Disaster Preparation

Pamela Turner, Ph.D.
Extension Housing & Environment Specialist
Being Prepared at Home and in the Office

- Plan
  - Develop a detailed plan
- People
  - Designate someone to be in-charge
  - Communicate
- Preparation
  - Store important documents
  - Put together a disaster kit
University of Georgia Cooperative Extension
Office Disaster Preparedness Plan

Disaster preparedness covers natural disaster events — such as a flood, drought, tornado, hurricane, or winter storm — as well as terrorist events from building fires, developing, testing, and maintaining a plan that yield a fast and effective response.

Advance Planning

Name of County Extension Office

Office Address

City

State

Emergency Information

Dial 9-1-1 in an Emergency.

Non-Emergency Police/Fire Telephone Number

Crisis Manager for County Extension Office

The following person is our primary crisis manager, who will serve as the office spokesperson in the event of an emergency.

Name of Primary Crisis Manager

Area Code

Primary Telephone Number

Area Code

Alternative Telephone Number

E-mail Address

If the person above is unable to manage the crisis, the person listed below will serve as the emergency contact.

Name of Secondary Crisis Manager

Area Code

Primary Telephone Number

Area Code

Alternative Telephone Number

E-mail Address

Alternative Office Location
Office Plan
Establish a Planning Team

Emergency Planning Team

Critical to the success of any emergency plan is a strong team to develop plans in advance. We will coordinate our disaster plan with neighboring offices and building management personnel. The following people will participate on the Emergency Planning and Crisis Management Team:

1. 

2. 

3. (Representative from neighboring offices)

4. (Representative from building management)

Be Informed

Be informed about the potential problems and concerns that can impact office personnel and operations as a result of a natural or man-made disaster. Below is a prioritized list of our critical operations, staff, and procedures we need to recover from a hurricane, fire or tornado.

IMPORTANT: Following any emergency or catastrophic event, each employee MUST notify his or her immediate supervisor as soon as possible of their status. This is the case whether the event occurs only at the office, or whether the employee is affected at home (as in a tornado or hurricane, etc.). If your immediate supervisor cannot be reached, contact Extension Headquarters at 706-542-3824 or 706-542-1060.
Office Plan

Develop an Evacuation Plan

Evacuation Plan for ___________________________ County
Extension Office ________________________________

- We have developed these plans in collaboration with neighboring offices and building owners to avoid confusion or gridlock.
- We have located, copied and posted building and site maps.
- Exits are all clearly marked.
- We will practice evacuation procedures _________ times a year.
- If we must leave the workplace quickly, we will assemble at ______.
- The Assembly Site Manager is: ____________________________
  - The Site Manager’s responsibilities are to:
    - Call the proper authorities,
    - Account for all employees.
- If the Assembly Site Manager is not available or able to perform the n. alternate Assembly Site Manager will take over. The Alternate Assemb. ______.

- When the situation is resolved or the facility is safe to re-enter, the “All Clear” signal is given by the Primary Crisis Manager. If that person is not available, the “All Clear” signal will be given by the Secondary Crisis Manager.
  
  Primary Crisis Manager: ____________________________

  Secondary Crisis Manager: ____________________________

When evacuation from the city is recommended, each employee is to contact the Crisis Manager where the employee is going and provide contact information if it is not listed in the employee emergency contact information. Once employees return to the city or community, they should contact the Crisis Manager.

The Crisis Manager is to notify his or her immediate supervisor about the location of the employee. In the event that the immediate supervisor is unavailable, the Crisis Manager should notify Extension Headquarters at 706-542-3824 or 706-542-1060. As employee return to the city or community, they should keep the Crisis Manager informed.

Computer and Printer Security

Make sure all computer equipment and peripherals are kept on an inventory list that includes a description, inventory number, and serial number.

Tips to protect your important data, as well as your computer:

1. Make backup copies of any important files you have on your computer.
   a. Copy files to a data CD, flash drive or other removable media.
   b. Save copies to the NAS unit and carry NAS unit with you offsite.
   c. Use other external portable backup devices.

2. Protect your computer from physical damage.
   a. Before leaving your office, unplug all the cables from the back of the computer.
   b. Unplug the power strip or battery backup from the wall.
   c. If your office is on a lower level, place computer and monitor on something higher than the floor, perhaps on top of your desk.
   d. If possible place a table over the equipment to protect it; should the ceiling tiles or lights fall.
    
   e. If your office is near a window, shield your computer from possible debris.

3. After unplugging your computer, move it to a place that is not in direct line with a window, such as an interior room or behind a large piece of furniture.
4. You may want to put your computer and monitor inside a loosely closed garbage bag to protect it from water. To avoid condensation do not seal the bag tightly.

To protect our computer hardware we will: follow above recommendations.

To protect our computer software we will: follow above recommendations.

If our computers are destroyed, we will use back-up computers at the following locations:

- Back-Up: Each staff member is responsible for backing up our critical records.
**Office Plan Communicate**

**Employee Emergency Contact Information**

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<thead>
<tr>
<th>Name</th>
<th>Mobile or Cell Phone</th>
<th>Home Phone</th>
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Communications

We will communicate our emergency plans with co-workers in the following way:

- Staff meetings
- Mobile or Cell phones (Be sure to maintain a current list of numbers.)

**Annual Disaster Plan Review**

This disaster plan was last reviewed on ________________

Signatures of individuals who reviewed the plan:

_________________________  ________________________

_________________________  ________________________
Home Plan

Determine Emergency Contacts

University of Georgia Extension Service
Home Disaster Preparedness Plan

Every individual or family needs to have a plan for what to do in the event of a flood, tornado, hurricane, winter storm, fire, terrorist event or any other unintentional disaster. You should make time to discuss with your family the types of disasters most likely to occur in your area. Designate two emergency contacts — one who lives in the area and one who lives far away or in another state. Update your contact’s information every six (6) months.

Emergency Contact #1:

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<tr>
<th>Name of Person</th>
<th>Primary Contact Number</th>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Secondary Contact Number</th>
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<th>State</th>
<th>Zip</th>
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E-mail

Emergency Contact #2:

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<thead>
<tr>
<th>Name of Person</th>
<th>Primary Contact Number</th>
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Meeting Places Away From Your House

You should choose two meeting places outside of your home — one close by and one outside your neighborhood. If the first place is not accessible, go to the second meeting place.

Meeting Place #1:

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<tr>
<th>Meeting Place #1:</th>
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Meeting Place #2:

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<th>Meeting Place #2:</th>
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Home Plan
Make Preparations

Disaster Preparedness — Advance Planning

<table>
<thead>
<tr>
<th>Pre-Planning</th>
<th>Details</th>
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<tbody>
<tr>
<td>Conduct a personal property inventory.</td>
<td>Make a written inventory of everything in your house and garage. You should include photos or a video of your personal property and update it frequently. Free software is available from the Insurance Information Institute (<a href="http://www.knowyourstuff.org">www.knowyourstuff.org</a>).</td>
</tr>
<tr>
<td>Back up and store computer and paper records.</td>
<td>This includes your personal property inventory, property photos or videos, property titles, social security cards, mortgage papers, insurance documents, financial records, stocks, bonds, medical and immunization records, birth and marriage certificates, and military service documents.</td>
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<tr>
<td>Post emergency numbers.</td>
<td>List emergency numbers by all the telephones in your house.</td>
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<tr>
<td>Develop an escape route and plan for family members and pets.</td>
<td>Determine primary and secondary places to meet in the event of an emergency. Practice your evacuation plan every six (6) months.</td>
</tr>
<tr>
<td>Determine safe areas in your home.</td>
<td>Familiarize family members with safe areas in the house in the event of a tornado.</td>
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<tr>
<td>Learn how to turn the water and power off.</td>
<td>Teach family members where to find water and power cutoffs, and how to operate them.</td>
</tr>
<tr>
<td>Add fire and safety equipment to your house.</td>
<td>• Buy a fire extinguisher and teach family members how to use it. • Install smoke detectors outside bedrooms and in the kitchen. Check the batteries every six (6) months. • Buy an evacuation ladder for your two-story house. Store the ladder next to a window that opens easily.</td>
</tr>
<tr>
<td>Create a will and designate a guardian for minor children.</td>
<td>Keep your will updated and store it in more than one location, such as with your attorney and in a safe deposit box.</td>
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<tr>
<td>Conduct an insurance audit.</td>
<td>Each year, evaluate your insurance coverage to make sure it provides adequate coverage.</td>
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<td>Learn about first aid.</td>
<td>Take a class on first aid or CPR.</td>
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<td>Put together an emergency kit.</td>
<td>Keep a supply of water and food for emergencies. You should replace stored water every three (3) months and food every six (6) months.</td>
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Home Preparations
Storing Important Documents

- Storing documents
  - Safe deposit box
  - Fireproof safe
  - Off-site (CD, DVD, USB drive)

- Which of the following documents should you keep in a “safe place?”
Birth Certificate

This Certifies

[Name]

was born to [Parents] on [Date] at [Time] on [Day] of [Month] in [Place].

[Attending Physician]

[Administrator]

[Signature]

[Signature]

[Place and Date]

[Official Seal]
Last Will & Testament

of Alfred W. Livingston

This is the will and testament of Alfred W. Livingston.


...
Honorable Discharge
from the Armed Forces of the United States of America
This is to certify that
Isaac John Walters    111-22-3333
was Honorably Discharged from the
United States Army
on the 10th day of November 1980
This certificate is awarded
as a testimonial of Honest and Faithful Service

C. F. Briggs
BRIGADIER GENERAL, USA
MARRIAGE CERTIFICATE
STATE OF GEORGIA
JACKSON COUNTY

This Certifies that John Doe
and Jane Doe were united in the
HOLY BONDS OF MATRIMONY
by
A. Ross, Minister

on the 23rd day of December, in the year of our Lord, 1993,

As appears of record in my office in Marriage Record Book

Page 185 This 20th day of May, 1993

Margaret Henderson
Judge, Probate Court, Jackson County, Jefferson, GA 30544
Disco King

Presented to Jorge Atiles
Saturday Night Fever - 1977

John Travolta
Tony Manero

You Should Be Dancing!
Household Inventory

Living Room
- Leather recliner, purchased 12/20/07 for $500
- Sofa, purchased 01/01/03 for $350
- Coffee table, purchased 01/01/03 for $100
- 32” LCD HDTV, purchased 12/20/07 for $575
- Entertainment unit, purchased 12/20/07 for $1,000

Dining Room
- Table and 6 chairs, purchased 07/22/01 for $400
- China cabinet, purchased 07/22/01 for $500
Insurance Policy
Happy Home Insurance Company

Jimmie & Theresa Brown
123 Summer Street
Marietta, GA 12345

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Jimmie Brown  Theresa Brown
Do not mark or sign anywhere on this side of the title.
Financial Records
UGA
Big Man On Campus
Don Bower
1980
Home Preparation
Storing Important Documents

- Ask the following questions:
  1. Can I replace it?
  2. Will I need it right away?
  3. Does my life depend on it?
- Keep originals in a “safe place”
- Keep copies of essential records in disaster kit:
  - Rental or mortgage paperwork,
  - Medical information,
  - Insurance records,
  - Digital backup, *etc.*
Home Preparations

- Putting together your disaster kit
Home & Office Preparations

- Develop a plan
  - Office
  - Home

- Designate someone to be in charge
  - Office Crisis Manager (and alternate)
  - Home Emergency Contacts

- Get prepared
  - Store important documents in a “safe place”
  - Put together a disaster kit