

Family Preparedness Guide

Have a Plan.

Make a Kit.

Stay Informed.



Lineman Larry



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Be Ready for Emergencies and Disasters



When Emergencies Occur

An emergency can occur quickly and without warning. The most important things you can do to keep yourself and your family safe in an emergency are to prepare, stay calm and follow instructions from emergency response personnel. This guide will help your household develop an emergency plan, assemble a disaster supply kit and learn some basic information about what to do before, during and after any type of emergency. It will also provide important information about how to obtain emergency and ongoing disaster recovery assistance.

Message from the Governor

Dear Fellow Oklahomans:

The people of our state know all too well how dangerous severe weather can be. From tornadoes to flooding to violent windstorms, rough weather can be an annual event in Oklahoma.

While emergencies cannot always be prevented, there are many things we can do to better prepare ourselves as individuals, families, businesses and organizations. For that reason, I am excited about this outstanding family preparedness program and what it can mean for ensuring the safety of Oklahomans.

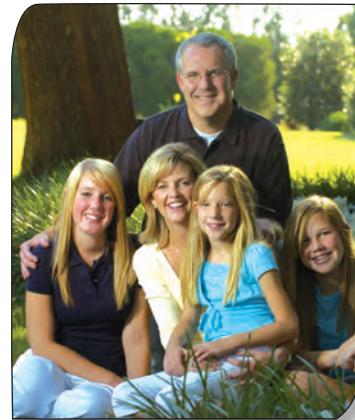
Originally developed by the City of Tulsa, this program brings together a variety of partners whose combined experience allows us to take the effort statewide. I am thankful to McDonald's, OG&E, the state's emergency managers and all the McReady Partners for their commitment to this effort. I am confident that, by working together, we can build a more disaster-resistant Oklahoma.

My family and I take weather preparedness very seriously. This guide contains many ideas to help you prepare for emergencies. I encourage all Oklahomans to take the time now.

Have a Plan! Make a Kit! Stay Informed!

Sincerely,

Brad Henry
Governor, State of Oklahoma



What's Inside

- What to do before, during and after an emergency
- How to create a family emergency plan
- How to prepare a disaster supply kit
- How to contact specific agencies for help in an emergency



Before Emergency Strikes

It is important to know how to be prepared before an emergency occurs. Developing a family emergency plan and assembling a disaster supply kit can help ensure your safety when the unthinkable happens.

Before creating a household emergency plan, learn about the types of emergencies that may affect your community, how you'll be notified when an event does occur and what plans are already in place to deal with these events. Recognize what your community's warning system sounds like (see page 5) and what to do when you hear it. Emergencies may strike when your family members are away from home, so find out about plans at your workplace, school or other places where you spend time.



Create an Emergency Plan

Steps to take in creating a household emergency plan include:

- Schedule a family meeting to discuss the dangers of possible emergency events including fire, severe weather, hazardous spills and terrorism.
- Discuss how you and your family will respond to each possible emergency.
- Discuss what to do in case of power outages or personal injuries.
- Draw a floor plan of your home and mark two escape routes from each room.
- Teach adults how and when to turn off the water, gas and electricity at main switches.
- Post emergency contact numbers (see back cover) near all telephones, and pre-program emergency numbers into phones with autodial capabilities.
- Teach children how and when to dial 9-1-1 to get emergency assistance.
- Because it is often easier to call long distance during an emergency than within the affected area, choose an out-of-state friend or relative whom all family members will call if separated during an emergency.
- Instruct household members to turn on the radio for emergency information.
- Pick two meeting places — one near your home and one outside your neighborhood in case you cannot return home after an emergency.
- Take a basic first aid and CPR class.

- Keep family records in a water- and fireproof safe. Inexpensive models can be purchased at most hardware stores.

Prepare a Disaster Supply Kit

Electricity, water, heat, air conditioning or telephone service may not work in an emergency. Preparing disaster supply kits in advance can save precious time in the event you must evacuate or go without utilities for an extended period.

Store items for a “go” kit in an easy-to-carry bag, such as a shopping bag, backpack or duffel bag and keep the kit in a car or in the garage. The “home” kit can be stored in a plastic tub or garbage can and kept in your home's safest place where you will take shelter.

Consider including the following items when putting together your disaster supply kit:

- At least a 3-day supply of water (1 gallon per person per day). Store water in sealed, unbreakable containers. Replace every 6 months.
- A 3- to 5-day supply of nonperishable packaged or canned food and a non-electric can opener.
- A change of clothing, rain gear and sturdy shoes.
- Blankets, bedding or sleeping bags.
- A first aid kit and prescription medications (be sure to check expiration dates).
- An extra pair of glasses or contact lenses and solution.

- A list of family physicians, important medical information and the style and serial number of medical devices such as pacemakers.
- Special items for infants, the elderly or family members with disabilities.
- A battery-powered radio, a flashlight and extra batteries.
- Identification, credit cards, cash and photocopies of important family documents including home insurance information.
- An extra set of car and house keys.
- Tools such as screwdrivers, cutters and scissors. Also duct tape, waterproof matches, an ABC fire extinguisher, flares, plastic storage containers, needle and thread, pen and paper, a compass, garbage bags and regular household bleach.

Be Storm Savvy

We live in Tornado Alley, and Oklahoma is vulnerable to a variety of severe weather hazards including severe heat, thunderstorms, flash floods, tornadoes and snowstorms. **Because of this, it is important to understand the difference between a watch and a warning for severe weather.**

- A severe weather **watch** means that severe weather may develop.
- A severe weather **warning** means a storm has developed and is on its way — take cover immediately!

The **safest place** to ride out any storm when you don't have access to a SafeRoom (specially anchored enclosures that can provide safety during tornadoes or windstorms) is inside a secure building or a well built home.

If you live in a sturdy house or apartment building:

- Listen to weather updates and stay informed.
- Keep on the lowest level of the building, away from windows and doors.
- Have your disaster supply kit handy.
- Be ready to evacuate if it becomes necessary.

Identify Your Safest Place

Before an emergency strikes, take time to identify your safest place at home, at work and at school. Many people have survived strong tornadoes in a closet or small interior room without windows. Usually the safest place will be on the lowest floor. If you live in

a mobile home, identify the nearest sturdy building — it is not safe to remain in a mobile home during a storm.

If possible, one of the best ways to prepare for survival in Tornado Alley is to build or install a SafeRoom in your home or workplace. The local emergency manager or homebuilders association will have information about SafeRooms. Plan how to get to your safest place, and train your family with drills at least once a year.

Evacuation

Preparedness is key to minimizing your loss during an evacuation. Because you may not have advance warning when you have to evacuate your home or know how long you will be away due to a disaster, take a few extra steps to protect your family and yourself in case of an evacuation:

- Know the evacuation plans of your community and your children's schools
- Know where you will stay during an evacuation and how you will get there
- Keep an emergency supply kit that you can take with you
- Maintain at least half a tank of gas at all times
- Review your evacuation plan with your household

When authorities tell you to evacuate:

- Wear sturdy shoes and clothing
- Take your disaster supply kit
- Unplug all electronics
- Lock doors and windows
- Let someone know your route
- Turn off gas, water, and electricity
- Abide by your community's evacuation plan



Planning for Special Needs Populations

If any members of your household have disabilities or are elderly, find out what services may be available to aid in their care or evacuation in the event of an emergency. The local chapter of the American Red Cross or emergency manager may offer help and advice in your planning.



Your Community's Siren Warning System

It is important to know whether you have outdoor warning sirens in your area and how they work. Remember, sirens are an outdoor notification system and oftentimes can't be heard when you're indoors, especially when the windows and doors are closed. Know how the sirens in your area work, so you'll know what to do when you hear them.

- If the sirens are sounded, find shelter and tune to local radio or television for information and instructions.
- Sirens are tested on a regular basis. Check with your local police or fire department, sheriff's office or emergency management agency for more details about your area's siren warning system.

Depending on the emergency, you may need to evacuate or seek shelter. If told by emergency officials to "shelter in place," that means you will need to stay put and, depending on the emergency, you may be told to turn off air conditioning and heating units and perhaps take other steps to secure your building.

Neighbors Helping Neighbors

Working with neighbors in an emergency can save lives and property. Adopt an "emergency buddy" and plan together how you can check on and assist one another. Meet with your community members, at home and at work, to plan how you could work together in an emergency until help arrives. Know your neighbors' special skills and consider how you could help people with special needs, including those with dis-

abilities and elderly persons. If you are a member of a neighborhood organization such as a homeowners association or crime watch group, introduce emergency preparedness as a new activity. Consider taking a first aid/CPR course or Community Emergency Response Team (CERT) training as a group.

Business Preparedness

Business and industry are just as vulnerable to the effects of emergencies as ordinary citizens. Therefore, there are basic steps that a business should take to prepare for an emergency.

- Maintain sufficient insurance coverage.
- Identify critical business functions that absolutely must continue (i.e., shipping, inventory control, payroll) and develop contingency plans and processes to ensure they will carry on.
- Back up files on a regular basis and store duplicate computer records offsite.
- Implement an evacuation plan and a "shelter in place" plan for staff and customers.



If You Have Pets

Find out whether potential shelters allow family pets — many will not. If that is the case, you may wish to make arrangements for pets in advance of an emergency. Create a survival kit for your pet that includes:

- Identification collar and rabies tag.
- Carrier or cage.
- Any medications (be sure to check expiration dates).
- Leash.
- Newspapers and plastic trash bags for handling waste.
- Food bowls and at least a two-week supply of food and water.
- Veterinary records (many animal shelters do not admit pets without proof of vaccination).

If you must leave your pet at home, place your pet in a safe inside area with plenty of food and water. Never leave pets chained outside. Post a note outside your home listing what pets are inside, where they are located, and phone numbers where you can be reached.

During and After an Emergency



Flash Flooding

Flash floods can be very dangerous because of strong, swift currents that rise without warning.

- In the event of a flash flood, move immediately and quickly to higher ground. The force of only 6 inches of swiftly moving water can knock people off their feet.
- If floodwaters rise around your car, get out and move to higher ground immediately.
- Never drive into high water. Cars can be easily swept away in less than 2 feet of moving water. Even a four-wheel drive sport utility vehicle is unsafe if the roadbed has become saturated and unstable due to rising water.

Water Contamination

Flooding can cause contamination of water supplies. Contaminated water can contain microorganisms that cause diseases such as dysentery, typhoid and hepatitis. If you think your water may be contaminated, purify it before using it for drinking, cooking, washing dishes or bathing.

Boiling is considered the safest method of purifying water. Bring water to a boil for 3 to 5 minutes, and then allow it to cool before drinking. Pouring water back and forth between two containers will improve the taste by putting oxygen back into the water.

If you can't boil your water, add 16 drops of regular household bleach per gallon of water, stir, and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dosage and let stand another 15 minutes. If it still does not smell of chlorine, discard the water and find another source.



Tornadoes and High Wind

Tornadoes are dangerous because of their high winds and ability to lift and move heavy objects. If a tornado warning is activated in your area, seek shelter immediately. Go to your safest available place.

In your car:

- Stop! Get out and get into a secure building or lie flat, face down in a low area such as a ditch.
- Cover your head and wait for the tornado to pass.

- Avoid underpasses because they can become dangerous wind tunnels.

In a public building:

- Move to an interior space on the lowest floor, preferably a stairwell or hallway.
- Look for a shelter with as many secure walls as possible between you and the outside. Avoid windows.

At home:

- Go to the basement, storm shelter or windowless room near the center of the house. Better yet, get into a SafeRoom, if possible.

In a mobile home:

- Leave and go to the nearest secure building. Move to the center of the lowest floor and avoid windows.

Lightning

Lightning can strike as much as 10 miles away from the rain area in a thunderstorm — about the distance you can hear thunder. If you can hear thunder, you are within striking distance and should seek safe shelter immediately.

- Postpone activities promptly. Don't wait for rain. Go quickly inside a completely enclosed building, not a carport, open garage or covered patio. Avoid sheds, picnic shelters, baseball dugouts, and bleachers. If no enclosed building is available, get inside a hard-topped all-metal vehicle.
- Crouch down if you are in an exposed area since lightning hits the tallest object.
- Keep an eye on the sky. Look for darkening skies, flashes of lightning or increasing wind, which may be signs of an approaching thunderstorm.
- Listen for the sound of thunder. If you can hear thunder, go to a safe shelter immediately.
- Get out of the water. Stay off the beach and out of small boats or canoes. If caught in a boat, crouch down in the center of the boat away from metal hardware. Swimming, wading, snorkeling and scuba diving are **not** safe. Lightning can strike the water and travel some distance beneath and away from its point of contact. Don't stand in puddles of water, even if wearing rubber boots.
- Avoid metal. Large metal objects can conduct lightning. Small metal objects can cause burns.



- Stay away from clotheslines, fences, exposed sheds and electrically conductive elevated objects. Do not hold on to metal items such as golf clubs, fishing rods, tennis rackets or tools.
- Stay several yards away from other people. Do not share a bleacher bench or huddle in a group.

Power Outages

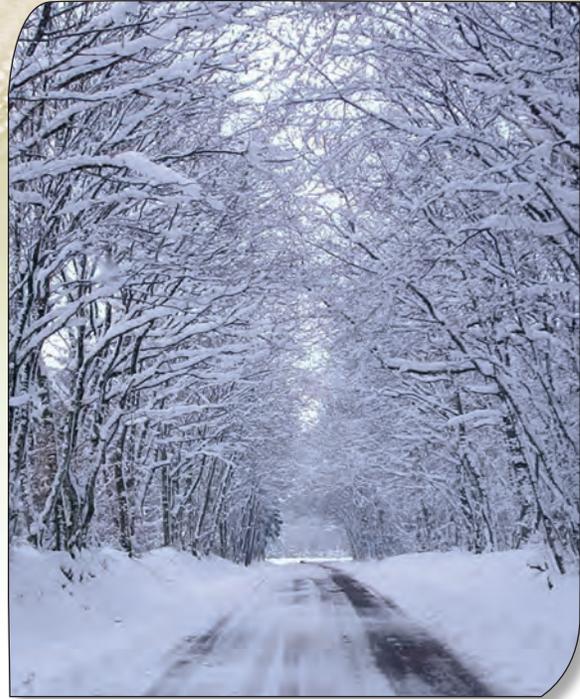
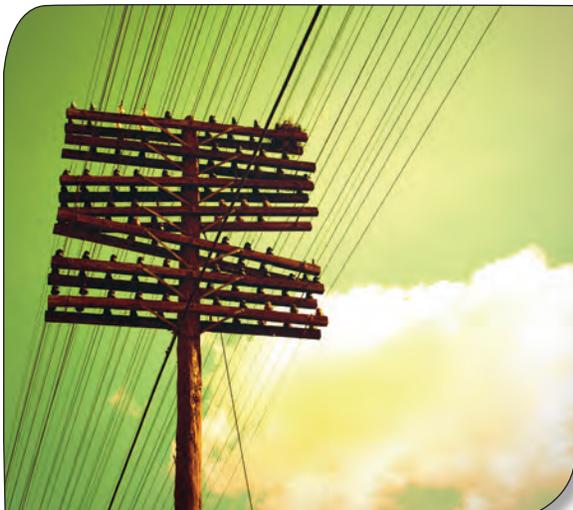
- Stay calm and help family members or neighbors who may be vulnerable if exposed to extreme heat or cold.
- Locate a flashlight with batteries to use until power comes back on. Do not use candles, which can start a fire.
- Turn off and unplug sensitive electronic equipment such as computers, VCRs and televisions.
- Turn off major electric appliances that were on when the power went off. This will help to prevent power surges when electricity is restored.
- Keep your refrigerator and freezer doors closed as much as possible to keep cold in and heat out.
- Do not use a cooking stove to heat your home — it can cause a fire, gas leak or asphyxiation.
- Use extreme caution when driving. If traffic signals are out, treat each signal as a stop sign — come to a complete stop at every intersection and look before you proceed.
- Do not call 9-1-1 to ask about the power outage. Listen to a local radio station for updates.

Electrical Safety

- Stay away from downed power lines. Downed power lines may appear to be harmless, but could be live.
- If a person or object is in contact with a power line, don't touch the person, object or line. The electric current could flow through you. Call your electric provider immediately.
- If your vehicle is in contact with a power line, stay inside the car. Warn others not to touch the car or power line.
- If you must leave your vehicle, jump clear to avoid being in contact with the car and the ground at the same time and then roll away from the car.
- Assume all objects touching the power line are also energized. Never attempt to remove trees or limbs from any utility lines! Notify your electric provider of the situation.
- If you have a basement in your home, never attempt to turn off your power, open circuit breakers, remove fuses or operate switches while standing in water. Don't turn the power back on until the basement is emptied of water.

If you use an electric generator:

- Operate it outdoors to avoid deadly fumes accumulating in the house.
- Plug appliances directly into the generator or have the generator properly attached to your home's wiring by a qualified electrician.
- Never connect a portable generator to your house's main electrical panel, and never plug one into an electrical outlet of your home.



Winter Storm

Winter storm season can be dangerous if proper precautions are not taken. Prepare your household for the cold by following these steps:

- Keep at least a three-day supply of food on hand
- Do not use charcoal or gas/propane heaters indoors
- Have sand and salt for icy driveways and sidewalks
- Install weather stripping around windows and doors for better insulation
- Know the warning signs of hypothermia and frostbite:
 - Hypothermia is characterized by shivering, exhaustion, confusion, fumbling hands, memory loss, slurred speech and drowsiness. Call 9-1-1 immediately and then move the person to a warm shelter. Remove any wet clothing. Warm the body up by heating the neck, chest, and head. Wrap the person tightly with dry layers of blankets, clothing, towels or sheets.
 - Frostbite is characterized by pale or grayish-yellow skin on the affected area, skin that feels unusually firm or waxy, and numbness. Seek medical care; if not available, move the person into a warm room and heat problem areas with warm water or with body heat. Do not walk on frostbitten feet if possible.

Heat Emergencies

A heat wave is a prolonged period of excessive heat and humidity. If a heat wave is predicted or happening, consider the following:

- Slow down. Avoid strenuous activity.
- Stay indoors as much as possible.
- Wear lightweight, light-colored clothing.
- Drink plenty of water regularly and often, even if you do not feel thirsty. Avoid alcohol and caffeine.
- Look for signals of heat exhaustion or heat stroke.
- Heat exhaustion is characterized by cool, moist, pale or flushed skin; heavy sweating; headache; nausea or vomiting; dizziness and exhaustion. Move a heat exhaustion victim to a cooler place, remove or loosen tight clothing and apply cool, wet cloths. Give the person a half glass of cool water every 15 minutes and let him or her rest in a comfortable position.
- Heat stroke is characterized by hot, red skin; changes in consciousness; rapid, weak pulse; and rapid, shallow breathing. Body temperature can be as high as 105 degrees. Call 9-1-1 immediately and move the person to a cooler place. Immerse the victim in a cool bath or wrap wet sheets around the body and fan it. If the person refuses water, is vomiting or is experiencing changes in consciousness, do not give anything to eat or drink.

Fire

Protect your family from a house fire by installing and maintaining smoke detectors on every level of your home. Plan an escape route from every room in the house and practice the routes with each member of the family.

If there is a fire:

- Exit the building immediately.
- Crawl low if there is smoke.
- Use a wet cloth, if possible, to cover your nose and mouth.
- Use the back of your hand to feel the upper, lower and middle parts of closed doors.
- If the door is not hot, brace yourself against it and open slowly.
- If the door is hot, do not open it. Look for another way out.
- Do not use elevators.
- If you catch fire, do not run. Stop-drop-and-roll to put out the fire.

- If you are at home, go to a previously designated meeting place.
- Account for your family members and carefully supervise small children.
- Never go back into a burning building.

Wildfires

Always call 9-1-1 if you spot suspicious smoke or fire. If a grass-fire or wildfire threatens your property, stay tuned to local radio or television for evacuation warnings. Have important items and documents ready to go. If instructed to evacuate by emergency responders via radio/television or in person, do so immediately.



Hazardous Material Emergencies

If you are notified or become aware of a hazardous material emergency such as a chemical spill, chemical release, fire or explosion, do not panic.

If you are directed to evacuate, do so immediately:

- Take your disaster supply kit.
- Lock your home.
- Cover your nose and mouth with a wet cloth.
- Travel on routes specified by local authorities.
- Head up-wind of the incident.

If you are sure you have time:

- Take your cellular phone and a battery-powered radio.
- Shut off your home's water and electricity.
- Make arrangements for your pets (see page 5).

If instructed to stay inside ("shelter in place") and not to evacuate:

- Close and lock windows and doors.
- Turn off ventilation systems and water.
- Seal gaps under doorways and windows with wet towels and duct tape.



Emergency personnel are trained to respond to hazardous material emergencies. They will tell you what to do, either at the incident site or via television and radio.

Recovering from an Emergency

Recovery continues even after you return home, as you and your family face the emotional and psychological effects of the event. Reactions vary from person to person, but may include:

- Restless sleep or nightmares.
- Anger or a feeling of wanting revenge.
- Emotional numbness or lack of emotion.
- Need to keep active, restlessness.
- Need to talk about the experience.
- Loss of appetite.
- Weight loss or gain.
- Headaches.
- Mood swings.

All of the above are normal reactions to stressful events, and it is important to let people react in their own way. It may be helpful to:

- Talk with your family and friends about what happened and how you feel about it.
- Take charge. Empower yourself by planning and taking steps to manage, avert or mitigate against future losses. Try to evaluate and plan for the chance disaster could strike again.
- Volunteer at a local shelter, blood bank or food pantry to assist emergency victims.
- Consult your minister or spiritual advisor or seek counseling.



During disasters OEM assists local communities by delivering state resources.

After disasters OEM works with local emergency managers to secure all eligible disaster assistance.

OEM works to lessen the effects of disasters through safe rooms and other mitigation programs.



Children may need particular reassurance and extra attention. It is best to encourage them to share their feelings, even if you must listen to their stories repeatedly — this is a common way for children to grasp what they have experienced. You may also want to share your feelings about the event with them.

How Can You Help?

Get involved in volunteer activities that support first responders, disaster relief groups, and community safety organizations. Everyone can do something to support local law enforcement, fire, emergency medical services, community public health efforts and the four stages of emergency management: prevention, mitigation, response and recovery efforts.

Oklahoma Citizen Corps, an organization dedicated to education, training and volunteer service, strives to make communities safer, stronger and better prepared to respond to the threats to terrorism, crime, public health issues and disasters of all kinds.

Contact your local Oklahoma emergency manager and find out how you can get involved. To find the emergency manager in your area, visit www.McReady.org for a complete list.



Crisis, grief and stress counseling is available 24 hours a day, 7 days a week for you or a family member suffering persistent emotional or psychological problems related to an emergency.

WITH ALL YOUR POWER



WHAT WOULD YOU DO?

“I will do everything in *my* power to make sure you stay safe.”

“I like to share some safety tips on my McReady visits to schools, so remember:

- Never touch downed lines, or anything they're touching.
- Look for up before you climb and call before you dig. Power lines are overhead and underground.
- Keep an emergency kit and flashlight handy if a storms comes.
- Don't play near substations or transformers, and if they're unlocked, call OG&E.
- If you use a generator, be sure a licensed electrician installs it.
- Learn more about safety at oge.com.”

“Between you, me and OG&E, let's stay safe, together.”

**POSITIVE
ENERGY
TOGETHER**

OG&E

LINEMAN LARRY



IMPORTANT EMERGENCY Telephone Numbers and Web Sites



Take a moment to sit down with your local phone directory and fill in these important telephone numbers. Post this list near the phone and update as needed.

Police, Fire and Emergency Medical Services.....	911
Non-emergencies	211
Emergency Management Agency	_____ - _____ - _____
Mental health services	_____ - _____ - _____
American Red Cross Chapter	866-GET-INFO
The Salvation Army.....	800-SAL-ARMY
Local Health Dept.	_____ - _____ - _____
Flood plain administrator.....	_____ - _____ - _____
Oklahoma Poison Control Center.....	800-222-1222
Oklahoma Dept. of Emergency Management	405-521-2481
Oklahoma Road Conditions	888-425-2385
Phone company:	_____ - _____ - _____
Electric company:	_____ - _____ - _____
Gas company:	_____ - _____ - _____
Water company:	_____ - _____ - _____

For more in-depth disaster-preparedness information, visit these Web sites.

McReady Oklahoma.....	www.mcready.org
Oklahoma Emergency Management Association	www.oema.us
Oklahoma Department of Emergency Management	www.oem.ok.gov
FEMA.....	www.fema.gov
Department of Homeland Security.....	www.dhs.gov
Citizen Corps	www.citizencorps.gov
American Red Cross	www.redcross.org
The Salvation Army	www.salvationarmyusa.org
Centers for Disease Control.....	www.cdc.gov
Oklahoma Road Conditions.....	www.dps.state.ok.us

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