



# If there's an emergency will you **Be Prepared?**

What You Need To Know About Personal Preparedness



# NASA

Know Your Stuff

# Be Prepared



## Family Disaster Plan



# Are You Ready?

## Developing Your Family Preparedness Plan

NASA families and communities are subject to a number of potential emergencies such as fires, floods, severe storms, hurricanes, tornadoes, or even terrorist attacks. While we all hope such occurrences never happen, we have learned through past events that preparing ourselves and our communities for an emergency is important. Even though emergency personnel may be on the scene after an emergency, it is important to realize that responders may not be able to reach everyone who needs help immediately.

The most important asset to the successful completion of NASA's mission is its people and their families, which is why we want you to “know your stuff” when it comes to family preparedness. Inside this brochure you will find a step-by-step guide to developing your family preparedness plan. This document will discuss what you need, how long you need it, and other essential information to assist you in developing your family preparedness plan. Even though we have initiated the first step by providing you with information about preparedness plans, it is now up to you to prepare yourself and your family for emergencies.

As you develop your family preparedness plan, be sure to involve all the members of your household. After all, a plan will only work when everyone knows about it and agrees to operate within its guidelines.

### NASA Prepared

“Know Your Stuff, Be Prepared”



# Four Steps to Emergency Preparedness Planning

## 1 Preflight: Know Your Stuff!

Take the time to learn about your community. Identify the hazards that are prevalent in your area; know whom you need to include in your plan; and understand what tools, plans, and resources your community has in place. Having the right information will help guide you as you develop your preparedness plan.

### What types of hazards are most prevalent in your area?

Whether it is a fire, a flood, a hurricane, a tornado, a winter storm, or an earthquake, it is important to understand the potential impacts and warning signs of hazards. Visit your state and local emergency management Web sites for more information about potential hazards in your area.

### What emergency warning signals does my community have?

What do they sound like? How are they communicated? Are they communicated in a variety of languages? What should you do when you hear them? Also, learn which radio and television stations provide emergency information for your area. If you have one or more family members with special needs, make sure they have the necessary communication tools to receive the warning message. Your state or local emergency management agency Web site should have more information about the emergency warning signals currently being used in your area.

## How does NASA Headquarters communicate emergencies?

NASA Headquarters will notify employees of an emergency impacting the Center by using the Emergency Notification System (ENS). NASA Headquarters employees can also use the following resources during an emergency:

- Headquarters Center Operations Information (recording): 202-358-3000
- Headquarters Emergency Notification System (receive alerts and report status): 866-240-7980
- Headquarters Emergency Operations Web site:  
*<http://www.nasa.gov/hqemergency>*

## What should I do with my pets?

If you have to evacuate, do not leave your pets at home; you may not know how long you will be gone. Moreover, because of things like contaminated food and water or hazardous environmental conditions, you cannot ensure the safety of pets left at home. If you have to evacuate or shelter in place, be sure you know what items you may need for your pets (food, water, medicine, leash, crate, etc.). Check out our brochure on pet preparedness plans for information on developing a preparedness plan for your pet.

## What should I do if I have a family member or neighbor with special needs?

The term “special needs” can cover many things when one is discussing emergency preparedness. A few examples of persons with special needs may include someone with a specifically identified disability, an elderly individual requiring special planning considerations, someone with limited English language proficiency, or someone with a temporary condition that requires special planning (e.g., pregnancy or broken or sprained limbs).

If you have a friend, family member, or neighbor with special needs, be sure you have a plan in place to assist them if needed. You may need to identify their specific needs and request instructions on how to obtain and use the resources required. Make sure you both understand each other's expectations if an emergency were to occur and ensure that you have an effective communications plan established ahead of time. Visit <http://www.ready.gov> for more tips on how to plan for individuals with disabilities or other special needs.

### **What other information will help me with my preparedness plan?**

Find out about emergency plans for places where you and your family spend time. Knowing the emergency plans of community establishments (e.g., school, work, colleges, and day care) you and your family frequent will better assist you in developing your own preparedness plan. Additional information on preparedness plans is available through the Federal Emergency Management Agency (<http://www.FEMA.gov>).

# 2

## **Know Your Mission: Develop Your Plan**

Now that you have learned about what can happen and how your community is prepared to respond to emergencies, it is time to develop your family preparedness plan. You can start this process by reviewing the information you collected in the first section.

**Discuss the types of hazards that are most prevalent in your area and identify what you will do in each case.**

Hazards come in all shapes and sizes. Your evacuation procedures for a fire may be different from those for a hurricane or a tornado. Knowing which hazards are prevalent in your area will help determine your plan of action.

**Discuss what to do during an evacuation. Plan to take care of your pets.**

Evacuations can be very stressful and chaotic. Make sure each family member understands his or her responsibilities. It is important to plan and account for pets and family members with special needs.

**Ask a friend or relative to be your “out-of-area contact.”**

The out-of-area contact is one of the most important concepts in your emergency plan. When an emergency occurs, you will be concerned about the welfare of your loved ones. In an emergency, local telephone service may be disrupted. However, long-distance lines, because they are routed many different ways out of your community, may be open. Your out-of-area contact should serve as a point of contact for anyone trying to reach you during an emergency or a way to ensure that members of your family are safe and accounted for in the event that you all get separated.

Pick two places to meet. Everyone must know the addresses and phone numbers of those locations.

1. Right outside your home in case of fire.
2. Outside your neighborhood in case you cannot return home.

# 3

## **Mission Assurance: Get Prepared**

**Creating a family preparedness plan is a great first step. Help protect yourself and your family by following some of the steps below. These measures may save you critical time during an emergency.**

- Post emergency telephone numbers by phones.
- Teach children how and when to call 911 or your local emergency services number for help.
- Know how and when to turn off the water, gas, and electricity.
- Be sure you have adequate insurance coverage.
- Install a fire extinguisher in your home and make sure each member of the household knows how to use it and where it is kept (the most common type of fire extinguisher is ABC).
- Install smoke detectors on each level of your home, especially near bedrooms (contact your local fire department for more information on smoke detectors and where they should be placed).
- Conduct a home hazard hunt. Items in your home that can fall, move, break, or cause a fire are considered home hazards.
- Stock emergency supplies and assemble an emergency supply kit.
- Take a first-aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room, if possible.



# 4 The Launch: Practice Your Plan

When it comes to the safety of you and your family, you can never be too prepared. Once you have created your family preparedness plan, be sure to practice your plan. Reviewing your plan with relatives and friends and updating it annually are useful steps in ensuring that everyone is aware of what to do in the event of an emergency.

- Review your plan every 6 months.
- Conduct fire and emergency evacuation drills.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly. Change the batteries every 6 months and clean the dust from the detector each time you change batteries.
- Replace stored water and food every 6 months.

**TIP:** When you set your clocks in the fall and the spring, also replace your stored water and food, change your smoke detector batteries, and do other things necessary to maintain your plan.

## Important Things To Know About Evacuations

On occasion, emergencies can be so severe that it is unsafe for the public to remain in their communities. In the event an evacuation is ordered, local officials will provide information regarding the evacuation through local media. In some circumstances, other warning methods may include sirens, telephone calls, or street-by-street notification by police or fire officials. If you would like additional information on how evacuation notices are provided, contact your local emergency management agency. The amount of time you have to evacuate will depend on the hazard. If the

event is a weather condition, such as a hurricane that can be monitored, you might have a day or two to get ready. However, many emergencies allow no time for people to gather even the most basic necessities, which is why planning ahead is essential.

## Evacuation Guidelines

### Always:

- Keep a full tank of gas in your car if an evacuation seems likely. Gas stations may be closed during an emergency and are unable to pump gas during power outages. Plan to take one car per family to reduce congestion and delay.
- Make transportation arrangements with friends or your local government if you do not own a car.
- Listen to a battery-powered radio and follow local evacuation instructions.
- Gather your family and go if you are instructed to evacuate immediately.
- Leave early enough to avoid being trapped by severe weather.
- Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.
- Be alert for washed-out roads and bridges. Do not drive into flooded areas.
- Stay away from downed power lines.

### If time permits:

- Gather your emergency supply kit.
- Wear sturdy shoes and clothing items that provide protection, such as long pants, long-sleeved shirts, and a cap.
- Secure your home: close and lock all doors and windows. Unplug electrical equipment, such as radios and televisions and small appliances, like toasters and microwaves. Leave freezers and refrigerators plugged in unless there is a risk of flooding.
- Let others know where you are going by using your out-of-area contact identified in your family communication plan.

will you  
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