

*ARE YOU
READY?*

*Guidelines for
Navy Family
Emergency
Preparedness*

ARE YOU READY?

Guidelines for Navy Family Emergency Preparedness

Congratulations! By taking possession of this handbook, you have taken the first step in preparing for a major emergency. While this handbook provides information and resources about preparing yourself and your family for all types of emergencies, please consult the other resources listed for additional information.

Preparing makes sense. The likelihood that you and your family will survive a house fire depends as much on having a working smoke detector as on a well-trained fire department. The same is true for surviving a natural disaster, terrorist attack, or other emergency.

Regardless of whether you live on, near, or away from a naval installation, you must have the tools and plans in place to make it on your own, for at least 3 days to a week, when an emergency occurs. Ready Navy and the U.S. Department of Homeland Security urge all Americans to: be and stay informed about what might happen; make a plan for what to do in the event of an emergency; and maintain a basic emergency supply kit. Just like having a working smoke detector, preparing for the unexpected makes sense.

**PREPARATION EMPOWERS YOU.
IT SAVES LIVES, PROPERTY, AND TIME.**

WHAT'S INSIDE...

The following pages will help you:

- Learn what to do before, during, and after a catastrophic event or natural disaster**
- Make a Family Emergency Plan**
- Build a Basic Emergency Supply Kit**

“Family readiness is tied directly to combat readiness.”

- Admiral Mike Mullen

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BE AND STAY INFORMED

Many events can trigger emergency situations that escalate into disasters. Many hazards, such as power outages or disease outbreaks, can happen anywhere, at any time, so you should become familiar with the full spectrum of possible dangers and how you will be notified about them. It is also important to give special consideration to any particular hazards that are more likely to affect your local area, such as a hurricane, a tornado, or an earthquake.

The Wide Area Alert Network (WAAN) is one of the principal tools the Region Commander and installation commanding officers utilize to alert the workforce to destructive weather hazards, emergencies, severe traffic conditions, Force Protection Condition (FPCON) changes, etc., both during and after working hours. The automated telephone notification system, one of four sub-systems of the WAAN, enables registered users to receive telephonic, email, and text alerts on devices they designate. Be sure to register your work and personal contact information in the WAAN to receive these important emergency alerts.

While the potential threats can seem overwhelming, keep in mind that most of what you address in your **Family Emergency Plan** or put in your **Basic Emergency Supply Kit** will be useful regardless of the hazard.

WHAT'S INSIDE THIS SECTION...

The following pages provide detailed information on some potential hazards you and your family may confront, such as:

- Natural and Man-made Hazards**
- Diseases**
- Terrorism**

Be Ready Navy! I am. Are You?

Ready Navy is the Navy's Emergency Preparedness Program that provides information, tools, and resources to empower the Navy Family to more aptly prepare for, react, and recover when faced with any emergency, with or without advanced warning.

NATURAL HAZARDS

Focus your attention on the natural hazards that are more likely to affect your location. Consult the following pages to learn how to prepare for, what to do during, and what to do after the following types of natural hazards:

Earthquakes
Floods
Hurricanes/Typhoons
Power Outages
Tornadoes
Tsunamis
Volcanoes
Wildfires
Winter Storms

WHERE TO FIND INFORMATION ON NATURAL HAZARDS:

- Ready Navy – www.ready.navy.mil
Click on ***Be Informed*** then ***Natural Hazards***
- American Red Cross – www.redcross.org
Click on ***Get Assistance*** then ***Disaster Recovery Guides***
- Commander, Navy Installations Command – www.cnic.navy.mil
Click on ***Operations and Management*** then ***Emergency Management***
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on ***Be Informed*** then ***Natural Disasters***

EARTHQUAKES

Earthquakes can happen almost anywhere and anytime without warning, so you and your family should be prepared.

HOW TO PREPARE FOR AN EARTHQUAKE

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan is available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Cards available at the end of the book)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member's cell phone.
- Minimize home hazards by securing tall furniture and strapping the water heater to studs in the walls. Move heavy items to lower shelves.
- Identify a safe place in every room of your home where nothing can fall on you, such as under a table, against a wall, or in a doorway.
- Practice earthquake drills as a family so everyone knows what to do, especially "Drop, Cover, and Hold On!"
- Remove or isolate and secure flammable materials.
- For additional preparation suggestions, see "**Make a Plan**" on page 60 and consult your naval installation's website and/or Fleet and Family Support Center.

Preparedness Empowers You!

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed before, during, and after an incident; make a written Family Emergency Plan; and build a Basic Emergency Supply Kit.

WHAT TO DO IF THERE IS AN EARTHQUAKE

If you are indoors:

- Do not run outside. There may be falling debris.
- If possible, DROP to the floor, take COVER under a table or sturdy piece of furniture, and HOLD ON until the shaking stops.
- If you are not near any sturdy furniture, crouch in a corner or in a stable doorway where there is less of a chance of things falling on you.
- Stay away from windows, light fixtures, unstable furniture, or anything that could fall.

- Stay inside until the shaking stops and you are absolutely sure it is safe to go outside.
- The electricity may go out, so do not use elevators.

If you are outdoors:

- Move away from buildings, street lights, and utility wires or anything that could fall.
- Once in an open area, drop to the ground.
- Statistics show that most earthquake-related injuries are caused by falling debris.

If you are in a moving vehicle:

- Stop as soon as you can, away from buildings or anything that could fall.
- Stay in the vehicle.
- Proceed very slowly once shaking stops.

WHAT TO DO AFTER AN EARTHQUAKE

- Check yourself and others for injuries.
- Turn off the gas if you suspect a leak.
- Stay tuned to the radio for further information and instructions.
- Expect aftershocks, which can come minutes, hours, or days after an earthquake. If an aftershock happens, “Drop, Cover, and Hold On.”
- Be very careful of falling debris in homes or outdoors. This is how most injuries occur.
- If you live near the ocean, be aware of possible tsunamis, which are caused by earthquakes off the coast.
- Consult your naval installation's communication channels – TV or website.

If you are trapped beneath debris:

- Do not light a match for light. There may be gas leaks in the area.
- Do not move around or kick up dust.
- Cover your mouth with a handkerchief or piece of clothing to reduce dust inhalation.
- Tap on a pipe or use a whistle to help rescuers find you. Shout only as a last resort as it will increase dust inhalation.

CHECK-IN (MUSTER)

- **As soon as possible**, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.

- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC)** at **1-877-414-5358** or **1-866-297-1971 (TDD)**.
- Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need **IMMEDIATE** help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on ***Be Informed*** then ***Natural Hazards***
- American Red Cross – www.redcross.org
Click on ***Types of Emergencies*** then ***Earthquakes***
Call 1-800-RED-CROSS (733-2767) or 1-877-272-7337 for the ARC Armed Forces Emergency Service Center
- Centers for Disease Control and Prevention (CDC) – www.emergency.cdc.gov
Click on ***Natural Disasters and Severe Weather*** then ***Earthquakes***
- Commander, Navy Installations Command – www.cnic.navy.mil
Click on ***Operations and Management*** then ***Emergency Management***
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on ***Earthquakes***
- Navy-Marine Corps Relief Society – www.nmcrs.org

*Be informed before, during, and after an incident; make a written **Family Emergency Plan** and build an **Emergency Supply Kit** good for at least three days.*

FLOODS

Flooding is the most common natural disaster and can occur anywhere. Flooding can be localized in a particular neighborhood or widespread, affecting entire cities or large portions of states and territories. Floods can develop over a period of days, giving you adequate time to prepare; however, flash floods can develop in a matter of minutes.

Flash flood waters can be caused by heavy rain, levee breaches, or dam failures. Rushing flood waters can be deeper and stronger than they look. These waters are also destructive and can carry debris, rocks, and mud.

Preparedness Empowers You!

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed before, during, and after an incident; make a written Family Emergency Plan; and build a Basic Emergency Supply Kit.

HOW TO PREPARE FOR A FLOOD

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member's cell phone.
- Determine whether your home or work place is in a predetermined flood plain.
- Identify where you can go if you need to reach higher ground quickly and on foot.
- Stay informed and know flood terminology:
 - **Flood Watch:** Flooding is possible. Stay tuned to radio or TV for more information.
 - **Flash Flood Watch:** Flash flooding is possible. Stay tuned to radio or TV for more information. Be prepared to move to higher ground.
 - **Flood Warning:** Flooding is currently occurring or will occur soon. Listen for further instructions. If told to evacuate, do so immediately.
 - **Flash Flood Warning:** Flash flooding is currently occurring or will occur soon. Seek higher ground on foot immediately.
- For additional preparation suggestions, see "**Make a Plan**" on page 60 and consult your naval installation's website and/or Fleet and Family Support Center.

WHAT TO DO IF THERE IS A FLOOD

- Be prepared to evacuate. (See "Evacuation Checklist" on page 74.)
- Other suggestions if you evacuate when a flood has occurred:
 - Do not walk in moving water.
 - Do not drive in flood water. As little as six inches of water can cause loss of control and stalling of a vehicle.
 - Follow the designated evacuation plan, and expect a high volume of traffic.
- If you plan to go to an emergency shelter, bring sheets, blankets and pillows as most shelters do not provide these items.
- Stay tuned to the radio or TV for further information and instructions. If on a naval installation, consult base communication channels – TV or website.

IF YOU ARE NOT ORDERED TO EVACUATE

- Have your **Basic Emergency Supply Kit ON HAND**.
- If possible, choose an internal room at a high point in your dwelling in which to shelter.
- Inform your family, friends, work, command, and command ombudsman as to where you plan to stay.
- If you are staying in your home, notify your neighbors.
- Unplug all electronics, including computers, and move to a safe place.
- Do not open the refrigerator or freezer. An unopened refrigerator will keep foods cold enough for a couple of hours at least. A freezer that is half full will hold for up to 24 hours and a full freezer for 48 hours.
- Use perishable food from the refrigerator first! Then use the foods from the freezer.
- If it looks like the power will be out for more than 2 to 4 hours, pack perishable food items such as dairy products, meats, fish, poultry, and eggs into a cooler surrounded by ice.
- Fill the bathtub with water to use to flush toilets.
- Fill large containers, such as coolers, with water for bathing, cooking or cleaning. Expect local water supplies to be non-potable post-disaster.
- Put your important papers in a watertight container and in a high, safe place.
- Keep a land line phone in the home. It may work sporadically.
- Have your cell phone fully charged.
- Have flotation devices available.
- Move your vehicle to a high, dry location if possible.
- Move valuables and heirlooms to a protected place.
- Learn, in advance, how to turn off electricity, water and gas at main connection. A professional will be required to reconnect gas. Expect to lose all utilities.

WHAT TO DO AFTER A FLOOD

- Listen to news reports to make sure water supplies are not contaminated.
- Stay clear of flood waters (standing and moving) as they may be contaminated or deeper than expected.
- Beware of downed power lines. Report them to the power company.

- Stay away from storm drains, culverts and ditches. Children can get caught and injured in these areas.
- Avoid any roads where flood waters have receded as they may have weakened and could collapse under the weight of a car.
- Be extremely cautious when entering buildings and homes as there may be unseen damage.
- Clean and disinfect everything that was touched by flood water as it can contain sewage and other contaminants.
- Consult your naval installation's communication channels – TV or website.
- Use your telephone for emergency calls only or to call your out-of-town contact.

CHECK-IN (MUSTER)

- **As soon as possible**, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website** at <https://navyfamily.navy.mil> and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC)** at **1-877-414-5358 or 1-866-297-1971 (TDD)**.
- Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need **IMMEDIATE** help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on ***Be Informed*** then ***Natural Hazards***
- American Red Cross – www.redcross.org
Click on ***Types of Emergencies*** then ***Flood***
Call 1-800-RED-CROSS (733-2767) or 1-877-272-7337 for the ARC Armed Forces Emergency Service Center
- Centers for Disease Control and Prevention (CDC) – www.emergency.cdc.gov
Click on ***Natural Disasters and Severe Weather*** then ***Floods***
- Commander, Navy Installations Command – www.cnic.navy.mil
Click on ***Operations and Management*** then ***Emergency Management***
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on ***Floods***

HURRICANES/TYPHOONS

The terms "hurricane" and "typhoon" are regionally specific names for a strong "tropical cyclone," a low-pressure system that originates in the tropics. These cyclones usually include intense thunderstorms and strong winds that can exceed 155 mph. Hurricanes/typhoons and tropical storms can further result in tornadoes and heavy flooding. They can cause extensive damage through both strong winds and high flood waters from rain and storm surges.

A hurricane is a tropical cyclone in the North Atlantic Ocean, the Northeast Pacific Ocean, east of the International Date Line, or the South Pacific Ocean east of 160E. The Atlantic hurricane season lasts from June 1 to November 30, with the peak season from mid-August to late October. The Eastern Pacific hurricane season begins May 15 and ends November 30.

A typhoon is a tropical cyclone in the Northwest Pacific Ocean west of the International Date Line with sustained winds of (or those that exceed) 74 mph. Typhoons can happen at any time of year, but the season typically runs from July 1 to September 30.

Attention Family Readiness Groups

A great way to encourage your command's families to "BE PREPARED" is to hold a Family Emergency Preparedness meeting. Invite a base Emergency Management Officer and/or local American Red Cross representative to share ways to keep our families safe in emergency situations – natural or man-made.

At the meeting, hand out Family Emergency Plan forms and Emergency Contact Cards!

If you need free copies of this book, visit your local Fleet and Family Support Center or contact Naval Services FamilyLine at info@nsfamilyline.org or 1-877-673-7773.

HOW TO PREPARE FOR A HURRICANE/TYPHOON

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member's cell phone.
- For additional preparation suggestions, see "**Make a Plan**" on page 60 and consult your naval installation's website and/or Fleet and Family Support Center.

- Install permanent storm shutters or have supplies available to board up your windows.
- Install straps or clips to secure your roof to the frame structure.
- Make sure trees and bushes are well trimmed and maintained.
- Have an engineer check your home and tell you how to make it more wind-resistant.

Stay informed and know your hurricane terminology:

- **Tropical depression:** A system of clouds and thunderstorms with a defined surface circulation and sustained winds that do not exceed 38 mph.
- **Tropical storm:** A system of clouds and thunderstorms with a defined surface circulation and sustained winds 39-73 mph.
- **Hurricane:** A system of clouds and thunderstorms with a defined surface circulation and sustained winds 74 mph or higher.
- **Storm surge:** A dome of water pushed ashore by winds during tropical storms and hurricanes. Storm surges can reach 25 feet high and be 50-1000 miles wide.
- **Storm tide:** A combination of storm surge with normal tide, increasing the amount of water (e.g., a 15-foot storm surge with a 2-foot normal tide creates a 17-foot storm tide).
- **Hurricane/tropical storm watch:** Hurricane/tropical storm conditions are possible within 36 hours in specified areas. Stay tuned to radio or TV for further information. Check your **Basic Emergency Supply Kit**. Fill your car's gas tank. Bring in outdoor objects such as lawn furniture, toys and hanging plants.
- **Short-term watches and warnings:** Provide detailed information about specific threats during hurricanes, such as flash flooding or tornadoes. Listen constantly to the radio or TV for official instructions.

Understand the categorization of hurricanes:

- **Category 1:** Winds 74-95 mph, storm surge 4-5 feet, minimal damage to plants and signs
- **Category 2:** Winds 96-110 mph, storm surge 6-8 feet, some flooding, minimal damage to mobile homes, roofs, and small crafts
- **Category 3:** Winds 111-129 mph, storm surge 9-12 feet, extensive damage to small buildings and low-lying roofs
- **Category 4:** Winds 130-156 mph, storm surge 13-18 feet, extreme damage with destroyed roofs and mobile homes, downed trees, cut off roads, and flooded homes
- **Category 5:** Winds exceeding 157 mph, storm surge over 18 feet, catastrophic damage destroying most buildings and vegetation, cutting off major roads, and flooding homes

Understand the categories of typhoons:

- **COR 5:** Indicates that we are in hurricane season. From June 1 to November 30, all vulnerable installations should maintain at a minimum COR 5 levels of readiness (note except Guam/Marianas: which maintains COR 4 year round).

This is not the absence of threat; it just indicates that any storm/hurricane is greater than 72 hours away.

- **COR 4:** Trend indicates possible threats of destructive winds are indicated within 72 hours.
- **COR 3:** Destructive winds of force indicated are possible within 48 hours
- **COR 2:** Destructive winds of force indicated are anticipated within 24 hours
- **COR 1:** Destructive winds of force indicated are occurring or anticipated within 12 hours

Understand the Tropical Cyclone Conditions Terms for Naval Installations:

- **Tropical Cyclone Condition V:** Destructive winds associated with a tropical system are anticipated at the naval installation within 96 hours.
- **Tropical Cyclone Condition IV:** Destructive winds associated with a tropical system are anticipated at the naval station within 72 hours.
- **Tropical Cyclone Condition III:** Destructive winds associated with a tropical system are anticipated at the naval station within 48 hours.
- **Tropical Cyclone Condition II:** Destructive winds associated with a tropical system are anticipated at the naval station within 24 hours.
- **Tropical Cyclone Condition I:** Destructive winds associated with a tropical system are anticipated at the naval station within 12 hours.

WHAT TO DO IF THERE IS A HURRICANE/TYPHOON

- Listen to the radio or TV for more information and further instructions. If on a naval installation, consult base communication channels – TV or website.
- Secure your home by closing the storm shutters and bringing outdoor furniture or other loose items inside.
- Ensure a supply of water for household purposes.
- Turn your refrigerator to the coldest setting and keep the door closed.
- Turn off utilities if told to do so.
- If possible, ensure your vehicle has a full tank of gas.

If you are told to evacuate:

- NEVER ignore an evacuation order.
- Follow the guidelines given regarding times and routes.
- Take only essential items and your **Basic Emergency Supply Kit**.
- See **Evacuation Checklist** on page 74.
- Do not walk in moving water.
- Do not drive in high water. As little as six inches of water can cause loss of control and stalling of a vehicle.
- Follow the designated evacuation plan and expect a high volume of traffic.

If you are NOT told to evacuate:

- Stay tuned to the radio or TV for further information and instructions. If on a naval installation, consult base communication channels – TV or website.
- Have your **Basic Emergency Supply Kit ON HAND**.

- Stay away from windows and doors by seeking shelter in a bathroom or internal room.
- If you are staying in your home, notify your neighbors.
- Unplug all electronics, including computers, and move to a safe place.
- Learn, in advance, how to turn off electricity, water and gas at main connection. A professional will be required to reconnect gas. Expect to lose all utilities.
- Do not open the refrigerator or freezer. An unopened refrigerator will keep foods cold enough for a couple of hours at least. A freezer that is half full will hold for up to 24 hours and a full freezer for 48 hours.
- Use perishable food from the refrigerator first! Then use the foods from the freezer.
- If it looks like the power will be out for more than 2 to 4 hours, pack perishable food items such as dairy products, meats, fish, poultry, and eggs into a cooler surrounded by ice.
- Fill the bathtub with water to use to flush toilets.
- Fill large containers, such as coolers, with water for bathing, cooking or cleaning. Expect local water supplies to be non-potable post-disaster.
- Put your important papers in a watertight container and in a high, safe place.
- Keep a land line phone in the home. It may work sporadically.
- Have your cell phone fully charged.
- Move your vehicle to a high, dry location if possible.
- Move valuables and heirlooms to a protected place.
- Have flotation devices available.
- Stay tuned to emergency station on radio or TV.
- Listen for further instructions.
- Prepare to evacuate to a shelter or neighbor's home if your home is damaged.
- Do not go outside until instructed to do so even if the storm is over and it seems calm. When the eye of the hurricane passes, it seems calm for a limited time, but does not remain that way. The worst part will happen once the eye passes over and the winds blow from the opposite direction.

WHAT TO DO AFTER A HURRICANE/TYPHOON

- Listen to news reports to make sure water supplies are not contaminated.
- Stay clear of flood waters (standing and moving) as they may be contaminated or deeper than expected.
- Beware of downed power lines. Report them to the power company.
- Avoid any roads where flood waters have receded as they may have weakened and could collapse under the weight of a car.
- Be extremely cautious when entering buildings and homes as there may be unseen damage. If possible, wear sturdy shoes. Check for gas leaks and other damage.
- Clean and disinfect everything that was touched by flood water, as it can contain sewage and other contaminants.

CHECK-IN (MUSTER)

- **As soon as possible**, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD)**.
- Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need IMMEDIATE help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on ***Be Informed*** then ***Natural Hazards***
- American Red Cross – www.redcross.org
Click on ***Types of Emergencies*** then ***Hurricane***
- Centers for Disease Control and Prevention (CDC) – www.emergency.cdc.gov
Click on ***Natural Disasters and Severe Weather*** then ***Hurricanes***
- Commander, Navy Installations Command – www.cnic.navy.mil
Click on ***Operations and Management*** then ***Emergency Management***
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on ***Hurricanes***
- National Oceanic and Atmospheric Administration (NOAA) – www.noaa.gov
- Navy-Marine Corps Relief Society – www.nmcrs.org

POWER OUTAGES

Electrical power can go out for any number of reasons. An unexpected outage can have unforeseen consequences. Without electricity you may experience a shortage of food and clean water, as well as extreme temperatures. You should be prepared to manage without power for an extended period of time.

ROLLING BLACKOUTS

- Rolling blackouts, or temporary power shortages, may happen from time to time when power companies turn the power off in certain areas to curb usage.
- Rolling blackouts occur during peak seasons and hours of energy consumption, usually in the summer, between 4-7 p.m.
- Power companies try to warn affected areas of planned rolling blackouts, but they cannot always do so.
- The power is usually out for only about an hour.

SUMMER BLACKOUTS

- Extreme heat is usually the cause of summer blackouts.
- Summer blackouts are dangerous because they eliminate the most effective ways to beat the heat: fans and air conditioning.
- In the absence of these means of keeping cool, make sure you stay hydrated and eat light, low sodium meals.
- Take cold showers or baths to cool down.

HOW TO PREPARE FOR A POWER OUTAGE

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member's cell phone.
- Make sure you have flashlights and batteries.
- Make sure you have a battery-operated radio.

Preparedness Empowers You!

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed before, during, and after an incident; make a written Family Emergency Plan; and build a Basic Emergency Supply Kit.

- Stockpile plenty of nonperishable food and bottled water.
- Back up computer files regularly.
- For additional preparation suggestions, see "**Make a Plan**" on page 60 and consult your naval installation's website and/or Fleet and Family Support Center.

WHAT TO DO IF THERE IS A POWER OUTAGE

- Use flashlights rather than candles for light.
- Turn off the electrical equipment you were using when the power went out.
- Water purification systems may not be functioning when the power goes out, so water may be unsafe to use.
- Drink and use bottled, boiled, or treated water.
- Do not open the refrigerator or freezer. An unopened refrigerator will keep foods cold enough for a couple of hours at least. A freezer that is half full will hold for up to 24 hours and a full freezer for 48 hours.
- Use perishable food from the refrigerator first! Then use the foods from the freezer.
- If it looks like the power will be out for more than 2 to 4 hours, pack perishable food items such as dairy products, meats, fish, poultry, and eggs into a cooler surrounded by ice.
- Do not use outdoor grills inside.

If the power goes out in extreme heat:

- Stay hydrated, drinking a glass of water every 15-20 minutes.
- Wear light-colored, loose-fitting clothing.
- Keep the air circulating by opening doors and windows.
- Try to remain in the coolest part of your home.
- Be aware of the possibility of a heat stroke.

If the power goes out in extreme cold:

- Wear several layers of warm clothing.
- Keep moving to stay warm.
- Eat regularly and drink plenty of fluids.
- Be aware of the possibility of hypothermia, which happens when one's body temperature falls below 95°F.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on ***Be Informed*** then ***Natural Hazards***
- Centers for Disease Control and Prevention (CDC) – www.emergency.cdc.gov
Click on ***Natural Disasters and Severe Weather*** then ***Concerns for All Disasters*** then ***Power Outages***
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on ***Blackouts***

TORNADOES

Tornadoes, the most violent natural hazard, are rotating, funnel-shaped clouds that form out of thunderstorms. Strong winds are the most destructive aspect, with gusts reaching as high as 300 mph. The damage path can be a mile wide, though most are only a few dozen yards wide. Tornado season is generally March through August, but they can occur anytime of the year. Tornadoes most often occur at the tail end of a thunderstorm. Eighty percent of tornadoes occur between noon and midnight.

HOW TO PREPARE FOR A TORNADO

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member's cell phone.
- Identify a place in your home to take shelter in case of a tornado. A storm shelter or basement provides the best protection. Otherwise, choose an interior room or hallway on the lowest floor possible.
- For additional preparation suggestions, see "**Make a Plan**" on page 60 and consult your naval installation's website and/or Fleet and Family Support Center.

Watch for tornado danger signs:

- Dark, often greenish sky – a phenomenon caused by hail
- Wall cloud - an isolated lowering of the base of a thunderstorm
- Large hail
- Cloud of debris, funnel cloud, roaring noise

Stay informed, and know tornado terminology:

- **Tornado Watch:** A tornado is possible. Stay tuned to the radio or TV for more information and further instructions.
- **Tornado Warning:** A tornado has been spotted. Take shelter immediately.

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WHAT TO DO IF THERE IS A TORNADO

- Take shelter immediately in the designated interior room. Protect yourself from glass and flying debris. Stay away from windows.
- If you are outside, find shelter immediately, or if shelter is unavailable, lie flat in a ditch or low-lying area. Do NOT get under an overpass or bridge. Use your arms and hands to protect your head.
- If you are in a car, stop immediately and find shelter. Do NOT try to drive through a tornado.
- Stay tuned to radio or TV for information and instructions.
- Stay sheltered until the tornado has passed.

WHAT TO DO AFTER A TORNADO

- Stay clear of downed power lines. Report these to the power company.
- Stay out of damaged areas.
- Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Use telephone only for emergency calls.
- Stay tuned to radio or TV for further information or instructions.
- Inspect your home, but be careful of unseen damage.

CHECK-IN (MUSTER)

- **As soon as possible**, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD)**.
- Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need IMMEDIATE help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on *Be Informed* then *Natural Hazards*
- American Red Cross – www.redcross.org
Click on *Types of Emergencies* then *Tornado*
- Federal Emergency Management Agency (FEMA) – www.ready.gov

TSUNAMIS

Tsunamis are series of waves triggered by an earthquake or underwater landslide offshore. A tsunami can move at hundreds of miles per hour and can be 10–100 feet high. Even 10-foot tsunamis can be very destructive. Areas near the coast, within a mile of the shoreline, and that are less than 25 feet above sea level are at the most risk for a tsunami.

HOW TO PREPARE FOR A TSUNAMI

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan. You should identify a place to evacuate that is at least 100 feet above sea level or two miles inland. You should be able to reach it within 15 minutes. (Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member's cell phone.
- Determine whether you live or work in an area with the potential to be hit by a tsunami.
- Determine where tsunami signs are located.

Be informed and know tsunami terminology:

- **Advisory:** An earthquake that could produce a tsunami has been detected.
- **Warning:** A tsunami that could cause damage has or may have been produced. People in the warned area are strongly advised to evacuate.
- **Watch:** A tsunami has or may have been generated and has a travel time to the area of at least two hours.

WHAT TO DO IF THERE IS A TSUNAMI

- Stay tuned to the radio or TV for more information or instructions. Authorities will issue a warning only if they are certain a threat exists.
- Stay away from the beach.
- A large recession of the water is nature's warning of a tsunami. Heed this as you

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would an official warning.

- There may be little time between a warning and the tsunami, so if you are told to evacuate, do so immediately, and take your animals with you.

If you hear an official tsunami warning or are told to evacuate:

- Immediately get to higher ground, preferably a previously identified area.
- Take your emergency kit.

WHAT TO DO AFTER A TSUNAMI

- Continue to listen to news reports for further information and instructions.
- Stay clear of flood waters (standing and moving) as they may be contaminated or deeper than expected.
- Stay clear of damaged areas until you are told otherwise.
- Beware of downed power lines.
- Avoid any roads where waters have receded as they may have weakened and could collapse under the weight of a car.
- Be extremely cautious when entering buildings and homes as there may be unseen damage.
- Clean and disinfect everything that was touched by flood water, as it can contain sewage and other contaminants.

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- Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need IMMEDIATE help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on **Be Informed** then **Natural Hazards**
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on **Be Informed** then **Natural Hazards**

VOLCANOES

When volcanoes erupt, molten lava, poisonous gases, and flying rocks can travel many miles away. Volcanic ash and acid rain can fall hundreds of miles downwind. Volcanoes can be incredibly destructive to your home and dangerous to your family. In addition to the direct hazards, an eruption can be accompanied by landslides, mudflows, flash floods, earthquakes, and tsunamis. If you live anywhere near an active or dormant volcano, you should be prepared to evacuate at a moment's notice as eruptions are not always predictable. The danger area around a volcano covers approximately a 20-mile radius; however, some danger may exist 100 miles or more from a volcano.

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HOW TO PREPARE FOR A VOLCANIC ERUPTION

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit** that includes goggles and breathing masks. (See checklist on page 83.)
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents.)
- Enter **ICE (In Case of Emergency)** name and number in each family member's cell phone.
- Know whether your area has a history of volcanic eruptions and the status of any volcano nearby.
- Be knowledgeable of the extent of possible evacuation zones established by state, federal, or host-nation agencies.
- Stay away from volcano sites that show signs of activity.
- Be prepared for other hazards that may accompany a volcanic eruption.

WHAT TO DO IF THERE IS A VOLCANIC ERUPTION

- Stay tuned to radio or TV for information and instructions.
- Stay away from areas downwind of the volcano.
- Wear long-sleeved shirts and pants to protect yourself from hazardous falling ash.
- Wear goggles to protect eyes.
- Wear a mask or use a damp cloth over your face to minimize breathing in ash.
- Keep car engines off and avoid driving.
- Stay inside if possible.

If you are told to evacuate:

- Do not wait. Leave immediately.
- Turn off gas, electricity, and water if time allows.
- Take your **Basic Emergency Supply Kit**.
- Follow designated evacuation routes.

If you are NOT told to evacuate:

- Continue to listen to radio and TV. An evacuation may still be issued.
- Close and lock all windows and outside doors.
- Close fireplace dampers.
- Turn off all heating and air conditioning systems and fans.
- Gather your emergency supplies.
- Go into an interior room with no windows above the ground level.

If you are trapped outdoors:

- Seek shelter immediately.
- If you are caught in a rock fall, curl up in a tight ball to protect yourself.
- Be aware of mudflows and flooding if you are near a stream.

WHAT TO DO AFTER A VOLCANIC ERUPTION

- Continue to listen to radio or TV for information and instructions.
- Stay away from affected areas until otherwise instructed.
- Be careful when entering damaged buildings.

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- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD)**.
- Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need **IMMEDIATE** help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on *Be Informed* then *Natural Hazards*

WILDFIRES

Wildfires can start unexpectedly and spread quickly. You may not be aware of a wildfire until you are in danger, so it is important to be prepared, especially if you live in a dry, wooded area. Wildfires can be incredibly destructive and dangerous. They pose a threat not only to your home and community, but also to your family if you are not prepared.

HOW TO PREPARE FOR A WILDFIRE

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan.
(Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member's cell phone.
- Be aware of your area's risk for wildfires.
- Practice fire safety by:
 - Installing smoke detectors on every level of your home.
 - Never leaving a fire (including a cigarette) burning unattended.
 - Avoiding open burning. If you see a fire, report it immediately by calling 911.
- Create a 30-50 foot safety zone around your home by:
 - Clearing the area of all flammable vegetation, including dry leaves and branches.
 - Removing the vines from the side of your home.
- Regularly dispose of trash at approved sites.
- Store gasoline and oily rags in proper safety cans.
- Regularly clean roof and gutters of debris.
- Make sure you have a fire extinguisher as well as a hose that can reach all areas of the home.
- For additional preparation suggestions, see "**Make a Plan**" on page 60 and consult your naval installation's website and/or Fleet and Family Support Center.

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You are encouraged to be informed before, during, and after an incident; make a written Family Emergency Plan; and build a Basic Emergency Supply Kit.

WHAT TO DO IF THERE IS A WILDFIRE

- Listen to radio and TV for information and instructions.

- If you spot a wildfire, call 911 immediately.
- **If directed to evacuate, do so immediately:**
 - Turn on all lights inside and outside to make your home easier to spot.
 - Leave doors and windows unlocked for firefighters.
 - Turn off gas and turn off pilot lights.
 - Fill any large containers with water, including pools, garbage cans, and tubs.
 - Close all the doors in your house to prevent a draft.
 - If time permits, clear the house and the area around it of any flammable items, including firewood and cloth curtains.
- Take your **Basic Emergency Supply Kit**.
- Wear protective clothing. (Cotton or light wool long-sleeved shirt, long pants and gloves)

WHAT TO DO AFTER A WILDFIRE

- Check the roof and attic for smoldering embers or fires.
- If possible, wet down debris to cut down on dust particles.
- Periodically check for fires or smoke throughout and around the house.

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- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD)**.
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- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need IMMEDIATE help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on ***Be Informed*** then ***Natural Hazards***
- Centers for Disease Control and Prevention (CDC) – www.emergency.cdc.gov
Click on ***Natural Disasters and Severe Weather*** then ***Wildfires***
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on ***Wildfires***

WINTER STORMS

Winter storms can range from a moderate snow over a few hours to a blizzard with blinding, wind-driven snow that lasts for several days. The extreme cold and heavy snowfall that accompany winter storms can be debilitating and dangerous. Winter storms can affect everyone, even those who usually experience mild winters. Heavy snowfall can be blinding for drivers and dangerous for those it traps indoors. Winter storms also may include high winds, sleet, freezing rain, frozen roads, power outages, and dangerously cold temperatures.

HOW TO PREPARE FOR A WINTER STORM

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit** for your home and car that includes rock salt, sand, snow shovels, and other snow-removal equipment, adequate winter clothing, and batteries for radio and flashlights.
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member's cell phone.
- Be aware of the risk for severe winter weather in your area.
- Be aware that the most destructive home fires happen during winter weather due to improper use of heating devices.
- Make sure your home is properly insulated.
- Caulk and weather strip doors and windows to keep out cold air.
- Insulate pipes to prevent freezing.
- Keep your car's gas tank full to prevent the fuel line from freezing and for emergency use.
- Make sure you have an adequate amount of winter clothing and blankets for your family.

Be informed and know winter storm terminology:

- **Freezing rain:** Rain that freezes when it hits the ground. Ice may coat roads, walkways, trees, and power lines.

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- **Sleet:** Rain that freezes into ice pellets before it reaches the ground. Sleet can cause any moisture on roads and walkways to freeze.
- **Winter storm watch:** A winter storm is possible. Stay tuned to radio or TV for more information and instructions.
- **Winter storm warning:** A winter storm is occurring or will occur soon.
- **Blizzard warning:** Considerable amounts of snow with sustained winds or frequent gusts up to 35 mph are expected to prevail for at least three hours. Visibility is reduced to less than a quarter mile.
- **Frost/freeze warning:** Below-freezing temperatures are expected.

Make a plan and consider what to use for emergency heat in case the electricity goes out:

- Fireplace with ample supply of wood
- Small, well-vented camp stove with fuel
- Portable space or kerosene heater (check with your Fire Department first)

WHAT TO DO IF THERE IS A WINTER STORM

- Minimize travel. Travel only if you must, during the day, and on main roads.
- Stay inside and monitor the radio or TV for more information or instructions.
- Eat regularly and drink plenty of fluids.
- Practice fire safety, and make sure there is plenty of ventilation if you are using a heat source that can produce hazardous smoke or fumes.
- Dress in several layers of warm clothing.

If you are outside:

- Do not overexert yourself by shoveling snow or any other physical activity.
- Cover your mouth to protect your lungs from the extremely cold air.
- Keep dry and change any wet clothing as soon as possible.
- Watch for signs of frostbite: loss of feeling or pale appearance in extremities.

If you are trapped in your car by a blizzard:

- Pull to the side of the road and put the hazard lights on.
- Remain in the vehicle, where rescuers are most likely to find you.
- Clear snow from the exhaust pipe before running the engine.
- Run the engine for ten minutes every hour to keep warm, making sure to periodically clear snow from the exhaust pipe.
- Exercise to maintain body heat, but do not overexert yourself.
- Drink fluids to avoid dehydration.
- At night, take turns sleeping and turn the inside light on.
- Be careful not to waste battery power.
- If you are stranded in a remote area, stomp large block letters in an open area that spell “HELP” or “SOS.”
- Leave the car on foot only if absolutely necessary and the blizzard has passed.

- Watch for signs of hypothermia: uncontrollable shivering, memory loss, disorientation, slurred speech, and drowsiness.
- If signs of hypothermia are detected, keep the victim warm by removing all wet clothing, warm the center of their body first, and seek medical attention immediately.

WHAT TO DO AFTER A WINTER STORM

- Stay tuned to radio or TV for more information or instructions.
- Be aware of the possibility of flooding after a winter storm.
- Seek medical attention immediately, if needed.
- Be very careful driving as roads may still be wet or frozen.

CHECK-IN (MUSTER)

- **As soon as possible**, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD)**.
- Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need IMMEDIATE help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on ***Be Informed*** then ***Natural Hazards***
- Centers for Disease Control and Prevention (CDC) – www.emergency.cdc.gov
Click on ***Natural Disasters and Severe Weather*** then ***Winter Weather***
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on ***Winter Storm***

MAN-MADE HAZARDS

Consult the following pages to learn how to prepare for, what to do during, and what to do after the following types of man-made hazards:

Chemical Emergencies

Home Fires

Nuclear Power Plant Emergency

You should base your preparations on the types of industry near your location. You also should take steps to secure and follow the precautions on any household chemicals that you keep in your home.

WHERE TO FIND ADDITIONAL INFORMATION ABOUT MAN-MADE HAZARDS

- Ready Navy – www.ready.navy.mil
Click on ***Be Informed*** then ***Man-made Hazards***
- American Red Cross – www.redcross.org
Click on ***Types of Emergencies***
Call 1-800-RED-CROSS (733-2767) or 1-877-272-7337 for the ARC Armed Forces Emergency Service Center
- Centers for Disease Control and Prevention (CDC) – www.emergency.cdc.gov
Click on ***Chemical Emergencies*** or ***Radiation Emergencies***
- Commander, Navy Installations Command – www.cninc.navy.mil
Click on ***Operations and Management*** then ***Emergency Management***
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on ***Be Informed*** then ***Technological and Accidental Hazards***

CHEMICAL EMERGENCIES

Chemicals affect our lives daily. They are in and around our homes to provide a better life for us all. However, exposure to certain harmful chemicals can be extremely dangerous. You can be exposed through accidents involving home chemicals as well as through large-scale chemical emergencies in your area.

MAJOR CHEMICAL EMERGENCIES

- A major chemical emergency is an accident in which large amounts of hazardous chemicals are released into the surrounding environment.
- Accidents may happen anywhere, including chemical and manufacturing plants, highways, railroad tracks, and underground.
- In addition, chemical emergencies may result from deliberate attacks targeting such facilities.
- Chemical emergencies may include a fire or explosion.
- You may not smell or see any evidence of a chemical emergency, but this doesn't diminish the high level of danger.

HOW TO PREPARE FOR A CHEMICAL EMERGENCY

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member's cell phone.
- For additional preparation suggestions, see "**Make a Plan**" on page 60 and consult your naval installation's website and/or Fleet and Family Support Center.

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WHAT TO DO IF THERE IS A CHEMICAL EMERGENCY

- You will be notified if there is a chemical emergency.
- Listen for instructions and follow them carefully.
- Do not use your telephone unless absolutely necessary.
- Do not go outside.

If you are told to evacuate:

- Take only essential items and your **Basic Emergency Supply Kit**.
- If you have time, shut vents, turn off appliances and lights, and close and lock all doors and windows.
- Follow the evacuation plan.
- Once inside your car, close windows and air vents, and turn off the heat or air conditioner.

If you are NOT told to evacuate:

- Close windows and doors.
- Close fireplace dampers.
- Turn off fans.
- Turn off air conditioning or heat.
- Tape around doors, windows, and vents.
- You can use plastic bags to cover windows, outlets, and heat registers.
- Wedge wet towels into door thresholds.
- Take your family to an above ground room with few windows and doors if possible.
- Do NOT go to the basement.
- Keep your kit and a radio with you to listen for updates.
- Water can be contaminated, so listen for reports about its safety.

WHAT TO DO IF YOU ARE EXPOSED TO CHEMICALS

If you have a chemical burn:

- Remove any clothing or jewelry that came in contact with the chemical.
- Flush the burn with cold water.
- If your eyes are burned, remove any contacts before flushing with water.
- Loosely cover burn with a dry sterile or clean cloth or dressing.
- Seek medical attention immediately.

If you or your family have been exposed to any chemicals through household accidents or during a major chemical emergency, look for these symptoms:

- Labored breathing
- Headaches and/or blurred vision
- Irritated eyes, skin and/or throat
- Changes in skin color

- Dizziness
- Stomach cramps and/or diarrhea
- Strange behavior or clumsiness

CHECK-IN (MUSTER)

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- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD)**.
- Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need IMMEDIATE help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on ***Be Informed*** then ***Man-made Hazards***
- American Red Cross – www.redcross.org
Click on ***Types of Emergencies*** then ***Chemical Emergencies***
Call 1-800-RED-CROSS (733-2767) or 1-877-272-7337 for the ARC Armed Forces Emergency Service Center
- Centers for Disease Control and Prevention (CDC) – www.emergency.cdc.gov
Click on ***Chemical Emergencies***
- Commander, Navy Installations Command – www.cnic.navy.mil
Click on ***Operations and Management*** then ***Emergency Management***
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on ***Be Informed*** then ***Technological and Accidental Hazards***

*Be informed before, during, and after an incident; make a written **Family Emergency Plan** and build an **Emergency Supply Kit** good for at least three days.*

HOME FIRES

In the event of a fire, remember that every second counts, so you and your family must always be prepared. Escape plans help you get out of your home quickly. In less than 30 seconds, a small flame can get completely out of control and turn into a major fire. It only takes minutes for a house to fill with thick black smoke and become engulfed in flames.

HOW TO PREPARE FOR A HOME FIRE

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan.
(Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member's cell phone.
- Be informed about types of home fires and fire prevention. The U.S. Fire Administration in partnership with FEMA offers a wealth of information on fire types and fire prevention. Visit <http://www.usfa.fema.gov/citizens/>.
- Prepare and practice a fire escape plan twice a year with everyone in your household, including children and people with disabilities. It's also a good idea to practice your plan with overnight guests.
- Draw a map of each level of your home and show all doors and windows. These maps can also aid first responders in quickly identifying locations where people or pets may be trapped.
- Find two ways to get out of each room and discuss with your children. Make sure all doors and windows that lead outside open easily.
- Only purchase collapsible escape ladders evaluated by a recognized testing laboratory. Use the ladder only in a real emergency.
- Teach children how to escape on their own in case you cannot help them.
- Have a plan for everyone in your home who has a disability.
- Practice your fire escape plan at night and during the daytime.
- Teach children not to hide from firefighters.
- Designate a meeting location outside and away from your house, and ensure that every family member knows where to go.

Preparedness Empowers You!

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed before, during, and after an incident; make a written Family Emergency Plan; and build a Basic Emergency Supply Kit.

- Ensure that your house number can be seen from the street, both day and night.
- Conduct a fire safety walkthrough of your home on a regular basis.

HOW TO PREVENT A HOME FIRE

- Keep clothes, blankets, curtains, towels, and other items that can easily catch on fire at least three feet from space heaters and away from stove burners.
- Place space heaters where they will not tip over easily.
- Have chimneys cleaned and inspected every year by a professional.
- Always use a metal mesh screen with fireplaces and leave glass doors open while burning a fire.
- Never leave cooking unattended.
- Be sure your stove and small appliances are off before going to bed.
- Check for worn wires and do not run cords under rugs or furniture.
- Never overload electrical sockets.
- Keep lighters and matches out of the reach of children.
- Never leave cigarettes unattended and never smoke in bed.
- Make sure cigarettes and ashes are out. The cigarette needs to be completely stubbed out in the ashtray or run under water.

WHAT TO DO IF THERE IS A HOME FIRE

- **Immediately Leave the Home:** When a fire occurs, get out fast; you may only have seconds to escape safely. Take the safest exit route, but if you must escape through smoke, remember to crawl low, under the smoke and keep your mouth covered. The smoke contains toxic gases, which can disorient you or, at worst, overcome you.
- **Never Open Doors that are Hot to the Touch:** When you come to a closed door, feel the doorknob and door (always with the back of your hand) to make sure that fire is not on the other side. If either is hot, leave the door closed and use your secondary escape route. If the door feels cool, open it slowly. Be ready to shut it quickly if heavy smoke or fire is present. If you can't get out, close the door and cover vents and cracks around doors to keep the smoke out. Stay where you are and signal for help at the window with a light-colored cloth or a flashlight.
- As you are escaping, stay low—the smoke and/or loss of oxygen can cause dizziness or cause you to pass out.
- Call 9-1-1 or your local emergency number.
- Meet at your designated meeting place outside and take attendance.
- Once out, Stay Out! Do not go back in for any reason.
- If someone is missing, or pets are trapped inside your home, tell the firefighters right away. They are equipped to perform rescues safely.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on ***Be Informed*** then ***Man-made Hazards***
- Federal Emergency Management Agency (FEMA) – www.ready.gov

NUCLEAR POWER PLANT EMERGENCIES

If a nuclear power plant emergency did occur, it could result in dangerously high levels of radiation in your area, especially if within 10 miles of the plant. Exposure to high levels of radiation is extremely dangerous to you and your family. Radiation can also contaminate the water and soil within a 50-mile radius.

HOW TO PREPARE FOR A NUCLEAR EMERGENCY

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan.
(Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member's cell phone.
- Be aware of local emergency plans should an emergency occur, especially if you live within 10 miles of a plant.
- For additional preparation suggestions, see "**Make a Plan**" on page 60 and consult your naval installation's website and/or Fleet and Family Support Center.

Know nuclear emergency terms:

- **Notification of Unusual Event:** There is a small problem at the plant which did not result in the escape of any radiation. There is no immediate danger, and you are not required to do anything in response.
- **Alert:** There is small problem at the plant where a small amount of radiation could have leaked inside the plant. There is no immediate danger, and you are not required to do anything in response.
- **Site Area Emergency:** Listen for possible area sirens. Stay tuned to the radio or TV for safety information.
- **General Emergency:** There has been an emergency at the plant in which radiation could leak outside the plant. Listen for sirens. Stay tuned to the radio and TV for instructions and informational reports. Promptly follow any instructions given.

Preparedness Empowers You!

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed before, during, and after an incident; make a written Family Emergency Plan; and build a Basic Emergency Supply Kit.

WHAT TO DO IF THERE IS A NUCLEAR POWER PLANT EMERGENCY

- Stay tuned to the radio or TV and listen for instructions.
- Keep as much distance or shielding between you and the source of the radiation as possible.

If you are told to evacuate, see **Evacuation Checklist on page 74.**

- Bring your **Basic Emergency Supply Kit.**
- Follow the designated evacuation path.
- Keep windows and vents closed to minimize exposure to radiation.
- Do not return until you are told to do so.

If you are told **NOT to evacuate:**

- Turn off air conditioners, ventilators, furnaces, and any other air intakes.
- Try not to use the telephone unless it is absolutely necessary.
- Stay in a basement or underground room if at all possible. Do not go outside.
- Keep food covered at all times.
- Uncovered food should be washed and covered or discarded.
- Water can be contaminated, so listen for reports about its safety.

If you have been exposed to radiation:

- Remove clothes and seal in a plastic bag.
- Place the sealed clothing in a separate room.
- Take a very thorough shower.

CHECK-IN (MUSTER)

- **As soon as possible**, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD).**
- Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need IMMEDIATE help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on **Be Informed** then **Man-made Hazards**
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on **Be Informed** then **Technological and Accidental Hazards**

TERRORISM AND ACTIVE SHOOTER

Acts of terrorism rank among the top potential hazards that you may face. The USS Cole bombing, 9/11, and other incidents around the globe are examples of acts of terrorism. Active shooter incidents, while not always labeled as acts of terrorism, are criminal acts intended to cause terror in random and targeted victims. Unlike a hurricane or a flood, there will likely be **NO WARNING** for a terrorist attack or active shooter incident. The following pages offer information on how to prepare for, what to do during, and what to do after an act of terrorism or active shooter incident. Acts of terrorism, foreign and domestic, include:

- Active Shooter Incidents**
- Biological Attacks**
- Chemical Attacks**
- Use of Explosive Devices**
- Nuclear Blasts**
- Radiation**

WHERE TO FIND TO ADDITIONAL INFORMATION ON TERRORISM AND ACTIVE SHOOTER

- Ready Navy – www.ready.navy.mil
Click on ***Be Informed*** then ***Terrorism***
- American Red Cross – www.redcross.org
Click on ***Types of Emergencies*** then ***Terrorism***
- Centers for Disease Control and Prevention (CDC) – www.emergency.cdc.gov
Click on ***Bioterrorism***
- Commander, Navy Installations Command – www.cnic.navy.mil
Click on ***Operations and Management*** then ***Emergency Management***
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on ***Be Informed*** then ***Terrorist Hazards***

WHAT TO EXPECT IF A NAVAL INSTALLATION IS ATTACKED

Navy regional and installation emergency management organizations have plans and procedures for emergency situations. Contact your Emergency Management Office, Fleet and Family Support Center (FFSC), or visit your naval installation website to learn what the plans are for your area.

THE BEST PROTECTION IS TO BE PREPARED

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member's cell phone.
- Register to receive updates from the Wide Area Alert Network (WAAN).
- For additional preparation suggestions, see "**Make a Plan**" on page 60 and consult your naval installation's website and/or Fleet and Family Support Center.

OTHER GENERAL TIPS TO CONSIDER:

Be alert and aware of your surroundings.

Be aware of conspicuous or unusual behavior.

Do not accept packages from strangers.

Do not leave luggage unattended when traveling.

Be aware of where emergency exits are located.

*Be informed before, during, and after an incident; make a written **Family Emergency Plan** and build an **Emergency Supply Kit** good for at least three days.*

THE MOST COMMON REACTIONS TO A TERRORIST ATTACK WILL BE:

- **Evacuate the installation:** clearance of personnel from the installation to a safe location. (See "Evacuation Checklist," page 74.)
- **Safe Haven:** evacuation of personnel to a **designated** area during an emergency. (See "Safe Havens and Shelters" on page 75.)
- **Shelter-in-Place:** taking immediate shelter in the nearest facility (home, office, car or school). (See "Sheltering-in-Place" on page 80.)
- **Lockdown:** similar to "Shelter-in-Place," a temporary sheltering technique utilized to limit exposure to a threat, usually an Anti-Terrorism Force Protection (ATFP) incident, i.e. an Active Shooter incident. (See "Lockdown" on page 78.)

AFTER A TERRORIST ATTACK:

- Consult your naval installation's communication channels – TV, radio, or website.
- Use telephone for emergency calls only or to call your out-of-town contact.

CHECK-IN (MUSTER)

- **As soon as possible**, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD)**.
- Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need **IMMEDIATE** help with basic necessities, call the ECC.

Preparedness Empowers You!

It saves lives, property, and time. Are you prepared?

ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined area. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Often they have no regard for their own safety or capture. Active shooters pose immediate risk of death or serious injury to anyone in the vicinity. Common motives include anger, revenge, ideology, and untreated mental illness. Active shooters are commonly on the move and will continue to attack random victims until they are stopped by law enforcement, suicide, or other intervention. Individuals must be prepared to deal with the situation until law enforcement personnel arrives.

Preparedness Empowers You!

It saves lives, property,
and time.

Emergencies happen, often
with little or no notice.

By taking action beforehand
you can be prepared
for any emergency.

HOW TO PREPARE FOR AN ACTIVE SHOOTER

- Create a **Family Emergency Plan** to ensure that everyone knows what to do if confronted with an active shooter. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan is available in at the end of the book.)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit** for the office. (See checklist on page 83.)
- Be aware of your environment and any possible dangers.
- Sign up to receive local emergency alerts and register your work and personal contact information in the Wide Area Alert Network (WAAN). This will ensure that you and designated family members receive notices to be able to stay clear of an active shooter incident.
- Ask your employer to explain the emergency action plan for your building.
- Understand the plans for individuals with special needs and/or disabilities.
- Take violent acts or threats of violence seriously and report them to your chain of command.
- Look for the two nearest exits in any place you visit, and have an escape path and plan in mind.

SIGNS OF POTENTIAL VIOLENCE IN OTHERS

- Increased use of alcohol and/or drugs
- Unexplained increase in absences or tardiness
- Depression, withdrawal, paranoia, talk of revenge
- Increased severe mood swings and noticeably unstable, emotional responses
- Increased talk of problems at home
- Increased unsolicited comments about violence, firearms, or other dangerous weapons or violent crimes

WHAT TO DO IF THERE IS AN ACTIVE SHOOTER

- **Run and Escape:** If there is an accessible escape path, attempt to evacuate the premises. Leave your belongings behind. Keep your hands visible and warn others from entering an area where they may be an active shooter.
- **Hide:** If escape is not possible, find a place to hide where the active shooter is less likely to find you. Lock and barricade the door. Close, cover and move away from windows. Turn off all lights. Remain calm. Be quiet and silence your phone.
- **Fight:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter. Act as aggressively as possible against the shooter. Throw items and improvise weapons. Yell as loudly as possible. Commit to your actions. **DO NOT** seek out the shooter.
- **Call 911** when it is safe to do so, and relay as many details as possible. Try to remember the number of shooters, their location(s), physical description(s), number and type of weapons and the number of potential victims.

WHAT TO DO AFTER AN ACTIVE SHOOTER INCIDENT

- Remain calm and follow instructions.
- Slowly put down any items in your hands and raise your hands and spread fingers.
- Avoid quick movements toward officers, such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating, as they will be focused on finding and incapacitating the shooter to prevent further loss of life. Not adhering to their instructions puts everyone in danger.
- Do not attempt to assist unless specifically asked to do so by law enforcement personnel.
- Once you reach a safe location, identify yourself as a witness and relay any medical needs you may have.
- Answer any questions law enforcement authorities may have.
- Do not leave until authorities have instructed you to do so.
- Seek medical care and counseling if needed.

CHECK-IN (MUSTER)

- **As soon as possible**, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD)**
- Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.

- Following a declared emergency, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need IMMEDIATE help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on ***Be Informed*** then ***Terrorism***
- Department of Homeland Security – www.dhs.gov/active-shooter-preparedness

BIOLOGICAL TERRORISM

Terrorists could deliberately release biological substances that harm or kill people, animals, and plants. Bacteria, viruses, and toxins, the main types of potential biological “agents,” occur in nature but can be altered to increase their ease of dispersion, potency, or resistance to medicines.

They can be spread by spraying them into the air, contaminating food and water, or infecting animals that carry disease to humans. Many must be inhaled, eaten, or absorbed through a skin cut to make you sick. Some cause contagious diseases.

Biological agents can be hard to detect, and their effects may be delayed. A biological attack could come without warning, and the danger may not be immediately recognized. The first alert may be from health care workers noting an unusual pattern of illness. Your first warning would likely be an emergency broadcast or some other signal used in your community or on your naval installation.

Preparedness Empowers You!

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed before, during, and after an incident; make a written Family Emergency Plan; and build a Basic Emergency Supply Kit.

HOW TO PREPARE FOR A BIOLOGICAL ATTACK

Advance precautions for bioterrorism are limited.

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Collect all important papers, documents, and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member’s cell phone.
- Stay healthy: Eat sensibly, get enough rest, and practice good hygiene.
- Ensure that all required and recommended immunizations are up to date. Children and the elderly are especially vulnerable to biological agents.
- Consider installing a high-efficiency particulate air (HEPA) filter in your furnace return duct or using a stand-alone portable HEPA filter. These can filter out most biological agents that may enter your house.
- For additional preparation suggestions, see “**Make a Plan**” on page 60 and consult your naval installation’s website and/or Fleet and Family Support Center.

WHAT TO DO IF THERE IS A BIOLOGICAL ATTACK

- In the event of a biological attack, it may take a while to determine the nature of the threat, who is at risk, and the best steps to take. Watch television, listen to radio, check naval installation communication channels, or check the Internet for reliable information about areas in danger, signs and symptoms, and the nature and location of available assistance.
- Follow local instructions concerning the safety of food and water.
- Try to stay in an indoor location where the air is filtered.
- If you notice a suspicious substance, move away, wear a breathing filter, wash with soap, and contact authorities.
- In most biological emergencies or epidemics, it is best to stay away from crowds where others may be infected.
- If you are directed to shelter-in-place in a sealed room, close doors and windows and turn off all ventilation systems. If possible, seek shelter in an internal room. Take your **Basic Emergency Supply Kit** with you. Seal the room with duct tape and plastic sheeting.

WHAT TO DO AFTER A BIOLOGICAL ATTACK

- Live radio and television broadcasts will have the most current information on bioterrorism events and the appropriate actions to take. Be sure to check your naval installation's website and base TV channel.

If you are exposed to a biological agent:

- Wear a breathing filter/dust mask. If you do not have a mask, layers of fabric (t-shirt, handkerchief, or towel) or several layers of tissue or paper towels may help.
- Remove clothes and personal items in contact with the body. Cut clothing away, do not remove over the head. Put all items in a plastic bag and seal it. Follow official instructions for disposal.
- Wash with soap and water to clean skin, flush eyes with water, and put on clean, uncontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
- Practice good hygiene.
- Use common sense. Be alert for symptoms, but do not panic.
- Seek medical attention. Medical treatments are available for some biological threats. You may be advised to stay away from others.

If someone is sick, practice good hygiene:

- Wash hands with soap frequently.
- Do not share food or utensils.
- Cover the mouth and nose when coughing or sneezing.
- Consider breathing filters for patients, caregivers, and others.

CHECK-IN (MUSTER)

- As soon as possible, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD)**.
- Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need IMMEDIATE help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on ***Be Informed*** then ***Terrorism***
- American Red Cross – www.redcross.org
Click on ***Types of Emergencies*** then ***Terrorism***
- Centers for Disease Control and Prevention (CDC) – www.emergency.cdc.gov
Click on ***Bioterrorism***
- Commander, Navy Installations Command – www.cnlic.navy.mil
Click on ***Operations and Management*** then ***Emergency Management***
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on ***Be Informed*** then ***Terrorist Hazards***

*Be informed before, during, and after an incident; make a written **Family Emergency Plan** and build an **Emergency Supply Kit** good for at least three days.*

CHEMICAL TERRORISM

Terrorists could deliberately release chemicals that poison people, animals, plants, or the environment. Chemical “agents” can be delivered in various forms: vapors, aerosols, liquids, and solids; and by a wide variety of methods, including sprays and bombs.

Chemical agents can produce effects quickly (within a few seconds) or slowly (as much as two days after exposure), and some are odorless and tasteless. It is difficult to deliver chemical agents in lethal concentrations, and outdoor agents often dissipate rapidly.

HOW TO PREPARE FOR A CHEMICAL ATTACK

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member’s cell phone.
- Choose an internal room for sheltering-in-place, preferably one without windows and on the highest level.
- Consider precutting the plastic to save critical time during an emergency. Cut each piece several inches larger than the door, window, or vent you want to cover so that it lies flat against the wall. Label each piece as to where it fits.
- For additional preparation suggestions, see “**Make a Plan**” on page 60 and consult your naval installation’s website and/or Fleet and Family Support Center.

HOW TO RECOGNIZE A CHEMICAL ATTACK

People exposed to hazardous chemicals may experience eye irritation; become nauseated; lose coordination; have difficulty breathing or a burning sensation in the nose, throat, and lungs. The presence of many dead or ailing birds or insects may also indicate a chemical agent release. Your first warning may be an emergency broadcast or some other signal used in your community or on your naval installation.

Preparedness Empowers You!

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed before, during, and after an incident; make a written Family Emergency Plan; and build a Basic Emergency Supply Kit.

WHAT TO DO IF THERE IS A CHEMICAL ATTACK

If you are caught in or near an area contaminated by a chemical attack or see signs of one:

- Try quickly to define the source or impacted area, and find clean air quickly.
- If the chemical is inside a building where you are, try to exit the building without passing through the contaminated area. If there is no safe path out, move as far away as possible and shelter-in-place.
- If you are outside, quickly decide the fastest way to find clean air and move away upwind of the contamination or enter the closest building for shelter.
- If you decide or are instructed to remain inside or “shelter-in-place”:
 - Close doors, windows, and vents. Turn off all air-handling equipment. (Conventional building filters and cloth breathing filters are ineffective against chemical agents.)
 - Take your **Basic Emergency Supply Kit**, and go to an internal, upper-level room.
 - Seal the room with duct tape and plastic, if possible.
 - Monitor radio, TV, or the Internet for official information and instructions.
 - Do not go outdoors until authorities announce it is safe to do so.

WHAT TO DO AFTER A CHEMICAL ATTACK

- Watch TV, listen to the radio, or check the Internet for official news and information including the signs and symptoms of exposure and where to seek medical attention if you become sick.
- Use telephone for emergency calls only or to call your out-of-town contact.

If your eyes water, your skin stings, or you have trouble breathing, you may have been exposed to a hazardous chemical. **To minimize health consequences, decontaminate yourself and others as soon as possible.** Remember, every second counts, so move quickly to:

- Remove as much clothing as possible and double-seal it in plastic. Cut it away if necessary to avoid contact with the eyes, nose, and mouth. Remove contact lenses or glasses. (Seal lenses with clothes and wash glasses in household bleach or soap and rinse before wearing again.)
- Find any source of water and flush the eyes.
- Wash face, hair, and other affected body parts with soap, gently so as not to scrub the chemical into the skin. (Washing is less critical if the chemical agent is a vapor instead of a liquid or solid.) Put on decontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
- Seek immediate medical attention.
- Avoid recontamination by later touching affected areas and bagged items. Use and decontaminate or safely discard gloves and tools.

CHECK-IN (MUSTER)

- As soon as possible, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD)**.
- Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need IMMEDIATE help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on ***Be Informed*** then ***Terrorism***
- American Red Cross – www.redcross.org
Click on ***Types of Emergencies*** then ***Terrorism***
Call 1-800-RED-CROSS (733-2767) or 1-877-272-7337 for the ARC Armed Forces Emergency Service Center
- Centers for Disease Control and Prevention (CDC) – www.emergency.cdc.gov
Click on ***Bioterrorism***
- Commander, Navy Installations Command – www.cnic.navy.mil
Click on ***Operations and Management*** then ***Emergency Management***
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on ***Be Informed*** then ***Terrorist Hazards***

*Be informed before, during, and after an incident; make a written **Family Emergency Plan** and build an **Emergency Supply Kit** good for at least three days.*

TERRORIST USE OF EXPLOSIVE DEVICES

Explosive devices are the most common terrorist weapons because their materials and technology are more readily available than those of biological, chemical, nuclear, or radiological weapons. Of course, explosions may also be involved with, or used to disperse, these and other threat agents.

HOW TO PREPARE FOR AN EXPLOSION

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan.
(Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Collect all important papers, documents, and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member's cell phone.
- For additional preparation suggestions, see "**Make a Plan**" on page 60 and consult your naval installation's website and/or Fleet and Family Support Center.
- Watch out, particularly at work, for unexpected, suspicious letters and packages that could contain explosives, as well as biological, chemical, or radiological agents. Physically, they could be large or oddly shaped and have excessive packaging material, protruding wires or aluminum foil, strange odors, or stains. More likely, postage and markings will be suspicious:
 - The return address is missing, unfamiliar, unverifiable, or different from the postmark.
 - Postage is excessive or foreign.
 - The address is vague, incorrect, to no specific person, or to someone never or no longer there.
 - Markings are misspelled, crude, threatening, or otherwise inappropriate. If you detect such a parcel, leave immediately, keep others away, and alert security and authorities. If you handle a suspicious parcel, do not sniff or smell it, and wash with soap before touching anything, drinking, or eating.

Ombudsmen –

Make sure you are properly trained in your location's emergency procedures.

Request Emergency Preparedness training at a monthly Ombudsman Assembly meeting.

Communicate to families about the:

Family Emergency Plan
Emergency Contact Cards
Basic Emergency Supply Kit

If you receive a telephoned bomb threat:

- Try to keep the caller on the line and note everything said.
- Get as much information as possible about the bomb and the caller: When will the bomb explode? Where is it right now? What does it look like? What will cause it to explode? What kind of bomb is it? Why was it planted? What organization do you represent? Where are you calling from?
- Notify the police and building management.

WHAT TO DO IF THERE IS AN EXPLOSION

If you are indoors when there is an explosion:

- Get under a sturdy table or desk until things stop falling around you.
- Leave the building as soon as possible. Do not slow down to make phone calls or retrieve anything other than a **Basic Emergency Supply Kit** (if time allows).
- DO NOT use elevators.
- Watch for weakened floors and stairways, falling debris, fire, and other hazards.

If there is a fire:

- If there is smoke, crawl low.
- If possible, use a wet cloth to cover your nose and mouth.
- Use the back of your hand to feel up and down closed doors. If the door is hot, do not open it, look for another way out. If the door is not hot, brace yourself against it and open slowly.
- If you catch fire, do not run. Stop, drop, and roll to put out the fire.

WHAT TO DO AFTER AN EXPLOSION

- Watch TV, listen to the radio, or check the Internet for official news and information including the signs and symptoms of exposure and where to seek medical attention if you become sick.
- Use telephone for emergency calls only or to call your out-of-town contact.

If you are trapped in debris:

- To keep dust down, avoid unnecessary movement.
- Cover your nose and mouth with anything that will filter the air.
- Signal your location to help rescuers find you. Use a flashlight and whistle, if available. Tap on a pipe, wall, or any hard surface.
- Shout only as a last resort, as it may increase inhalation of dangerous dust.

Once you are out:

- Move away from windows, glass doors, or other potential hazards.
- Make sure the fire department has been alerted.
- Move off of sidewalks and streets to make way for emergency responders or others still exiting.
- Never go back into a burning building.
- Follow your **Family Emergency Plan** for assembly and communication.
- Account for your family members, and carefully supervise small children.

CHECK-IN (MUSTER)

- As soon as possible, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
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- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need IMMEDIATE help with basic necessities, call the ECC.

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- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on ***Be Informed*** then ***Terrorist Hazards***

*Be informed before, during, and after an incident; make a written **Family Emergency Plan** and build an **Emergency Supply Kit** good for at least three days.*

TERRORIST USE OF NUCLEAR BLAST

Depending on how sophisticated the terrorist or terrorist organization is, a nuclear device can be detonated, resulting in an explosion creating intense heat, light, radiation, pressure, and spread of radioactive material. If the attempted detonation is unsuccessful, the conventional high-explosives portion of the nuclear device could still explode, spreading the radioactive nuclear material.

Experts believe that a large, strategic nuclear attack on the United States is unlikely these days. Other scenarios are also unlikely as the materials are expensive and the technology is complicated. However, terrorists and rogue states can be resourceful and unpredictable.

WHAT HAPPENS WHEN A NUCLEAR BLAST OCCURS

A nuclear blast creates a fireball that vaporizes surrounding material and carries it aloft in the familiar “mushroom cloud.” At ground level it causes widespread destruction and fires. The vapor cloud condenses into radioactive dust, “fallout,” that can travel long distances and contaminate whatever it settles on. The nature and extent of these hazards depend on the characteristics of the bomb, where it detonates, and weather conditions.

A nuclear blast can immediately kill or injure people in range through force, heat, or flying debris. People partially protected by distance or shielding can be blinded or burned. The longer the exposure to radioactive materials and radiation, the greater the dose.

Fallout from a nuclear detonation remains radioactive for a period of time; however, approximately 99% of the radioactivity is gone in the first two weeks. Fallout from a radioactive dispersion device, a conventional explosion spreading other types of radioactive material incapable of producing a nuclear detonation, would last longer.

The presence of radioactive material cannot be seen, smelled, or detected by normal senses. It can be detected only by using sensitive monitoring devices. Monitoring can project the arrival of radioactive fallout from a distant blast. Such predictions would be announced through official warning channels, but any increase in the buildup of gritty surface dust and dirt would be reason to take protective measures.

Preparedness Empowers You!

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed before, during, and after an incident; make a written Family Emergency Plan; and build a Basic Emergency Supply Kit.

HOW TO PREPARE FOR A NUCLEAR BLAST

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member's cell phone.
- Find out whether buildings in your area have been built as blast shelters or designated as fallout shelters. If not, make your own list of potential shelters near work and home, including interior areas of large buildings and basements, subways, and tunnels.
- If you become aware of heightened threat, increase your supplies to last for up to two weeks.
- For additional preparation suggestions, see "**Make a Plan**" on page 60 and consult your naval installation's website and/or Fleet and Family Support Center.

The three keys to protection from radiation and fallout are:

- **Time:** The less time spent exposed to radiation and radioactive fallout, the lower the dose to your body.
- **Distance:** The farther you are from the blast and radioactive fallout, the lower the dose to your body.
- **Shielding:** The heavier and denser the materials are between you and the radiation or radioactive fallout, the lower the dose to your body.

WHAT TO DO IF THERE IS A NUCLEAR BLAST

In the event of evacuation:

- Listen to the radio or television for official instructions and information about procedures, routes, and shelters.
- Take a **Basic Emergency Supply Kit**.
- Consider neighbors who may need help.
- For further informations, see "**Evacuation Checklist**" on page 74.

If a nuclear blast occurs with no warning or too little time exists to evacuate:

- Take cover immediately as far below ground as possible. Any protection is better than none at all. The more distance from the detonation, the more intervening shielding, and the less time spent in radioactive areas, the better.
- Take your **Basic Emergency Supply Kit**, if possible.

- To keep out radioactive dust, close doors, windows, and vents and turn off ventilation systems. These actions are typically called “sheltering-in-place.”
- Stay put and use radio, TV, or the Internet to get official information and instructions.

If you are caught outside by a nuclear blast:

- The time it takes the heat and shock waves to arrive depends on your distance from the detonation. Take cover behind anything that might offer protection from the blast, lie flat on the ground, and cover your head with your hands. Use any available cloth as a breathing filter.
- Do not look at the flash or fireball, they can blind you.
- No matter how far you are from the blast site, take shelter from fallout as soon as you can, upwind if possible.
- Before entering shelter, dust off and keep your mouth and nose covered. As soon as possible, shed contaminated clothing and wash your hair and skin.

WHAT TO DO AFTER A NUCLEAR BLAST

After a nuclear blast, most fallout would occur in the first 24 hours, near and downwind from the blast. People in most affected areas could be allowed out of shelters within a few days and, if necessary, evacuated to unaffected areas. Those in the areas with highest radiation levels might have to shelter for up to a month.

- Watch TV, listen to the radio, or check the Internet for official news and information including the signs and symptoms of exposure and where to seek medical attention if you become sick.
- Use telephone for emergency calls only or to call your out-of-town contact.

If you must be outside where radioactive fallout is a concern:

- Clean and cover any open wounds on your body.
- Cover your mouth and nose with a damp towel.
- Use stored food and drinking water, not fresh food or open water.

CHECK-IN (MUSTER)

- **As soon as possible**, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD)**.
- Family members who are separated from their sponsors should check-in with the sponsor’s command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.

- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need IMMEDIATE help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

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TERRORIST USE OF RADIOACTIVE MATERIALS

The radioactive materials used in power generation, industry, medicine, and research are easier for terrorists to obtain than the weapons-grade uranium or plutonium necessary for nuclear bombs. Even without the technology and expertise to create, deliver, and detonate a nuclear bomb, terrorists could still cause fear and disruption by dispersing radioactive materials in a number of ways.

Although introducing radioactive material into food or water supplies might produce fear and panic, the extent of contamination and danger would be relatively limited. A more likely method is a radiological dispersion device (RDD), or “dirty bomb,” using conventional explosives to spread radioactive material into the surrounding area.

As with any explosion, an RDD could cause serious injuries and damage. Contamination from an RDD event could affect a wide area, thus, radiation from an RDD will likely take longer to dissipate due to a potentially larger localized concentration of radioactive material. The dust spread from the explosion could be dangerous to inhale or eat.

HOW TO PREPARE FOR RADIOACTIVE EXPOSURE

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member’s cell phone.
- Find out whether buildings in your area have been designated as fallout shelters. If not, make your own list of potential shelters near work and home, including interior areas of large buildings and basements, subways, and tunnels. If you live or work in a large building, talk to management about the safest place in the building for sheltering.

Preparedness Empowers You!

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed before, during, and after an incident; make a written Family Emergency Plan; and build a Basic Emergency Supply Kit.

- For additional preparation suggestions, see "**Make a Plan**" on page 60 and consult your naval installation's website and/or Fleet and Family Support Center.

WHAT TO DO IF EXPOSED TO RADIOACTIVE MATERIAL

If you are outside when there is an explosion or authorities warn of a radiation release nearby:

- Immediately cover your nose and mouth with some fabric that will filter the air.
- Do not touch material thrown by the explosion.
- Quickly find shelter in an undamaged building.
- If you can't find appropriate shelter right away, move away from and upwind of the explosion as you continue to search.
- Listen for and follow official instructions.

If you are in a car when there is an explosion or authorities warn of a radiation release nearby:

- Cover your nose and mouth with some fabric that will filter the air.
- Close the windows and vents and turn off the heater and air conditioner.
- If you are close to an undamaged building, go there immediately and take shelter.
- If no appropriate shelter is nearby, find a safe place to park, and turn off the engine.
- Listen to the radio for instructions, and stay put until you are told it is safe to get back on the road.

If there is an explosion or you are warned of a radiation release in a building where you are:

- Cover your nose and mouth.
- Do not touch material that may be contaminated.
- Leave immediately and seek shelter in an undamaged building.

If you are in, or take shelter in, an undamaged building when there is an explosion or authorities warn of a radiation release nearby:

- Take a **Basic Emergency Supply Kit**, if available, and go to an underground or interior room.
- To keep out radioactive dust, close doors, windows, and vents and turn off ventilation systems.
- Stay put and use radio, TV, or the Internet to get official information and instructions.

WHAT TO DO AFTER A RADIOACTIVE EXPLOSION

After an explosion, only trained people with special equipment will be able to detect the presence of radiation or assure its absence. No matter where you are, but

particularly in a city or near a likely terrorist target, try to avoid or limit exposure to the dust from an explosion, especially inhaling it.

- Watch TV, listen to the radio, or check the Internet for official news and information including the signs and symptoms of exposure and where to seek medical attention if you become sick.
- Use telephone for emergency calls only or to call your out-of-town contact.

If you may have been contaminated by radioactive dust:

- As soon as it is practical, remove and bag your outer clothing, being careful not to breathe the dust.
- Wash your hair and skin with soap and water to remove any remaining dust.
- Change into uncontaminated clothing and seek medical attention after officials indicate it is safe to leave shelter.
- If pets may have been contaminated by radioactive dust, wash them with soap and water before letting them inside.
- Do not drink water or eat unpackaged food that may have been contaminated by radioactive dust. Packaged food will be safe to eat, but wash the outside of containers before opening.

CHECK-IN (MUSTER)

- **As soon as possible**, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
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- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need **IMMEDIATE** help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

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- Commander, Navy Installations Command – www.cnic.navy.mil
Click on ***Operations and Management*** then ***Emergency Management***
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on ***Be Informed*** then ***Terrorist Hazards***

MAKE A PLAN

When a disaster occurs, your family may not be together in one place. You need to plan, in advance, how to respond to emergency situations. Plans should include identifying places to meet, having current and accessible contact information for all family members, and discussing in advance what you will do during various types of emergencies. Depending on the type of emergency, you may need to shelter-in-place, move to a shelter or safe haven, or evacuate.

Making a plan includes two main components that prepare you for hazards in your locality and enhance your personal readiness, as well as that of your family:

- **A Written Family Emergency Plan**

A Written Family Emergency Plan is used to formalize your preparations. In reading the plan, everyone in the family should understand what to do, where to go, and what to take in the event of an emergency. Your plan needs to take into account special concerns such as caring for very young and very old family members, protecting your property, retaining critical personal and financial records, and caring for your pets.

- **A Communication Plan**

An effective communication plan is a written record that instructs each member of the family who to call and how to communicate critical information like location and status with each other in an emergency. (Card available at the end of the book)

WHAT'S INSIDE THIS SECTION...



Family Emergency Plan



Preparing Your Children and Pets



People with Special Needs

In Case of Emergency (ICE) is a program that enables first responders, such as paramedics, firefighters, and police officers, to identify people and contact their next of kin to obtain important medical information. In each family member's cell phone, store the word ICE in the address book. For that entry, enter the telephone number of the person or persons you would want to be contacted "In Case of an Emergency."

FAMILY PREPAREDNESS

One of the most important tools you and your family can have to protect yourselves in possible emergencies is a **Family Emergency Plan**. As you plan ahead about what to do during an emergency, be sure to take into account any members of your family with special needs, specific preparations for children, and what you will do with your pets. As part of your planning, you should make copies of and safeguard specific personal and financial records. Also, take any actions necessary to prepare your property. Everyone in the family should understand what to do, where to go, and what to take in the event of an emergency. A blank **Family Emergency Plan** form is included as a pullout section. To download an additional copy of the form, please visit the Naval Services FamilyLine website at www.nsfamilyline.org.

BE INFORMED

- Find out what disasters are most likely to happen in your area and the history of their occurrence.
- Through local and base media channels and websites, stay informed of any special instructions or information regarding these specific disasters.
- Register and be sure your office and personal contact information is up to date in the Wide Area Alert Network (WAAN) so that you can receive emergency alerts by phone, text, or email.

MAKE A HOME FIRE ESCAPE PLAN

A home fire escape plan would be used in the event of a fire where a quick exit from the burning dwelling is critical. The plan should include :

- A map of each level of your home that shows all doors and windows. Mark two ways to get out of each room and be sure to discuss them with your children.
- An escape route that can be taught to, and easily understood by, children. It is important that children know how to escape from the home on their own and not hide from firefighters.
- The identification of a meeting place, away from the dwelling structure, where family members will meet.

MAKE AN EVACUATION PLAN

- For other types of disasters, your family will want to establish an evacuation plan. This plan will help to identify where family members would meet near your home and identify alternate locations if access to the meeting place is blocked. As a family, discuss, and agree on where you will go in the event of an emergency.
- Discuss where your children will go if they are in school at the time of the emergency, and make sure they understand where you will be. Understand the plans that your children's schools have in place.
- Your plan should also address the needs and care of pets, family members with special needs, and safely shutting off utilities.

MAKE A FAMILY COMMUNICATION PLAN

- Create a comprehensive plan as a family for communicating in the event that you are separated during an emergency.
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Be aware that in the event of an emergency, phone lines and cell phone towers may be overloaded or out. You can try using text messaging if normal communication options are not available. It would be good to have a contingency plan for reaching each other.
- Ensure every member of your family has a cell phone, coins, or a prepaid phone card in order to connect with your emergency contact during emergencies.
- Establish an In Case of Emergency Card (**ICE**) name and number that everyone in your family has a copy of. Save the ICE information in everyone's cell phone.

<p>Family Emergency Plan</p> <p>Emergency Contact Name: _____</p> <p>Telephone: _____</p> <p>Out-of-State Contact Name: _____</p> <p>Telephone: _____</p> <p>Neighborhood Meeting Place: _____</p> <p>Telephone: _____</p> <p>Out-of-Neighborhood Meeting Place: _____</p> <p>Telephone: _____</p> <p>Call 911 or your local emergency numbers</p> <p>_____</p> <p>_____</p>	<p>Family Emergency Plan</p> <p>Emergency Contact Name: _____</p> <p>Telephone: _____</p> <p>Out-of-State Contact Name: _____</p> <p>Telephone: _____</p> <p>Neighborhood Meeting Place: _____</p> <p>Telephone: _____</p> <p>Out-of-Neighborhood Meeting Place: _____</p> <p>Telephone: _____</p> <p>Call 911 or your local emergency number</p> <p>_____</p> <p>_____</p>
<p>Family Emergency Plan</p> <p>Emergency Contact Name: _____</p> <p>Telephone: _____</p> <p>Out-of-State Contact Name: _____</p> <p>Telephone: _____</p> <p>Neighborhood Meeting Place: _____</p> <p>Telephone: _____</p> <p>Out-of-Neighborhood Meeting Place: _____</p> <p>Telephone: _____</p> <p>Call 911 or your local emergency numbers</p> <p>_____</p> <p>_____</p>	<p>Family Emergency Plan</p> <p>Emergency Contact Name: _____</p> <p>Telephone: _____</p> <p>Out-of-State Contact Name: _____</p> <p>Telephone: _____</p> <p>Neighborhood Meeting Place: _____</p> <p>Telephone: _____</p> <p>Out-of-Neighborhood Meeting Place: _____</p> <p>Telephone: _____</p> <p>Call 911 or your local emergency number</p> <p>_____</p> <p>_____</p>
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<p>Additional Important Information</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Additional Important Information</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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ORGANIZE AND MAINTAIN ADDITIONAL EMERGENCY INFORMATION

- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Maintain your car. Keep a full tank of gas. Make sure your driver's license, car inspection sticker, and car insurance are all current. If you do not have a vehicle, be sure that you have alternative transportation options.
- Regularly copy your computer hard drive to a portable disk or thumb drive.
- Make at least one extra set of keys for your residence and cars and give to a trusted friend.
- Update the family member and SGLI information on the military member's record, and keep your information in the Navy Family Accountability and Assessment System (**NFAAS**) and the Wide Area Alert Network (**WAAN**)

up-to-date. If you are a Navy Reservist, provide an accurate and detailed Point of Contact (POC) profile at your Navy Operational Support Center (NOSC).

- Be sure to have plans in place for the care of your pets. (See "Pets" on page 70.)
- Make sure your home and personal property have adequate insurance coverage. The Navy and the Housing Office DO NOT provide personal property insurance; you will need to buy your own. ("Tips to Protect Your Personal Property" can be found on page 65.)
- Keep this booklet with your important papers in an easily accessible location.
- Collect all important papers, documents and information and store in a waterproof, portable container. Consider keeping a duplicate copy in a safety deposit box.

COLLECT IMPORTANT PAPERS

PERSONAL

- Personal identification (military ID, driver's license, social security card, passport, birth certificate, citizenship papers)
- Marriage license, divorce papers
- Vehicle registration/ownership records (title)
- Medical and Immunization records – include original prescription bottles and copies of prescriptions
- Eyeglasses and written copy of prescription
- Power(s) of attorney (personal/property)
- Household goods inventory from last PCS or inventory of all you own and its replacement value
- Wills
- Personal telephone and address book
- Health insurance cards and records

FINANCIAL

- Credit cards, checkbook, cash
- Phone Cards
- Credit/debit card statements
- Account numbers and statements of all bank/credit union and financial accounts
- Income records (also child support and alimony)
- Mortgage statement or copy of deed or lease
- Bills (electricity, gas, water, etc.)
- Other insurance records (auto/property/life)
- Tax returns, property tax statements
- Written and photographic inventory of personal property
 - Safety deposit box key and address

INSURANCE

- Health cards
- Statements or policies for auto, property, rental, etc.

PRACTICE YOUR PLAN

- Keep your emergency reference resources (**Emergency Plan, Emergency Contact Cards** and a **Basic Emergency Supply Kit**) in a centralized location. Be sure that all family members know where these resources are located.
- Set up practice evacuations or shelter-in-place drills for your family to ensure everyone knows what to do and where to go in the event of an emergency.
- Update your plan according to any issues that arise.
- Keep your **Basic Emergency Supply Kit** up-to-date, replacing water and perishables periodically and ensuring all necessary medications are included in the kit. Make sure everyone knows where it is and to take it when sheltering or evacuating.
- Check your smoke alarms regularly. For battery powered alarms it is recommended you change the batteries when you change your clocks for Daylight Saving Time (spring forward or fall back). FEMA recommends installing the long-life 10 year sealed battery alarms. Check with the housing office in your area for their policy.

CHECK-IN (MUSTER)

- **As soon as possible**, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD)**.
- Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need IMMEDIATE help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
- American Red Cross – www.redcross.org
Click on **Get Assistance**
- Commander, Navy Installations Command – www.cnic.navy.mil
Click on **Operations and Management** then **Emergency Management**
- Federal Emergency Management Agency – www.ready.gov

TIPS TO PROTECT YOUR PERSONAL PROPERTY

PURCHASE PERSONAL PROPERTY INSURANCE

Your landlord's insurance policy and the Navy will NOT cover your personal property. So whether you own your home, rent a home or live in base housing, you need insurance to cover your personal belongings in case of perils like fire or wind damage from a hurricane. If you move, check with your insurance company to ensure that your policy meets the needs of your new location.

MAKE AN INVENTORY LIST

If an unfortunate occurrence such as a fire or theft should happen, it is best to have an accurate and detailed inventory of your personal property. This will help from two perspectives. It will provide an itemized reference of the lost or damaged property in order to enable the most effective compensation from the insurance company. An itemized list will also alleviate the burden of having to capture those details from memory, especially in the midst of recovering from an unfortunate situation. The basic steps to create an inventory include:

1. **List everything you own.** It may be easier to start the list in categories such as furniture, clothing, personal items, jewelry, etc.
2. **Give an estimate of what it would cost to replace the items on your list.** Keep in mind that some things appreciate in value while others depreciate. Clothing is a good example of something that depreciates, and jewelry is something that would typically appreciate. The household goods inventory from your last PCS may help.

The method often used by insurance companies to calculate the value of property is to subtract the estimated depreciation (dollar amount the property has decreased) from the current cost.

Additional tips when taking an inventory of your personal property:

- Keep sales receipts and attach to your inventory list.
- Keep a video inventory or photographs along with the written inventory.
- List any serial numbers that may be on your personal property.
- Engrave your own serial number into items that are of value.
- Keep your personal property inventory list, along with photos and/or inventory videos, in a safe place away from your home such as a safety deposit box.

PEOPLE WITH SPECIAL NEEDS

If you or someone close to you has a disability or special needs, you will need to identify and plan for any special preparations that need to be addressed to help these individuals. Those with physical disabilities could have increased complications during an evacuation. Those with visual, hearing, or mental disabilities may be especially fearful and reluctant to leave familiar surroundings. Others with medical conditions may be dependent upon devices or medications that need to travel with them. To adequately prepare for every possible emergency situation, consider making the following arrangements.

Preparedness Empowers You!

The Navy encourages all personnel and their families to maintain a basic level of preparedness for all potential hazards.

You are encouraged to be informed before, during, and after an incident; make a written Family Emergency Plan; and build a Basic Emergency Supply Kit.

HOW TO PREPARE FOR AN EMERGENCY

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book)
- Build a **Basic Emergency Supply Kit** and include any necessary supplies such as wheelchair batteries, catheters, oxygen, medication, food for service animals, or other special supplies. (See checklist on page 83.)
- Collect all important papers, documents and information and store in a waterproof, portable container. (See page 63 for a list of suggested documents to collect.)
- Enter **ICE (In Case of Emergency)** name and number in each family member's cell phone.
- Check for hazards in your home and workplace.
- Discuss your needs with family members, neighbors, and coworkers.
- Make sure those around you know how to operate any necessary equipment.
- Have a list with the types and models of any equipment or devices you need. Know more than one location of a medical facility that provides the services you need.
- Do not assume that you or your loved one has been factored into an evacuation plan.
- Make the necessary preparations and know what needs to happen during an emergency.
- If you are physically disabled, study the evacuation plan of any building from which you might need to evacuate. If necessary, know if and where an

Evacuation Chair (EVAC+CHAIR) is located, and make sure someone knows how to operate it.

- Prepare any instructions you need to give rescuers or others who may be around you. Use concise verbal directions, or carry written instructions with you at all times.
- Wear a medical alert tag or bracelet to help identify your allergies and special needs and conditions.

WHAT TO DO DURING AN EMERGENCY

- If told to evacuate, do so if possible with the help of others.
- If you are unable to evacuate, wait where you are for rescuers.
- Take your **Basic Emergency Supply Kit**, including any necessary items, with you.
- Stay as calm as possible to be a help to those around you.

CHECK-IN (MUSTER)

- **As soon as possible**, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD)**.• Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need IMMEDIATE help with basic necessities, call the ECC.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on ***Make a Plan*** then ***Family Plans***
- American Red Cross – www.redcross.org
Click on ***Prepare Your Home and Family*** then ***People with Disabilities***
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on ***Make a Plan*** then ***Access and Functional Needs***

*Be informed before, during, and after an incident; make a written **Family Emergency Plan** and build an **Emergency Supply Kit** good for at least three days.*

PREPARING YOUR CHILDREN

As you plan ahead for an emergency, it is important that you discuss potential hazards with your children. Make sure they understand what might happen and what their job is during an emergency. Emergencies are scary situations, but if you talk about them beforehand, your children may stay much calmer.

WHAT MIGHT HAPPEN

- Talk to your children about what types of emergencies might happen in your area.
- Make sure your children know exactly where your family meeting place is located.
- Talk about what might happen if they are in school.
- Discuss the differences in what they need to do depending on the different emergencies.

MAKE A PLAN

- Create your evacuation plan as a family, so your children understand where you are going and why.
- Remember, your family should have two meeting places, one near your home and one outside your neighborhood in case you can't return to your home.
- Make a communications plan as a family by writing down all the phone numbers you and your children will need, as well as how to get in touch with each other if you are separated.
- Choose an out-of-state family contact person who family members can “check-in” with if you are separated in an emergency. This person should be far enough away that they are not affected by the same disaster.
- Make sure each family member has a completed **Emergency Contact Card**.
- Let your children be involved in every step of the planning.

BUILD A KIT

- Assemble your **Basic Emergency Supply Kit** together as a family. Make it fun. Have each child build their own “bug out” bag. This can be a small backpack that contains a bottle of water, a few snacks and a favorite toy.
- Give the children a list so they can help gather supplies for the kit.
- Discuss why it is important to have each item in the kit.

Important for Kids

The most important things kids can do during an unexpected event are to **STAY CALM** and **LISTEN** to the direction of adults around them, like teachers, parents, and emergency workers.

SCAVENGER HUNT FAMILY GAME

You and your family can collect items for your Basic Emergency Supply Kit during a family scavenger hunt! Print 2 copies of the Basic Emergency Supply Kit list on page 83. Separate your family into two teams with adults and children on each team, if possible, and assign each group different items on the list. Set a time limit and see who comes back with the most items!

PRACTICE

- Practice what you might do as a family in different emergency situations. Select a time and conduct your own family emergency drill. A good time might be around a family or national holiday. Review the procedures at least once a year. Occasional drills will assure quick reaction and help avoid injury and panic in an emergency.
- Let your children ask questions and give their opinions regarding your plan's effectiveness.
- Talk with your children about dangers of disasters that are likely in your area and how to prepare for each type. The more they talk about it, the more likely they will be ready when something happens.

PARENTS OF SCHOOL-AGE CHILDREN

- Be aware of how your child's school will notify you of your child's status if an emergency occurs. For older children who self-transport, ask them to follow the instructions of authorities, and ensure they have a **Basic Emergency Supply Kit** in their car.
- If children are in school during a disaster or emergency, check the local media and/or school websites for announcements about changes in school openings and closings. Parents can pick up their children during the school day, but sometimes the safest place might be the school itself.
- Also be aware of alternate evacuation locations for your child's school or individual class.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on **Ready Navy Kids**
- Federal Emergency Management Agency (FEMA) - www.ready.gov
Click on **Kids**

*The most important role a parent can play in an emergency is to stay calm.
Children look to parents for help and for indications on how to act!*

PETS

When preparing for an emergency, be sure to include arrangements for your pets. Your emergency preparedness kit should contain provisions for your pets. Know in advance how you will handle your pets if you need to evacuate. If you must leave them behind, make sure they have access to food, water, and shelter.

PREPARING TO CARE FOR YOUR PETS IN AN EMERGENCY

- Add pet supplies to your **Basic Emergency Supply Kit**, including but not limited to a strong leash, a carrier, veterinary records, a 7-10 day supply of food and water, dishes and waste disposal bags.
- Make sure your pet's identification tags are up to date and secured on its collar.
- If your pet is microchipped, keep your contact information up-to-date with the microchip company.
- Understand that many shelters do not allow pets. You may have to board your pet or place it in a shelter prepared for evacuated pets.
- Find out which motels/hotels and shelters will allow pets well in advance of needing them. Consider contacting your local animal shelter for more information.
- Have a plan for your animals to be transported to an alternate location days ahead of a storm or emergency, so they are cared for if you need to temporarily relocate your family. Consider a family member or friend within a couple hours driving distance.
- Keep a current photo of your pet to help ensure identification if you are separated from it during an emergency.
- Familiarize yourself with local shelters, animal welfare groups and disaster preparedness by visiting www.petfinder.com and/or discuss preparations with your vet.

Preparedness Empowers You!

Many harsh and heartbreaking lessons were learned in the aftermath of Hurricanes Katrina and Rita.

By having your plan and provisions in place, you and your pet family will be less likely to endure such hardships.

WHAT TO DO WITH YOUR PET DURING AN EMERGENCY

- Bring pets inside immediately. Many times pets run away when they sense danger. Never leave them tied up outside.

If you are told to evacuate and you CAN bring your pets:

- Bring all your pet emergency supplies and documentation. Keep documents in a sealed bag for quick access along with rabies tag, microchip information and photo. Keep a copy of documentation with you at all times.
- Make sure the pet carrier is secure and **DO NOT** open cages or carriers until

- authorized to do so, or until you have arrived safely at your destination. (Pets, especially cats, may dart away and not return!) Include the pet's information and your contact information in a sealed plastic bag and attach it to the carrier.
- If possible, attach the address and/or phone number of your evacuation site to your pet's collar.
 - Be responsible for your pets by cleaning up after them and making sure they are not disturbing others.
 - Many shelters may not allow pets, and you may be separated for a time. Having all documentation, especially proof of current vaccinations, will speed the process for their care and for reuniting with them afterwards.

If you are told to evacuate and CANNOT bring your pets:

- Bring your pet inside. Never leave your pet outside during an emergency. If time and resources permit in advance of the emergency, take your pet to a friend or family member's home that is out of the emergency area.
- If your pets will remain in your home, leave plenty of food and water.
- Remove the toilet tank lid and the toilet seat, and brace the bathroom door so they can drink. If your home has two floors, place their dry food on the second floor in case there is first floor flooding.
- Place a notice on your door that your pet is inside. Include your name, phone number, and the name and phone number of your veterinarian. Also include contact information for a friend or family member outside the area that can reach you quickly.
- Make sure your pet has a collar with current rabies tag and your contact information. Microchipping your pet is a more permanent identification and can be of great help if your animals need to be rescued and are transported out of state such as what occurred in the aftermath of Hurricanes Katrina and Rita.

WHAT TO DO WITH YOUR PET AFTER AN EMERGENCY

- Keep close contact with your pet to make it feel safe.
- Understand that your pet may have some behavioral issues as a result of trauma. See your vet if you have concerns.
- Keep your pet on a leash when possible, so it stays with you.
- Be responsible for your pets by cleaning up after them and making sure they are not disturbing others.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on *Make a Plan* then *Family Plans*
- ASPCA – www.aspca.org
Click on *Pet Care* then *Disaster Preparedness*
- FEMA – www.ready.gov
Click on *Make a Plan* then *Caring for Animals*
- The Humane Society of the United States – www.humanesociety.org

EMERGENCY ACTIONS IF YOU EVACUATE OR IF YOU STAY

In the event of an emergency, the Navy expects all personnel, families, contractors, and others affiliated with a Navy installation to be prepared to take the appropriate action. This applies to those living on, near, or away from Navy installations. The actions include: evacuation, moving to a civilian shelter, moving to a designated safe haven or temporarily sheltering-in-place.

Worldwide, all commands and their families face threats from unplanned catastrophic events. A culture of readiness demands that all personnel and their families be prepared for these contingencies. It is important to keep office and personal contact information up-to-date in the Wide Area Alert Network (WAAN) to receive phone, email, and text alerts.

On the following pages, learn more about specific Navy emergency actions. Also, be sure to familiarize yourself with local and/or installation-specific information about evacuation routes, shelter locations, and local hazards.

WHAT'S INSIDE THIS SECTION...



Actions to take for emergency or non-combatant evacuations



Moving to a safe haven or shelter



Staying during a disaster, Lockdown, and Shelter-in-Place

EVACUATIONS

NAVAL INSTALLATIONS

In the event of an emergency, installation and local Emergency Managers have plans and procedures to direct evacuation or direct movement of nonessential and nonemergency personnel and family members to safer locations. Contact your Installation Emergency Manager to learn what the plans are for your area.

The installation's Evacuation Management Team coordinates standardized evacuation operations, as well as the return or relocation of displaced personnel. These operations and procedures ensure safe evacuations, reliable accountability of our people, and expeditious mission reconstitution.

After evacuating, all members of the Navy community must be accounted for to ensure the safety of the community and the distribution of support services and public assistance. If the scale of the evacuation makes assembly impractical, electronic "rally points" (phone number, website) are established.

HOW TO PREPARE FOR AN EVACUATION

Safe and effective evacuation requires planning ahead. There may be no advance warning. You should plan primary and alternative evacuation routes in advance, with appropriate maps to take along in your **Basic Emergency Supply Kit**. If you do not have access to a vehicle, make other arrangements ahead of time. Depending on regulations at the remote safe haven or civilian shelter, pets may need to be left behind. Ask your installation Emergency Management Officer for additional information on your site. Service animals are always permitted inside civilian shelters. Plan how you will care for your animals and provide extra food, water, and supplies for them. For more information on pets, see page 70.

Preparedness Empowers You!

The Navy encourages all personnel and their families to understand the mass warning system at your installation and, when notified, be prepared for the following:

- Evacuation
- Moving to a civilian shelter
- Moving to a designated safe haven
- Temporarily sheltering-in-place
- Lockdown

The decision to evacuate ahead of or following a catastrophic event has a profound impact on our people and their families. Evacuation decisions directly affect both mission readiness and sailor quality of life.

EVACUATION CHECKLIST

ACTIONS TO TAKE IF YOU EVACUATE YOUR HOME

- Bring a copy of your **Family Emergency Plan**.
- Take your **Basic Emergency Supply Kit**.
- Plan to take one car to reduce congestion and delay.
- Bring a fully charged cell phone with charger.
- Keep a full tank of gas. Power outages or congestion could make refueling challenging.
- Move valuables and heirlooms to a protected location or bring them with you.
- Back up computer hard drive and bring a copy with you.
- Wear sturdy shoes and clothing, such as long pants, long-sleeved shirt, and a cap.
- Close and lock all doors and windows.
- Unplug electrical equipment.
- Empty all perishables from freezer and refrigerator.
- Listen to a battery-powered radio to follow local evacuation instructions.
- Leave the hazard area when directed to avoid being trapped or stranded.
- If possible, notify your family, friends, command, and command ombudsman where you are planning to go and include an address and phone number.
- Follow the recommended evacuation routes and zones. Shortcuts may be blocked.
- Stay alert for damaged or missing roads, bridges, and structures.
- Leave a note in a conspicuous place in your home as to how to reach you.
- Unless directed otherwise by local or base officials, turn off electricity, water and gas at main connection. A professional will be required to reconnect the gas line.
- Bring sufficient cash, coins and credit cards.
- Bring important papers in a watertight container. (See page 63.)
- Stay away from downed power lines.
- Bring necessary supplies for people with special needs and for pets.
- If you must leave your pet in your home, leave plenty of food and water. (See "Pets" page 70 for more suggestions.)
- Once you are in a safe place, **muster with your command** if you are a member of the military or a civilian employee.

SAFE HAVENS AND SHELTERS

In the event of an emergency, Navy regional and installation emergency management organizations have plans and procedures to direct evacuation. When time permits, the preferred protective strategy for nonessential and non emergency personnel is evacuation to a civilian shelter, remote safe haven, or designated place outside the danger area. This protective strategy also applies to those living off or away from a naval installation. In emergencies with only a short to moderate warning time, installation or local authorities may direct people to one or more designated safe havens, which may be onboard the installation, another DoD installation/facility or in the local community.

Preparedness Empowers You!

The Navy encourages all personnel and their families to understand the mass warning system at your installation and, when notified, be prepared for the following:

- Evacuation
- Moving to a civilian shelter
- Moving to a designated safe haven
- Temporarily sheltering-in-place
- Lockdown

SAFE HAVENS FOR NAVY PERSONNEL AND FAMILIES

A safe haven is a pre-designated location that Emergency Management will activate as warranted for use as temporary protection. This location is usually not certified, insured, supplied, or regularly staffed. A safe haven may be **local**, either onboard or in the immediate vicinity of an installation, such as auditoriums, gyms, schools, and similar structures. Or a safe haven may be **remote**, onboard either another geographically distinct installation or even another Navy Region, in civilian or military lodging/housing facilities, including bachelor quarters and hotels. In an emergency, follow mass notification instructions to the identified safe haven.

If you are directed to move to a local or remote safe haven, there are a few things you should know:

- Even though safe havens may provide water, food, medicines, and basic sanitary facilities, you should bring your **Basic Emergency Supply Kit** to ensure that your family has the items that meet its needs.
- Safe havens usually involve staying with many people in a close proximity, so it is important to cooperate with safe haven managers and others assisting them.
- Depending on the situation and regulations of the safe haven, pets may or may not be allowed. Ask your Installation Emergency Manager for clarification and/or restrictions if you are unclear. Ensure that you address the needs of your pets while at the safe haven by bringing enough food and water for them.

CIVILIAN SHELTERS

A shelter is a publicly identified, certified, supplied, staffed, and insured civilian facility where the endangered population may seek temporary protection for a limited duration. Navy regions and installations do not develop, maintain, or operate certified shelters. Instead, regions and installations coordinate shelter needs with appropriate state, local, host-nation, and private agencies. The American Red Cross is the principal U.S. resource for development, management, and operation of certified shelters. Certified shelters within the local community are preferred over safe haven facilities onboard an installation.

If you are directed to move to a civilian shelter or a safe haven, there are a few things you should know:

- Local safe havens and civilian shelters usually have limited access to water, food, medicines, and basic sanitary facilities, so it is important that you take your **Basic Emergency Supply Kit** with you.
- Alcoholic beverages, weapons, and smoking are prohibited in all shelters.
- Shelters usually involve staying with many people in close proximity, so it is important to cooperate with shelter managers and others assisting them.
- Depending on the situation and regulations of the shelter, pets may or may not be allowed, so ask the Installation Emergency Manager for clarification and/or restrictions if you are unclear. Ensure that you address the needs of your pets while at the shelter by bringing enough food and water to support their stay.
- A **Family Emergency Plan** will prepare you to cope with possible separation of family members. (See pullout section at the end of the book.)

CHECK-IN (MUSTER)

- **As soon as possible**, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD)**.
- Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need **IMMEDIATE** help with basic necessities, call the ECC.

OCONUS (OUTSIDE THE UNITED STATES) EMERGENCY ACTIONS

Much of the general emergency action information presented in the previous sections is valid anywhere. However, the availability of and access to evacuation routes, safe havens, shelters, and mass notification systems varies more widely outside the continental United States. These often depend on the preparedness levels of, and cooperative agreements with, host nations.

To locate information for your region, consult your regional or command websites. In most cases, these will link you to other sites that contain useful information and contacts like base installation and local Fleet and Family Support Center (FFSC) sites.

All members of the Navy community serving OCONUS are encouraged to be proactive in informing and preparing themselves to take effective actions in response to potential hazards in their particular part of the world.

NONCOMBATANT EVACUATION OPERATIONS (NEO)

Noncombatant Evacuation Operations (NEO) is the ordered (mandatory) or authorized (voluntary) departure of civilian noncombatants and nonessential military personnel from danger in an overseas country to a designated safe haven, typically within the continental United States. Overseas evacuations could occur under a variety of circumstances, including civil unrest, military uprisings, environmental concerns, and natural disasters. Overseas, each command will have a NEO coordinator whom you can consult regarding the plans for protection, relocation, and evacuation of noncombatants.

While your command NEO coordinator will be your point of contact in times of crisis or emergency, it is crucial that you assemble the contents of your NEO Kit and **Basic Emergency Supply Kit** IN ADVANCE of an emergency. A list of items to included in your NEO Kit can be found at www.ready.navy.mil.

If an evacuation order is issued, you will be notified through command notification, public announcements, AFN radio and TV, command NEO coordinators, and/or ombudsmen. It is important to maintain accurate and updated contact information with your command and in all relevant Navy databases.

For additional information about NEO procedures in your area, consult your installation website and local Fleet and Family Support Center. Visit Ready Navy at www.ready.navy.mil for more information on how to prepare, what to do, how a NEO is executed, what to expect, and additional resources. You can also consult the U.S. Department of State at www.travel.state.gov for additional resources.

LOCKDOWN

During some emergencies, it may become necessary to "Lockdown" a building or buildings on an installation to protect lives and minimize the overall exposure to danger.

A Lockdown, similar to Shelter-in-Place, is a temporary sheltering technique utilized to limit exposure to a threat, usually an Anti-Terrorism Force Protection (ATFP) incident, i.e. an Active Shooter incident. It is the immediate movement or removal of all personnel from the outside to inside structures. When alerted, occupants of any building within the subject area will lock all doors and windows, barring entry or exit to anyone until the "all clear" has been sounded. This procedure converts any building into a large "Safe Room." A Lockdown can last from a few minutes to several hours, depending on the situation.

Preparedness Empowers You!

The Navy encourages all personnel and their families to understand the mass warning system at your installation and, when notified, be prepared for the following:

- Evacuation
- Moving to a civilian shelter
- Moving to a designated safe haven
- Temporarily sheltering-in-place
- Lockdown

HOW TO PREPARE FOR A LOCKDOWN

- Create a **Family Emergency Plan** (See pullout section at the end of the book.)
- Build a portable **Basic Emergency Supply Kit** for your office that includes water, comfortable low heeled shoes, granola bars or other non perishable food, your emergency plan and contact card, and any medications you may need.
- Learn the emergency and lockdown procedures for the buildings in which you work and visit regularly.
- Understand how lockdown procedures are initiated and alerts are broadcast.
- Take steps to register your work and personal contact information in the Wide Area Alert Network (WAAN) so that you may receive emergency alerts by text or e-mail.
- Educate yourself about how to prepare for and what to do during an Active Shooter incident.
- Know who to notify and what you should do if loud "pops" are heard and gunfire is suspected.
- Ensure that multiple people are trained to initiate and broadcast a lockdown from a secure location.
- Determine where you would seek refuge during a lockdown.
- Create a lockdown plan that includes a plan for non-verbal communication with emergency personnel, your chain of command, and loved ones.
- Make a contact card with important numbers and e-mail addresses.
- Practice lockdown procedures and reassess and modify your plan if any issues arise.

HOW YOU WILL BE NOTIFIED

Navy Installations (worldwide) use the WAAN as an effective and reliable mass notification system to maximize the potential to warn and direct affected personnel during a crisis through multiple systems:

- Giant Voice/Interior Voice: A voice announcing system using speakers or sirens
- Computer Desktop Notification System (CDNS): An administrative broadcast across Navy computer networks reaching all Navy users almost instantly
- Automated Telephone Notification System (ATNS): A notification system capable of sending alerts by phone, email, and text.

WHAT TO DO DURING A LOCKDOWN

- Follow instructions of officials.
- Remain calm, and do not pull or respond to the fire alarm unless instructed to do so by official, law enforcement personnel.
- If not in your typical surroundings, seek refuge in a building or room that locks.
- Lock all doors and windows. Barricade the door, if possible, and do so quickly.
- Turn off all lights.
- If safe to do so, turn off gas and electric appliances or equipment.
- STAY AWAY FROM ALL DOORS AND WINDOWS, and find a hiding place that provides protection.
- Silence phones and remain quiet.
- Comfort, reassure, and quiet any companions who are nervous.
- Do not permit entry or exit to anyone until the “all clear” has been given by official personnel.
- Enact your non-verbal contact plan to provide your status and location to emergency personnel, your chain of command, and loved ones.
- If gunshots are heard, and escape is ill advised, lay on the floor, using heavy objects such as tables, desks, or filing cabinets for protection.
- If outdoors, move as far away from any building where a threat is present and enter the nearest safe building. If there are no buildings, lie near or hide behind trees or walls, and listen for emergency personnel instruction and/or Giant Voice alerts.
- For Active Shooter Incidents, DO NOT CALL ANY BUILDING WHERE THE INCIDENT MAY BE TAKING PLACE. Phone calls to anyone inside the building under threat may endanger them, draw undue attention toward the ring, and give away hiding locations.
- Stay in your safe area until emergency personnel has opened the door.

WHAT TO DO AFTER A LOCKDOWN

- Once an “all clear” has been given, you may leave your safe zone.
- Follow any instructions and answer questions from law enforcement officials.
- Be prepared to muster.
- Supervisors or designated representative should take a head count and ensure all personnel are accounted for.

SHELTERING-IN-PLACE

In the event of an emergency, Navy regional and installation emergency management organizations have plans and procedures to direct personnel to evacuate or take some form of shelter. For nonessential and nonemergency personnel, the preference is generally evacuation. In specific instances, evacuation or moving to a civilian shelter or designated place is more dangerous than remaining where you are, such as with short- or no-notice emergencies, including hazardous materials events. In these instances, you may be directed to shelter-in-place.

Sheltering-in-place means to take temporary protection in a structure or vehicle—typically your workplace or residence.

Preparedness Empowers You!

The Navy encourages all personnel and their families to understand the mass warning system at your installation and, when notified, be prepared for the following:

- Evacuation
- Moving to a civilian shelter
- Moving to a designated safe haven
- Temporarily sheltering-in-place
- Lockdown

HOW TO PREPARE

- Create a **Family Emergency Plan** in case family members are separated. This plan should include an Evacuation Plan and a Communication Plan. (Family Emergency Plan available at the end of the book)
- Complete **Emergency Contact Cards** and provide to each member of your immediate family. (Card available at the end of the book.)
- Build a **Basic Emergency Supply Kit**. (See checklist on page 83.)
- Know how to turn off your heating, ventilation, and air conditioning (HVAC) systems without damaging the components.
- Know how to close and secure doors, windows, vents, and other exterior openings quickly.
- Identify potential interior space for sheltering-in-place.

HOW WILL YOU BE NOTIFIED

Navy Installations (worldwide) use the WAAN as an effective and reliable mass notification system to maximize the potential to warn and direct affected personnel during a crisis through multiple systems:

- **Giant Voice:** A voice announcing system using exterior speakers
- **Interior Voice:** Interior speakers or sirens
- **Residential route alerting:** messages announced from vehicles with loudspeakers
- **Computer Desktop Notification System (CDNS):** An administrative broadcast across Navy computer networks that overrides current applications, thereby reaching all Navy users almost instantly
- **Automated Telephone Notification System (ATNS):** A notification system capable of sending alerts by phone, email, and text.

ACTIONS TO TAKE WHEN TEMPORARILY SHELTERING-IN-PLACE

- Have your **Basic Emergency Supply Kit** accessible.
- Bring everyone safely inside to an interior room or one with as few windows and doors as possible.
- Turn off all heating, ventilation, and air conditioning (HVAC) systems.
- Close and secure all doors, windows, vents, and other exterior openings.
- Listen to the radio or television for further instructions.
- When the “all clear” is announced, open windows and doors, turn on ventilation systems, and go outside until the building’s air has been exchanged with the outside air.

If you are sheltering-in-place in a vehicle:

- Close windows, vents, and HVAC
- Drive away from visible gas/cloud
- Tune into Emergency Alert System or radio
- Wait for all-clear

CHECK-IN (MUSTER)

- **As soon as possible**, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD)**.
- Family members who are separated from their sponsors should check-in with the sponsor’s command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need **IMMEDIATE** help with basic necessities, call the ECC.

BUILD A KIT

Preparing for an emergency includes making a kit of emergency supplies. You need enough supplies for every family member for at least three days. You could consider 5 days preparation in areas normally affected by earthquakes, typhoons, tsunamis, blizzards, and floods.

The main items to have in your kit include water, food, and first aid supplies. Be sure to include copies of important personal documents such as birth and marriage certificates, titles, and bill, mortgage, and insurance information. (These can be electronic copies on durable storage media such as a thumb drive which can be easily carried and updated.) You may also need to include additional supplies to meet the needs of any children, pets, or special-needs family members.

You may not be at home when disaster strikes, so make smaller emergency kits to keep at work and in your car. You also need a portable kit to take with you if you go to a shelter or evacuate.

The **Basic Emergency Supply Kit** section provides more tips and a list of items to include in your kits, as well as links to handy checklists you can download from the sites of national emergency planning and response agencies.

WHAT'S INSIDE THIS SECTION...

- Basic Emergency Supply Kit checklist**
- Portable Emergency Kit suggestions**
- Emergency Kit suggestions for work and vehicles**

EMERGENCY KITS

Basic Emergency Supply Kit

NECESSARY

- Water—at least one gallon per person per day for at least three days
- Food—nonperishable food for at least three days (canned soup, meats, fruits and vegetables; canned/boxed juices, milk, and soup; powdered milk and beverages; dried fruits and nuts, granola bars, peanut butter, jelly, and crackers.) Select foods that are low in sodium and sugar. Meals Ready To Eat (MREs) may be purchased at many commissaries. If not available, they can be ordered.
- Manual can opener and small cooking stove with fuel
- First aid kit and manual (Items might include: sterile gauze, bandages, safety pins, scissors, antiseptic wipes, alcohol, peroxide, cold pack, tweezers, thermometer, hand wipes, latex-free gloves, hand sanitizer, antibacterial ointment, sunscreen, and insect repellent)
- Special items—prescription medications, eye glasses, contact lens solutions, hearing aid batteries
- Dust masks and heavy duty gloves
- Personal sanitation supplies such as moist towelettes, basic household bleach (not scented or color safe), sponges, bar soap, toilet paper, toothbrushes, toothpaste, shampoo, deodorants, razor, shaving cream, brush, comb, feminine supplies, garbage bags, and plastic ties
- Flashlight and extra batteries
- Portable, battery-powered or hand-crank radio or television and extra batteries
- All hazards NOAA (National Oceanic and Atmospheric Administration) weather radio
- Extra batteries
- Money—Cash (in small denominations), coins and credit card
- Wrench or pliers for turning off utilities
- Local maps and your **Family Emergency Plan**
- Your command muster information
- Any important documents, stored in a waterproof container or bag (See "Collect Important Papers" on page 63.)
- Cell phone and charger (Consider obtaining an extra battery.)

ADDITIONAL

- Infant supplies: canned or powdered formula, diapers, wipes, bottles, nipples, pacifiers, medication, ointments, change of clothing
- Food and water for your pet (See "Pets" on page 70.)
- Items for individuals with special needs, such as wheelchair batteries or other medical equipment or supplies
- Paper plates, paper cups, plastic utensils, paper towels
- Disinfectant
- Matches in a waterproof container
- Sleeping bag or other weather-appropriate bedding for each person
- A weather-appropriate change of clothes for each person
- Coats, jackets and rain gear
- ABC Fire extinguisher (Teach all family members how to use it.)
- Paper and pencil
- Whistle to signal for help
- Books, games, puzzles, toys, and other activities for children
- Any items necessary for a specific type of disaster
- Plastic for doors, windows, and vents and a roll of duct tape

PORTABLE EMERGENCY KIT

- Take this kit of personal items with you when you are ordered to evacuate.
- Place items in a designated area that will be easily accessible in the event of an emergency.
- Make sure every member of your family knows where to find the kit.
- If you are required to shelter-in-place, keep this kit with you.
- This kit might include: personal identification, items for family members with special needs, water, soap/toiletries, manual can opener, change of clothing, canned food, etc.
- Bring important papers in water tight container. (See "Collect Important Papers" on page 63.)
- Consider adding enough supplies to last two weeks.
- Make sure you include a copy of your **Family Emergency Plan**

WORKPLACE EMERGENCY KIT

- This kit should be portable enough to be maintained at your workplace; you may need to evacuate from work, shelter, or be in lockdown up to 24 hours.
- Make sure you include comfortable walking shoes in case you have to walk long distances.
- This kit should include, at minimum, food, water, and a first aid kit.
- Make sure you include a copy of your **Family Emergency Plan**.

VEHICLE EMERGENCY KIT

- In the event that you are stranded while driving, keep this kit in your vehicle at all times.
- This kit should contain at a minimum: food, water, flashlights and extra batteries, first aid kit and necessary medications, signal flares, repair tools, portable AM/FM radio, seasonal items (coat, rain gear, engine fluids, shovel, ice scraper, warm clothes, gloves), comfortable/sturdy shoes, and blankets or sleeping bags. Also consider: cell phone and phone charger, reflective triangle, and baby formula and diapers if you have a small child.
- Make sure you include a copy of your **Family Emergency Plan**.

MAINTAINING YOUR KITS

- Make sure to routinely evaluate your kits and their relevance to the threats in your area and incorporate any new items that meet your family's changing needs.
- Throw away and replace any expired or damaged medications, food, or water.

WHERE TO FIND ADDITIONAL INFORMATION

- Ready Navy – www.ready.navy.mil
Click on **Build a Kit**
- American Red Cross – www.redcross.org
- Federal Emergency Management Agency (FEMA) – www.ready.gov
Click on **Build a Kit** then **Storage Locations**

*Be informed before, during, and after an incident; make a written **Family Emergency Plan** and build an **Emergency Supply Kit** good for at least three days.*

IMMEDIATELY AFTER A DISASTER

Recovering from a disaster is usually a gradual process. Safety is a primary issue, as are mental and physical well-being. If assistance is required, knowing how to access it makes the process faster and less stressful. This section offers some general advice on steps to take after disaster strikes in order to begin getting your family, your home, and your life back to normal.

WHAT'S INSIDE THIS SECTION...

- How to find Navy Family Assistance**
- How to find food, water, and shelter**
- Addressing financial and emotional needs**

HEALTH AND SAFETY GUIDELINES

Your first concern after a disaster is your family's health and safety. You need to consider possible safety issues and monitor your family's health and well-being.

- Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.
- Be aware of exhaustion. Do not try to do too much at once. Set priorities and pace yourself.
- Eat well, drink plenty of clean water, and get enough rest.
- Wash your hands thoroughly with soap and clean water often when working in debris.
- Be aware of new safety issues created by the disaster. Watch for washed out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged electrical wiring, and slippery floors.
- Inform local authorities about health and safety issues, including chemical spills, downed power lines, washed out roads, smoldering insulation, and dead animals.

RETURNING HOME

- Walk carefully around the outside and check for loose power lines, gas leaks, and structural damage. If you have any doubts about safety, have your residence inspected by a qualified building inspector or structural engineer before entering.

Do not enter if:

- You smell gas.
 - Floodwaters remain around the building.
 - Your home was damaged by fire and the authorities have not declared it safe.
- Enter your home carefully and check for damage. Be aware of loose boards and slippery floors. Check for the following:
 - Sparks, broken, or frayed wires: If possible, turn off the electricity at the main fuse box or circuit breaker. Do not turn on lights until you are sure it is safe to do so.
 - Roof, foundation, and chimney cracks
 - Damaged appliances: If appliances are wet, turn off the electricity at the main fuse box or circuit breaker. Then, unplug appliances and let them dry out.
 - Damaged pipes: If pipes are damaged, turn off the main water valve.
 - Throw out all food and other supplies that you suspect may have become contaminated or come into contact with floodwater.
 - Disinfect items that may have been contaminated by raw sewage, bacteria, or chemicals. Also clean salvageable items.
 - Take pictures of damages and contact your insurance agent.

NAVY FAMILY ASSISTANCE

Immediately following a declared disaster, the Navy needs to know:

- Your status—Are you okay?
- Your location—Where are you? How can you be contacted to ensure you receive help?

This information is crucial in order to set up or provide referral to support services for Navy service members and families in need. In such an emergency situation, Navy service members and families should contact the Navy by taking two important steps:

- 1) Check-in (muster) with your sponsor's command or ombudsman.
- 2) Complete a Family Needs Assessment with the Navy Family Accountability and Assessment System (NFAAS).

NAVY FAMILY ACCOUNTABILITY AND ASSESSMENT SYSTEM (NFAAS)

<https://navyfamily.navy.mil>

or call the

Navy Personnel Command (NPC) Emergency Coordination Center (ECC)

1-877-414-5358 (TDD 1-866-297-1971)

CHECK-IN (MUSTER)

- **As soon as possible**, from a safe location/haven, Navy Service Members (Active and Reserve) and civilian employees should **check-in (muster) directly with your command** and report your status and whereabouts.
- If you are unable to contact your command, log into the **Navy Family Accountability and Assessment System (NFAAS) website at <https://navyfamily.navy.mil>** and muster yourself and your family.
- If both of these are unsuccessful, call the **Emergency Coordination Center (ECC) at 1-877-414-5358 or 1-866-297-1971 (TDD)**.
- Family members who are separated from their sponsors should check-in with the sponsor's command or the command ombudsman. If both of these are unsuccessful, check-in via the **NFAAS** website. Finally, if all other attempts are unsuccessful, call the ECC.
- Following a declared disaster, log into the **NFAAS** website and complete a **Needs Assessment Survey** if you require assistance. A case manager from the Navy Fleet and Family Support Center will be assigned to contact you and assist with your needs. If you need **IMMEDIATE** help with basic necessities, call the ECC.

In cases where the catastrophic event has the potential for widespread injury and death, the Regional Commander will confer with CNIC leadership and may recommend the activation of the Navy-wide personnel accountability functionality via the **NFAAS** website above. Once activated, **NFAAS** will act as an online mustering tool for commands to account for active duty, Selected Reserve, and DoD civilian (appropriated and non-appropriated fund) employees and their family members.

Some active duty and reserve Sailors and civilians may become separated from their command during the incident. In this case, their first priority is to contact their command directly. If this is not possible, they always have the option of logging into **NFAAS** or calling the NPC Emergency Coordination Center at 1-877-414-5358 or 1-866-297-1971 (TDD).

If the service member is deployed, on temporary additional duty, or on individual augmentee assignment outside of the affected area, and has left a family in the affected area, the family should check-in with the service member's command. If the family has not been informed as to the check-in procedures, they should contact the command's ombudsman.

Every service member is responsible for knowing the check-in (mustering) procedures for his/her command and communicating these procedures to his/her family members and updating their personnel and family member information in the Defense Enrollment Eligibility Reporting System (DEERS). Individuals and family members are strongly encouraged to verify and update their contact and location information in the MY-INFO tab in **NFAAS**.

NEEDS ASSESSMENT

After a declared disaster a Needs Assessment may become available for service members and their families to complete. Needs Assessments are available through **NFAAS** and survey 19 different areas where families may have needs. The categories where assistance are available are: medical, missing family locator, transportation, housing and personal property, financial, employment, childcare, education, legal services, counseling, mortuary and funeral assistance, etc.

A Needs Assessment can be completed via **NFAAS** by the service or family member. The sponsor's unique ID and password or his/her SSN and date of birth may be required. Once a Needs Assessment is completed, an Emergency Case Manager from the Fleet and Family Support Center will be assigned the case and will contact the member to offer resources and guidance on how to return to a pre-disaster state.

Access to the assessment information is restricted. Details of the assessment will not be provided to the service member's chain of command or anyone outside the case management team without the provider's approval. Commands will only receive general needs data (e.g., 325 command personnel need temporary housing) to ensure resources and policies are in place to support Navy families.

HOW DO I GET FOOD AND WATER?

The American Red Cross and other volunteer agencies may provide you with food, water and clothing. Listen to your radio or watch local media for the location of the nearest volunteer agency facility. This is where your **Basic Emergency Supply Kit** plays an important part to meet your family's specific needs.

There are also sources of water in your home that you may have considered. For example, your hot water heater is an excellent source of water. Turn off the power that heats your tank and let it cool. When you want water, place a container underneath and open the drain valve on the bottom of the tank.

WATER TREATMENT

In addition to having a bad odor, and taste, water from questionable sources may be contaminated by a variety of microorganisms, including bacteria and parasites that cause diseases such as dysentery, cholera, typhoid, and hepatitis. All water of uncertain purity should be treated before use.

To treat water, these steps are recommended by the American Red Cross:

1. Filter the water using a piece of cloth or coffee filter to remove solid particles.
2. Bring it to a rolling boil for about one full minute.
3. Let it cool at least 30 minutes. Water must be cool or the chlorine treatment described below will be useless.
4. Add 16 drops of liquid chlorine bleach per gallon of water, or 8 drops per 2-liter bottle of water. Stir to mix. Sodium hypochlorite of the concentration of 5.25% to 6% should be the only active ingredient in the bleach. There should not be any added soap or fragrances. A major bleach manufacturer has also added Sodium Hydroxide as an active ingredient, which they state does not pose a health risk for water treatment.
5. Let stand 30 minutes.
6. If it smells of chlorine, you can use it. If it does not smell of chlorine, add 16 more drops of chlorine bleach per gallon of water (or 8 drops per 2-liter bottle of water), let stand 30 minutes, and smell it again. If it smells of chlorine, you can use it. If it does not smell of chlorine, discard it and find another source of water.

If local public health department information differs from this advice, the local information should prevail.

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FOOD SAFETY IN A POWER OUTAGE

Sudden power outages can be frustrating and troublesome, especially when they are prolonged. Perishable foods should not be held above 40 degrees for more than 2 hours. If a power outage is 2 hours or less, you need not be concerned, but how do you save your food when the refrigerator is out for longer periods of time?

What to do...

- Do not open the refrigerator or freezer. An unopened refrigerator will keep foods cold enough for a couple of hours at least. A freezer that is half full will hold for up to 24 hours and a full freezer for 48 hours.
- Use perishable food from the refrigerator first! Then use the foods from the freezer.
- If it looks like the power will be out for more than 2 to 4 hours, pack perishable food items such as dairy products, meats, fish, poultry, and eggs into a cooler surrounded by ice.

HOW TO COOK IF THE POWER GOES OUT OR IN OTHER EMERGENCIES

You can use a fireplace indoors or a charcoal grill or camp stove outdoors. You can also heat food with candle warmers, chafing dishes and fondue pots. Canned food can be eaten right out of the can. If you heat it in the can, be sure to open the can and remove the label first.

FOOD SUPPLIES

When Food Supplies are Low

If activity is reduced, healthy people can survive on half their usual food intake for an extended period and without food for many days. Food, unlike water, may be rationed safely, except for children and pregnant women. When your water supply is limited, try to avoid foods that are high in fat and protein.

USDA Food and Nutrition Service

The USDA Food and Nutrition Service (FNS) provides food assistance to those in areas affected by a disaster. This Federal assistance is in addition to that provided by State and local governments. FNS may provide relief by distributing food to shelters and possibly directly to households in need. FNS may also authorize state agencies to issue emergency food stamp benefits. For complete information, visit <http://www.fns.usda.gov/fdd/programs/fd-disasters>.

On Naval Installations

Contact your local Fleet and Family Support Center and/or your command ombudsman for information on support services offered on or off base. After a declared emergency, the Fleet and Family Support Center on base may start an Emergency Family Assistance Center (EFAC). This facility will provide support services and resources to those who are in need.

HOW DO I FIND MY FAMILY?

It is important when planning for an emergency to designate an out-of-town contact that members of the family can check in with by phone or text. The American Red Cross maintains a "*Safe and Well*" website to assist in the search for family members. If you have been affected by a disaster, this website provides a way for you to register yourself as "safe and well." From a list of standard messages, you can select those that you want to communicate to your family members, letting them know of your well-being. Concerned family and friends can search the list of those who have registered themselves as "safe and well."

American Red Cross

www.redcross.org

1-800-733-2767

If you do not have internet access, you may contact the local American Red Cross chapter where you are staying for information. Do not contact the chapter in the disaster area.

Active duty service members stationed in the United States and their immediate family members may call the Red Cross Armed Forces Emergency Service Centers for help 7 days a week, 24 hours a day, 365 days a year.

ARC Armed Forces Emergency Service Center 1-(877) 272-7337

If on a naval installation, other resources such as base security, Fleet and Family Support Center and your command ombudsman may offer information and referrals to assist you.

HOW DO I FIND A PLACE TO STAY?

If living on or near a Naval installation, contact base officials, your Fleet and Family Support Center, and/or your command ombudsman to see if shelter options are available or have been arranged. Check local military radio, TV or websites for information as well.

For immediate housing needs when living in the local community, the American Red Cross, your county office of emergency management or other local disaster-relief organizations may set up shelters for people who cannot return to their homes. Listen to your radio or watch local media for the location of the nearest volunteer agency facility or contact your local American Red Cross.

American Red Cross

www.redcross.org
1-800-733-2767

Active duty service members stationed in the United States and their immediate family members may call the Red Cross Armed Forces Emergency Service Centers for help 7 days a week, 24 hours a day, 365 days a year.

ARC Armed Forces Emergency Service Center 1-877-272-7337

For health and space reasons, pets are not permitted in many public emergency shelters. Contact the emergency management office or your local animal shelter/humane society or go to www.petfinder.com to see if there is a shelter set-up to take pets in an emergency. If so, be sure to have current immunization records as these will be required.

For those who have longer-term housing needs, FEMA offers several types of assistance, including services and grants to help people repair their homes and find replacement housing.

To be eligible:

- The home must be the applicant's primary residence.
- The home must have been destroyed, become uninhabitable, or be inaccessible as a result of the disaster.
- The insurance covering the dwelling does not fully cover applicant's additional living expense and/or home repairs.

Federal Emergency Management Agency (FEMA)

www.ready.gov

The website offers a wealth of resources for handling disaster situations. Online, you may see if you qualify for assistance, apply for assistance and/or use FEMA's online Housing Portal to locate a place to live. The FEMA Housing Portal consolidates rental resources for evacuees identified by federal agencies, private organizations, and individuals. This site is updated continuously, so check back often for the most current information! If internet options are not available to you, you may apply by phone:

Call 1-800-621-FEMA (3362) or 1-800-462-7585 (TTY)

or download the Smartphone App at www.fema.gov/smartphone-app

EMERGENCY FINANCIAL ASSISTANCE

The Navy-Marine Corps Relief Society (NMCRS) can provide interest-free loans and grants for emergency and unexpected financial needs to help you avoid high-interest financing. For example, in an emergency, the Society can provide assistance for:

- Food, rent and utilities
- Emergency travel expenses
- Essential vehicle repairs
- Medical and dental expenses
- Disaster relief assistance
- Funeral expenses

NMCRS serves:

- Active duty and retired Navy and Marine Corps personnel and their eligible family members
- Eligible family members of Navy and Marine Corps personnel who died on active duty or in a retired status
- Reservists on extended active duty for 30 days or more
- Indigent widows and mothers (65 years or older) of deceased service members who have limited resources and no family to provide for their welfare
- Ex-spouses who have not remarried and whose marriage to a service member lasted for at least 20 years while the service member was on active duty

To apply for assistance:

- Call 1-800-654-8364 or visit your local NMCRS office. To locate your nearest office, visit www.nmcrcs.org/locations.
- During a base evacuation due to a natural disaster go to the Society evacuation assistance processing location (the Society works with the Installation Emergency Operations Center to set up and advertise the location) and bring your military ID card.
- After hours, or if there is not a Society office in a disaster-affected area, eligible clients can request NMCRS assistance (both pre and post disaster) at which ever of these organizations is closest to them:
 - American Red Cross
 - Air Force Aid Society
 - Army Emergency Relief
 - Coast Guard Mutual Aid Society

When seeking assistance, remember to bring:

- Your military / eligible family member's ID card
- Leave papers
- Leave and earnings statement
- Information about expenses
- Any other information which might be helpful to process your request for assistance

Tax note: You may receive emergency cash assistance from federal, state, or local government following the declaration of a disaster by the president, state, or local government. The money generally is not taxable.

WHERE TO FIND ADDITIONAL ASSISTANCE

- American Red Cross – www.redcross.org
Call 1-800-RED-CROSS (733-2767) or 1-877-272-7337 for the ARC Armed Forces Emergency Service Center
- Federal Emergency Management Agency (FEMA) – www.ready.gov

COPING WITH DISASTER

The emotional toll that a disaster brings can sometimes be even more devastating than the financial strains of damage and loss of your home, business, or personal property.

UNDERSTAND DISASTER EVENTS

- Everyone who sees or experiences a disaster is affected by it in some way.
- It is normal to feel anxious about your own safety and that of your family and close friends.
- Profound sadness, grief, and anger are normal reactions to an abnormal event.
- Acknowledging your feelings helps you recover.
- Focusing on your strengths and abilities helps you heal.
- Accepting help from community programs and resources is healthy.
- Everyone has different needs and different ways of coping.
- It is common to want to strike back at people who have caused great pain.

Children and older adults are of special concern in the aftermath of disasters. Even individuals who experience a disaster “second hand” through exposure to extensive media coverage can be affected.

Contact your command chaplain, base chapel duty chaplain, local churches, faith-based organizations, voluntary agencies, or professional counselors at the Fleet and Family Support Center for counseling. Additionally, FEMA and state and local governments of the affected area may provide crisis counseling assistance.

RECOGNIZE THE SIGNS OF DISASTER RELATED STRESS

When adults have the following signs, they might need crisis counseling or stress management assistance:

- Difficulty communicating thoughts
- Difficulty sleeping
- Difficulty maintaining balance in lives
- Low threshold of frustration
- Increased use of drugs/alcohol
- Limited attention span
- Poor work performance
- Headaches/stomach problems
- Tunnel vision/muffled hearing
- Colds or flu-like symptoms
- Disorientation or confusion
- Difficulty concentrating
- Reluctance to leave home
- Depression, sadness
- Feelings of hopelessness
- Mood-swings and easy bouts of crying
- Overwhelming guilt and self-doubt
- Fear of crowds, strangers, or being alone

EASING DISASTER-RELATED STRESS

The following are ways to ease disaster-related stress:

- Talk with someone about your feelings even though it may be difficult.
- Seek help from professional counselors who deal with post-disaster stress.
- Do not hold yourself responsible for the disastrous event or be frustrated because you feel you cannot help directly in the rescue work.
- Take steps to promote your own physical and emotional healing by healthy eating, rest, exercise, relaxation, and meditation.
- Maintain a normal family and daily routine, limiting demanding responsibilities on yourself and your family.
- Spend time with family and friends.
- Participate in memorials.
- Use existing support groups of family, friends, and religious institutions. Military chaplains are available 24/7 to provide spiritual guidance to sea-service personnel and family members during crucial times. Many chaplains are trained counselors, and they understand the military system. They will be able to refer you to military and local community resources that can help.
- Ensure you are ready for future events by restocking your **Basic Emergency Supply Kit** and updating your **Family Emergency Plan**. Doing these positive actions can be comforting.

CHILDREN AND DISASTERS

Disasters may strike quickly and without warning. These events can be frightening for adults, but they are traumatic for children if they do not know what to do. Children follow their parent's lead. If adults are calm, the children will be calmer.

During a disaster, your family may have to leave your home and daily routine. Children may become anxious, confused, or frightened. It is important to give children guidance that will help them reduce their fears.

CHILDREN AND THEIR RESPONSE TO DISASTERS

Children depend on daily routines. They wake up, eat breakfast, go to school, and play with friends. When emergencies or disasters interrupt this routine, children may become anxious.

In a disaster, they'll look to you and other adults for help. How you react to an emergency gives them clues on how to act. If you react with alarm, a child may become more scared. They see our fear as proof that the danger is real. If you seem overcome with a sense of loss, a child may feel their losses more strongly.

Children's fears also may stem from their imagination, and you should take these feelings seriously. A child who feels afraid is afraid. Your words and actions can provide reassurance. When talking with your child, be sure to present a realistic picture that is both honest and manageable.

Feelings of fear are healthy and natural for adults and children. As an adult however, you need to keep control of the situation. When you're sure that danger has passed, concentrate on your child's emotional needs by asking the child what's uppermost in his or her mind. Having children participate in the family's recovery activities will help them feel that their life will return to "normal." Your response during this time may have a lasting impact.

Be aware that after a disaster, children are most afraid that:

- The event will happen again.
- Someone will be injured or killed.
- They will be separated from the family.
- They will be left alone.

Advice to Parents:

Immediately after the disaster, try to reduce your child's fear and anxiety in the following ways:

Keep the family together. While you look for housing and assistance, you may want to leave your children with relatives or friends. Instead, keep the family together as much as possible and make children a part of what you are doing to get the family back on its feet. Children get anxious, and they'll worry that their parents won't return.

Calmly and firmly explain the situation. As best as you can, tell children what you know about the disaster. Explain what will happen next. For example, say, "Tonight, we will all stay together in the shelter." Get down to the child's eye level and talk to him or her.

Encourage children to talk. Let children talk about the disaster and ask questions. Encourage children to describe what they're feeling. Listen to what they say without judgement. If possible, include the entire family in the discussion.

Include children in recovery activities. Give children chores that are their responsibility. This will help children feel they are part of the recovery. Having a task will help them understand that everything will be all right.

Reassure. You can help children cope by understanding what causes their anxieties and fears. Reassure them with firmness and love. Your children will realize that life will eventually return to normal. If a child does not respond to the above suggestions, seek help from a mental health specialist or a member of the clergy.

Turn off the TV. News coverage of disasters, especially if children see their own town or school on TV, can be traumatic for children of all ages. If children do see TV coverage of the disaster, parents should watch with them and talk about it afterwards.

Material from this section was derived from FEMA's booklet "Recovering From Disaster."

RECOVERY RESOURCES

Disclaimer: This section is provided for information dissemination purposes only. The Department of Defense, the Department of the Navy, Commander, Navy Installations Command, and Naval Services FamilyLine do not officially endorse any of the organizations below that are non-federal entities. Also, the web addresses below change frequently. All information reflects our best knowledge at the time of printing. We regret any errors.

GENERAL MILITARY INFO AND ASSISTANCE

United States Navy

Official Department of the Navy Website
www.navy.mil

Commander, Navy Installations Command (CNIC)

CNIC is responsible for worldwide shore installation support for the United States Navy under the Chief of Naval Operations (CNO).
www.cnic.navy.mil

Defense Eligibility Enrollment Reporting System (DEERS)

To enroll in DEERS or make changes to your contact information.
1-800-538-9552.
www.tricare.mil/DEERS

Department of Veterans Affairs

The VA administers a variety of benefits and services that provide financial and other forms of assistance to service members, veterans, their dependents and survivors.
1-800-827-1000
www.va.gov

ID Cards - RAPIDS

To find the office closest to you to obtain an ID card.
www.dmdc.osd.mil/rsl

Morale, Welfare and Recreation (MWR)

Morale, Welfare and Recreation (MWR) covers a wide scope of worldwide operations that provide Sailors and their families with the finest facilities, programs and activities to meet their recreational and social needs. During a recovery period, MWR may also provide internet access, laundry facilities, and other items to improve the quality of life for Sailors and their families.
www.navymwr.org

COUNSELING AND HEALTHCARE

Fleet and Family Support Centers (FFSC)

FFSC provides confidential counseling by professional, licensed clinicians. Clinical counseling services are free of charge to active duty personnel and family members. You do not need a referral from your command, TRICARE, or your primary care physician.

www.ffsp.navy.mil

Military Crisis Line

Confidential support is available 24 hours a day, 7 days a week, 365 days a year by phone, online chat and text. This free service is available to all service members, including Veterans and members of the National Guard and Reserve, coping with stress, anxiety, posttraumatic stress disorder, and other issues.

1-800-273-8255 Press 1

In Europe call 00800 1273 8255 or DSN 118

Text 838255

www.veteranscrisisline.net

Military One Source

Military OneSource counseling programs provide confidential, short-term counseling to active duty members, National Guard and reserve service members and their families. Non-medical counseling is designed to address issues such as stress management, adjustment issues, grief and loss issues, and more.

CONUS: 1-800-342-9647 OCONUS: 800-3429-6477

TTY/TTD: 1-866-607-6794

Espanol: 1-877-888-0727

www.militaryonesource.mil

NAVY 311

NAVY 311 provides non-tactical, on-demand informational assistance for non-emergency services and can answer questions related to: chaplain care, quality of life, facilities, medical support, and other topics.

1-855-NAVY311 (1-855-628-9311)

www.Navy311.navy.mil

Navy Wounded Warrior Safe Harbor

Safe Harbor is the Navy's organization for coordinating the non-medical care of seriously wounded, ill, and injured Sailors, Coast Guardsmen, and their families.

855-NAVY WWP (628-9997)

safeharbor.navylive.dodlive.mil

TRICARE

TRICARE is the health care program serving Uniformed Service members, retirees and their families worldwide.

North Region: 1-877-874-2273

South Region: 1-800-444-5445

West Region: 1-877-988-9374

Eurasia-Africa: +0049-6371-9464-2999

Latin America and Canada: +1-210-292-8520

Pacific: +81-98-970-9155

Prime Remote: 1-888-647-6676

www.tricare.mil

TRICARE Dental

The TRICARE Dental Program is a voluntary, premium-based dental insurance plan for family members of active duty and Reserve service members.

1-855-638-8371

www.tricare.mil/dental.aspx

FINANCIAL INFORMATION

Basic Allowance for Housing - BAH

www.defensetravel.dod.mil/site/bah.cfm

COLA and Overseas Housing Allowance

www.defensetravel.dod.mil/site/cola.cfm

Navy-Marine Corps Relief Society

The Society provides financial assistance and education, as well as other programs and services, to members of the United States Navy and Marine Corps, their eligible family members, widows, and survivors.

1-800-654-8364

www.nmcrs.org

Pay and Allowances

www.dfas.mil

Servicemember's Group Life Insurance (SGLI)

1-800-419-1473

www.insurance.va.gov

LODGING AND HOUSING

Department of Defense Lodging - Air Force

1-888-AF-LODGE (1-888-235-6343)

<http://af.dodlodging.net>

Department of Defense Lodging - Army

1-800-GO-ARMY-1 (1-800-462-7691)

<http://army.dodlodging.net>

Department of Defense Lodging - Navy Gateway Inn and Suites

1-877-NAVY-BED (1-800-628-9233)

<http://ngis.dodlodging.net>

Fisher House

Provides homes where military and veterans' families can stay at no cost while a loved one is receiving medical treatment. These homes are located at major military and VA medical centers nationwide, close to the medical center or hospital it serves.

1-888-294-8560

www.fisherhouse.org

Navy Housing

www.housing.navy.mil

Navy Lodge

1-800-NAVY-INN (1-800-628-9466)

www.navy-lodge.com

RELOCATION ASSISTANCE

Defense Personal Property System (DPS)

An internet-based system to manage DoD household goods moves.

www.move.mil

Military Installations

Find out about your next base and "Plan Your Move."

www.militaryinstallations.dod.mil

Navy Supply Systems Command

Household Goods and Navy Personal Property

www.navsup.navy.mil/navsup/ourteam/navsupgls/prod_serv/household

UNIFORM/EXCHANGE SERVICES

AAFES (Army and Air Force Exchange Services)

www.shopmyexchange.com

Marine Corps Exchange

www.mymcx.com

Navy Exchange

www.mynavyexchange.com

RESOURCES

Organization	Website	Telephone	Services Offered
Ready Navy	www.ready.navy.mil readynavy@navy.mil	1-202-433-9348 DSN: 288-9348	Ready Navy is the Navy's Emergency Preparedness Program that provides information, tools, and resources to empower the Navy Family to more aptly prepare for, react, and recover when faced with any emergency, with or without advanced warning.
American Red Cross	www.redcross.org	Disaster Assistance 1-800-733-2767 Armed Forces Emergency Service Center 1-877-272-7337 or local chapter	Family Locator Assistance, basic needs, etc. See Tools and Resources to explore the Disaster and Safety Library
Base Chapel or Command Chaplain		See Base Listing	Offer counseling to those in need
Center for Disease Control and Prevention (CDC)	www.cdc.gov and www.emergency.cdc.gov	1-800-233-4636	Gateway of information on agents, diseases, and other threats. See Emergency Preparedness and Response information.
Coast Guard Personnel Accountability and Assessment System (CGPASS)	https://cgpaas.uscg.mil	1-866-946-9183	CGPAAS is a standardized system to account, manage, and monitor the recovery process for USCG personnel and their families affected by a catastrophic event.
Command Ombudsman	OMB Name: _____ OMB email address: _____	OMB Phone: _____	Command-appointed individuals trained to assist command families with information and referrals

Organization	Website	Telephone	Services Offered
Commander, Navy Installations Command (CNIC)	www.cnic.navy.mil		See Emergency Management to prepare and respond to emergency situations.
Federal Emergency Management Agency (FEMA)	www.fema.gov or www.ready.gov	1-800-621-3363 1800-462-785 (TTY)	See Plan, Prepare and Mitigate for information about natural and man-made disasters and guidance to protect your family and property.
Fleet and Family Support Program (FFSP) or Marine Corps Community Services (MCCS)	www.ffsp.navy.mil or www.usmc-mccs.org	Check your base listings	Offers a variety of resources in emergency preparation and response. FFSC's often become the coordination point for management of community-wide, command-wide or personal crisis.
Military OneSource	www.militaryonesource.mil	1-800-342-9647 1-866-607-6794 (TTY/TDD)	Available 24/7 to active duty, reserve members and families. Provides info and makes referrals on child care, personal finances, emotional support and more.
National Weather Service (NWS)	www.weather.gov		Provides forecasts and warnings in the U.S., its territories, adjacent waters and ocean areas.
Navy Casualty Assistance Division	http://www.public.navy.mil/bupers-npc/support/casualty/pages/default2.aspx	1-800-368-3202 DSN: 882-2501	Provides timely and first class casualty assistance to Navy families when a Sailor is seriously ill or injured, duty status whereabouts unknown, is missing, or dies.

Organization	Website	Telephone	Services Offered
Navy Family Accountability and Assessment System (NFAAS)	https://navyfamily.navy.mil	Emergency Call Center 1-877-414-5358 1-866-297-1971 (TDD)	NFAAS is a standardized system to account, manage, and monitor the recovery process for Navy personnel and their families affected by a catastrophic event.
Navy-Marine Corps Relief Society (NMCRS)	www.nmcrs.org	1-800-654-8364	Provides financial, educational and other assistance to members of the Naval Services, eligible family members and survivors when in need.
Navy Personnel Command (NPC)	http://www.npc.navy.mil	1-866-U-ASK-NPC 1-866-827-5672 DSN: 882-5672	NPC Customer Service Center
Navy Reserve	www.navyreserve.com		Click on Family and Employers for Reserve Family Readiness Information.
Naval Services FamilyLine	www.nsfamilyline.org	1-877-673-7773 1-202-433-2333	Visit our website to download publications, Family Emergency Plan forms and Emergency Contact Cards.
TRICARE	www.tricare.mil	1-877-874-2273 North 1-800-444-5445 South 1-877-988-9374 West	For all emergency care, be sure to notify them within 24 hours, so on-going care and proper authorization is obtained.
US Department of Homeland Security	www.dhs.gov	202-282-8000	Educates and empowers Americans to prepare for emergencies.





Naval Services FamilyLine is a non-profit organization of Navy family volunteers whose mission is to empower sea service families to meet the challenges of a military lifestyle with information, resources, and mentoring. FamilyLine provides the following courses, workshops, and publications free-of-charge to Navy commands and families.

COURSES AND WORKSHOPS

COMPASS

COMPASS is a team mentoring program developed by spouses, for spouses. It is held several times a year in locations worldwide. This unique course will help spouses understand and meet the challenges of the Navy lifestyle. Joining the Navy can sometimes seem like traveling to a foreign land with its own language, customs, traditions, and even healthcare system! It can be a shock to many spouses and families. This twelve-hour program (taught in three four-hour sessions) will provide spouses with a realistic understanding of what they can expect from being a Navy family.

Command Spouse Leadership Course

This spouse-led course held in Newport, Rhode Island, was designed to capitalize on the positive impact spouses have on commanding officers. This one-week course includes lessons in situational leadership, values, ethics, conflict resolution, stress, and crisis management. In addition to in-depth discussions of the Ombudsman Program and the Command Support Team, attendees will also have an opportunity to learn from the real-life experiences of former commanding officers and spouses.

Command Master Chief Spouse Leadership Course

This one-week course is designed exclusively for spouses of senior enlisted personnel. Modeled after the Command Spouse Leadership Course, this course provides lessons in situational leadership, values, ethics, conflict resolution, stress, and crisis management. It also touches on aspects of naval heritage, customs, and traditions. Attendees will learn about their role in the Command Support Team, the responsibilities of a command master chief, and how it will impact their lifestyle.

Continuum of Resources and Education (CORE)

CORE is a network of seminars, workshops, classes, and people dedicated to empowering the Navy spouse, educating the Navy family, and promoting the Navy lifestyle. CORE is flexible in its use of resources, topics, and styles of presentation adapting to a variety of locations and community populations.

PUBLICATIONS

Sea Legs: A Handbook for Navy Life and Service

Sea Legs contains useful information on matters such as family support services, benefits and privileges, healthcare, social customs and protocol, changing duty stations, and deployments. The Navy's history, its mission and structure, a naval terms glossary, and a very useful list of resources are also included.

Social Customs and Traditions of the Sea Services

This book acquaints spouses with the social customs, traditions, and organizations that are part of the sea service communities. It also addresses sea service etiquette, entertaining, ceremonies, and attire guidelines.

Are You Ready? Guidelines for Navy Family Emergency Preparedness

This handbook includes valuable information on creating a Family Emergency Plan, completing Emergency Contact Cards, and compiling a Basic Emergency Supply Kit. Additionally, there is detailed information regarding what to do before, during, and after various types of emergency situations.

Guidelines for the Spouses of Commanding Officers and Executive Officers

This book is an invaluable aid in defining the spouse's role as a member of the Command Support Team. It was written by Navy spouses who have experienced the command tour. This guide is also an excellent supplement to materials provided at the Command Spouse Leadership Course.

Guidelines for the Spouses of Command Master Chiefs and Chiefs of the Boat

This book helps to define the important role of the CMC/COB Spouse as a member of the Command Support Team. It also includes information relating to deployments, support resources and emergency guidelines.

Guidelines for the Spouses of Chief Petty Officers

This book is an excellent source of information for spouses of new Chief Petty Officers as they navigate their way through the CPO training season. It offers answers to many common questions and provides guidance on the training season and beyond.

Guidelines for Navy Reserve Families

This guide is designed to provide Reserve members and their families with information that will assist them in preparing for their military lives. It includes helpful material written by personnel from the Fleet and Family Support Program, Navy Reserve Forces Command, and experienced Reserve spouses.

Naval Services FamilyLine Portfolio

This free portfolio contains an assortment of materials that can be useful for new spouses, Welcome Aboard packages, pre-deployment briefings, CORE workshops, and spouse seminars. It includes Sea Legs, Social Customs and Traditions of the Sea Services, Guidelines for Navy Family Emergency Preparedness, and various brochures from Military OneSource, National Military Family Association, Navy-Marine Corps Relief Society, TRICARE, COMPASS, Military Spouse Employment, and more.

More information about Naval Services FamilyLine's courses, workshops, and publications can be found at www.nsfamilyline.org.

FAMILY EMERGENCY PLAN

Your family may not be together when disaster strikes, so plan what to do and how you will contact one another in different situations. Completing this form is a crucial part of that plan.

Evacuation Plan

Neighborhood Meeting Place: _____

Phone: _____

Out of Neighborhood Meeting Place: _____

Phone: _____

Communication Plan

- Fill out the information below. Add other important information to suit your family's circumstances.
- Keep this plan with your **Basic Emergency Supply Kit**, along with your command's standard and emergency muster procedures.
- File a copy of your emergency contact information with the command ombudsman and the command to be opened only in case of an emergency.
- Make sure every family member has the most important contact information on a current **Emergency Contact Card**.

HOME: _____

Address: _____

Phone: _____

Neighborhood Evacuation Location: _____

Out of Neighborhood Location: _____

WORK NAME: _____

Address: _____

Phone: _____

WORK NAME: _____

Address: _____

Phone: _____

Evacuation Location: _____

SCHOOL NAME: _____

Address: _____

Phone: _____

Evacuation Location: _____

SCHOOL NAME: _____

Address: _____

Phone: _____

Evacuation Location: _____



ANOTHER PLACE YOU FREQUENT: _____
 Address: _____
 Phone: _____
 Evacuation Location: _____

Contact Information

OUT-OF-TOWN CONTACT: _____
 Phone: _____
 E-Mail: _____

Alternate Phone Number: _____

COMMAND INFORMATION: _____

Quarterdeck Phone: _____

Admin Office: _____

Command Duty Officer (CDO): _____

Ombudsman: _____

Navy-Wide Emergency Call Center phone: 1-877-414-5358
 (TDD number: 1-866-297-1971)

FAMILY MEMBERS

Name: _____

Birth Date: _____ Social Security #: _____

Drivers License #: _____

Passport #: _____

Prescriptions/Medical Information: _____

Name: _____

Birth Date: _____ Social Security #: _____

Drivers License #: _____

Passport #: _____

Prescriptions/Medical Information: _____

Name: _____

Birth Date: _____ Social Security #: _____

Drivers License #: _____

Passport #: _____

Prescriptions/Medical Information: _____

Name: _____

Birth Date: _____ Social Security #: _____

Drivers License #: _____

Passport #: _____

Prescriptions/Medical Information: _____

Name: _____

Birth Date: _____ Social Security #: _____

Drivers License #: _____

Passport #: _____

Prescriptions/Medical Information: _____

Perf Pullout- DO NOT Print

Important Contacts and Insurance Policy Numbers

Doctor(s): _____

Phone: _____

Policy#: _____

Doctor(s): _____

Phone: _____

Policy#: _____

Dentist: _____

Phone: _____

Policy#: _____

Pharmacy: _____

Phone: _____

Policy#: _____

Veterinarian/Kennel: _____

Phone: _____

Policy#: _____

Medical Insurance: _____

Phone: _____

Policy#: _____

Dental Insurance: _____

Phone: _____

Policy#: _____

Homeowners/Renters Insurance: _____

Phone: _____

Policy#: _____

Automobile Insurance: _____

Phone: _____

Policy#: _____

Life Insurance: _____

Phone: _____

Policy#: _____

In various emergency situations, whether you shelter-in-place or evacuate, you may be advised to cut off ventilation systems or utilities. Write the locations of, and instructions for, these controls and any tools necessary to change them. (Like fire and evacuation plans, this is a good thing to review and practice with the whole family.)

Provisions for Utilities

Electricity: _____

Gas: _____

Water: _____

Ventilation: _____

Important Records

Use these checklists to help collect important papers to keep with your Basic Emergency Supply Kit for ready access in case of evacuation. If not regularly used, place important records in a waterproof/fireproof container to be taken with you in case of an emergency.

PERSONAL

- Military ID cards
- Driver's licenses
- Birth certificates/adoption records
- Social Security cards
- Passport
- Citizenship papers
- Marriage license, divorce records
- Vehicle registration/ownership records
- Medical records
- Immunization records
- Power(s) of attorney (personal/property)
- Wills
- Household goods inventory from last three PCS moves

FINANCIAL

- Bank/credit union statements
- Credit/debit card statements
- Income records (including government benefits, child support, and alimony)
- Mortgage statement or lease
- Bills (electricity, gas, water)
- Health insurance cards and records
- Other insurance records (auto/property/life)
- Tax returns, property tax statements
- Investment/retirement account records

OTHER IMPORTANT INFORMATION:

To download a copy of this form, please visit www.nsfamilyline.org.

Basic Emergency Supply Kit**NECESSARY**

- Water—at least one gallon per person per day for at least three days
- Food—nonperishable food to support everyone in the household for at least three days (Include canned goods with low salt and high liquid content.)
- Manual can opener
- First aid kit
- Prescription medications—enough for at least three days
- Dust masks or cotton t-shirts for every member of the household to help filter the air
- Personal sanitation supplies—items such as moist towelettes (one container for every two people in the household), garbage bags, and plastic ties
- Flashlight—one flashlight for every two people in the household
- Battery-powered or hand-crank radio
- All-hazards NOAA (National Oceanic and Atmospheric Administration) weather radio
- Extra batteries—sizes and quantities based on flashlights, radios, and other items in kit)
- Money (at a minimum, \$100 in local currency, small denomination bills)
- Wrench or pliers for turning off utilities
- Local maps and your family emergency plan
- Your command muster information
- Important personal and financial documents—printed copies or electronic copies on a durable storage media such as a thumb drive and stored in waterproof container

ADDITIONAL

- Infant formula—enough for at least three days
- Diapers—enough for at least three days
- Food and water for your pet—enough for at least three days
- Items for individuals with special needs, such as wheelchair batteries or other medical equipment or supplies
- Paper plates, paper cups, plastic utensils, paper towels
- Disinfectant
- Matches in a waterproof container
- Whistle to signal for help
- Sturdy shoes
- Hats and gloves
- Sleeping bag or other weather-appropriate bedding for each person
- A weather-appropriate change of clothes for each person
- Coats, jackets, and rain gear
- Fire extinguisher
- Paper and pencil

- Books, games, puzzles, toys, and other activities for children
- Any items necessary for a specific type of disaster and to assist you during electricity, gas, water, and sewage outages. Additionally, you may want to consider having supplies for sheltering for up to two weeks.

PORTABLE EMERGENCY KIT

- Take this kit with you when you are ordered to evacuate.
- Place items in a designated area that will be easily accessible in the event of an emergency.
- Make sure every member of your family knows where the kit is.
- If you are required to shelter-in-place, keep this kit with you.

WORKPLACE EMERGENCY KIT

- This kit should be portable enough to be maintained at your workplace; you may need to evacuate from work or shelter up to 24 hours.
- Make sure you include comfortable walking shoes in case you have to walk long distances
- This kit should include, at minimum, food, water, and a first aid kit
- Make sure you include your family's Communication Plan.

VEHICLE EMERGENCY KIT

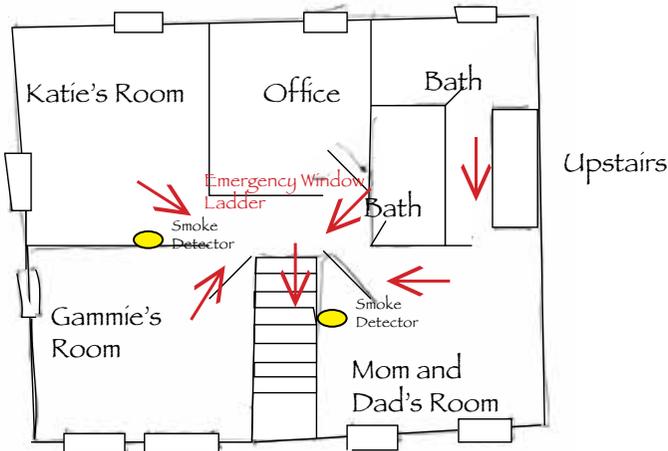
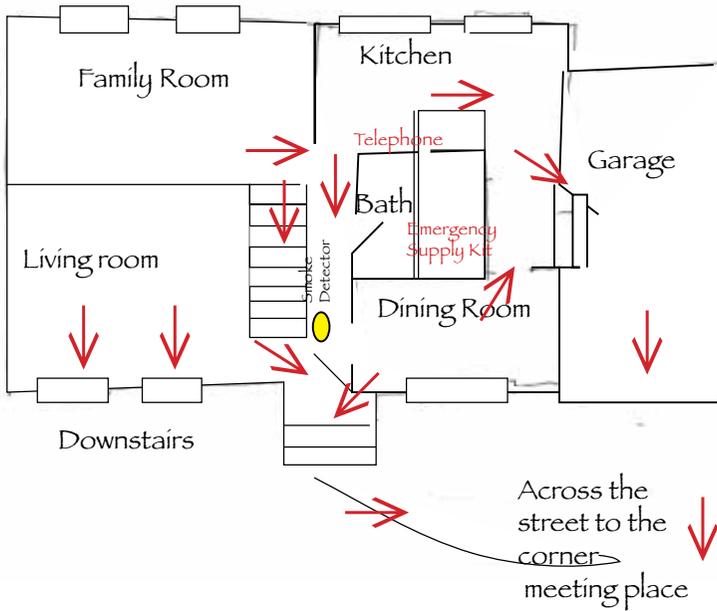
- In the event that you are stranded while driving, keep this kit in your vehicle at all times.
- This kit should contain at a minimum: food, water, flashlights and extra batteries, first aid kit and necessary medications, signal flares, repair tools, portable AM FM radio, seasonal items (coat, rain gear, engine fluids, shovel, ice scraper, warm clothes, gloves), comfortable/sturdy shoes, and blankets or sleeping bags. Also consider: cell phone and phone charger, reflective triangle, and baby formula and diapers if you have a small child.
- Make sure you include your family's Communication Plan.

MAINTAINING YOUR KITS

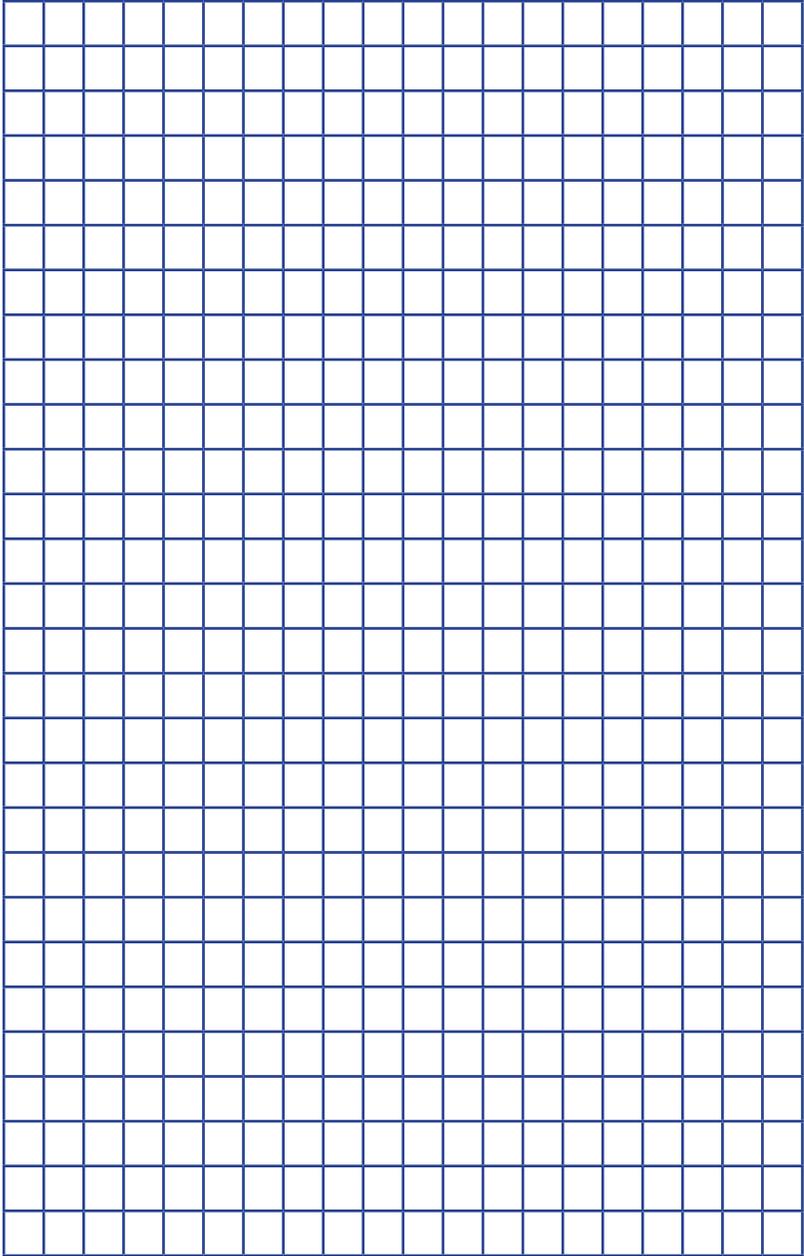
- Make sure to constantly evaluate your kit and their relevance to the threats in your area.
- Throw away and replace any expired or damaged medications, food, or water.

HOME ESCAPE PLAN

- Draw a map of each floor level in your home.
- Be sure to mark each window, door, and smoke alarm location.
- Mark two (2) ways out of each room, usually a door and window.
- Pick a Family Meeting Spot outside your home where everyone can meet following an emergency. This could be an area such as a mailbox, tree, or a neighbor's home.
- Think about other important things to mark, e.g. your emergency kit location.
- Put your exit plan to work by practicing it as a family at least twice a year!



Draw your house, escape plan, and meeting place



This Map Belongs To: _____

Our Address: _____ Our Phone #: _____

Our Meeting Spot: _____ Practice Dates: _____



Family Emergency Plan

Emergency Contact Name: _____
 Telephone: _____
 Out-of-Town Contact Name: _____
 Telephone: _____
 Neighborhood Meeting Place: _____
 Telephone: _____
 Out of Neighborhood Meeting Place: _____
 Telephone: _____

Dial 911 or your local emergency number



Family Emergency Plan

Emergency Contact Name: _____
 Telephone: _____
 Out-of-Town Contact Name: _____
 Telephone: _____
 Neighborhood Meeting Place: _____
 Telephone: _____
 Out of Neighborhood Meeting Place: _____
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Dial 911 or your local emergency number



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Perf Pullout- DO NOT Print

Additional Important Information

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