
 - v) Portable and/or permanent generators
 - w) Fuel for vehicles

- 8) Hygiene and Sanitation
 - a) Toilet bags or big heavy duty trash bags with chemicals such as powdered chlorinated lime to add to sewage to disinfect and keep away insects
 - b) Newspapers to wrap waste, garbage - may also be used for warmth
 - c) Toilet paper
 - d) Hygiene kit (toothbrush, toothpaste, bar of soap, deodorant, and 9 wet wipes)
 - e) Pocket tissue packs
 - f) Feminine supplies
 - g) Disinfectant*
 - h) Air freshener
 - i) Household chlorine bleach* - You can use bleach as a disinfectant (diluted nine parts water to one part bleach), or in an emergency you can also use it to treat water. Use 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- 9) Miscellaneous Special Items – There are those special items that if possible you need to include such as:
 - a) Extra set of clothes and heavy shoes
 - b) Watch or clock (battery operated)
 - c) Baby diapers
 - d) Infant Formula
 - e) Extra eyeglasses and/or contact lenses and care solution
 - f) Non-electric can opener
 - g) Portable stove or charcoal and lighter (outdoors only)
 - h) Plastic bags-various sizes, sealable
 - i) Pots
 - j) A family picture
 - k) Inventory of valuables
 - l) Emergency reference materials such as a first aid book or a print outs
 - m) Mess kits, paper cups, plates and plastic utensils Cash or traveler's checks, change
 - n) Paper towels
 - o) Paper, pencil
 - p) Medicine dropper

- q) Important Family Documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
 - r) 2 Decks of playing cards for entertainment
 - s) Games and books
 - t) Mountain Bicycles with repair kits and air pump
- 10) Light and Communications:
- a) Dynamo Radio Flashlight 4 in 1
 - b) Rechargeable Squeeze Flashlight - 3 LED flashlight
 - c) Flashlights and extra batteries
 - d) 30 Hour Emergency Candle - can also be used as a stove
 - e) 5 - 12 Hour Emergency Glow Sticks
 - f) Survival Whistle
 - g) Box of Waterproof Matches
 - h) Multiple channel radio frequency walkie-talkies
 - i) Solar or crank powered AM/FM radio - or -
 - j) Battery-powered radio and a NOAA Weather Radio with tone alert, and extra batteries for both
- 11) Hygiene and Sanitation:
- a) 2 Toilet Bags with Chemicals
 - b) 10 Hygiene Kits
 - c) 10 Pocket Tissue Packs
 - d) Air Freshener
 - e) Personal hygiene items including feminine supplies

VIII. PREPARING FOR WEATHER EMERGENCY

Severe weather events can mean power outages, floods, and other problems that can affect the safety of food. Knowing what to do before and after a weather event can help you reduce your risk of illness. By following these guidelines, you can also minimize the amount of food that may be lost due to spoilage.

Especially in storm-prone areas, power outages can be a common problem. Power outages can occur at any time of the year and it may take from a few hours to several days for electricity to be restored to residential areas. Without electricity or a cold source, food stored in refrigerators and freezers can become unsafe. Bacteria in food grow rapidly at temperatures between 40 and 140 °F, and if these foods are consumed, people can become very sick.

Steps to follow to prepare for a possible weather emergency

- Keep an appliance thermometer in the refrigerator and freezer. An appliance thermometer indicates the temperature in the refrigerator and freezer. In the case of a power outage, it can help determine the safety of the food.
- Make sure the freezer is at 0 °F or below and the refrigerator is at 40 °F or below.
- Freeze containers of water ahead of time for ice to help keep food cold in the freezer, refrigerator, or coolers after the power is out. Freeze gel packs for use in coolers.
- Freeze refrigerated items such as leftovers, milk and fresh meat and poultry that you may not need immediately — this helps keep them at a safe temperature longer.
- Plan ahead and know where dry ice and block ice can be purchased.
- Have coolers on hand to keep refrigerated food cold if the power will be out for more than 4 hours.
- Group food together in the freezer - this helps the food stay cold longer.
- Store food on shelves that will be safely out of the way of contaminated water in case of flooding.

Steps to follow after the weather emergency

- Keep the refrigerator and freezer doors closed as much as possible to maintain the cold temperature.

- The refrigerator will keep food safe for about 4 hours if it is unopened. A full freezer will hold the temperature for approximately 48 hours (24 hours if it is half full) and the door remains closed.
- Discard refrigerated perishable food such as meat, poultry, fish, soft cheeses, milk, eggs, leftovers, and deli items after 4 hours without power.
- Food may be safely refrozen if it still contains ice crystals or is at 40 °F or below when checked with a food thermometer.
- Never taste a food to determine its safety!
- Obtain dry or block ice to keep your refrigerator and freezer as cold as possible if the power is going to be out for a prolonged period of time. Fifty pounds of dry ice should hold an 18-cubic-foot full freezer for 2 days.
- If the power has been out for several days, check the temperature of the freezer with an appliance thermometer. If the appliance thermometer reads 40 °F or below, the food is safe to refreeze.
- If a thermometer has not been kept in the freezer, check each package of food to determine its safety. If the food still contains ice crystals, the food is safe.

During Snow and Ice Storms

- During a snowstorm, do not place perishable food out in the snow. Outside temperatures can vary and food can be exposed to unsanitary conditions and animals. Instead, make ice. Fill buckets, empty milk containers, or cans with water and leave them outside to freeze. Use this ice to help keep food cold in the freezer, refrigerator, or coolers.

If Flooding Occurs

- Drink only bottled water that has not come in contact with flood water. Discard any bottled water that may have come in contact with flood water.
- Discard any food that is not in a waterproof container if there is any chance it may have come in contact with flood water. Food containers that are not waterproof include those with screw-caps, snap lids, pull tops, and crimped caps.
- Discard wooden cutting boards, plastic utensils, baby bottle nipples, and pacifiers that may have come in contact with flood water.

- Undamaged, commercially prepared foods in all-metal cans and retort pouches (for example, flexible, shelf-stable juice or seafood pouches) can be saved. Follow the "[Steps to Salvage All-Metal Cans and Retort Pouches](#)" in the publication *Keeping Food Safe During an Emergency* at: www.fsis.usda.gov/Fact_Sheets/keeping_food_Safe_during_an_emergency/index.asp
- Thoroughly wash all metal pans, ceramic dishes, and utensils that came in contact with flood water with hot soapy water. Sanitize by boiling them in clean water or by immersing them for 15 minutes in a solution of 1 tablespoon unscented, liquid chlorine bleach per gallon of drinking water.

To Remove Odors from Refrigerators and Freezers

If food has spoiled in a refrigerator or freezer and odors from the food remain, they may be difficult to remove. The following procedures may help but may have to be repeated several times.

- Dispose of any spoiled or questionable food.
- Remove shelves, crispers, and ice trays. Wash them thoroughly with hot water and detergent. Then rinse with a sanitizing solution (1 tablespoon unscented, liquid chlorine bleach per gallon of water).
- Wash the interior of the refrigerator and freezer, including the door and gasket, with hot water and baking soda. Rinse with sanitizing solution as above.
- Leave the door open for about 15 minutes to allow free air circulation. For more information about removing odors, see www.fsis.usda.gov/PDF/Removing_Odors_from_Refrigerators_and_Freezers.pdf

IX. KEEPING FOOD SAFE

In the event of a flood, fire, national disaster, or the loss of power from high winds, snow, or ice the safety of your food could be jeopardized. Knowing how to determine if food is safe and how to keep food safe will help minimize the potential loss of food and reduce the risk of foodborne illness. This fact sheet will help you make the right decisions for keeping your family safe during an emergency.

ABCD's of Keeping Food Safe in an Emergency

Always keep meat, poultry, fish, and eggs refrigerated at or below 40 °F and frozen food at or below 0 °F. This may be difficult when the power is out.

Keep the refrigerator and freezer doors closed as much as possible to maintain the cold temperature. The refrigerator will keep food safely cold for about 4 hours if it is unopened. A full freezer will hold the temperature for approximately 48 hours (24 hours if it is half full) if the door remains closed. Obtain dry or block ice to keep your refrigerator as cold as possible if the power is going to be out for a prolonged period of time. Fifty pounds of dry ice should hold an 18-cubic foot full freezer for 2 days. Plan ahead and know where dry ice and block ice can be purchased.

Be prepared for an emergency...

... by having items on hand that don't require refrigeration and can be eaten cold or heated on the outdoor grill. Shelf-stable food, boxed or canned milk, water, and canned goods should be part of a planned emergency food supply. Make sure you have ready-to-use baby formula for infants and pet food. Remember to use these items and replace them from time to time. Be sure to keep a hand-held can opener for an emergency.

Consider what you can do ahead of time to store your food safely in an emergency. If you live in a location that could be affected by a flood, plan your food storage on shelves that will be safely out of the way of contaminated water. Coolers are a great help for keeping food cold if the power will be out for more than 4 hours – have a couple on hand along with

frozen gel packs. When your freezer is not full, keep items close together – this helps the food stay cold longer.

Digital, dial, or instant-read food thermometers and appliance thermometers will help you know if the food is at safe temperatures. Keep appliance thermometers in the refrigerator and freezer at all times. When the power is out, an appliance thermometer will always indicate the temperature in the refrigerator and freezer no matter how long the power has been out. The refrigerator temperature should be 40 °F or below; the freezer, 0 °F or lower. If you're not sure a particular food is cold enough, take its temperature with a food thermometer.

X. TRANSPORTATION

In the event of a major catastrophe transportation may be compromised. The following are scenario questions to be considered by the congregation in your respective areas:

- A. Is there a van(s) or bus that can be used to transport members of the congregation, are there procedures in place for use of the vehicles? Please list vehicles available and their location:
- B. Do the procedures require the use of a "travel log" which documents all travel (i.e., person driving, miles driven, destination, problems/concerns with vehicle, driver's signature)?
- C. Do the procedures prohibit the transportation of anyone under the age of 16 in a vehicle that does not have seats attached and that is not designed for transporting people?
- D. Do the procedures specify that only qualified drivers are allowed to operate the vehicles? Do they possess a valid driver's license? Have their driving records been checked to verify that they do not have driving-related offenses, which might suggest that they should not be transporting church passengers?
- E. Is a fully charged cellular phone provided for use during transportation?
- F. Do the procedures require that vehicles being used to transport people carry a stocked first aid kit, reflectors, and a fire extinguisher?
- G. Do the procedures outline the steps that should be taken in the event of a medical emergency during transportation? How are drivers training in these procedures?
- H. Do the procedures require that two adults be present at all times when children are riding in the vehicles?
- I. Do the procedures require a quarterly inspection of the mechanical soundness of the vehicles in addition to the required annual state inspection?
- J. Is there a church member responsible for the routine maintenance of church-owned vehicles?

K. Do the procedures require that all drivers be thoroughly trained in the operation of the vehicle being driven and have demonstrated their proficiency?

L. Do the procedures require all passengers to buckle seat belts?

M. How are drivers trained to address situations in which passengers refuse to buckle their seat belts?

N. Do the procedures require that the number of passengers not exceed the number specified in the vehicle owner's manual?

O. Do the procedures outline steps to be taken in the event of an accident involving a vehicle while transporting passengers?

P. Is there a policy regarding the proper loading of a trailer being towed behind a vehicle?

Q. For areas with 15-passenger vans- has the congregation addressed recent concerns by the insurance industry that 15-passenger vans have the potential to flip over when the rear seat is full with passengers, luggage, etc.?

XI. FREQUENTLY ASKED QUESTIONS

Frequently Asked Questions:

- Q. Flood waters covered our food stored on shelves and in cabinets. What can I keep and what should I throw out?**
- A.** Do not eat any food that may have come into contact with flood water.
- Discard any food that is not in a waterproof container if there is any chance that it has come into contact with flood water. Food containers that are not waterproof include those with screw-caps, snap lids, pull tops, and crimped caps. Also, discard cardboard juice/milk/baby formula boxes and home canned foods if they have come in contact with flood water, because they cannot be effectively cleaned and sanitized.
 - Inspect canned foods and discard any food in damaged cans. Can damage is shown by swelling, leakage, punctures, holes, fractures, extensive deep rusting, or crushing/denting severe enough to prevent normal stacking or opening with a manual, wheel-type can opener.

Steps to Salvage All-Metal Cans and Retort Pouches

Undamaged, commercially prepared foods in all-metal cans and retort pouches (for example, flexible, shelf-stable juice or seafood pouches) can be saved if you do the following:

- Remove the labels, if they are the removable kind, since they can harbor dirt and bacteria.
- Thoroughly wash the cans or retort pouches with soap and water, using hot water if it is available.
- Brush or wipe away any dirt or silt.
- Rinse the cans or retort pouches with water that is safe for drinking, if available, since dirt or residual soap will reduce the effectiveness of chlorine sanitation.
- Then, sanitize them by immersion in one of the two following ways:
 - Place in water and allow the water to come to a boil and continue boiling for 2 minutes, or

- Place in a freshly made solution consisting of 1 tablespoon of unscented, liquid chlorine bleach per gallon of drinking water (or the cleanest, clearest water available) for 15 minutes.
- Air-dry cans or retort pouches for a minimum of 1 hour before opening or storing.
- If the labels were removable, then re-label your cans or retort pouches, including the expiration date (if available), with a marker.
- Food in reconditioned cans or retort pouches should be used as soon as possible, thereafter.
- Any concentrated baby formula in reconditioned, all-metal containers must be diluted with clean, drinking water.

Q. How should I clean my pots, pans, dishes, and utensils?

- A. Thoroughly wash metal pans, ceramic dishes, and utensils (including can openers) with soap and water, using hot water if available. Rinse and then sanitize them by boiling in clean water or immersing them for 15 minutes in a solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of drinking water (or the cleanest, clearest water available).

Q. How should I clean my countertops?

- A. Thoroughly wash countertops with soap and water, using hot water if available. Rinse and then sanitize them by applying a solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of drinking water (or the cleanest, clearest water available). Allow to air-dry.

Q. My home was flooded and I am worried about the safety of the drinking water. What should I do?

- A. Use **bottled water** that has not been exposed to flood waters if it is available.

- If you don't have bottled water, you should **boil water** to make sure it is safe. Boiling water will kill most types of disease-causing organisms that may be

present. If the water is cloudy, filter it through clean cloths or allow it to settle, and draw off the clear water for boiling. Boil the water for **one minute**, let it cool, and store it in clean containers with covers.

- If you can't boil water, you can **disinfect it using household bleach**. Bleach will kill some, but not all, types of disease-causing organisms that may be in the water. If the water is cloudy, filter it through clean cloths or allow it to settle, and draw off the clear water for disinfection. Add **1/8 teaspoon (or 8 drops)** of regular, unscented, liquid household bleach **for each gallon of water**, stir it well and let it stand for 30 minutes before you use it. Store disinfected water in clean containers with covers.
- If you have a well that had been flooded, the water should be tested and disinfected after flood waters recede. If you suspect that your well may be contaminated, contact your local or state health department or agriculture extension agent for specific advice.

Q. We had a fire in our home and I am worried about what food I can keep and what to throw away.

- A.** Discard food that has been near a fire. Food exposed to fire can be damaged by the heat of the fire, smoke fumes, and chemicals used to fight the fire. Food in cans or jars may appear to be okay, but the heat from a fire can activate food spoilage bacteria. If the heat is extreme, the cans or jars themselves can split or rupture, rendering the food unsafe.

One of the most dangerous elements of a fire is sometimes not the fire itself, but toxic fumes released from burning materials. Discard any raw food or food in permeable packaging—cardboard, plastic wrap, screw-topped jars, bottles, etc.—stored outside the refrigerator. Food stored in refrigerators or freezers can also become contaminated by fumes. The refrigerator seal isn't airtight and fumes can get inside. Chemicals used to fight the fire contain toxic materials and can contaminate food and cookware. Food that is exposed to chemicals should be thrown away—the chemicals cannot be washed off the food. This includes food stored at room temperature, such as fruits and vegetables, as well as food stored in permeable containers like cardboard and screw-topped jars and bottles. Cookware exposed to fire-fighting chemicals can be decontaminated by washing in soap and hot water. Then submerge for 15 minutes in a solution of 1 tablespoon unscented, liquid chlorine bleach per gallon of water.

- Q. A snowstorm knocked down the power lines, can I put the food from the refrigerator and freezer out in the snow?**
- A.** No, frozen food can thaw if it is exposed to the sun's rays even when the temperature is very cold. Refrigerated food may become too warm and foodborne bacteria could grow. The outside temperature could vary hour by hour and the temperature outside will not protect refrigerated and frozen food. Additionally, perishable items could be exposed to unsanitary conditions or to animals. Animals may harbor bacteria or disease; never consume food that has come in contact with an animal. Rather than putting the food outside, consider taking advantage of the cold temperatures by making ice. Fill buckets, empty milk cartons or cans with water and leave them outside to freeze. Then put the homemade ice in your refrigerator, freezer, or coolers.
- Q. Some of my food in the freezer started to thaw or had thawed when the power came back on. Is the food safe? How long will the food in the refrigerator be safe with the power off?**
- A.** **Never taste food to determine its safety!** You will have to evaluate each item separately. If an appliance thermometer was kept in the freezer, read the temperature when the power comes back on. If the appliance thermometer stored in the freezer reads 40 °F or below, the food is safe and may be refrozen. If a thermometer has not been kept in the freezer, check each package of food to determine the safety. Remember you can't rely on appearance or odor. If the food still contains ice crystals or is 40 °F or below, it is safe to refreeze. Refrigerated food should be safe as long as power is out no more than 4 hours. Keep the door closed as much as possible. Discard any perishable food (such as meat, poultry, fish, eggs, and leftovers) that have been above 40 °F for 2 hours.
- Q. May I refreeze the food in the freezer if it thawed or partially thawed?**
- A.** Yes, the food may be safely refrozen if the food still contains ice crystals or is at 40 °F or below. You will have to evaluate each item separately. Be sure to discard any items in either the freezer or the refrigerator that have come into contact with raw meat juices. Partial thawing and refreezing may reduce the quality of some food, but the food will

remain safe to eat. See the attached charts for specific recommendations.