



MINISTRY OF NATIONAL SECURITY



Family Emergency Plan



Office of Disaster Preparedness
and Management

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Purpose



The Family Emergency Plan is a useful tool that can assist householders and family members in advance planning exercises. It forms part of any preparedness strategy and as a result may go a long way in preserving human life, limb and property before, during and after a hazard impact.

Review & Update

It is advised that family members update the plan, by reviewing their responsibilities and procedures every six (6) months.

Additional revisions or enhancements will be required once a hazard occurs.

Situations

The family is vulnerable to a number of hazards. Some of these include:

- Earthquakes
- Hurricanes
- Floods
- Landslides
- Fires
- Tsunamis
- Biological
- Chemical

Other existing hazards include:

- Mud Volcanoes
- Power Failures
- Hazardous Material Accidents
- Drinking Water Contamination

Can you list any other hazard(s)?



Major Roadways & Waterways



There are ___ major highways or main roads that provide the entrance and exit to the neighborhood / community. These include:

- 1)
- 2)
- 3)
- 4)
- 5)

Major Waterways

A waterway is a body of water such as a river, channel or canal that may flow near your home.

These include:

- 1)
- 2)
- 3)

General guidelines in an emergency



- Each family member must know how to turn off utilities such as water, gas and electricity at the main.
- Stock emergency supplies and assemble an emergency kit. (Stored food and water should be replaced every six months).
- Determine the best escape route from your home and find at least two ways out of each room.
- Find safe places in your home for each type of hazard.
- Conduct fire and emergency evacuations.



Safety Tips For The Home

- If electrical wiring appears faulty or there is evidence of leaks in gas connections, repair immediately.
- Place large, heavy objects on lower shelves.
- Hang pictures and mirrors away from beds.
- If there are cracks in your ceiling or foundations, repair immediately.
- Store weed killers, pesticides and flammable products away from heat sources.

List any other safety tips that you and your family can apply

- 1)
- 2)
- 3)

Responsibilities of family members

Decide clearly who is in charge of which tasks during an emergency, taking into account that it could happen while you are at home or far away from it. Household members will need to agree on and share essential tasks (e.g. contacting family members who are not at home, collecting children at school and attending to elderly persons).

activities before, during and after a hazard

Earthquake

Before

- **USE** building codes or guidelines when constructing.
- **SECURE** heavy objects around the home.
- **KEEP** emergency items and equipment handy.
- **KEEP** the family “in the know” by practising drills.

During

- **STAY** calm, **DO NOT** panic but **REMAIN** alert.
- **DO NOT** run outside.
- **STAND** in a strong doorway or **UNDER** a sturdy desk, table or bed and **HOLD ON**, (once inside).
- **DO NOT** use elevators or stairs.
- **MOVE** away from heavy objects and glass.
- **STAY** away from glass buildings, electricity poles and bridges, if outside.
- **DO NOT** stop on or under a bridge.





After

- DO a head count of each family member and check for any injuries.
- CHECK walls, ceilings and foundations for structural damage.
- CHECK water mains and utility lines for damages.
- REPORT any damages to the utility company.

State any other that is applicable

before:	during:	after:
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activities before, during and after a hazard

Hurricanes

Before

- **CLEAR** all clogged drains, gutters and down pipes.
- **KEEP** trees and shrubs trimmed.
- **OBTAIN** and **STORE** materials, such as plywood, necessary to properly secure your home.
- **REVIEW** your home insurance annually.
- **KNOW** the areas that can expose you to greater risk in your community during a hurricane.
- **LEARN** safe routes inland and location of official shelters.
- **REVIEW** needs and working condition of emergency equipment, such as flashlights, battery powered radios, etc.
- **STORE** emergency supplies, such as non perishable food items and water, and have readily at hand.
- **PLACE** hurricane straps to secure roofs (Can be found at your local hardware).

During

- **STAY** indoors and away from open doors and windows.
- **LISTEN** to your radio for weather bulletins and official word on details of the storm.
- **BEWARE** of the “eye” of the storm - the calm center of a hurricane. Don't be fooled if wind and rain cease.





After

- **STAY** indoors and listen to your radio to know whether dangerous winds are no longer a threat in the area.
- **DO** a head count of each family member and check for injuries.
- **USE** dry/canned foods and drink bottled water only.
- **BEWARE** of outdoor hazards such as damaged power lines, weakened bridges and washed out roads.

State any other that is applicable

before:	during:	after:
_____	_____	_____
_____	_____	_____
_____	_____	_____

activities before, during and after a hazard

Floods

Before

- LISTEN to your weather bulletins and take all warnings and precautionary measures seriously.
- SECURE all important documents (birth certificates, insurance policies and deeds) in a strong water proof bag.
- CLEAR all drains, gutters and down pipes.
- PLACE appliances and other furniture at an elevated height from the ground.
- AVOID building in flood prone areas such as river banks or low lying areas.
- AVOID moving water.

During

- LISTEN to weather bulletins for updates.
- DO NOT play, walk or drive through flood waters.
- DO NOT seek shelter under bridges and culverts



After

- CHECK your homes for damage and repair them immediately.
- CLEAR debris from drains and channels near your home.
- BOIL water for drinking for at least 15 minutes
- DO NOT consume food that was exposed to flood waters
- DO NOT handle electrical equipment that was exposed to water or moisture

State any other that is applicable

before:	during:	after:
_____	_____	_____
_____	_____	_____
_____	_____	_____



activities before, during and after a hazard

Landslides

Before

- **CONDUCT** a ground assessment of your property.
- **PLANT** ground cover on slopes to stabilize the land of your property.
- **BUILD** channels or retaining walls to direct the flow of surface water and debris around your property.
- **LOOK** for changes to your surroundings that may signal the likelihood of landslide activity.

During

- **STAY** inside the building if indoors.
- **TAKE COVER** under a desk, table or other piece of sturdy furniture.
- **RUN** to the nearest high ground in a direction away from the path, if outside.
- **RUN** for the nearest shelter such as a group of trees or a building, if rocks and other debris are approaching.
- **CURL** into a tight ball and protect your head, if escape is not possible.





After

- **REMEMBER** that flooding may occur after a landslide.
- **STAY** away from the slide area; there may be danger of additional slides.
- **CHECK** for damaged utility lines or ruptured mains and report any damage to the utility company.
- **CHECK** your property and surroundings for structural damage.
- **REPLANT** uprooted trees and plants to affected ground cover.

State any other that is applicable

before:

during:

after:

activities before, during and after a hazard

Fires

Before

- **OBTAIN** a fire extinguisher and **ENSURE** that each family member knows how to use it.
- **CHECK** regularly for faulty electrical wiring and **REPAIR** if necessary.
- **TEACH** children to **REFRAIN** from playing with matches or other flammable material.
- **ENSURE** that keys for burglar proofs on doors and windows are readily accessible to all members of the household.
- **DO NOT KEEP** heat generating appliances plugged in or unattended.
- **TURN OFF** gas from cooking tanks when not in use and
- **CHECK** regularly for leaks.
- **HAVE** a fire evacuation plan and practice it with your family.

During

- **LEAVE** the building immediately, if a fire is too big to extinguish
- **CONTACT** the local fire station in your area to report the fire.
- **STOP, DROP, and ROLL. DO NOT RUN,** (if your clothes are on fire.)
- **COVER** your nose and mouth with a small cloth and
- **STAY LOW** to the ground until you exit the building, if there is smoke.





After

- **DO NOT** re-enter the building until the local fire authority says it is safe to do so, even though the fire is extinguished.
- **CHECK** for structural damage to your home and **REPAIR** immediately

State any other that is applicable

before:

during:

after:

activities before, during and after a hazard

Tsunamis

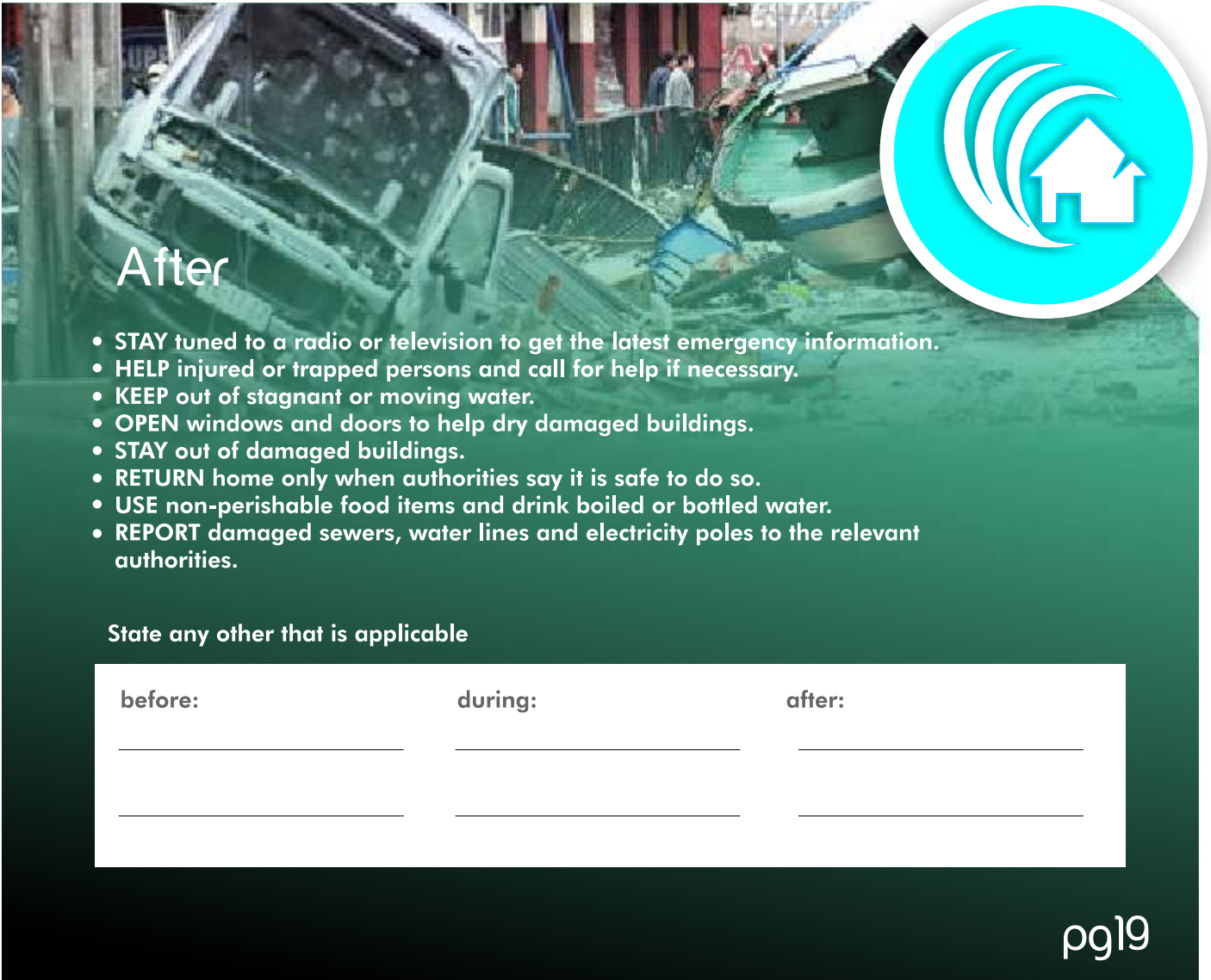
Before

- **FIND** out if your home lies within a vulnerable area, i.e. less than 3 km from the coast.
- **ENSURE** all family members can recognise natural tsunami signs.
- **DISCUSS** tsunami preparedness with your family and friends.
- **ENSURE** that emergency supplies and equipment are readily available and working properly.

During

- **STAY** out of danger areas until the recognised authority issues the 'all clear'.
- **NEVER** go down to the beach to watch the wave come in.
- **LOOK** for something to use as a raft or floatation device, if swept by a tsunami.





After

- **STAY** tuned to a radio or television to get the latest emergency information.
- **HELP** injured or trapped persons and call for help if necessary.
- **KEEP** out of stagnant or moving water.
- **OPEN** windows and doors to help dry damaged buildings.
- **STAY** out of damaged buildings.
- **RETURN** home only when authorities say it is safe to do so.
- **USE** non-perishable food items and drink boiled or bottled water.
- **REPORT** damaged sewers, water lines and electricity poles to the relevant authorities.

State any other that is applicable

before:	during:	after:
_____	_____	_____
_____	_____	_____

activities before, during and after a hazard

Biological Hazard

Influenza A / H1N1 Virus

The H1N1 virus was officially declared a pandemic in April 2009 by the World Health Organization (WHO).

It is a flu-like viral disease that is easily spread from person to person. People who are in constant contact with others are at a higher risk of contracting the H1N1 virus.

Major symptoms of H1N1

- High fever of over 38°C.
- Sore throat.
- Runny nose.
- Persistent cough.
- Headaches and body pains.
- Fatigue and tiredness.
- Stomach symptoms such as nausea, vomiting and diarrhoea.
- Severe illness including chest pains, pneumonia and respiratory failure.





How to Protect against H1N1

- **Wash your hands** regularly and with soap;
- If you sneeze or cough **cover your nose and mouth** with a **disposable** tissue.
- If no tissue is available, use upper sleeve or elbow. **Do not use your hands.**
- **Stay away** from others who are displaying cold symptoms;
- **Do not touch** your nose or face after touching surfaces or after coming into physical contact with someone, eg. after shaking hands.

State any other that is applicable

before:

during:

after:

activities before, during and after a hazard

Biological Hazard

Dengue

It is a viral disease that is transmitted from one human to another via a vector, (i.e. is an organism that is able to transmit a disease.)

The vector responsible for transmitting dengue is the *Aedes aegypti* mosquito.

Major symptoms of Dengue

- Fever
- Joint and Bone pains
- Nausea
- Vomiting
- Headaches
- Fatigue
- A rash occurs three to four days after the person starts suffering from fever





How to protect against Dengue

- **GET** rid of all unwanted containers that can collect water in around the home.
- **BE MINDFUL** that mosquitoes breed in still or stagnant water.
- **DISPOSE** of garbage around homes such as styrofoam cups, containers, and old tyres.
- **Properly COVER** all water storage containers like barrels and buckets with a material that will not allow mosquitoes to get in.
- **Properly EMPTY** and **SCRUB** vases
- **CLEAR** gutters and drains of all debris
- **USE** mosquito repellent sprays

State any other that is applicable

before:	during:	after:
_____	_____	_____
_____	_____	_____
_____	_____	_____

activities before, during and after a hazard

Chemical Hazard



Before

- **Identify** which hazardous materials may pose a threat.
- **Learn** to detect the presence of a hazardous material.
- **Find out** evacuation plans for your workplace and your children's school.
- **Develop** an emergency communication plan with family members.
- **Have** disaster supplies on hand.

During

- **Tune in** to the radio or television for further emergency information.
- If you see an accident: **Call the Fire Service (990)** to report the nature and location of the accident as soon as possible.
- **Move away** from the accident scene and help others move away.
- **Do not** walk into or touch any of the spilled substance.



After a Chemical Hazard

- **Return home or to the scene** only when authorities say it is safe.
- **Follow** local instructions concerning the safety of food and water.
- **Follow instructions** from emergency officials concerning cleanup methods.

State any other that is applicable

before:	during:	after:
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Alerts & Warnings



The purpose of the warning process is to provide efficient warnings and alerts of an actual or impending emergency situation, to all members of the household.

Designate a responsible family member who will take charge of the warning process.

The primary methods of warning are:

- 1)
- 2)
- 3)
- 4)
- 5)

Evacuation

This process allows the evacuation of persons in the home from a hazard that threatens their safety and health.

Pick two places to meet:

- Right outside your home in case of a sudden emergency, like a fire.

1)

2)

- Outside your neighborhood in case you can't return home.

1)

2)

Discuss with all family members the process by which the evacuation will occur. Everyone must know the address, how to get there, and the phone number.

It is important for family members to be acquainted with existing plans. Schools and businesses may have plans in place for emergency evacuations. Local authorities may also have plans affecting whole streets in respective areas.



Sheltering

List the names, location and contact numbers of the three (3) shelters located nearest to your home.

▲ name	▲ location	▲ contacts

Important Shelter Tips

Your home should be your first shelter. Therefore, ensure that it is well maintained and free of potential hazards.

Pets are not allowed in approved shelters due to health regulations; therefore ensure that advance plans are made to relocate your pets outside the home.



Telephone Directory

emergency

Fire Service **990**
Police **999**
Ambulance **811**
Hospital or Clinic
Family Physician

essential

School
Municipal Corporation
Family Meeting Place
Check-in Contact Telephone#
Other Numbers

- Names and contacts for all family members and other persons in the building.
- Contacts for external family members e.g. uncle, aunt, in-laws, cousins, grandparents etc.
- All emergency contact information e.g. police, fire, ambulance service, municipal corporation etc.
- Telephone and addresses of public utilities: water, electricity, telephones etc.
- Name and contact information at both evacuation points.

▲ name

▲ location

▲ contacts

Disaster Supply Kit

Ideally you should prepare your kit with all the following items or at least make a list so you will know where to find them quickly in your home:

- Canned foods
- Can opener
- Portable stove with fuel
- First aid kit
- Medication
- Special needs for infants, the aged and people with disabilities (if applicable)
- Water proof box or bag to keep most important personal and family documents
- Notebooks, pencils, pens
- Bottled water
- Bleach to disinfect water
- Flashlight with extra batteries
- Matches
- Battery powered radio with spare batteries
- Toilet paper
- Soap
- Body wipes
- Hand Sanitizer
- Bandages
- Complete change of clothes
- Money - including coins or phone cards for phone calls

(these supplies should last 72 hours. Supplies should be checked and changed regularly.)





// Proper and careful planning by each member of the family is the key to preventing and reducing the risks associated with hazards. //





Office of Disaster Preparedness
and Management

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