



# Fairfax County Community Emergency Response Guide (CERG)

2019









# DISASTERS HAPPEN.

**They don't happen often or everywhere, but they do happen *sometimes and somewhere.***

**In some cases they are predictable, and in others they are unthinkable. Tornadoes touch down, hurricanes make landfall, floodwaters rise, fires burn, utilities are interrupted, terrorists strike.**

But with planning and preparation, you can make a difference. You can reduce a disaster's impacts on you, your family, and your community. You can save lives, homes, and livelihoods.

The Fairfax County Office of Emergency Management is a resource for the community. Our mission is to make us all more ready for and resilient to all hazards. In a crisis, the government must focus on those in the greatest peril. The better prepared everyone else is, the better the outcomes are for all of us.

By reading this far, you've already taken the first step in preparing for the unexpected. Now it's time to make a plan, build a kit, and help prepare your household and your community.

Visit [www.fairfaxcounty.gov/emergency/readyfairfax](http://www.fairfaxcounty.gov/emergency/readyfairfax) for more resources and helpful information.









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[www.fairfaxcounty.gov/emergencymanagement/cerg](http://www.fairfaxcounty.gov/emergencymanagement/cerg)





# IMPORTANT CONTACT INFORMATION

## EMERGENCY CONTACTS

AGENCY	PHONE NUMBER	WEBSITE
Emergency (Police or Fire)	911	
Text to 911	911	
Police – Out-of-Area Emergency	703-691-2233	<a href="http://www.fairfaxcounty.gov/police">www.fairfaxcounty.gov/police</a>
Poison Control	800-222-1222	<a href="http://www.aapcc.org/">www.aapcc.org/</a>

FOR AN  
EMERGENCY  
OR LIFE-SAFETY  
ISSUE,

**DIAL 911**



## NON-EMERGENCY CONTACTS

AGENCY	PHONE NUMBER	WEBSITE
Police – Non-Emergency	703-691-2131	<a href="http://www.fairfaxcounty.gov/police">www.fairfaxcounty.gov/police</a>
Police – Crime Solvers	703-691-8888	<a href="http://www.fairfaxcrimesolvers.org/">www.fairfaxcrimesolvers.org/</a>
Fire and Rescue Department	703-246-2126	<a href="http://www.fairfaxcounty.gov/fire-ems/">www.fairfaxcounty.gov/fire-ems/</a>
TTY/TDD	703-877-3715 or 571-350-1939	
Office of Emergency Management	571-350-1000	<a href="http://www.fairfaxcounty.gov/emergencymanagement">www.fairfaxcounty.gov/emergencymanagement</a>
Public Works and Environmental Services	703-324-5033	<a href="http://www.fairfaxcounty.gov/dpwes">www.fairfaxcounty.gov/dpwes</a>
Health Department	703-246-2411	<a href="http://www.fairfaxcounty.gov/health">www.fairfaxcounty.gov/health</a>
Animal Shelter	703-830-1100	<a href="http://www.fairfaxcounty.gov/animalshelter/">www.fairfaxcounty.gov/animalshelter/</a>
Fairfax Alerts		<a href="http://www.fairfaxcounty.gov/alerts">www.fairfaxcounty.gov/alerts</a>
Emergency Blog		<a href="http://www.fairfaxcounty.gov/emergency/blog">www.fairfaxcounty.gov/emergency/blog</a>
Herndon Police Department	703-435-6846	
Vienna Police Department	703-255-6366	
City of Fairfax Police	703-385-7924	

## UTILITY RESOURCES

AGENCY	PHONE NUMBER	WEBSITE
Fairfax Water	703-698-5613	<a href="http://www.fairfaxwater.org">www.fairfaxwater.org</a>
Dominion Energy	866-366-4357	<a href="http://www.dom.com">www.dom.com</a>
Northern Virginia Electric Cooperative	703-335-0500	<a href="http://www.novec.com">www.novec.com</a>
Washington Gas	800-752-7520	<a href="http://www.washgas.com">www.washgas.com</a>
Columbia Gas of Virginia	800-544-5606	<a href="http://www.columbiagasva.com">www.columbiagasva.com</a>
Comcast	800-934-6489	<a href="http://www.comcast.com">www.comcast.com</a>
Cox Communications	703-480-2830	<a href="http://www.cox.com">www.cox.com</a>
Verizon	800-837-4966	<a href="http://www.verizonwireless.com">www.verizonwireless.com</a>
AT&T	800-288-2020	<a href="http://www.att.com">www.att.com</a>



## REGIONAL RESOURCES

RESOURCE	PHONE NUMBER	WEBSITE
Capital Alerts		<a href="http://www.Capitalalert.gov">www.Capitalalert.gov</a>
ReadyNOVA		<a href="http://www.ReadyNOVA.org">www.ReadyNOVA.org</a>
Virginia Department of Transportation	511	<a href="http://www.511virginia.org">www.511virginia.org</a>
211	211	<a href="http://www.211virginia.org">www.211virginia.org</a>
Virginia Relay	711	<a href="http://varelay.org">varelay.org</a>

## NATIONAL RESOURCES

RESOURCE	WEBSITE
American Red Cross	<a href="http://www.RedCross.org">www.RedCross.org</a>
Federal Emergency Management Agency (FEMA)	<a href="http://www.FEMA.gov">www.FEMA.gov</a>
Centers for Disease Control and Prevention	<a href="http://www.cdc.gov">www.cdc.gov</a>
Ready	<a href="http://www.Ready.gov">www.Ready.gov</a>
Citizen Corps	<a href="http://www.ready.gov/citizen-corps">www.ready.gov/citizen-corps</a>
National Weather Service	<a href="http://www.weather.gov">www.weather.gov</a>
National Hurricane Center	<a href="http://www.nhc.noaa.gov">www.nhc.noaa.gov</a>

## RECOVERY RESOURCES

RESOURCE	TYPE OF RESOURCE	WEBSITE
Disaster Assistance Program eligibility, including FEMA	Disaster assistance	<a href="http://www.disasterassistance.gov/">www.disasterassistance.gov/</a>
Environmental Protection Agency	Flood cleanup/mold prevention	<a href="http://www.epa.gov">www.epa.gov</a>
Occupational Safety and Health Administration	Hazard cleanup	<a href="http://www.osha.gov">www.osha.gov</a>
Department of Labor	Unemployment assistance due to disaster	<a href="http://www.dol.gov">www.dol.gov</a>
Internal Revenue Service	Disaster assistance and emergency relief for individuals and businesses	<a href="http://www.irs.gov">www.irs.gov</a>
Small Business Administration	Disaster loan assistance	<a href="http://www.sba.gov">www.sba.gov</a>
Substance Abuse and Mental Health Services Administration	Mental health	<a href="http://www.samhsa.gov/">www.samhsa.gov/</a>



Instead of thinking  
**“it will never happen to me,”**  
use this Guide to help prepare for an  
emergency, so you know what to do  
**when disaster strikes.**

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# INTRODUCTION: WHY PLAN?

**Disasters happen, and they can affect you, your family, and your community.** The number of disasters in the United States each year is increasing, according to the Federal Emergency Management Agency (FEMA). Fairfax County faces many hazards. Some are difficult to predict; a few strike without any warning at all. In the past several years, our community has responded to major storms, hurricanes, and power outages. Instead of thinking “it will never happen to me,” use this Guide to help prepare for an emergency, so you know what to do when disaster strikes.

In an emergency, Fairfax County first responders will do all they can to respond to everyone in need. In a big disaster, the priority is those in the most dire circumstances. That means we all need to be prepared to be our own “first responder” for the first three to five days after a major disaster.

This is why it is so important for you to have an **emergency plan** that is written and practiced at home, have the necessary **supplies** in case you need to shelter-in-place or evacuate, know how to get **information** about the emergency, and know how to **support your community** by helping your neighbors.

When you prepare for a disaster, you should take what emergency management professionals call an “all-hazards” approach. This means making general preparations that will help you, your family, and your neighbors – regardless of the nature of the emergency.

## ALL HAZARDS

refers to broadly applicable planning that intends to reduce risk to human life and property in the face of any hazard.

## RESILIENCE

is the capacity of individuals, communities, governments, institutions, businesses, and social systems to survive, adapt, and grow – no matter what kind of challenges or disasters they experience.

### The county's **Emergency Operations Plan**

provides the basis for the county's emergency management program, including all county activities and procedures intended to save lives and minimize damage during and after disasters. This Community Emergency Response Guide adapts the Emergency Operations Plan for use by county residents. **FOR MORE, SEE**

**PAGE 12.**



## The Office of Emergency Management

coordinates the county's hazard mitigation, emergency preparedness, response, and recovery services for Fairfax County residents. The Office of Emergency Management also works to support residents as they build resilience by helping them to prepare for emergencies.

FOR MORE, SEE PAGE 12.



# 34%

of Americans expect that the government will help them within three days of a disaster, according to FEMA research.

# 73%

say they will rely on their families.

**This Community Emergency Response Guide** will provide you with the tools you need to help you become more prepared. It will help you create:

- ▶ A family emergency plan.
- ▶ A business preparedness plan.
- ▶ A neighborhood preparedness plan.
- ▶ An emergency supply kit.

The Guide also includes:

- ▶ Emergency contact information and recovery resources.
- ▶ Specific actions you can take before, during, and after each of Fairfax County's likeliest hazards.
- ▶ A list of ways to get involved in your community through volunteer efforts.
- ▶ Information about the links between you and the county's emergency management professionals.

When you are prepared, that helps you and your community. Prepared families and businesses result in resilient communities. Resilient, self-sufficient residents can keep themselves safe and secure while first responders care for those with the greatest need.

**We are all in this together.**



# THE FAIRFAX COUNTY OFFICE OF EMERGENCY MANAGEMENT AND YOU



By using the resources provided in this Community Emergency Response Guide, Fairfax County residents will become more resilient and self-sufficient during an emergency.

In support of residents, the county brings significant first responder and recovery resources, including not just Fire and Rescue and Police, but also the departments of Health, Family Services, and many others. State and federal assets may also be requested to support a county emergency. **All of these resources are coordinated by the Fairfax County Office of Emergency Management (OEM).**

OEM coordinates all hazard mitigation, response, and disaster recovery services for the residents of Fairfax County.

Fairfax County OEM also works to support residents as they build resilience by preparing for emergencies before they happen. This includes:

- ▶ Ready Fairfax (see below)
- ▶ Sending “Fairfax Alert” messages to keep residents informed of emergency conditions
- ▶ Emergency planning for government agencies and residents for overall emergency operations, including people with access and functional needs, and continuity of operations
- ▶ Managing the county Citizen Corps program
- ▶ Conducting training and exercise programs for Fairfax County government agencies, and in partnership with neighboring local governments and businesses.

## READY FAIRFAX

Ready Fairfax is a Fairfax County Office of Emergency Management preparedness program designed to educate and empower community members to prepare for, respond to, and recover from emergencies, including natural and human-caused disasters. The goal

of the program is to promote preparedness through public engagement. This is achieved through signature programs such as Student Tools for Emergency Planning (STEP), Preparedness Awareness Weekend (PAW), seasonal programs, and social media.





The county's emergency plans can be viewed on OEM's website: <https://www.fairfaxcounty.gov/emergencymanagement/emergency-plans>

Ready Fairfax asks you and your neighbors to take four actions: (1) stay informed about the different types of emergencies that could occur and their appropriate responses; (2) make an emergency plan; (3) build an

emergency supply kit; and (4) get involved in your community by taking action to prepare for emergencies.

## OEM'S EMERGENCY PLANS

To ready the community to respond to all hazards, Fairfax County OEM works with its partners to maintain several important plans. Our primary emergency plans are accessible to residents to support public understanding of county operations before, during, and after a disaster.

### Emergency Operations Plan (EOP)

The Fairfax County Emergency Operations Plan provides the basis for the county's emergency management program, including all programs and procedures intended to save lives and minimize damage during and after disasters. The Plan establishes the framework for the management of major emergencies, no matter the hazard or disaster type. The Plan outlines the roles and responsibilities for emergency operations, as well as the "concept of operations" for the county. It is reviewed every year and updated at least every four years.

### Pre-Disaster Recovery Plan (PDRP)

The Fairfax County Pre-Disaster Recovery Plan establishes a single, comprehensive framework for managing the recovery from major disasters affecting the county. The PDRP is designed to guide recovery actions that result in a resilient, safe, physically accessible, sustainable, and economically strong community.

### Hazard Mitigation Plan

The Northern Virginia Hazard Mitigation Plan (approved by the Fairfax County Board of Supervisors) identifies hazards, establishes mitigation strategies, and identifies projects that will help prepare for and reduce the impacts of natural disasters. This plan helps the county better understand the hazards it is vulnerable to and strategies it can take to lessen the impact of those hazards.

### Continuity of Operations Plans

A Continuity of Operations Plan helps to ensure that community leaders, local businesses, and government agencies can continue essential functions, operations, and supporting activities with minimal interruption, especially during a disruption or threat of disruption. Continuity planning ensures all county organizations can perform their essential missions under all threats and conditions. (Continuity plans are typically not publicly accessible.) Business and community planners use similar principles in developing their own plans to perform risk-informed planning to produce integrated, coordinated, and synchronized plans.

This Community Emergency Response Guide adapts the Emergency Operations Plan for use by county residents.



# FAIRFAX COUNTY'S HAZARDS

The first step in becoming resilient to disasters – regardless of whether you are a county resident, or a planner at the Office of Emergency Management or FEMA – is knowing which hazards to prepare for. Different regions face different kinds of disasters. In Fairfax County, the most likely hazards are shown below, grouped by common characteristics; they are not rank-ordered.

## Natural hazards:

- ▶ Thunderstorm
- ▶ Hurricane or Tropical Storm
- ▶ Flooding
- ▶ Winter Storm or Extreme Cold
- ▶ Extreme Heat
- ▶ Tornado
- ▶ Earthquake
- ▶ Pandemic Influenza

## Human-caused hazards (including accidents and intentional acts):

- ▶ Cyber Attack
- ▶ Civil Disorder
- ▶ Acts of Violence/Terrorism
- ▶ Hazardous Materials Release
- ▶ Chemical, Biological, Radiological, or Nuclear Release
- ▶ Dam Failure

## “Everyday” emergencies:

- ▶ Structural Fire
- ▶ Power Outage
- ▶ Medical Emergency

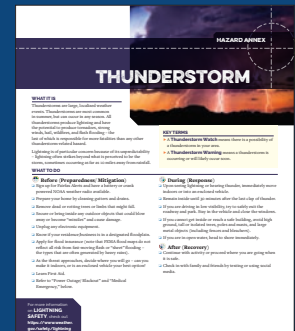
Each of these hazards has different risk characteristics – they may be more or less likely to occur; they may have more or less severe impacts to lives or property when they do occur; they may be more localized or regional; they may be easier or harder to forecast or predict; and they may occur in isolation or triggering one another in a “ripple-effect” cluster.

An all-hazards preparedness approach in Fairfax County means taking actions that improve your situation during and after any of these hazards, especially: having a good plan, having supplies on hand (and ready to take with you), and knowing where to go for information.

**RISK** is a concept used in both emergency management and the insurance industry. It describes a hazard's chance of happening (probability), the lives and property that are in its path (exposure), and the destructive potential of the hazard (impact).

For more detailed information on Fairfax County's hazards, refer to the Northern Virginia Hazard Mitigation Plan ([www.fairfaxcounty.gov/emergencymanagement/emergency-plans](http://www.fairfaxcounty.gov/emergencymanagement/emergency-plans)).

For concise guidance on what you can do before, during, and after each of these hazards, turn to the **Hazard Annexes** in this Guide, starting on page 37.





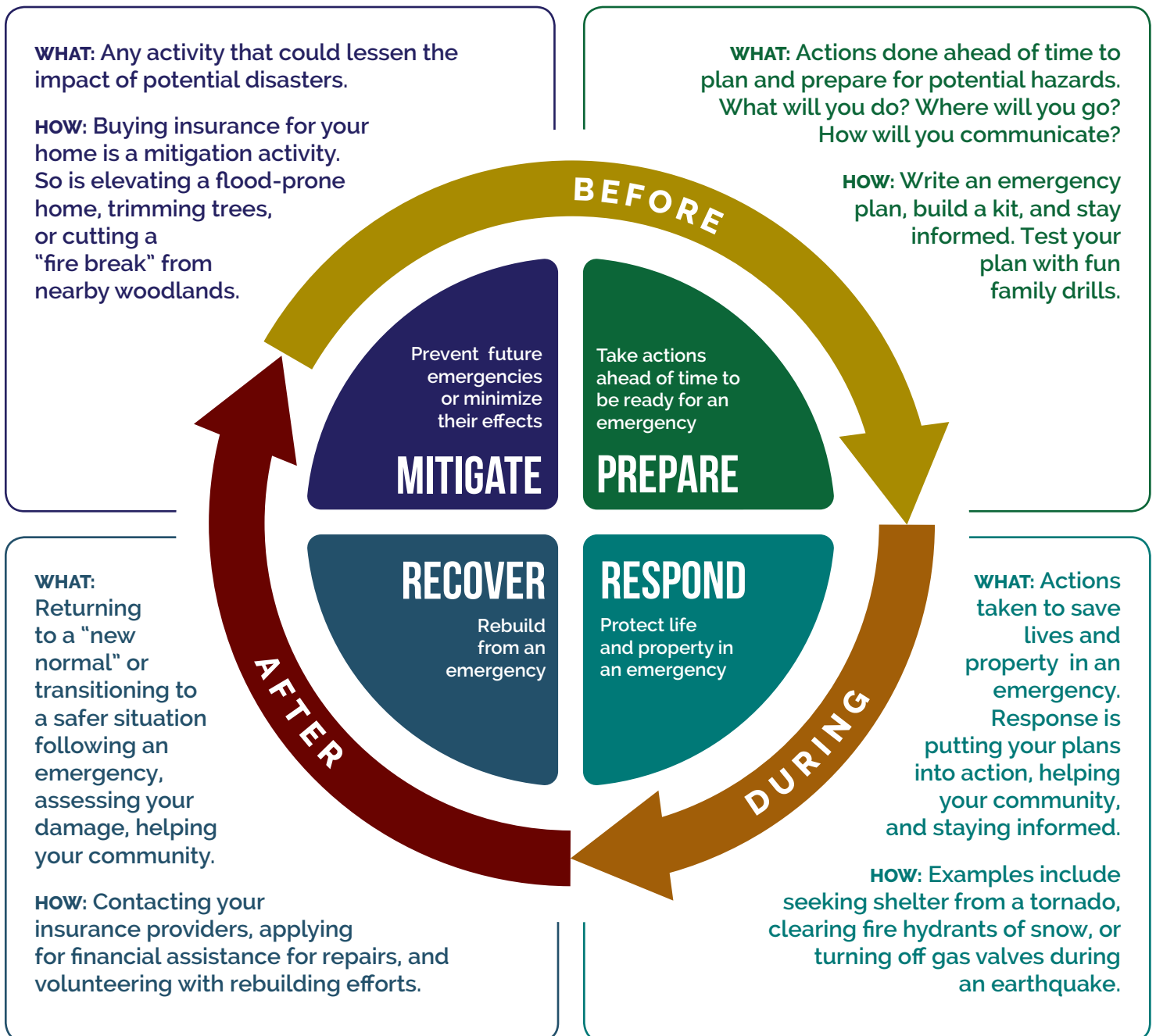
# THE “FOUR PHASES” OF EMERGENCY MANAGEMENT



Emergency management professionals typically break down their responsibilities into four phases, which form a cycle. This four-phase cycle applies to you too. It begins with **PREPAREDNESS** activities that get a community ready before an emergency (including planning, training, and exercising). Next are the **RESPONSE** actions that help protect lives and property during a disaster. **RECOVERY** efforts are how we build back after a disaster. **MITIGATION** projects reduce future risks from hazards – these may be put in place before or after a disaster, but they are always intended to improve conditions before the next event.



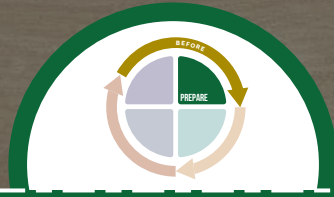
# THE “FOUR PHASES” OF EMERGENCYMANAGEMENT











# PREPAREDNESS (BEFORE)

Preparedness is what we can all do now to ensure we are ready to handle an emergency.

Preparedness includes those steps you take before a disaster strikes, in order to make sure you and your family remain safe and secure during and after a disaster. Developing emergency plans, learning about resources available during and after a disaster, and practicing what you would do in an emergency are key elements of preparedness.

During a disaster, local first responders may not be able to reach you immediately. You

should be ready to be self-sufficient for at least three to five days. Your level of preparedness may also give you the ability to help others during a disaster. By being prepared, you will enable first responders to take care of those in immediate life-threatening situations. Being prepared and knowing what to do will reduce fear and anxiety and may help you to avoid the danger altogether.

Here are some tips on how to best prepare.

## STEP 1: MAKE AN EMERGENCY PLAN – START IT TODAY

### Family Emergency Plans

A commitment to planning today will help you respond to future emergencies. Make a family plan. Before an emergency strikes – under “blue skies” – you should:

- ▶ Call a family meeting.
- ▶ Discuss your most concerning hazards.
- ▶ Determine your basic actions for each likely disaster.

- ▶ Figure out how you will determine whether to shelter-in-place or evacuate, and where you will meet up if needed.
- ▶ Discuss how you will communicate if you are separated.
- ▶ Identify an out-of-area contact in case local communication lines are not usable.

Read further for more guidance on each of these issues, as well as other “planning considerations.”

### Plan under blue skies

“Blue skies” is the term emergency management professionals use to describe a day with no disasters – no fires, no floods, no cyber-attacks. That is to say: today. It is always best to plan under blue skies, when you have time, resources, and information. Last-minute planning during a crisis is stressful, difficult, and far less effective.



## PLANNING ASSUMPTIONS

Emergency management professionals talk about planning assumptions – conditions we can't control during an emergency. For a family emergency plan, you should assume:

- ▶ No power
- ▶ No water
- ▶ No heating or cooling
- ▶ Difficult or inoperable communications, including: phone (unless you have a copper land-line), Internet, and wi-fi
- ▶ Limited or no access to money using credit cards or ATMs
- ▶ Limited or no access to retail, including pharmacies
- ▶ No mail or package delivery
- ▶ No trash or recycling service
- ▶ No outside help
- ▶ **Your basic assumption: Prepare to be self-sufficient for three to five days, or longer**

When you are done with your plan, keep a printed hard-copy in a safe and easily accessible place, known to everyone. Also keep a copy in your emergency kits (shelter-in-place, go bag, and vehicle).

Make sure each household member knows the plan, so they know what to do in an emergency

– whether they are at home, at work, or at school, as well as how to communicate with each other.

Finally, keep the information current. You should update it twice a year: when your clock “falls back” or “springs forward.”

## Planning Checklist: The Basics

Every family emergency plan should address the following fundamental information:

- ▶ Utilize emergency **alerts and notifications**. Determine how you will receive emergency alerts and notifications. Sign up in advance for systems like Fairfax Alerts ([www.fairfaxcounty.gov/alerts](http://www.fairfaxcounty.gov/alerts)).
- ▶ Identify the best way to **escape from every room in your home**. Make sure every person knows how to escape if there is an emergency.
- ▶ Identify a **shelter-in-place location** in your home. This should be an interior room with few windows.
- ▶ Choose **two places to meet** in case you have to leave your home or are not able to return to your home:
  - » One location should be right outside your home (maybe across the street), in case of a short-term emergency.
  - » The second location should be away from your neighborhood (maybe at a friend's house), in case you cannot get home or you have to leave your neighborhood.
- ▶ List **important supplies and papers**. Create a list of items that you will include in your go bag. Consider copies of important documents (financial and insurance documents, passports, birth and marriage certificates, prescriptions, medical information, drivers licenses, credit cards, etc.). Check out “Step 3: Assemble your Emergency Kits,” **p. 21**.
- ▶ Keep a list of **important numbers and information** such as medical providers, insurance companies, utility providers, etc. Use the important contact information provided in this document as a start.
- ▶ Know your home's **utilities**. Document where and how to turn off the water, gas, and electricity safely; know which you can turn back on yourself (electricity: yes; water: if you know how; gas: never).
- ▶ Identify an **emergency contact person** who lives outside the Washington metropolitan area. This is important so each person who lives with you can report in for accountability.
- ▶ Outline an **Emergency Communications Plan**. As part of your emergency plan, discuss how your family will communicate with each other in an emergency.
- ▶ Fill out a **contact card for everyone who lives with you**. Include the locations of your local emergency meeting place and the meeting place outside your neighborhood. Also, include the name and phone number(s) of your emergency contact. For a model contact card, visit [www.ready.gov](http://www.ready.gov) or contact the Fairfax County Office of Emergency Management.
- ▶ In an emergency, consider **texting instead of calling**. A text message may get through when a phone call will not.
- ▶ Look into **online tools** such as Facebook Crisis Response, or use Safety Check to connect with friends and loved ones during a crisis.



## CONSIDERATIONS FOR INDIVIDUALS WITH ACCESS AND FUNCTIONAL NEEDS AND SENIORS

If you or someone close to you has a disability or access and functional need, tailor your plan to meet those needs. Each person's needs and abilities are unique, but everyone can take steps to be prepared.

In Fairfax Alerts, there is a Functional Needs Registry. Fairfax County uses the registry for emergency planning, resource management, and communications. During a crisis or emergency Fairfax County uses this system to deliver important emergency alerts, notifications, and updates.

### Before

- ▶ Sign up for Fairfax Alerts and the Functional Needs Registry.
- ▶ Know how to get to the Fairfax County Emergency Blog for information during an emergency.
- ▶ On Facebook and Twitter, follow Fairfax County @FairfaxCounty and the Office of Emergency Management @ReadyFairfax.
- ▶ Write down caregiver and emergency contact information.
- ▶ Create a support network. A team can help you identify and get the resources you need. A team should be prepared to check on an individual to see if they need assistance during an emergency. If you use a personal care attendant, check to see if the agency has an emergency plan. Do they provide service at another location if you need to evacuate?
- ▶ Identify where you will go in an emergency.
- ▶ Plan for any assistance to get to a shelter.

### During

- ▶ If you are safe where you are, stay there!
- ▶ Contact your relatives or caregiver to let them know where you are. Keep calls brief to conserve battery life. Use text, email, and social media if you can.
- ▶ Watch TV, listen to the radio, or check official social media channels for news as it becomes available.
- ▶ If you need to evacuate, take your go bag, pets, and any other essentials with you.

### After

- ▶ Check the area to make sure it's safe.
- ▶ Receive physical First Aid and/or mental health First Aid, if necessary.
- ▶ Check in with family and friends by texting or using social media.
- ▶ If you used items in your go bag, make sure you replace them.
- ▶ Evaluate your plan and adjust as needed.

## CONSIDERATIONS FOR INFANTS AND YOUNG CHILDREN

Remember the unique needs of household members when making your family emergency plan. Incorporate your child's school's emergency plans, locations, and contact information into your plan. Know who is responsible for picking up whom, and where everyone will meet up.

Try to make emergency planning fun for young children. Gather your family members together for a quick family meeting, maybe over a pizza or before watching a favorite movie. Talk about what you will do in an emergency and discuss your family's plan. By using play and pretend – talking about "what-ifs" as stories – emergency planning becomes a little less scary.

## CONSIDERATIONS FOR PETS

Don't forget about your pets when you are developing your emergency plan.

Research a pet-friendly hotel, a shelter that accepts animals, or a friend's house. Fairfax County will provide a shelter for pets if the incident requires. Bring a cage for anything besides a cat or dog! Do not leave pets at home if you evacuate your house. If you can't get back to your house, identify in advance a trusted friend or neighbor who can retrieve or care for your pet. And don't forget – this person will need to have a key and know where your pet's supplies are kept.

Make sure your animals are wearing collars with up-to-date identification. You can also ask your vet about microchipping your pets to ensure they make it back to you. The Fairfax County Animal Shelter provides this identification several times a year. Call 703-830-1100 or visit [www.fairfaxcounty.gov/animalshelter/](http://www.fairfaxcounty.gov/animalshelter/) for more information.





## Other ways to prepare

Beyond just having a plan, there are other things you and your family members can do to be better prepared:

- ▶ Add an "in case of emergency" (ICE) contact to every cell phone in your household.
- ▶ Teach children how and when to contact 911. For more information, visit [www.fairfaxcounty.gov/911/text-to-911](http://www.fairfaxcounty.gov/911/text-to-911).
- ▶ Take a CPR, First Aid, or Stop the Bleed course to learn lifesaving skills.



# 40%

of businesses that close during a disaster never reopen. Many families impacted by disasters permanently leave the impacted community.

**DEVELOP A BUSINESS CONTINUITY PLAN:** Use the Continuity Plan Template in **Appendix C**.

## Business Continuity Plans

Do you own or operate a business? Take the time to develop a business continuity plan that positions your company to recover from a disaster. A business continuity plan outlines the **impacts** most likely to disrupt your business, the **critical business activities** that are essential to stay in business and recover quickly, and **continuity strategies** to keep those critical activities running.

Developing a business continuity plan is also an excellent non-disaster management practice. As you develop the plan, you will identify and eliminate single points of failure by introducing redundancies and identifying employees for cross-training.

The tools in this Guide will help you create a plan, ensure safety of your clients and employees, and find gaps within your current models.





## STEP 2: PRACTICE YOUR PLAN

A plan is only useful if you know it. Take the time to test and practice your family plan, including having drills. Practice evacuating your home and sheltering in place.

Studies show that people who have thought about and practiced their emergency plans are much more likely to survive, and to recover more quickly from disasters.

## STEP 3: ASSEMBLE YOUR EMERGENCY KITS

Emergency kits of various types are essential resources in an emergency. These include kits for sheltering-in-place at home, evacuating (variously known as a “go kit,” “go bag,” “grab-and-go bag,” or “bug-out bag”), and for keeping in your vehicle(s).

Emergency kits include basic supplies and are tailored to every person’s need. You will need additional supplies if your household has children, seniors, individuals with access and functional needs, or pets. Kits should be kept in a water-resistant container or a sturdy, transportable bag, and stored in locations where they will be both useful and accessible when needed:

- ▶ Shelter-in-place emergency supply kit: in a secure location in your home and at work
- ▶ Evacuation go bag: somewhere convenient if you have to evacuate, like a garage or near your front door
- ▶ Vehicle kit: one in each vehicle

Remember that your kits’ contents can overlap in a disaster – if you are sheltering at home, you will have access to all of your kits. If you have to evacuate from home, you will only have your vehicle kit and any go bag you grab. If disaster strikes while you are out, your vehicle kit may be all you have.

Fairfax County recommends every household keep **three to five day’s worth of food, water, and supplies** in their shelter-in-place kits **for each member of the household**.

**IF YOU HAVE SMALLER CHILDREN**, make a game of your drills. Include “Stop, Drop, and Roll” (for fires) and “Drop, Cover, and Hold On” (for earthquakes). Give prizes to the first person to reach your home’s designated safe room, or to the first person to reach the outside meeting place; time family members’ responses. Making exercising a game reduces children’s fear.

**DEVELOP A FAMILY EMERGENCY PLAN:** Use the Emergency Plan Template in **Appendix B**.







**BLEACH IS A POWERFUL DISINFECTANT.** It can be cut with water 1:9 for cleaning, or 16 drops/1 gal. for drinking. Check out <https://www.cdc.gov/healthywater/emergency/drinking/making-water-safe.html> for more information.

## What should go into your kits?

### ► Water:

- For sheltering, figure one gallon of water per person per day, for drinking and sanitation. So for a family of four for three days, that would be twelve gallons. Use commercially bottled water. Keep in mind that bottled water has an expiration date! Consider using bagged emergency water, which has a longer shelf-life.
- For water in a go bag, keep supplies that will allow you to treat your own water, such as water purification tablets, a pump-purifier, or household bleach.
- Consider water pouches for your go bag.

### ► Food and cooking: If the power is out, it will be impossible to refrigerate food, and if you have an electric range, cooking will be limited to backyard grilling or a camp stove (if you plan to use either, keep a supply of fuel in a safe location). Keep a ready supply of foods that don't require cooking or refrigeration. Be sure to have a manual can opener (or multi-tool) on hand! Some examples include:

- Canned meat
- Canned fruit, beans, vegetables, and soup
- Bars: energy, protein, fruit, or granola
- Dry cereal
- Peanut butter
- Crackers
- Baby food and formula, if needed

Remember to avoid foods high in salt and sodium because these will make you thirsty. Don't forget some fun food to help keep up morale. And remember that even non-perishable food usually has an expiration date. Store some lightweight, high-energy foods in your go bag.

### ► Disposable kitchenware: Include utensils, cups, plates, and napkins.

- Plastic bags: Zipper-lock type plastic bags are useful for storing cookies, cereal, crackers, etc. (you don't want to attract bugs and vermin), and trash bags are useful for all sorts of things – including trash.
- Weather-appropriate clothes: Pack a change for everyone, including extra socks and underwear; be sure to include rain ponchos.
- Blankets or sleeping bags: One for each household member – mylar “astronaut” blankets are compact and inexpensive.
- Items for the kids: Pack some of their favorite non-perishable snacks, plus a few books, games, blankets or “lovies,” and maybe music devices (and batteries).
- Personal basics: Pack soap, washcloths, toothpaste, toiletries for both men and women, shampoo, hygiene products, and toilet paper.
- Basic gear: Include waterproof matches, a few zip-ties, a roll of duct tape, and a multi-tool or pocket knife – because you never know when they might come in handy, especially if you have to evacuate.
- Cell phone chargers: Emergency/camping chargers can be found on the Internet or at hardware or outdoor stores.
- NOAA Weather Radios: NOAA radio is now available as an app, but there is no substitute for a crank-powered weather radio.
- Flashlights: Be sure to include (and regularly replace) the batteries, or invest in a few crank-powered lights.
- First Aid kit: Basic kits can be purchased complete, or assembled from scratch in a trip to any pharmacy. Be sure to include common over-the-counter medications plus injury-cleaning and -treatment supplies. Be aware that medications expire.
- Work gear: For clean-up or just moving around after a disaster, ideally this equipment will include heavy duty work gloves, N95 dust masks, ear plugs, work goggles/glasses, and hard-toed/waterproof boots.



**ARE YOU AN INDIVIDUAL WITH ACCESS OR FUNCTIONAL NEEDS, OR A SENIOR? OR ARE YOU RESPONSIBLE FOR HELPING SUCH A PERSON, OR CHILDREN OR PETS, TO BE PREPARED?** Make an emergency kit that fits your particular needs, and plan for backup for anything essential, like medical equipment.

**For individuals with access and functional needs:**

- ▶ A list of types and model numbers of any needed medical devices
- ▶ Documentation of all relevant health information, including physician contact information
- ▶ Any assistive technology you might need, along with instructions for use
- ▶ Extra wheelchair batteries
- ▶ Oxygen
- ▶ Catheters
- ▶ Medication, including arrangements for anything that needs to be refrigerated
- ▶ Food for service animals

**For children:**

- ▶ Diapers and formula for infants and toddlers
- ▶ Favorite snacks
- ▶ Toys, books, "lovies," and other items to provide both diversion and comfort – if you think emergencies and relocation are stressful for adults, just imagine being a child

**For pets:**

- ▶ Pet food, treats, and water for at least three days
- ▶ Litter, litter box, newspapers, paper towels, and plastic trash bags
- ▶ Grooming items/sanitary wipes
- ▶ Household bleach
- ▶ Toys, leashes, harnesses, and carriers
- ▶ Medications or medical records
- ▶ A crate if appropriate for your cat or dog; a cage is necessary for any other kind of pet

- ▶ Important documents: Inventory of home items, insurance information, identification, and financial information.
- ▶ Cash: Assume you will not have access to funds via credit cards or ATMs – how much cash would you want on hand for three to ten days?
- ▶ Other miscellaneous items: Don't forget a spare set of glasses and your prescriptions, hearing aids, and prescription medications in your kits.

As you assemble your kits, consider how your supplies are allocated, and whether you need to duplicate anything (like First Aid kits). What would you need to shelter in your home? What would you need to evacuate to a shelter or unknown destination? What should always be with you in your vehicle? Keep in mind that if you do stay home, you'll have access to everything in your go bag.

Assembling a kit can also be fun and empowering. You can take trips to the pharmacy, camping supply stores, and grocery stores to get the items you need. You can make buying supplies into a scavenger hunt for kids.

**REMEMBER** that you don't have to put together an emergency supply kit all at once. Start small and add a little at a time.

**This list is just a start.** First Aid kit lists and emergency kit supply lists – including specialized lists for vehicles, seniors, children, pets, and individuals with access and functional needs – are available from many sources. Check out **Appendices B and G**, the **ReadyNOVA.org** site and FEMA's **ready.gov** for starters.



## Maintain Your Emergency Kit(s):

After assembling your kit, remember to maintain it so it's ready when needed.

- ▶ Check the out-dates on your food and water twice a year: when your clock "falls back" and "springs forward" (when you replace the batteries in your smoke alarms).
- ▶ Test batteries in flashlights and radios every three months.
- ▶ Check the expiration dates on medications twice a year.
- ▶ Re-think your gear needs every season and replace seasonal items such as clothing and shoes (or pack your kit for four-season use); be sure your emergency kits stays age-appropriate to your children as they get older.

## STEP 4: STAY INFORMED DURING AN EMERGENCY



When an emergency strikes, you need access to information on the latest threats in your area, and guidance on what actions to take. There are several ways to get information during emergencies in Fairfax County.

The best method to use is to **sign up for Fairfax Alerts**, a free opt-in service that provides emergency notification to you by e-mail, text, or "reverse-911" calls. Sign up at [www.fairfaxcounty.gov/alerts](http://www.fairfaxcounty.gov/alerts).

You can also:

- ▶ Follow the Fairfax County Government Emergency Preparedness, Response, and Recovery Blog at [www.fairfaxcounty.gov/emergency/blog](http://www.fairfaxcounty.gov/emergency/blog).
- ▶ Follow the county on social media:
  -  @FairfaxCounty
  -  @FairfaxCounty
  -  @FairfaxCounty
- ▶ Watch or listen to TV and radio:
  - Fairfax County Government Radio can be accessed by calling 571-350-2160 or by visiting <https://www.fairfaxcounty.gov/publicaffairs/radio>.
  - Tune in to Fairfax County Cable TV Channel 16.
- Other local TV or radio broadcasts will likely cover major disasters.
- ▶ Visit the county's website at [www.fairfaxcounty.gov](http://www.fairfaxcounty.gov).

Even on non-emergency days, you can stay connected and receive information.

- ▶ Sign up for the Emergency Preparedness Newsletter at [www.fairfaxcounty.gov/alerts](http://www.fairfaxcounty.gov/alerts).
- ▶ Follow Fairfax County OEM on social media:
  -  @Ready Fairfax
  -  @ReadyFairfax
- ▶ Sign up for the Fairfax County Functional Needs Registry: People with physical, sensory, mental health, and cognitive and/or intellectual disabilities, as well as women in the late stages of pregnancy, seniors, and people with large body mass who require special equipment, may need assistance during emergencies. The Functional Needs Registry is an opt-in list of names and addresses of individuals who may need additional assistance in an emergency. During a crisis, the county uses this list to deliver targeted emergency alerts, notifications, and updates.



**Sign up for Fairfax Alerts,**

a free opt-in service that provides emergency notification to you by e-mail, text, or "reverse-911" calls. Sign up at [www.fairfaxcounty.gov/alerts](http://www.fairfaxcounty.gov/alerts).



## STEP 5: GET INVOLVED

We are all in this together.

Building a culture of preparedness makes Fairfax County a more resilient community. Creating a trained, informed, and engaged public is the best way to empower individuals to support those in need.



There are many ways to get involved so you can make a positive difference. To volunteer, connect with any of the below local organizations.

- ▶ Fairfax County OEM Volunteer Corps
- ▶ Fairfax County Citizen Corps Council
  - Community Emergency Response Team (CERT)
  - Fire Corps
  - Volunteers in Police Service (VIPS)
  - Medical Reserve Corps (MRC)
- ▶ Neighborhood Watch
- ▶ Faith Communities in Action (FCIA)
- ▶ Volunteer Fairfax
- ▶ Fairfax County/ Volunteer Fairfax Community Resiliency Groups
- ▶ American Red Cross

For organizations' contact information and more ways to get involved, go to **p. 7** and **Appendix A** of this Guide.







# RESPONSE

## (DURING)

Response is the actions taken to save lives and protect property from damage during an emergency – it is putting preparedness plans into action.

When a disaster strikes you may need to take specific actions to remain safe. These include sheltering-in-place, implementing a lockdown, evacuating, or relocating to an emergency shelter. These terms and some basic “how-to” procedures are outlined below.

## SHELTER-IN-PLACE

In many emergencies, it is safer to stay indoors. This practice is referred to as shelter-in-place. Select a small, interior room, with no or few windows, and take refuge there. If you are not in immediate danger, stay where you are until you can get more information from Fairfax Alerts, Fairfax County’s website, or the local media.



### How-to

- ▶ Follow instructions from authorities if available to decide whether you should shelter-in-place or evacuate.
- ▶ Call 911 and report the emergency, if appropriate.
- ▶ Follow your emergency plan.
- ▶ In case of an environmental release or threat:
  - Tape around doors, windows, and vents, and place wet towels at bottom of doors, in order to seal out fumes and gases.
  - Turn off air-exchange heating systems, air conditioners, and exhaust fans.
  - Leave the electricity on.
  - Use Fairfax Alerts and other sources to get information during the event.

### WHY YOU MIGHT NEED TO SHELTER-IN-PLACE

- ▶ Acts of Violence/Terrorism events
- ▶ Civil Disturbance
- ▶ Chemical, biological, or radiological contaminants released accidentally or intentionally into the environment
- ▶ Various types of severe weather





## WHY YOU MIGHT NEED TO LOCKDOWN

- ▶ Acts of Violence/Terrorism events
- ▶ Civil Disturbance

For more information and guidance on **responding to active shooters**, see the Acts of Violence/Terrorism hazard annex on **p. 48**, including links to the DHS run/hide/fight and ALICE websites.

## LOCKDOWN

Lockdown refers to securing or protecting individuals from an immediate threat of violence – like an active shooter or other assailant. There are procedures for exterior lockdown, which are intended to keep a threat of violence from entering the building, and interior lockdown, which are implemented when the threat of violence is inside the building. A lockdown is anticipated to last only a few hours.

### How-to

- ▶ Do not panic — remain calm.
- ▶ Lock all doors and windows immediately. If a door can't be locked, quickly block the door with heavy items.
- ▶ Never open doors or windows unless ordered to do so by a verified public safety official. Always ask for documentation to confirm identity.
- ▶ Turn off all lights, and close blinds or curtains.
- ▶ Instruct everyone in the room with you to stay low and away from the windows and doors.
- ▶ Silence televisions, cell phones, and other electronics.
- ▶ Clear hallways, bathrooms, and any area or room that cannot be thoroughly secured.
- ▶ Assist those with access and functional needs if safe to do so.
- ▶ Remain indoors and under lockdown until you receive an “all clear” from authorized personnel.
- ▶ Follow all instructions from law enforcement personnel.

## EVACUATION

A wide variety of emergencies may require evacuation, whether from a building or an area. In some instances, you may need time to prepare, while other situations might call for an immediate action. Planning ahead helps evacuations go quickly and safely, no matter the circumstances.

### How-to: Building Evacuation

## WHY YOU MIGHT NEED TO EVACUATE FROM A BUILDING

- ▶ An internal chemical spill or gas leak
- ▶ Visible smoke, vapor cloud, or fire (inside the building)
- ▶ Bomb threat
- ▶ Suspicious mail
- ▶ Localized flooding

- ▶ Do not assist first responders unless you are asked to do so.
- ▶ Do not be a rubber-necker — move away from the problem area, to your safe area. Remain there until you are instructed to return or relocate.
- ▶ Do not panic — remain calm.
- ▶ Do not run.
- ▶ In the event of a fire, do not open hot doors. Before opening any door, touch it near the top to see if it is hot.
- ▶ Do not use elevators.
- ▶ Do not break windows in a fire — oxygen feeds fires.

## How-to: Area Evacuation

- ▶ Decide whether you should shelter-in-place or evacuate; defer to instructions from authorities.
- ▶ Follow your emergency plan.
- ▶ Grab your go bag and any additional food, cash, and supplies you might need.
- ▶ Don't forget your keys and your pets.

- ▶ Shut off your gas service. Learn where your utilities are and how to shut them off.
- ▶ Identify a destination, and advise your out-of-state contact (and others) to let them know where you are headed.
- ▶ Research your route, as some roads may be closed based on the event – check Fairfax County information resources and Internet resources.
- ▶ Fuel up. Sometimes evacuations cause localized gas shortages.

### WHY YOU MIGHT NEED TO EVACUATE FROM AN AREA

- ▶ Widespread flooding (or forecast)
- ▶ Forecast of severe weather to which your home is vulnerable
- ▶ Hazardous materials release
- ▶ Other voluntary or mandatory evacuation orders from the county

## PREPARING FOR AN EMERGENCY SHELTER

There are instances during which Fairfax County will open emergency shelters. The following are a few considerations if you have to relocate to a shelter:

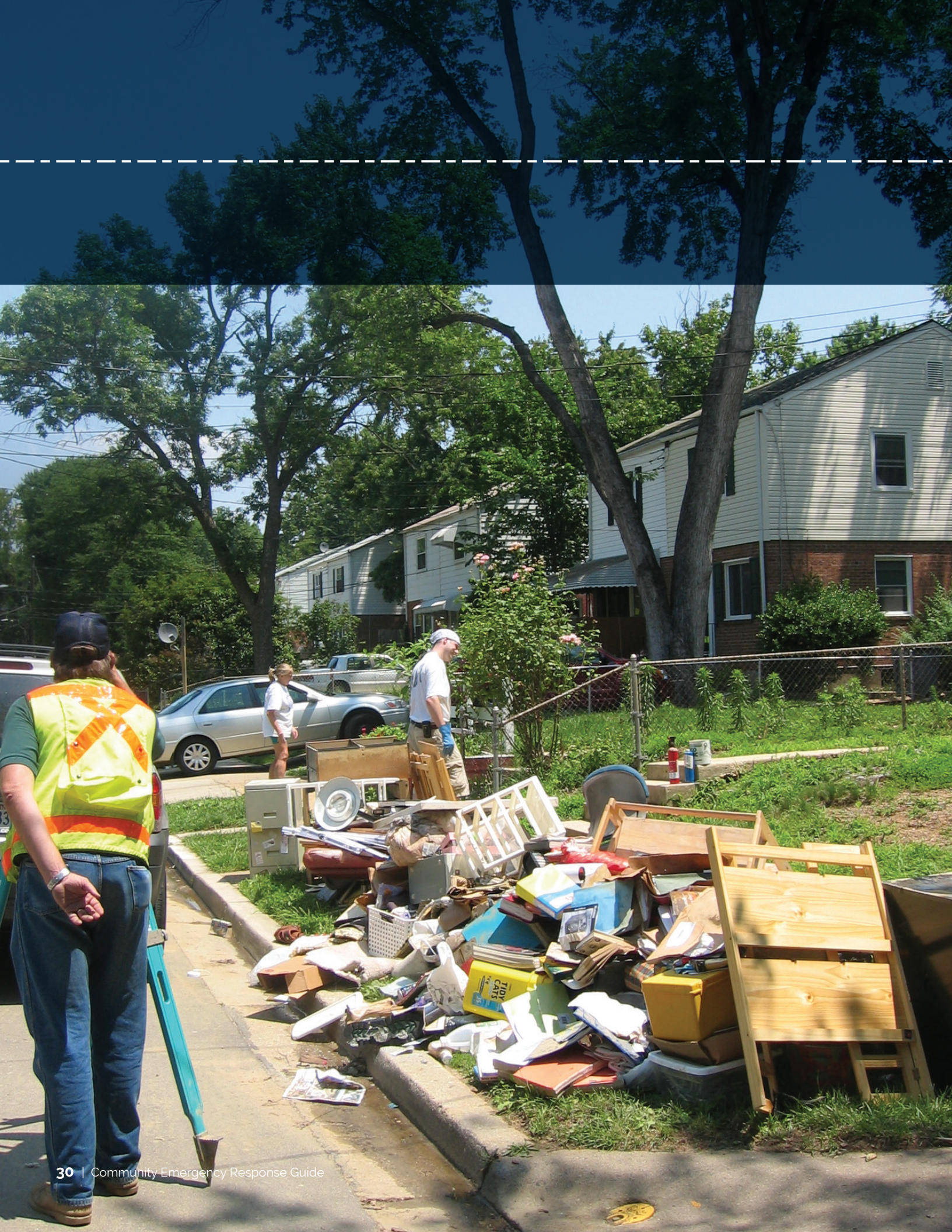
- ▶ Bring your emergency go bag, including a three-day supply of any specialized supplies, such as:
  - Special items for any older adults, children, or people with access and functional needs, including any assistive technology.
- ▶ If you have a pet(s):
  - Verify that shelters are open to pets.
  - Bring your pet(s) with you!
  - Bring pet supplies.
- Special food to accommodate any restrictions or allergies.
- Prescription pharmaceuticals, supplies, and devices necessary for health maintenance.

## HELPING YOUR COMMUNITY

Emergency preparedness is a shared responsibility that requires whole-community involvement. During or after a disaster, if you know someone on your block or in your building that has health concerns, is elderly or has small children, or otherwise may need assistance, check in on them, or invite them to ride out the event with your family. Your kindness could save a life.

Get to know the people on your block or in your building in advance. It is the neighborly thing to do – plus, past disasters show that prepared neighborhoods have less loss of life, reduced severity of injury and trauma, and less property damage. We are all in this together.









# RECOVERY (AFTER)

Recovery is getting back to normal – or a better, safer, more resilient condition – after a disaster.

Disaster recovery can take days to years, depending on the extent of the damage to your home and community. Really big disasters can create unemployment and heighten demand on social services, all while reducing tax revenue for local government. Successful recoveries therefore depend upon prepared residents, resilient businesses, and properly insured properties. When individuals'

resources become overwhelmed, resilient institutions and social networks – family, neighbors, community organizations, and houses of worship – must be there to help.

Everyone has an important role to play in repairing or rebuilding their communities. Understanding recovery challenges now can help you after a disaster.

**During cleanup,  
think safety first.**

## DISASTER CLEANUP

During cleanup, think safety first. Hazards might include live power lines, leaking gas, wildlife, contaminated water, molds and toxins, exposed nails and screws, broken glass or twisted metal, and other debris.

- ▶ Make sure all utilities are turned off before you begin any serious cleanup.
- ▶ Make sure the building is safe before you enter. If you suspect structural damage, contact a building inspector or a contractor.
- ▶ Use the appropriate safety gear:
  - Heavy-duty work gloves
  - Waterproof boots
  - Ear plugs
  - N95 dust masks
- ▶ Use teams to move heavy or bulky objects.
- ▶ Check for signs of water damage or mold growth, including discoloration in walls and ceilings, or a strong odor.
- ▶ Always watch your footing.
- ▶ Pace yourself and take breaks.
- ▶ Eat and drink.
- ▶ Check on your neighbors.
- ▶ Let someone know you are working and when you expect to be done, so if something happens, they will check on you.





## REPORT DAMAGE

The **Fairfax County Disaster Damage Database** is an online tool that allows you to report residential damage caused by disasters: [www.fairfaxcounty.gov/disasterreport](http://www.fairfaxcounty.gov/disasterreport).

Fairfax County may share the aggregated disaster data with the Commonwealth of Virginia and the federal government. Your submission of this information to Fairfax County is voluntary, but it may help us secure federal disaster assistance funding for county residents.

## FILE INSURANCE CLAIMS AS SOON AS POSSIBLE

If you have insurance, it's important to call and file a claim as soon as possible.

- ▶ Contact your insurance company and file a claim before applying for any government individual assistance.
- ▶ Photograph or video all damage sustained and create lists of damaged items, including model numbers, estimated value, and photos. (Having “before” photos will help you document that the disaster was the cause of the damages you are claiming.)
- ▶ File your insurance claims before you start any repairs.
- ▶ When possible, take steps to avoid additional property damage (for example, tarping a damaged roof).
- ▶ Keep your receipts for any disaster-related expenses you have made, such as lodging, medical, repair and cleaning supplies, etc.



**If a federal or state disaster is declared, disaster assistance or direct financial assistance may be available to individuals, households, and businesses.**

# DISASTER RELIEF AND FINANCIAL ASSISTANCE

If disaster damages to the county meet federal criteria, the governor may request a presidential disaster declaration. Not all disaster events result in a governor's request, and approval by the President is not automatic. Many disasters in Virginia have not received a federal declaration.

If a federal or state disaster is declared, disaster assistance or direct financial assistance may be available to individuals, households, and businesses. The assistance is meant to help with necessary expenses.

After a disaster hits your home or small business, contact FEMA to apply for financial assistance, even if you have already submitted a claim with your insurance company. FEMA can provide money for housing, along with other personal expenses, including food, clothing, and medicine.

FEMA has various forms of assistance that could be available to you and your family, including:

- ▶ Temporary housing
- ▶ Property repair, replacement, or reconstruction costs
- ▶ Disaster Unemployment Assistance
- ▶ Unmet disaster-related needs after insurance settlements

FEMA may also refer you to the US Small Business Administration (SBA) and the US Department of Agriculture (USDA), which provide low-interest loans to homeowners, renters, and business owners for damaged and destroyed assets in a declared disaster. These include repair and replacement costs for real estate, personal property, machinery, equipment, inventory, and business assets. The SBA and USDA will not duplicate benefits from your insurance or FEMA.

## REGISTER FOR FEDERAL DISASTER ASSISTANCE

- ▶ Online or on a smartphone at **DisasterAssistance.gov** or **fema.gov**
- ▶ 800-621-FEMA (3362)
- ▶ TTY 800-427-5593 (for speech disability or hearing loss)
- ▶ 800-621-3362 (711 or Video Relay Service)
- ▶ Visit Disaster Recovery Centers in your area

## Applying to FEMA

When you apply to FEMA you should have a pen and paper available to write down important information. You will receive a nine-digit number for your registration. This will be one of your unique identifiers. Write the number down and keep it in a safe place.

When you contact FEMA, you will need:

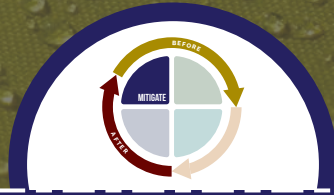
- ▶ Your social security number.
- ▶ Current mailing address.
- ▶ Damaged home address.
- ▶ Phone numbers.
- ▶ Type of insurance coverage.
- ▶ Total household annual income.
- ▶ Routing and account number from your bank if you want to have disaster assistance funds transferred directly into your bank account.











# MITIGATION

## (BEFORE & AFTER)

Mitigation is what we can do now to prevent or lessen impacts of future disasters.

Mitigation is any sustained action taken to eliminate or reduce future risk to people and property from disasters. Mitigation saves time and money by decreasing real-world damages.

Mitigation can take place anytime, but the intent is always to reduce risk from future hazards.

## WHAT MITIGATION ACTIVITIES SHOULD YOU DO?

Mitigation requires looking at the risks faced by the region and your particular property, identifying vulnerabilities, and taking steps to address them. Here are some examples:

### Flooding

- Are you in a flood plain? Consider elevating your home's lowest floor to – or above – the “base flood elevation.” This can lower flood insurance premiums and reduce loss incurred by future floods.
- Consider installing a backflow valve on your sewer system to prevent sewage back up in your home.
- Seal your basement walls with waterproofing compounds.

- Use flood-resistant materials in lower levels of your home, including replacing carpet with tile or using flood resistant insulation and concrete wallboard.
- Don't store anything of value (monetary or sentimental) in lower levels of a flood-prone property.

### Fire

- Test smoke detectors monthly and change batteries twice a year.
- Landscape wisely; use fire resistant shrubs to minimize the spread of fire around your house.

**\$4**  
saved

**\$1** spent

### MITIGATION WORKS.

A study by the National Institute of Building Sciences shows that investments in hazard mitigation (by exceeding local building code requirements) save \$4 for every \$1 spent.

**BASE FLOOD ELEVATION** (or BFE) marks the “100-year flood” or, more precisely, the “1 percent annual chance flood.” This is the elevation at which there is a 1-in-100 chance of a flood each year, according to FEMA's flood maps. Elevating above the BFE – known as “freeboard” – further reduces flood risk. To find out the flood risk of any US address, see <https://msc.fema.gov/portal/search>





More ideas can be found at

[www.fema.gov](http://www.fema.gov)

## High Winds

- ▶ Reinforce garage doors and double-entry doors to prevent failure under wind pressure.
- ▶ Install hurricane shutters to protect windows and glass doors.
- ▶ Ensure your roof, windows/doors, and garage doors are secure.
- ▶ Secure items outside your home, especially if high winds are forecasted.
- ▶ Anchor any outdoor fuel tanks.
- ▶ Trim trees.

## Utility Continuity

- ▶ Invest in alternative electrical sources: Have a generator and fuel to power essential needs.
- ▶ If you have medical needs that need a power source, be sure to plan ahead in case the power is out.
- ▶ Keep a phone that plugs into the wall and has a wired (not remote) handset, and maintain copper-wire “land-line” phone service, or else invest in adequate battery backup if you have Voice over Internet Protocol (VoIP) telephone service.

## Insurance

- ▶ Obtain insurance for your house or apartment (whether you own or rent): including fire, flood, or renters insurance.
- ▶ Keep an inventory of what is in your house. Take photographs and video of each room and all of your valuables.
- ▶ Make copies of the pictures and save them on a USB drive; keep the originals in a safe place.

## Financial Resilience

- ▶ Make copies of your family’s vital records, identification, and proof of residence.
- ▶ Maintain copies of insurance and financial information (financial accounts).
- ▶ Create a personal property inventory with photographs or video and values of items.

If you live in a mobile or manufactured home, consider:

- ▶ Making sure your home is anchored securely.
- ▶ Evacuating early whenever a tropical storm, hurricane, or tornado is imminent.

## Infectious Diseases

- ▶ Get all recommended vaccines, including an annual flu shot. Put a copy of your vaccination records in your emergency kit.
- ▶ Cover coughs and sneezes with a tissue or upper sleeve.
- ▶ Wash your hands frequently with soap and water.
- ▶ Avoid close contact with people who are sick.
- ▶ Stay home when you are sick.



# HAZARD ANNEXES

## WHAT TO DO?

### HOW-TO'S FOR EACH OF FAIRFAX COUNTY'S MOST PREVALENT HAZARDS

Fairfax County is vulnerable to a wide range of hazards (natural, human-caused, and everyday). These hazards threaten the safety of residents. They have the potential to damage or destroy property and disrupt the economy. While we cannot eliminate hazards, we can lessen their potential impacts.

Hazards may occur in isolation, or – more commonly – in ripple-effect clusters. For example, a hurricane may trigger a flood as well as power outages and medical emergencies. Or a thunderstorm may produce lightning that causes a structural fire.

The Northern Virginia Hazard Mitigation Plan and other sources were used to identify the hazards detailed below. These identified hazards are those that pose the greatest risk to the county (that is, the highest probability of causing the most severe impacts to exposed lives and property). The analyses are based on detailed reviews of prior hazard history, as well as forecasting and probabilistic modeling tools.

*The hazard annexes are grouped by common characteristics, and do not imply any rank-order:*

#### **Natural hazards:**

- ▶ Thunderstorm
- ▶ Hurricane or Tropical Storm
- ▶ Flooding
- ▶ Winter Storm or Extreme Cold
- ▶ Extreme Heat
- ▶ Tornado
- ▶ Earthquake
- ▶ Pandemic Influenza

#### **Human-caused hazards (including accidents and intentional acts):**

- ▶ Cyber Attack
- ▶ Civil Disorder
- ▶ Acts of Violence/Terrorism
- ▶ Hazardous Materials
- ▶ Chemical, Biological, Radiological, or Nuclear
- ▶ Dam Failure

#### **"Everyday" emergencies:**

- ▶ Structural Fire
- ▶ Power Outage/Blackout
- ▶ Medical Emergency



# THUNDERSTORM

## WHAT IT IS

Thunderstorms are large, localized weather events. Thunderstorms are most common in summer, but can occur in any season. All thunderstorms produce lightning and have the potential to produce tornadoes, strong winds, hail, wildfires, and flash flooding – the last of which is responsible for more fatalities than any other thunderstorm-related hazard.

Lightning is of particular concern because of its unpredictability – lightning often strikes beyond what is perceived to be the storm, sometimes occurring as far as 10 miles away from rainfall.

## WHAT TO DO

### Before (Preparedness/ Mitigation)

- ❑ Sign up for Fairfax Alerts and have a battery or crank powered NOAA weather radio available.
- ❑ Prepare your home by cleaning gutters and drains.
- ❑ Remove dead or rotting trees or limbs that might fall.
- ❑ Secure or bring inside any outdoor objects that could blow away or become “missiles” and cause damage.
- ❑ Unplug any electronic equipment.
- ❑ Know if your residence/business is in a designated floodplain.
- ❑ Apply for flood insurance (note that FEMA flood maps do not reflect all risk from fast-moving flash or “sheet” flooding – the types that are often generated by heavy rains).
- ❑ As the threat approaches, decide where you will go – can you make it indoors, or is an enclosed vehicle your best option?
- ❑ Learn First Aid.
- ❑ Refer to “Power Outage/ Blackout” and “Medical Emergency,” below.

## KEY TERMS

- ▶ A **Thunderstorm Watch** means there is a possibility of a thunderstorm in your area.
- ▶ A **Thunderstorm Warning** means a thunderstorm is occurring or will likely occur soon.

### During (Response)

- ❑ Upon seeing lightning or hearing thunder, immediately move indoors or into an enclosed vehicle.
- ❑ Remain inside until 30 minutes after the last clap of thunder.
- ❑ If you are driving in low visibility, try to safely exit the roadway and park. Stay in the vehicle and close the windows.
- ❑ If you cannot get inside or reach a safe building, avoid high ground, tall or isolated trees, poles and masts, and large metal objects (including fences and bleachers).
- ❑ If you are in open water, head to shore immediately.

### After (Recovery)

- ❑ Continue with activity or proceed where you are going when it is safe.
- ❑ Check in with family and friends by texting or using social media.

For more information on **LIGHTNING SAFETY**, check out <https://www.weather.gov/safety/lightning>

# HURRICANES/ TROPICAL STORMS

## WHAT IT IS

Hurricanes and tropical storms are violent weather systems with well-defined surface circulation. Threats from hurricanes include high winds, heavy rainfall, storm surge, coastal and inland flooding, rip currents, and tornadoes. Strong storms may be hundreds of miles across, with winds in excess of 150 mph, pushing storm surge floods of a dozen feet or more. Even storms that no longer carry hurricane-force winds may cause devastating flooding just due to rain (for example, Allison, Irene, Sandy, and Harvey).

Tropical storms rotate in a counter-clockwise direction around the eye. The rotating storm clouds create the “eye wall,” which contains the most destructive winds in the storm. The eastern half of an Atlantic hurricane typically carries the greatest risks in terms of wind and surge.

Hurricanes have winds of 74 mph and up, tropical storms 38-73, and tropical depressions less than 38. The Atlantic hurricane season runs from June 1 to November 30, with the peak occurring between mid-August and late October.

## KEY TERMS

- ▶ A **Hurricane/Tropical Storm Watch** means conditions are possible within the next 36 hours.
- ▶ A **Hurricane/Tropical Storm Warning** means conditions are expected within 24 hours.
- ▶ **Short Term Watches and Warnings** are warnings that provide detailed information on specific hurricane threats, such as flash floods and tornadoes.
- ▶ The **Saffir-Simpson Hurricane Wind Scale** rates hurricanes' maximum sustained winds on a scale of 1 to 5 (hurricane categories are only loosely correlated to other related threats, such as rain and storm surge).
- ▶ **Sustained Winds** are defined as a one-minute wind average, measured at 33 ft. above the surface.
- ▶ **Storm Surge** is an abnormal rise of water generated by a storm, over and above any predicted tides.

## WHAT TO DO



### Before (Preparedness/ Mitigation)

- ❑ Sign up for Fairfax Alerts and have a battery or crank powered NOAA weather radio available.
- ❑ Decide early whether you will evacuate, and where you will go if you are ordered or decide to leave.
- ❑ If you evacuate, bring your go bag with you, whether to an emergency shelter or other refuge.
- ❑ Prepare your home (shut off utilities, secure property, etc.).
- ❑ Ensure you have insurance, and inventory your personal property.
- ❑ Secure or bring inside any outdoor objects that could blow away or become “missiles” and cause damage.
- ❑ Consider strapping and other structural hardening if your property is particularly vulnerable.
- ❑ Learn First Aid.
- ❑ Refer to “Power Outage/ Blackout” and “Medical Emergency,” below.



### During (Response)

- ❑ Listen to radio and television for official, up-to-date information.
- ❑ Find a safe room within your home (an interior room, closet, or bathroom).
- ❑ Do not go outside until the National Weather Service's National Hurricane Center confirms the storm has left the area.



### After (Recovery)

- ❑ Return home when local officials say it is safe.
- ❑ Avoid walking or driving through floodwaters.
- ❑ Check in with family and friends by texting or using social media.







## WHAT IT IS

Flooding is one of Fairfax County's most common hazards. Depending on its depth and velocity, flooding can be a nuisance or a disaster. Be prepared for flooding no matter where you live, but particularly if you are in a low-lying area, near a body of water, downstream from a dam, or in other areas known to flood in previous storms.

## WHAT TO DO

### Before (Preparedness/ Mitigation)

- ❑ Sign up for Fairfax Alerts and have a battery or crank powered NOAA weather radio available.
- ❑ Decide early whether you will evacuate, and where you will go if ordered to or opt to leave.
- ❑ Prepare your home by cleaning gutters and drains.
- ❑ Disconnect electrical appliances.
- ❑ Know if your residence or business is in a floodplain.
- ❑ Apply for flood insurance. Consider this even if you are not in the 100-year floodplain (the FEMA-designated "Special Flood Hazard Area") – many recent floods have exceeded the 100-year and even 500-year marks!
- ❑ Learn First Aid.
- ❑ Refer to "Medical Emergency," below.

### During (Response)

- ❑ Listen to official information.
- ❑ If you encounter rising water, move to higher ground immediately.
- ❑ Do not touch electrical equipment if you are wet or standing in water.
- ❑ Always stay clear from floodwaters.
- ❑ Do not drive through flooded roads, even if you have a vehicle with high clearance and even if the water appears to be shallow – "turn around, don't drown."
- ❑ Stay away from downed power lines to avoid the risk of shock or electrocution.

## KEY TERMS

- ▶ A **Flood Watch** means there is a possibility of flooding or a flash flood in your area.
- ▶ A **Flood Warning** means a flood is occurring or will likely occur soon. If you are advised to evacuate do so immediately.
- ▶ A **Flash Flood Watch** means flash flooding is possible. Be prepared to move to higher ground. A Flash Flood could occur without any warning.
- ▶ A **Flash Flood Warning** means a flash flood is occurring. Seek higher ground immediately; do not wait for instructions.
- ▶ A **100-year flood** (or "base flood") is a flood that has a 1 percent chance of being equaled or exceeded in any given year, according to FEMA's flood maps. A base flood may also be referred to as a 100-year storm, and the area inundated during the base flood is sometimes called the 100-year floodplain, which generally correlates to the "Special Flood Hazard Area" where federal flood insurance is required in order to obtain a mortgage. It should be noted that a "100-year flood" refers to the annual probability of such an occurrence, not the predicted interval between such floods.
- ▶ A **500-year flood** is a flood that has a 0.2-percent chance of being equaled or exceeded in any given year, according to FEMA's flood maps. The area inundated during a 500-year flood is sometimes called the 500-year floodplain. It should be noted that a "500-year flood" refers to the annual probability of such an occurrence, not the predicted interval between such floods.

### After (Recovery)

- ❑ Return home when local officials say it is safe.
- ❑ Avoid walking or driving through floodwaters.
- ❑ Do not drink from floodwaters.
- ❑ Do not drink or wash with water from a flooded household well until it is tested and found to be safe to use.
- ❑ Eliminate standing water where mosquitoes may breed.
- ❑ Do not eat any food that may have come into contact with flood water. "When in doubt, throw it out."
- ❑ Remove all porous items that have been wet for more than 48 hours and that cannot be thoroughly cleaned and dried. These items can remain a source of mold growth and should be removed from the home.
- ❑ Check in with family and friends by texting or using social media.

To find out if your property is in  
**FLOOD ZONE**, go to  
[msc.fema.gov/portal/search](https://msc.fema.gov/portal/search)

# WINTER WEATHER/ EXTREME COLD

## WHAT IT IS

Winter weather includes ice, heavy snow, and extreme cold conditions. These can cause power outages and loss of heat and communications services – sometimes for many days. The greatest threat from winter weather is often from secondary impacts, such as traffic accidents on icy roads. Hypothermia and frostbite, which can result from prolonged exposure to cold, are also risks. Additionally, clean-up (shoveling) from winter weather events can be strenuous, and may therefore pose a risk for older adults and others with physical limitations.

## KEY TERMS

- ▶ A **Winter Weather Advisory** means winter weather conditions are expected and may be hazardous.
- ▶ A **Winter Storm Watch** means means snow, sleet, or ice are possible — be prepared. (the next 36 to 48 hours)
- ▶ A **Winter Storm Warning** means snow, sleet, or ice are expected — take action! (within 24 hours)
- ▶ A **Frost/Freeze Warning** means below freezing temperatures are expected.
- ▶ A **Blizzard Warning** indicates sustained winds or regular gusts to 35 miles per hour or more, as well as considerable amounts of snowfall or snow drifts and near zero visibility.

## WHAT TO DO



### Before (Preparedness/ Mitigation)

- ❑ Sign up for Fairfax Alerts and have a battery or crank powered NOAA weather radio available.
- ❑ Have your furnace serviced regularly.
- ❑ Prepare your home by salting walkways, driveways, and entrances.
- ❑ Have emergency heating equipment.
- ❑ Purchase a homeowner's insurance policy.
- ❑ Plan for snow removal: have shovels on hand, or consider going in with a few neighbors for a community snow blower.
- ❑ Turn off outside spigots and drain the pipes.
- ❑ Learn how to operate your water's main shut off valve (in case a pipe bursts).
- ❑ Learn First Aid.
- ❑ Refer to "Power Outage/ Blackout" and "Medical Emergency," below.



### During (Response)

- ❑ Stay indoors during the storm if possible.
- ❑ Dress appropriately for cold weather. Wear loose-fitting, lightweight, warm layers, rather than one heavy layer of clothing.
- ❑ Drive only if necessary – especially if you are inexperienced in winter conditions or you have rear-wheel drive.
- ❑ Watch for signs of hypothermia, including:
  - Uncontrollable shivering
  - Memory loss
  - Disorientation

- Incoherence
- Slurred speech
- Drowsiness
- Apparent exhaustion

If signs are detected, get medical help as soon as possible.

- ❑ Watch for signs of frostbite, including loss of feeling and white or pale appearance in extremities such as fingers, toes, earlobes, or the tip of the nose.
- ❑ If you are driving and your vehicle stops working, pull off the road, turn on your hazard lights, stay in your car, and use your phone to call for help.



### After (Recovery)

- ❑ Be sure paved areas on your property and adjacent rights-of-way (including sidewalks) are shoveled. Un-shoveled snow is a hazard to your neighbors, and it may eventually turn to ice.
- ❑ "Adopt" a fire hydrant near your home or business and keep it clear of snow.
- ❑ Watch for signs of hypothermia or frostbite in yourself and others.
- ❑ Be careful when shoveling snow. Overexertion can cause injury and even trigger heart attacks. If you plan to shovel, stretch before going outside, take breaks, and don't overexert yourself.
- ❑ If you have neighbors who are older or have access or functional needs, shovel for them; if you are concerned about your ability to shovel, reach out to your neighbors for help.





# EXTREME HEAT

## WHAT IT IS

Extreme heat – especially coupled with high humidity – can be deadly, slowing evaporation and thus requiring the body to work harder to moderate its core temperature. Overexposure to heat and/or overexertion (too much exercise or effort) can trigger a heat-related illness: heat cramps, heat exhaustion, and eventually heat stroke. Heat-related illness is a particularly high risk for children, older adults, and those who are infirm or overweight.

## KEY TERMS

- ▶ A **Heat Wave** is a prolonged period of excessive heat, often combined with high humidity.
- ▶ The **Heat Index** indicates how hot it feels, with relative humidity and sun exposure added to the absolute air temperature. Exposure to full sunshine can increase the heat index by 15 degrees.
- ▶ **Heat Cramps** are muscular pains and spasms due to heavy exertion.
- ▶ **Heat Exhaustion** typically occurs when people exercise heavily or work in a hot, humid place, and body fluids are lost through heavy sweating. Heat exhaustion must be treated with fluids and cooling of the skin, or it will turn into heat stroke.
- ▶ **Heat Stroke** (or “sun stroke”) is a life-threatening condition in which the victim’s temperature-control system, which produces sweat to cool the body, stops working. Heat stroke victims will be completely incoherent or unconscious, and they require immediate medical attention.

## WHAT TO DO



### Before (Preparedness/ Mitigation)

- ❑ Sign up for Fairfax Alerts and have a battery or crank powered NOAA weather radio available.
- ❑ If you have an air conditioner, have it serviced regularly.
- ❑ Drink plenty of fluids. Know your body and know what is normal.
- ❑ Dress in loose-fitting clothes that cover as much skin as possible. Lightweight, light-colored clothing reflects heat and sunlight and helps maintain normal body temperatures.
- ❑ Reschedule outdoor activities, if possible.
- ❑ Never leave children or pets alone in closed vehicles.
- ❑ Learn First Aid.
- ❑ Refer to “Power Outage/ Blackout” and “Medical Emergency,” below.



### During (Response)

- ❑ Stay indoors as much as possible and limit exposure to heat and sun.
- ❑ Drink plenty of water or electrolyte sports drinks.
- ❑ Avoid strenuous work during the warmest part of the day.
- ❑ Use a buddy system when working in extreme heat, have a phone handy, and take frequent breaks.

- ❑ If you must exercise, consider indoor activities. If you must exercise outside, do so during cooler parts of the day, drink extra fluids, use a buddy system, have a phone handy, and reduce your level of effort.
- ❑ If you feel woozy, overheated, or unwell, take action immediately!
  - Stop any strenuous activity.
  - Get somewhere cool.
  - Drink something if you can.
  - Cool your skin by taking a cold bath or holding anything cold against your body.
  - Call someone for help, or call 911 – do this before your condition compromises your critical thinking skills!
- ❑ Check on older neighbors and any neighbors without air conditioning.



### After (Recovery)

- ❑ Consult a medical professional if a heat-related condition does not improve.
- ❑ Continue to hydrate.

# TORNADO

## WHAT IT IS

Tornadoes are nature's most violent storms. They are characterized by a rapidly spinning column of air from 65 miles per hour to upwards of 200 miles per hour. Weak tornadoes will cause superficial damage to directly impacted buildings, while very strong tornadoes can destroy everything along paths hundreds of yards across. Tornadoes can accompany thunderstorms, tropical storms, and hurricanes. They can appear suddenly, without warning, and can be invisible until dust and debris are picked up or a funnel cloud appears. Note that there are no tornado sirens in Fairfax County.

## KEY TERMS

- ▶ A **Tornado Watch** means current weather conditions may result in a tornado.
- ▶ A **Tornado Warning** means a tornado has been sighted or indicated by a weather radar.
- ▶ The **Enhanced Fujita Scale** measures tornado strength by wind speed (EF0 to EF5).

## WHAT TO DO:



### Before (Preparedness/Mitigation)

- ❑ Sign up for Fairfax Alerts and have a battery or crank powered NOAA weather radio available.
- ❑ Practice sheltering in place in the interior of your residence or business.
  - If there is a tornado watch, pay attention to a weather radio, commercial radio, television, or a news website for up to date information.
  - During a tornado watch (not a warning), secure or bring inside any outdoor objects that could blow away or become “missiles” and cause damage.
- ❑ Watch for signs of a tornado: dark or greenish skies, hail, large, dark low-lying clouds, loud roar.
- ❑ Learn First Aid.



### During (Response)

- ❑ Listen to official information.
- ❑ Go immediately to the lowest level of your building, to an interior room or hallway.
- ❑ Stay away from windows and doorways.
- ❑ Do not stay in a trailer or a mobile home. Go immediately to a building with a strong foundation.
- ❑ If you are in a car, or if shelter is not available, lie flat in a ditch or other low-lying area. Do not seek refuge under a bridge or overpass.
- ❑ Plan to stay in your shelter location until the danger has passed.
- ❑ Refer to “Power Outage/ Blackout” and “Medical Emergency,” below.



### After (Recovery)

- ❑ Return home when local officials say it is safe.
- ❑ Stay clear from damaged buildings and infrastructure.
- ❑ Check in with family and friends by texting or using social media.



# EARTHQUAKE

## WHAT IT IS

An earthquake is a shaking of the ground that can cause damage to buildings and infrastructure. Following an earthquake, fire is a significant risk due to gas leaks and water-pressure failures.

Earthquake strength is described by the Richter Scale, which measures amplitude on a logarithmic basis – meaning that each whole number correlates to a 10-fold increase in earthquake amplitude, or a 30-fold increase in total energy released. Earthquakes below 5 on the Richter scale may be felt but rarely cause damage; earthquakes of 9 and up cause complete regional devastation.

For context, the 2011 Virginia earthquake rated 5.9 on the Richter Scale; the 1995 Northridge, California earthquake 6.7; the 2017 Mexico City earthquake 8.2; the 2011 Fukushima, Japan earthquake 9.1.

Virginia is one of 45 states or territories in the US at risk of earthquakes.

## KEY TERMS

- ▶ An **Aftershock** is an earthquake of similar or lesser intensity that follows the main earthquake.
- ▶ The **Epicenter** is the place on the earth's surface directly above the point on the fault where the earthquake rupture began.
- ▶ A **Fault** is the fracture along which the earth's crust is displaced during an earthquake.
- ▶ **Magnitude** is the amount of energy released during an earthquake.

## WHAT TO DO



### Before (Preparedness/ Mitigation)

- ❑ Sign up for Fairfax Alerts and have a battery or crank powered radio available.
- ❑ Locate safe spots in each room under a sturdy table or against an inside wall.
- ❑ Hold earthquake drills with your family members.
- ❑ Understand how your home or structure will react, and consider hardening if there are areas of concern.
- ❑ Learn First Aid.
- ❑ Refer to “Power Outage/ Blackout” and “Medical Emergency,” below.



### During (Response)

- ❑ Drop, cover, and hold on. Drop to your hands and knees, if you can, protecting your head and neck.
- ❑ Stay away from windows if you are indoors.
- ❑ Stay indoors until the shaking stops or if you are sure it is safe.

- ❑ If you are outside, find a clear spot away from tall buildings and drop to the ground until the shaking stops.
- ❑ If you are in a vehicle, pull over to a clear location and stop.
- ❑ Listen to official information.



### After (Recovery)

- ❑ Expect aftershocks (smaller earthquakes) for hours or days after the initial quake.
- ❑ Avoid damaged areas.
- ❑ Check your utilities (especially gas), and evacuate and call 911 if you smell gas.
- ❑ Look for cracks in your foundation or drywall, as this may be a sign of structural damage. If you find damage, have the structure inspected before reoccupying it.
- ❑ Check in with family and friends by texting or using social media.

# PANDEMIC INFLUENZA AND INFECTIOUS DISEASE

## WHAT IT IS

A pandemic is a global communicable disease outbreak (whereas an “epidemic” is regional in nature or otherwise confined to particular populations). An influenza pandemic occurs when a strain of influenza virus emerges:

- Which causes serious illness.
- For which there is limited immunity in the human population.
- Which is able to easily and quickly spread person-to-person – especially through saliva, coughing, or sneezing.

Infectious diseases are one of the leading cause of death worldwide. Because of air travel and international trade, infectious disease agents are carried across borders every day by humans, animals, insects, and food products.

## KEY TERMS

- **Influenza** (flu) is a respiratory illness caused by the influenza virus that affects millions of people each year. Different strains have widely variant characteristics in terms of virulence, communicability, and population impacts. Flu virus also has the capacity to rapidly mutate and cross to and from multiple species.
- **Nonpharmaceutical Interventions** (NPIs) are actions, apart from getting vaccinated and taking medicine, which people and communities can take to help slow the spread of respiratory illnesses, like pandemic flu. Many NPIs are provided below, in the list of “What to do: Before.”

## WHAT TO DO



### Before (Preparedness/ Mitigation)

- ❑ Sign up for Fairfax Alerts and have a battery or crank powered radio available.
- ❑ Get a yearly flu vaccine for everyone six months and older, unless a doctor advises against it.
- ❑ Wash or sanitize your hands often.
- ❑ Take common-sense steps to stop the spread of germs including covering coughs and sneezes and staying away from others as much as possible when you are sick.
- ❑ Wash and sanitize household items often.
- ❑ Practice good health habits, including eating a balanced diet, exercising daily, and getting sufficient rest.
- ❑ Periodically check your regular prescription drugs to ensure a continuous supply in your home.
- ❑ Have any nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- ❑ Get copies and maintain electronic versions of health records from doctors, hospitals, pharmacies and other sources and store them, for personal reference.
- ❑ Refer to “Medical Emergency,” below.



### During (Response)

- ❑ Listen to official information.
- ❑ If you are sick, keep your distance from others to protect them from getting sick too.
- ❑ Avoid close contact with people who are sick.
- ❑ Cover your mouth and nose with a tissue when coughing or sneezing.
- ❑ Wash or sanitize hands often.
- ❑ Avoid touching your eyes, nose or mouth.
- ❑ If you have a fever, make sure you are fever-free for 24 hours before you return to work and school.



### After (Recovery)

- ❑ Clean surfaces such as counters, doorknobs, fixtures, phones, remotes, and linens.
- ❑ Common household cleaning products can kill the flu virus, including products containing:
  - Chlorine
  - Hydrogen peroxide
  - Detergents (soap)
  - Iodine-based antiseptics
  - Alcohols





# CYBER ATTACK

## WHAT IT IS

Unlike physical threats that prompt immediate action, cyber threats and attacks are often difficult to identify or comprehend. Cybersecurity involves preventing, detecting, and responding to cyber incidents. Virtually all modern organizations – including governments, hospitals, corporations, banks, and utilities – rely on computer systems for their operations and data management, and are therefore vulnerable to cyber attacks.

The so-called “attack surface” that may be vulnerable to bad actors can include computer hardware, tablets, phones, and many other web-enabled devices and appliances in the so-called “internet of things.” Among the dangers of cyber attacks are intruders erasing entire systems, holding data or operating systems for ransom, stealing confidential or personal information, breaking into systems and altering files, or using a computer or device to access contact lists and attack or infect others.

## WHAT TO DO

### Before (Preparedness/ Mitigation)

- ❑ Keep your firewall turned on and updated.
- ❑ Install or update antivirus/ antispymware software.
- ❑ Use strong, unique passwords, and change them on a regular basis.
- ❑ Seek out and promptly install all updates to your operating system, firmware, software, and antivirus.
- ❑ Be careful what you download. Never click on an attachment, link, or macro in an unsolicited email or text.
- ❑ Turn off your computer when you are not using it.
- ❑ Always verify the source of emails, and if in doubt delete them.
- ❑ Be suspicious of emails from known contacts that seem “off” – misspellings, strange syntax or word usage, generic language, weird link URLs – many hacking campaigns will impersonate known emails.
- ❑ Screenshot suspicious content before deleting it, for analytics.
- ❑ Regularly back up all of your data to an external hard drive or the Cloud; enable the “Time Machine” feature if you use a Mac.

## KEY TERMS

- ▶ A **Cyber Attack** may originate from individuals, networking groups, terrorist groups, or countries, and may cause severe (and dangerous) problems for government, business, utilities, and the general public.
- ▶ **Hacking** is a direct attack against a system “through the wires” in which an attacker (be they live or an automated “bot”) gains direct access to secured/restricted data or operations. Often the pathways that allow such hacks are opened via “phishing” or download scams.
- ▶ The **Internet of Things (IoT)** includes web-enabled devices and appliances including refrigerators, sound systems, clocks, thermostats, security systems, coffee makers, etc.
- ▶ **Phishing** consists of broadly disseminating email or text communications in the hope that a few recipients will click somewhere in the message (for example an attachment, a link, an “enable macros” button) that activates a virus or other malware. A targeted phishing campaign – for example, against a particular government or utility – is called spear-phishing.
- ▶ **Social Engineering** involves exploiting the vulnerabilities of a user, rather than their system, to circumvent IT security measures. Examples include phishing, email scams, and other cons. Users are often the most easily defeated element of IT security architecture.

### During (Response)

- ❑ Disconnect an infected device from your network.
- ❑ If you are at work, inform your IT staff of any suspected or confirmed attacks on your devices, and provide a screenshot.
- ❑ If an incident incurs in loss of financial, personal, or medical information, file a police report.

### After (Recovery)

- ❑ Notify anyone that could be adversely affected, including your credit accounts, bank accounts, clients, employer, family, and friends. Change your accounts and all passwords.
- ❑ Run appropriate scans and utilities to remove any infections.
- ❑ Monitor your credit report, banking statements, investments, and credit card statements.
- ❑ Ensure your device is not infected, and wipe the hard-drive and reinstall all software if there is any doubt.

# CIVIL DISORDER

## WHAT IT IS

Civil disorder may result from many situations, including a labor action (strike), political demonstrations and counter-demonstrations, or anniversaries of controversial incidents. Civil disorder can be a dangerous condition that can become increasingly chaotic and volatile.

## KEY TERMS

- ▶ **Shelter-in-place** means selecting a small, interior room, with no or few windows, and taking refuge there.
- ▶ A **Curfew** is an order from public safety officials requiring people to remain indoors between specified hours, typically at night.

## WHAT TO DO



### Before (Preparedness/ Mitigation)

- ❑ Sign up for Fairfax Alerts and have a battery or crank powered radio available.
- ❑ If you know of a protest or demonstration that you suspect (or officials are warning the public) has the potential to turn violent, you should plan alternate routes to work, school, or any other destination. Avoid the area if possible.
- ❑ Obtain as much information as possible about the current situation.
- ❑ Be aware of your surroundings.
- ❑ Ensure your insurance policies are up to date.
- ❑ Learn First Aid.
- ❑ Refer to “Medical Emergency,” below.



### During (Response)

- ❑ Stay away from the area.
- ❑ Lock and stay away from windows and doors.
- ❑ Stay informed about the current situation.
- ❑ Know emergency exit routes in the event you must evacuate.



### During (When police arrive)

- ❑ Listen to official information.
- ❑ Comply with any law enforcement directives.
- ❑ Stay away from the area.
- ❑ If you witness the event changing, call 911 with the information.



### After (Recovery)

- ❑ Check the area to make sure it's safe.
- ❑ Receive physical First Aid and/or mental health First Aid, if necessary.
- ❑ Check personal property for damages, if damaged, report it to police.
- ❑ Check in with family and friends by texting or using social media.



# ACTS OF VIOLENCE/ TERRORISM

## HAZARD ANNEX

### WHAT IT IS

Terrorism refers to the use of force or violence against persons or property for purposes of intimidation, coercion, or ransom. A terrorist assailant might use everyday items such as firearms, knives, or vehicles; purpose-made weapons such as improvised explosive devices; or weapons of mass destruction such as toxic or poisonous chemicals, biological weapons, or radiological-release devices.

An active assailant is an individual actively engaged in killing or attempting to kill people, usually in a confined and populated area, and typically through the use of firearms. An individual may or may not have terrorist motives, and they may or may not have accomplices.

### WHAT TO DO

#### Before (Preparedness/ Mitigation)

- ❑ Sign up for Fairfax Alerts and have a battery or crank powered radio available.
- ❑ Be aware of your surroundings – if you see something, say something. Call 911.
- ❑ Take notice of the behavior of individuals – if anything is out of place, report it.
- ❑ Identify the two nearest exits in any facility you visit.
- ❑ Become familiar with “Run, Hide, Fight” or “ALICE.”
- ❑ Learn First Aid or BleedingControl.org’s “Stop the Bleed” program.
- ❑ Refer to “Medical Emergency,” below.

#### During (Response)

- ❑ Quickly determine the most reasonable way to protect your own life.
- ❑ In an active shooter/assailant situation:
  - Use Run Hide Fight and/or ALICE principles.
  - Silence your cell phone and remain quiet.
  - Leave your belongings behind.
  - Be out of an assailant’s view.
- ❑ Listen to official information.

#### During (When police arrive)

- ❑ In an active shooter/ assailant situation:
  - Remember the primary responsibility of first responders is to stop the threat – stay out of their way and do not expect their help until the situation is secure.
  - If you see law enforcement officers, raise your arms and spread your fingers out.
  - Comply with all instructions from law enforcement officers.
  - Officers are charged with clearing the building; they will enter every room. Be patient.

#### After (Recovery)

- ❑ Receive physical First Aid and/or mental health First Aid, if necessary.
- ❑ Report any medical conditions to first responders.
- ❑ Do not interrupt the law enforcement investigation.
- ❑ Check in with family and friends by texting or using social media.
- ❑ If you did take pictures or witness any of the events, please notify law enforcement.
- ❑ You may be treated as one of the suspects when law enforcement first arrives and may be told to raise your arms and walk out in that position. This is being done out of caution.

### KEY TERMS

- ▶ The **National Terrorism Advisory System** (NTAS) is the US Department of Homeland Security’s threat advisory system, which provides timely information about credible terrorist threats.
- ▶ **Sheltering-in-place** is selecting a small, interior room, with no or few windows, and taking refuge there.
- ▶ **Lockdown** means securing a building or physical space against intruders.

### ACTIVE VIOLENCE RESPONSES:

#### “Run, Hide, Fight”

([www.dhs.gov/options-consideration-active-shooter-preparedness-video](http://www.dhs.gov/options-consideration-active-shooter-preparedness-video))

- ▶ **Run:** If there is an accessible escape path, attempt to evacuate.
- ▶ **Hide:** If you can’t evacuate, find a place to hide.
- ▶ **Fight:** If you can’t run or hide, attempt to disrupt or incapacitate the assailant.

#### “ALICE”

([www.alicetraining.com](http://www.alicetraining.com))

- ▶ **Alert:** Become aware, overcome denial, get ready to act.
- ▶ **Lockdown:** If you can’t evacuate, barricade entry points to the room you are in.
- ▶ **Inform:** Communicate information out, if it is possible and safe to do so.
- ▶ **Counter:** Create noise, movement, distance, and distraction (this may be distinct from “fighting”).
- ▶ **Evacuate:** When safe, remove yourself from the danger zone.

# HAZARDOUS MATERIALS (HAZMAT)

## WHAT IT IS

Some industrial or transportation accidents (including fires, explosions, and spills) have the capacity to release dangerous levels of hazardous substances, such as industrial chemicals, volatile fuels, toxic waste, compressed gas, or other poisons or explosives.

In some cases, the material released may not be visible or have an identifiable odor.

Hazardous materials releases sometimes require extended clean-up efforts and may result in residents being unable to be in their homes for long periods of time.

## WHAT TO DO



### Before (Preparedness/ Mitigation)

- ☐ Sign up for Fairfax Alerts and have a battery or crank powered radio available.
- ☐ Identify a shelter-in-place area within your home and know your evacuation plan.
- ☐ Contact your Local Emergency Planning Committee (LEPC) to know what hazardous materials are being moved, used, or stored in your area.
- ☐ Know the number to Poison Control.
- ☐ Learn First Aid.
- ☐ Refer to “Medical Emergency,” below.



### During (Response)

- ☐ Listen to official information: if you are told to evacuate, do so.
- ☐ If you are told to stay inside:
  - Take family members and pets to your predetermined shelter-in-place location.
  - Close all windows and vents, seal windows and doors with tape or wet towels, and turn off all fans and air-exchange heating or cooling systems.
- ☐ If you are outside at the time of the incident, try to stay upstream, uphill and upwind.
- ☐ If you are in a vehicle, stop and find shelter in a permanent building.
- ☐ Stay away from the incident site.



### After (Recovery)

- ☐ Leave your shelter-in-place location or return home when officials say it is safe.
- ☐ Check in with family and friends by texting or using social media.





# CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR (CBRN)

## WHAT IT IS

Intentional attacks using weaponized or non-weaponized chemical, biological, radiological, and nuclear materials can cause great harm and pose significant threats. Weaponized materials can be delivered by using conventional bombs, improvised explosive materials, enhanced blast weapons, and even non-explosive dispersion devices (including canisters and envelopes). Non-weaponized chemical materials are typically categorized as “hazardous materials” (HazMat).

CBRN releases sometimes require extended clean-up efforts and/or law enforcement investigations, and they may therefore result in residents being unable to be in their homes for long periods of time.

## WHAT TO DO



### Before (Preparedness/ Mitigation)

- ❑ Sign up for Fairfax Alerts and have a battery or crank powered radio available.
- ❑ Identify a shelter-in-place area within your home.
- ❑ Learn First Aid.
- ❑ Refer to “Medical Emergency,” below.




### During (Response)

- ❑ Listen to official information: if you are told to evacuate, do so.
- ❑ If you are told to stay inside:
  - Take family members and pets to your predetermined shelter-in-place location.
  - Close all windows and vents, seal windows and doors with tape or wet towels, and turn off all fans and air-exchange heating or cooling systems.
- ❑ If you are outside at the time of the incident, try to stay upstream, uphill, and upwind.

## KEY TERMS

- ▶ An **Accidental CBRN incident** is an incident containing a chemical, biological, radiological, nuclear material caused by human error, natural or technological reasons, such as spills, accidental releases or leakages. Accidental release of non-weaponized chemical materials is typically categorized as a “hazardous materials” (HazMat) incident.
- ▶ An **Intentional CBRN incident** is a criminal act that involves serious violence against persons or property or the illegal dumping of chemical, biological, radiological, or nuclear materials.

- ❑ If you are in a vehicle, stop and find shelter in a permanent building.
  - ❑ Stay away from the incident site.
  - ❑ Local officials may direct you to locations to receive medical treatment or services. Follow all instructions provided by local officials through the media.
-  **After (Recovery)**
- ❑ Leave your shelter-in-place location or return home when officials say it is safe.
  - ❑ Check in with family and friends by texting or using social media.

# DAM FAILURE

## WHAT IT IS

Dam failures or levee breaches can occur with little warning, sometimes within hours – or less – of the first signs of structural concerns. Dams can fail for one or a combination of the following reasons:

- Overtopping caused by floods that exceed the capacity of the dam
- Structural failure of materials used in construction
- Movement and/or failure of the foundation
- Settlement and cracking of concrete or embankment
- Piping and internal erosion of soil in embankment dams
- Inadequate maintenance and upkeep
- Deliberate acts of sabotage

## WHAT TO DO



### Before (Preparedness/ Mitigation)

- ☐ Sign up for Fairfax Alerts and have a battery or crank powered radio available.
- ☐ Decide early whether you will evacuate, and where you will go if ordered to leave.
- ☐ Disconnect electrical appliances.
- ☐ Know if your residence or business is in a floodplain or an “excluded area” that is protected by a dam or levee but would otherwise be within the Special Flood Hazard Area.
- ☐ Apply for flood insurance, even if you may be in an “excluded area” or otherwise not be required to do so.
- ☐ Learn First Aid.
- ☐ Refer to “Power Outage/ Blackout” and “Medical Emergency,” below.



### During (Response)

- ☐ If you encounter rising water, move to higher ground immediately.
- ☐ Always stay clear from floodwaters.
- ☐ Do not drive through flooded roads – “turn around, don’t drown.”

## KEY TERMS

- ▶ A **Flood Watch** means there is a possibility of flooding or a flash flood in your area.
- ▶ A **Flash Flood Watch** means flash flooding is possible. Be prepared to move to higher ground. A flash flood can occur without any warning.
- ▶ A **Flood Warning** means a flood is occurring or will likely occur soon. If you are advised to evacuate do so immediately.
- ▶ A **Flash Flood Warning** means a flash flood is occurring. Seek higher ground immediately; do not wait for instructions.
- ▶ An **Excluded Area (Zone X)** on a FEMA flood map is an area that is protected by a dam or levee that would otherwise be in the Special Flood Hazard Area, or “100-year floodplain”; properties in excluded zones are not required to carry flood insurance to get a mortgage, but owners should strongly consider it regardless.
- ▶ An **Emergency Action Plan (EAP)** is a formal document that identifies potential emergency conditions at a dam and specifies actions to be followed to minimize loss of life and property damage.

- ☐ Stay away from downed power lines to avoid the risk of shock or electrocution.
- ☐ Do not touch electrical equipment if you are wet or standing in water.



### After (Recovery)

- ☐ Return home when local officials say it is safe.
- ☐ Avoid walking or driving through floodwaters.
- ☐ Do not eat any food that may have come into contact with flood water. If in doubt, throw it out.
- ☐ Remove all porous items that have been wet for more than 48 hours and that cannot be thoroughly cleaned and dried. These items can remain a source of mold growth and should be removed from the home.
- ☐ Check in with family and friends by texting or using social media.



# STRUCTURAL FIRE

## WHAT IT IS

Over 4,000 Americans die each year and 25,000 are injured in fires. Fire can start fast – in less than 30 seconds a small flame can turn into a major fire. It also spreads quickly, both vertically and across enclosed spaces. In five minutes a residence can be engulfed in flames. Moreover, even in areas without flames, smoke and heat can be lethal due to burns (exterior or to the throat and lungs), asphyxiation, disorientation, or simple panic.

## WHAT TO DO



### Before (Preparedness/ Mitigation)

- ❑ Install smoke alarms and change the batteries every six months.
- ❑ Have fire extinguishers on each floor in your house, in known and easy-to-grab locations, and know how to use them; be sure the extinguisher in your kitchen is designed for grease fires.
- ❑ Check that fire extinguishers are sufficiently pressurized every six months.
- ❑ Have and exercise a household evacuation plan that includes two ways to get out of each room in the event the primary way is blocked by fire or smoke.
- ❑ Be sure your wiring and circuit breaker box are up to code.
- ❑ Install GFCI outlets in all bathrooms, kitchens, and other areas where water may come into contact with electrical appliances.
- ❑ Have adequate homeowners or renters insurance.
- ❑ Inspect extension cords for frayed or exposed wiring or loose plugs.
- ❑ “Babyproof” electrical outlets.
- ❑ Get your chimney cleaned on a regular basis.
- ❑ Do not store used rags soaked with painting or cleaning chemicals.
- ❑ Do not keep spare fuel tanks (propane or gasoline) indoors, including in an attached garage.
- ❑ Do not smoke in bed.
- ❑ Be careful when using alternative heating sources (for example, space heaters). Never leave these heating sources unattended.
- ❑ Never use a device meant for cooking or outside use (for example, a camp stove or deep-fryer) as an interior heat source.

## KEY TERMS

- ▶ **Asphyxiation** is when a person is deprived of oxygen, which may lead to unconsciousness or death. It is the leading cause of death in house fires.
- ▶ A **First Degree Burn** is a superficial burn that produces redness.
- ▶ A **Second Degree Burn** is a partial-thickness burn that produces redness and blistering.
- ▶ A **Third Degree Burn** is a full-thickness burn that kills nerve endings and completely burns flesh. If there is a third degree burn, there will also be second and first degree burning around the burn site. Third degree burns over any considerable amount of a person’s body can be fatal.

- ❑ Never leave a burning candle unattended. Consider using battery-operated flameless candles.
- ❑ Learn First Aid.
- ❑ Refer to “Medical Emergency,” below.



### During (Response)

- ❑ Use a fire extinguisher to put out small fires. Never use water on an electrical or grease fire.
- ❑ If your clothes are on fire, “stop, drop, and roll” until the fire is extinguished.
- ❑ If you are escaping through a closed door, use the back of your hand to feel for heat.
- ❑ Crawl low under the smoke to your exit.
- ❑ Close doors behind you to delay the spread of fire.
- ❑ Do not gather valuables or use the phone while exiting a burning structure. Just get out.
- ❑ Once you are out safely, call 911.
- ❑ Once the fire department arrives on the scene, go to the first unit and tell them that all family members are out or accounted for including pets.
- ❑ Do not remain in a burning structure to save a pet that does not want to leave.



### After (Recovery)

- ❑ Seek medical attention as needed.
- ❑ Do not go back into a burning structure for any reason until authorities say it is safe to do so.
- ❑ Call your insurance agent.
- ❑ Contact your local disaster relief services if you need housing, food or a place to stay.
- ❑ In many cases, your home or the building you were residing in may be deemed a hazard and you may not be able to return for a lengthy period of time.

# POWER OUTAGE/ BLACKOUT

## WHAT IT IS

Power outages can be frustrating and troublesome when they last a short while, but they can be dangerous if they last days or longer – especially in very cold or hot weather, or for individuals with specialized medical needs. Outages can also be costly, as all the refrigerated or frozen food in a home is liable to spoil.

Outages may occur on their own, but more often they are a secondary effect of tornadoes, hurricanes, thunderstorms, winter storms, extreme heat (from system overload), or even deliberate acts such as an explosive or cyber attack. Some recent large-scale power outages were the result of grid-management software glitches, with no physical damage to components.

Depending on the primary hazard, damage unrelated to the outage may slow power restoration primarily due to downed trees or floodwaters blocking access.

## WHAT TO DO



### Before (Preparedness/ Mitigation)

- ❑ Sign up for Fairfax Alerts and have a battery or crank powered radio available.
- ❑ Back up all critical files on your computer.
- ❑ Consider purchasing a generator for your home – consult an electrician or engineer before purchasing and installing. Safely store an adequate supply of fuel for the generator.
- ❑ Unplug electrical equipment. Spikes and surges could occur as power is restored, damaging equipment.
- ❑ Fill a bucket or two as a water source and potentially for bathing and flushing the toilet – if municipal water pressure relies on electricity, pressure in the system may fail.
- ❑ Maintain a phone with an earpiece that connects by a cord to the receiver (not a wireless phone), and by wire to the wall; retain copper-wire phone service if you have the option (conventional phone service is not reliant on electrical power). If you switch to VoIP, be sure to purchase a battery backup.
- ❑ Charge cell phones and battery-powered devices you use regularly.



### During (Response)

- ❑ Report your outage. Never assume a neighbor has reported it.
- ❑ Use a flashlight only for emergency lighting.
- ❑ Never leave a burning candle unattended. Consider using battery-operated flameless candles.
- ❑ Unplug electrical equipment until a steady power supply returns.
- ❑ Only use generators away from your home and never run a generator inside a home or garage, or connect it to your home's electrical system.

## KEY TERMS

- ▶ A **Power Outage** is a state of electric power loss in a given area or section of a power grid. It could affect a single meter (house or building), a block, a circuit, or a system, depending on the extent of the damage and the root cause of the outage.
- ▶ A **Brownout** is indicated by voltage dropping in the system. It is characterized by the lights dimming.
- ▶ A **Blackout** is the total loss of power in a given area.

- ❑ Remember that your gas appliances will still work, even in a blackout, this includes gas ranges and grills. Do not attempt to use a gas furnace or hot water heater unless you are a licensed professional.
- ❑ Keep tabs on food storage/ food safety:
  - Do not open your refrigerator or freezer – they will remain cold longer this way.
  - If it is cold outside, consider putting your food outside to keep it cool.
  - How long your appliances stay cold will depend on their size, how full they are (a fuller cooler will stay cold longer), and how warm the air around them is; a refrigerator will warm up within a few hours; a freezer is typically OK for a full day or longer.
  - Once you decide to open the refrigerator or freezer, plan to eat everything you can as fast as you can – a thawing freezer and a backyard grill can be the foundation of an excellent neighborhood “freezer party.”
- ❑ If water pressure fails, a bucket of water dumped manually into a toilet will cause it to flush.



### After (Recovery)

- ❑ If power is restored, be certain it is steady before you plug equipment into it.
- ❑ Eliminate unnecessary travel especially by car as some traffic lights might be out and roads could be congested.
- ❑ Throw away any refrigerated food that has been exposed to temperatures 40° F or above for two hours or more, or that has an unusual odor, color, or texture. When in doubt, throw it out!



# MEDICAL EMERGENCY

## WHAT IT IS

A medical emergency is any acute injury or illness that poses an immediate risk to a person's life or long-term health. You can't predict accidents or illnesses, but you can prepare for a medical emergency.

Medical emergencies may happen on their own, or they may be a secondary impact of virtually every other hazard addressed in this Community Emergency Response Guide.

Some examples of medical emergencies are: difficulty breathing, fainting, chest pain or pressure, uncontrolled bleeding, coughing or vomiting blood, sudden severe pain, poisoning, or major injuries, such as broken bones, lacerations, burns, or puncture wounds.

## KEY TERMS

- ▶ **CPR** is short for cardiopulmonary resuscitation. CPR is an emergency procedure in which the heart and lungs are made to work by compressing the chest overlying the heart and forcing air into the lungs. It is used to maintain circulation when the heart has stopped pumping on its own. CPR courses are offered by many community organizations.
- ▶ **First Aid** refers to a course of basic injury-treatment and life-saving skills offered by many community organizations.
- ▶ An **Automated External Defibrillator** (AED) is a portable device that checks the heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm.
- ▶ **File of Life** is a form that you keep on your refrigerator door that provides emergency personnel critical medical and emergency-contact information in case you are unable to provide that information to them yourself.

## WHAT TO DO



### Before (Preparedness/ Mitigation)

- ❑ Know how to call or text 911.
- ❑ Keep well-stocked First Aid kits at home, at work and in your car.
- ❑ Put together a list of emergency contacts.
- ❑ Keep a list of medical conditions and medications with you at all times.
- ❑ Fill out a File of Life and put it on your refrigerator door.
- ❑ Learn the warning signs of medical emergencies.
- ❑ Participate in trainings such as CPR, First Aid, Basic Life Support (BLS), or Stop the Bleed to prepare yourself for emergencies.



### During (Response)

- ❑ Stay calm, and call 911. If you are trained, start CPR (cardiopulmonary resuscitation) or rescue breathing, if necessary.
- ❑ If you think you are having a medical emergency, seek immediate medical care.
- ❑ Gather as much information as possible about the circumstance, and call 911. Follow all the operator's instructions carefully. Stay on the line until the operator says it's OK to hang up.
- ❑ If you have only a brief time with the operator, make sure you share your address and your medical issue first.
- ❑ Call if you can, text if you can't. It is always preferred that you call 911 since it is a better way of exchanging information.



### After (Recovery)

- ❑ Review all your documentation to ensure your emergency contact and medical information are up to date.
- ❑ Educate others in your networks to better prepare your community.

# APPENDICES

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## Appendix A

# VOLUNTEER PROGRAMS/ OPPORTUNITIES (GET INVOLVED)





Many opportunities for training and preparedness are available to the public. Training and volunteer opportunities provide a valuable service to the community and an excellent foundation for knowledge of emergency preparedness. Some of those opportunities include:

## Office of Emergency Management

**Volunteer Corps:** The purpose of the Office of Emergency Management (OEM) Volunteer Corps is to make Fairfax County the most ready and resilient community in the world. OEM Volunteer Corps Volunteers will educate the public in emergency management and disaster preparedness throughout the whole community.

**American Red Cross.** The American Red Cross in the National Capital Region offers training on CPR, First Aid, and numerous other skills. The Red Cross also provides volunteer opportunities to help respond to and recover from emergencies. Visit [www.redcross.org/dc/Washington](http://www.redcross.org/dc/Washington) for more information.

## Core Programs:

### Community Emergency Response

**Team:** CERT trains people in neighborhoods, workplaces, and schools in basic disaster response skills, such as fire suppression and Search and Rescue. It helps Fairfax County residents take a more active role in emergency preparedness.

**Fire Corps:** Fire Corps volunteers are trained to perform non-operational administrative duties at the Fairfax County Fire and Rescue Department and at volunteer fire stations.

**Volunteers in Police Service:** The Fairfax County Police Department offers the opportunity to join Volunteers in Police Service (VIPS), which provides support for the police department by incorporating volunteers so that law enforcement professionals have more time for front line duty. VIPS includes auxiliary police officers, administrative volunteers and the Citizen's Police Academy.



## Fairfax County

### Citizen Corps:

The purpose of the Fairfax

County Citizen Corps is to harness the power of every individual through education, training and volunteer service to make communities safe, stronger and better prepared to respond to the threats of terrorism, crime, public health issues and disasters of all kinds. The Citizen Corps builds on community strengths and develops action plans to involve the whole community, including local businesses. Visit [www.fairfaxcounty.gov/emergencymanagement/volunteer](http://www.fairfaxcounty.gov/emergencymanagement/volunteer)

### Medical Reserve Corps:

The Medical Reserve Corps (MRC) provides training and volunteer opportunities through the Fairfax County Health Department. It is composed of medical and non-medical volunteers trained to assist the community in dispensing medication and other services during public health emergencies.

**Neighborhood Watch:** Neighborhood Watch brings residents and law enforcement together to reduce crime and improve the quality of life in our neighborhoods. Volunteers may join an existing group or establish one in their neighborhood.

### Emergency Management Institute:

The Emergency Management Institute (EMI) is one of the Federal Emergency Management Agency's (FEMA) official training programs and offers a variety of free independent study classes. Learn more at [www.training.fema.gov](http://www.training.fema.gov).



## Appendix B

# DEVELOPING YOUR FAMILY PREPAREDNESS PLAN



This template is for private, non-governmental use. Fairfax County does not access, collect, maintain or disseminate any information entered on this template. If you fill out this form electronically, data entered during your current session will not be saved automatically. If you need to stop working on your plan, please make sure to save your work. If you need assistance completing this plan, please contact the Fairfax County Office of Emergency Management at 571-350-1000.

## Section 1 – Plan to Stay in Touch

### Primary Residence

Address:

Suite / Apartment #:

City / State / Zip Code:

Phone:

E-mail:

### Family Member or Occupants at the Primary Residence

First and Last Name:

Cell Phone:

Home Phone:

E-mail:

Social Media Contacts:

Birth Date:

[Click to add additional occupants]



**Pets or Service Animals that Reside at the Primary Residence**

Pet Name:

Breed/Type (dog/cat/other):

Veterinarian (Vet) Name:

Vet Phone Number:

Vet Address:

[Click to add additional pets]

**IMPORTANT CONTACTS**

Having a communications plan is essential to making sure family and friends know how to contact each other before, during and after a disaster.

**Relationship: Distant Family**

Name:

Phone:

**Relationship: Doctor**

Name:

Phone:

**Relationship: Work**

Name:

Phone:

**Relationship: School**

Name:

Phone:

[Click to add additional contacts]

If you or a family member have a disability or access and functional need or medical need, be sure to include contact information for service providers (therapy, food suppliers, oxygen supplier, etc.) needed in case the emergency lasts longer than three days.

## Relationship: Caregiver

Name:

Phone:

## Relationship: Medical Service

Name:

Phone:

## Relationship: Other Services

Name:

Phone:

## Relationship: Transportation

Name:

Phone:

## Relationship: Service Animal

Name:

Phone:

[Click to add additional contacts or medical information]





LOCAL EMERGENCY & INSURANCE CONTACTS

Fire/Police/Emergency Medical

Phone: 9-1-1

Poison Control

Phone:

Local Insurance Provider

Phone:

[Click to add additional emergency numbers]

## Section 2 – Plan to Meet up or Shelter

You will need to designate two meeting places in case the emergency occurs while the family is in different locations - one is for local events such as a house fire or a local storm, the other is for an out-of-town meeting place in case of a regional disaster.

### Local Meeting Place (a neighbor or local store)

Address and Description of Location:

Phone:

### Out of Town Meeting Place (a relative's or family friend's house)

Address and Description of Location:

Phone:



### Section 3 – Make a Survival Kit

If a catastrophic event occurs in your area, the Federal Emergency Management Agency (FEMA) recommends that all citizens be prepared to shelter in their home for a minimum of three days. The following checklist is a guide for developing a survival kit for your family. In the event you have to evacuate, we suggest using a container that has wheels or a backpack for the storage of your survival item in order to keep your hands free.

Check the item below when added to the kit

- ☐ Water: at least 1-gallon per person, per day
- ☐ Canned Food (and manual can opener), energy bars
- ☐ Pet Food/water/waste bags
- ☐ Garbage bags/sanitizing towels
- ☐ NOAA weather radio/batteries
- ☐ Medical/prescriptions/adaptive devices
- ☐ Tools/pliers/wrenches
- ☐ Flashlights/batteries/matches/whistles
- ☐ Cell phone charging devices
- ☐ Copies of Insurance, bank accounts, licenses (critical documents)
- ☐ Blankets/change of clothes
- ☐ Baby items (clothes/diapers/food/toys)
- ☐ Entertainment items (books/games for children)
- ☐ Comfort food
- ☐ Other family-specific items

Remember, for perishable items such as water, food and batteries, please rotate with fresh supplies on a regular basis, once or twice a year.

## Section 4 – Plan to Share and Practice

### Share

After your family plan is complete, please print several copies and place them in key locations, such as at work, at home, or with a relative or trusted friend. Additionally, a copy of the communication sheet should be added to your child's school backpack in case the emergency occurs during school hours.

### Practice

Practice the plan as a family. Make sure your children know what to do, where to go, and who to call for help. If you or a family member has a disability and use a personal care assistant, be sure to include your caregivers in your practice drill. Practice your plan at least once a year, and at different times and in different weather conditions.



## Appendix C

# DEVELOPING YOUR BUSINESS PREPAREDNESS PLAN



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## Section 1 – Plan to Stay in Business

Business Name:

Address:

City / State / Zip Code:

Phone:

If this location is not accessible we will operate from the location below.

Business Name:

Address:

City, State, Zip Code:

Phone:

Our Business Online:

Twitter:

Facebook:

LinkedIn:



The following person is our primary crisis manager and will serve as the company spokesperson in an emergency.

Primary Emergency Contact:

Phone:

Alternative Phone:

E-mail:

If the person is unable to manage the crisis, the person below will succeed in management:

Secondary Emergency Contact:

Phone:

Alternative Phone:

E-mail:

The following natural and man-made disasters could impact our business:

Emergency Planning Team

The following people will participate in emergency planning and crisis management.

## We Plan to Coordinate with Others

The following people from neighboring businesses and our building management will participate on our emergency planning team.

--	--	--

## Our Critical Operations

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster.

Operation / Staff in Charge / Action Plan

--	--	--



Suppliers

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name:	
Street Address:	
City / State / Zip Code:	
Phone:	
E-mail:	
Contact Name:	
Account Number:	
Materials / Service Provided:	

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name:	
Street Address:	
City / State / Zip Code:	
Phone:	
E-mail:	
Contact Name:	
Account Number:	
Materials / Service Provided:	

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name:

Street Address:

City / State / Zip Code:

Phone:

E-mail:

Contact Name:

Account Number:

Materials / Service Provided:

## Cyber Security

To protect our computer hardware, we will:

To protect our computer software, we will:

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



**Records Back-Up**

Point of contact responsible for backing up our critical records including payroll and accounting systems:

Back-up records including a copy of this plan, site maps, insurance policies, bank account records and computer back-ups are stored onsite:

Another set of back-up records is stored at the following off-site location:

If our accounting and payroll records are destroyed, we will provide for continuity in the following ways:

## Section 2 – Emergency Contact and Communications Plan

### Emergency Contact Information

Dial 9-1-1 in an Emergency.

Poison Control:

Insurance Provider:

### Communications

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

In the event of a disaster we will communicate with employees in the following way:



The following is a list of our employees and their individual emergency contact information:

## Section 3 – Evacuation Plan

### Evacuation Plan for Location:

If we must leave the workplace quickly:

1. Warning System:

We will test the warning system and record results  times a year.

2. Assembly Site:

3. Assembly Site Manager & Alternate:



a. Responsibilities Include:

4. Shut Down Manager & Alternate:

a. Responsibilities Include:

5. Name of POC responsible for issuing all clear:

### Evacuation Checklist:

- ☐ We have developed these plans in collaboration with neighboring businesses and building owners to avoid confusion or gridlock.
- ☐ We have located, copied and posted building and site maps.
- ☐ Exits are clearly marked.
- ☐ We will practice evacuation procedures  times a year.



Section 4 – Shelter-in-Place Plan

Shelter-in-Place for Location:

If we must take shelter quickly (things to consider):

1. Warning System:

We will test the warning system and record results  times a year.

2. Storm Shelter Location:

3. “Seal the Room“ Shelter Location:

4. Shelter Location & Alternate:

a. Responsibilities Include:

5. Shut Down Manager & Alternate:

a. Responsibilities Include:

6. POC responsible for issuing the all clear:

Shelter-in-Place Checklist:

- ☐ We have talked to co-workers about which emergency supplies, if any, the company will provide in the shelter location and which supplies individuals might consider keeping in a portable kit personalized for individual needs.
- ☐ We have located, copied and posted building and site maps.
- ☐ We will practice shelter procedures  times a year.

## Section 5 – Plan to Share, Practice, Train and Review

### Share

When you have completed your plan, please print several copies and place them in key locations around the workplace, at the alternate work site, and ask emergency planning team to keep a copy at home.

### Practice

You need to train and practice with your staff on how to complete assigned responsibilities. Make sure to use the training & review section below. Once your staff is trained, you should conduct an exercise to test your staff's ability to respond to the emergency.

Training & Review Dates:

Date:

Type of Training/Review:

Personnel Activated:

[Click to add additional training / reviews]

### Review Dates

Identify when your business reviews your plan, note the modifications made, and when it was saved to a back-up server.

Date of Review:

Modifications:

Date Saved to Server:

[Click to add additional Reviews]



## Appendix D

# 5 STEPS TO NEIGHBORHOOD PREPAREDNESS (HOW TO)





# 5 Steps to Neighborhood Preparedness



## 5 Steps to Neighborhood Preparedness

**We never think a disaster will strike our neighborhood or at least we hope it won't! However, it is not a question of if one will happen, but when.**

Find out what you can do to help make your neighborhood better able to meet disasters head on and bounce back afterwards.

Use this Guide and accompanying Toolkit to build a disaster plan for your neighborhood.

Remember, you are not on your own. Fairfax County and its partner agencies and organizations have plans and resources

ready to help! But, with over 1.1 million people in the County, rescuers may not be able to provide immediate support to every neighborhood in need. Neighbors should be prepared to help themselves for several days to weeks depending on the size of the disaster.

Being prepared also means **neighbor helping neighbor**. Be sure to include:

- ✓ Neighbors with disabilities and others of all ages who may need help following a disaster
- ✓ Neighbors who have reduced ability or inability to see, read, walk, speak, hear, learn, remember, understand and/or respond

✓ Neighbors with visible disabilities such as wheelchair users, people who are blind, and those with hidden needs and disability such as heart conditions, respiratory conditions, emotional or mental health conditions, arthritis, significant allergies, asthma, and/or chemical and other environmental sensitivities

✓ Individuals who may lack transportation, single working parents, and those who may have limited or no ability to speak, read, or understand English and will need translated information



## NEIGHBORHOOD DISASTER PLANNING IN 5 EASY STEPS

1

**DEFINE YOUR AREA.**

Identify a manageable area, your apartment building, one city block, a few small surrounding streets, etc., that you can organize with relative ease.

2

**RECRUIT LEADERS.**

Develop a team of leaders who can help build the plan and carry out emergency support activities when the time comes.

3

**SCOUT YOUR AREA.**

Get to know the lay of the land: what resources you have, what the landscape is, and disasters or other emergencies common to your area.

4

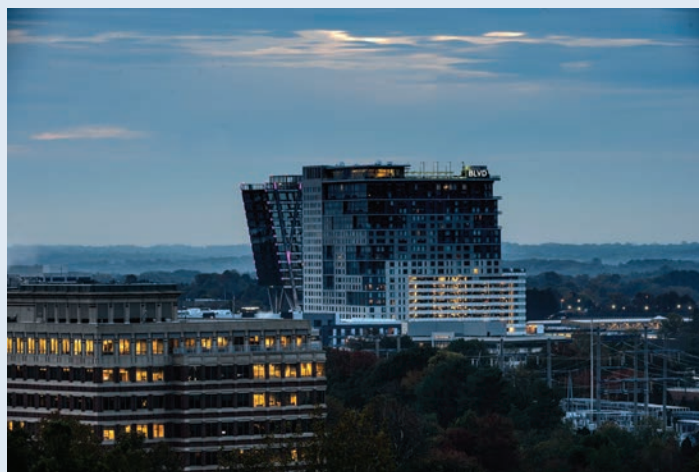
**BUILD YOUR TEAM.**

Find out who lives in your area, how they can help in a disaster, and who may need extra help.

5

**PLAN YOUR APPROACH.**

Create a plan that outlines what your neighborhood will do before, during, and after a disaster!

*Reston*

## STEP 1: DEFINE YOUR AREA

Clifton



### STEP 1 DEFINE YOUR AREA

From Tysons Corner to Annandale, our County is comprised of many different neighborhoods and communities.

In order for you to develop a disaster plan for your neighborhood, it is important to define the area that your plan will cover.

Here are a few questions to consider:

- ✓ What size area would be easy for you and a small team to manage? **25 to 40 households is the ideal size**
- ✓ Work within existing organized groups and networks when available (like neighborhood watch programs, etc.)

- ✓ Will you be able to easily communicate with everyone? What languages are commonly spoken?
- ✓ Will the area allow you to practice "neighbor helping neighbor" so that you can quickly identify who needs help and provide it?
- ✓ If your area is larger than 40 households, divide it into smaller areas with a "block captain" for each block (this is called area command)

Make sure that you make note of these:

- ✓ The number of homes, businesses, schools, churches, and other buildings in the area
- ✓ The number of people in the area
- ✓ The roads and other entrance and exit points, hills, and waterways

**Next**, chart your defined area on a map.

**TIP:** The easiest way to accomplish Step #1 is to walk your neighborhood, gathering this information.

## STEP 2: RECRUIT LEADERS

Mosaic District

STEP 2  
RECRUIT LEADERS

Once you know the area that your disaster plan will cover, it is time to identify leaders! Here is what to look for:

**People with training and experience such as:**

- ✓ Community Emergency Response Teams (CERT) or those active in neighborhood watch.
- ✓ Neighborhood councils, human services, clergy or business leaders.

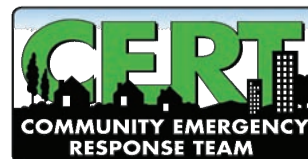
- ✓ Police, fire, or military, health care personnel.
- ✓ Those with experience providing care for persons with disabilities or those who may need help following a disaster.

**Do you need two leaders or ten?**

- ✓ Are there a lot of people in one area of the neighborhood? Are buildings spread out?
- ✓ Match the number of leaders with the number of people who need to be led! The ideal team size is 3-7 persons.

Here are some ideas for finding and keeping leaders for your Neighborhood Disaster Plan:

- ✓ Talk with them, face to face, at community events, meetings, and when you see them day-to-day.
- ✓ Post messages on social media, neighborhood groups, and other networking websites.



**TIP: Get to know CERT! Community Emergency Response Team training prepares communities for disasters and it is free!**



STEP 3: SCOUT YOUR AREA

STEP 3  
SCOUT YOUR AREA

3.1 THREATS AND RISKS

Get to know what disasters or other emergencies your neighborhood might experience. Here are some helpful hints:

**Identify the threats.**  
Earthquakes, power outages, extreme weather, and disease outbreaks happen everywhere, but tsunamis, landslides, and floods only happen in some places. List the threats that might occur in your neighborhood.

**Rate the risk.** Is the disaster very likely, somewhat likely, or not very likely to occur?

**Assess the risk.**  
How vulnerable is your neighborhood to injuries, death or property damage? Classify these risks as high, medium or low. Use the directions under *Likelihood of Occurrence* and *Level of Impact* to assess your risks.

**Likelihood of Occurrence.**  
Almost Certain:  
Greater than 90% chance

Likely:  
50 – 90% chance

Moderate:  
10 – 50% chance

Unlikely:  
3 – 10% chance

Rare:  
3% chance or less

**Level of Impact.**  
Minor:  
Some disruption of service possible. Little or no property damage, personal injury, injuries, or fatalities.

Moderate:  
Disruption of some services. Minimum property damage, injury, and loss of life.

Major:  
Many services disrupted and/or structures severely damaged. Multiple people injured and significant loss of life.

Use a table like the one below to list these threats and risks.

THREAT	LIKELIHOOD OF OCCURRENCE	LEVEL OF IMPACT (HIGH, MEDIUM, LOW)

## STEP 3: SCOUT YOUR AREA

**3.2 NEIGHBORHOOD SPECIFIC HAZARDS**

Fairfax County is subject to many disasters. Examples include:

**Fires.** Especially risky if buildings are closely spaced or near thick brush. Fires can come from broken or leaky gas lines too!

**Earthquakes.** Every Fairfax County neighborhood is at risk of an earthquake.

**Ice/Snow.** Every neighborhood is at risk of an ice/snow event, even one of catastrophic proportions.

**Flooding.** Flooding may result from overflowing waterways, dam failures, heavy rains, or clogged storm drains.

**Tornadoes.** All areas in our County are subject to tornadoes.

**Electricity, Water, and Telephone Service.** These utilities may not be available for long periods after a disaster.

**Chemical Emergencies.** Industrial, freeway, railway, or broken pipeline accidents can cause chemical or hazardous material release.

**Disease Outbreak.** Outbreaks can result in many people becoming ill and disrupt key services.

**Extreme Heat and Cold.** Children, older adults, and people with certain types of disabilities or some chronic conditions are more affected when it is very hot or very cold.

**Terrorist Attack.** Many areas have potential targets for a terrorist attacks like schools, sports settings, or metro stations.

**Severe Weather.** The County is also subject to very high winds, hail, and thunderstorms.

**Local Hazards.** Be sure to identify hazards and risks that may be specific to your neighborhood, such as overhead electrical transmission lines, natural gas pipelines, chemical storage tanks, and other localized threats.

*Dunn Loring*



STEP 3: SCOUT YOUR AREA



Fire Station 40

3.3 NEIGHBORHOOD ASSETS

Next, identify neighborhood assets. This includes anyone or anything that would be useful in responding to, or recovering from a disaster. Here are examples:

- ✓ Neighborhood emergency supplies
- ✓ Physical places like parks, schools, hospitals, and fire stations
- ✓ Organizations like neighborhood clubs, fraternal organizations, radio clubs, local military organizations, and disability service providers
- ✓ Persons trained in CERT, medical care, First Aid, Search and Rescue, carpentry, plumbing, or crisis counseling
- ✓ Businesses inside or close to the area that might be able to provide supplies or equipment
- ✓ Equipment and supplies for clearing debris, boats for rescue during floods, communication equipment, First Aid supplies, generators and other items useful during or after a disaster
- ✓ Evacuation resources, like accessible vehicles

OK, and how do we identify them?

Make a list of threats and risks to the community, and identify which assets your neighborhood would need in a disaster. Identify if the asset is vulnerable to damage and what can be done to reduce vulnerability. Be sure to list the location and contact information if applicable. Here is an example of a table that you can use:

ASSET TYPE	ASSET DESCRIPTION	ASSET LOCATION	ASSET CONTACT INFORMATION (24/7)



## STEP 3: SCOUT YOUR AREA

**3.4 DESIGN A MAP OF YOUR NEIGHBORHOOD**

Use an online mapping tool or other easy-to-obtain source. Make a sketch of your neighborhood. The free websites [earth.google.com](http://earth.google.com) or [maps.yahoo.com](http://maps.yahoo.com) may be useful.

On your sketch, show streets, blocks, and house/building lots. Show units and floors for apartment or multi-unit buildings. Number the lots sequentially (1,2,3). Include all address numbers and the names of occupants for each lot.

Contact information will be checked and updated if needed in Step 4. Include:

- ✓ All area entrance/exit routes that are accessible by foot, wheelchair/scooter, and car
- ✓ A Neighborhood Gathering Place (see next section)
- ✓ A location where the injured can be given First Aid or assessed for medical treatment
- ✓ Possible barriers that could make entry/exit difficult (e.g., fallen over/under passes, trees, or power lines)

✓ Neighbors who may need extra help following a disaster with seeing, reading, walking, speaking, hearing, remembering, understanding, and/or responding

*Dunn Loring*



## STEP 3: SCOUT YOUR AREA



Tysons Corner

### 3.5 NEIGHBORHOOD GATHERING PLACE

This is a space for neighbors to organize response activities. Pick one large central area (e.g., park, recreation area, porch) to gather and organize the next steps in your neighborhood's response plan. Here is what to look for when identifying a possible Neighborhood Gathering Place:

- ✓ Easily seen so others will know this as the main gathering point
- ✓ Set in an area that is easy for everyone to get to
- ✓ Safe from flood, fire, fallen trees and power lines
- ✓ Has nearby accessible toilet facilities
- ✓ Well lit in case of night evacuation
- ✓ Can accommodate service animals and pets
- ✓ Big enough for planned number of persons and vehicles
- ✓ Is accessible to children and adults with disabilities

### 3.6 TRIAGE AREA

This is a place where people injured can be given First Aid or evaluated for medical treatment.

## STEP 4: BUILD YOUR TEAM

STEP 4  
BUILD YOUR TEAM

The most important resources you have are one another! Follow these easy activities to build your team.

**Form a Group.** Make sure it represents the diversity in your neighborhood and includes homeowners, families, businesses, houses of worship, nonprofits, schools, and local organizations **in your defined area.**

Actively include people with disabilities and others who may need help after a disaster.

Your team should include CERT trained neighbors and can include those not CERT trained.

Also, determine if there are human service organizations; disability service providers; or residential, community care, and assisted living facilities in your neighborhood. If so, invite them to join the planning process and discuss how you may be able to help each other.

*Huntley Meadows*





## STEP 4: BUILD YOUR TEAM

**Hold a meeting.** Ask the leaders you identified in Step 2 to get the word out about the meeting. Make sure that all households are personally invited. Also invite local Fire and Law Enforcement. Use the Facilitator Guide to facilitate the meeting.

Key meeting activities are:

- ✓ Review *5 Steps to Neighborhood Preparedness*.
- ✓ Identify the skills and equipment each neighbor has that are useful in disaster response.
- ✓ Identify spoken languages and American Sign Language use in the area.

**Encourage neighbors to attend the meeting.** A personal invitation is the best way to invite neighbors. Here are a few more ideas:

- ✓ Prepare a flyer (see flyer template in the Toolkit).
- ✓ Build a "Be Prepared" page on your neighborhood website.
- ✓ Set up a Facebook or Twitter page or piggy back off of a site with a larger "following."
- ✓ Develop email lists of community leaders and organizations.
- ✓ Enlist community, business or homeowner organizations.

Using the chart you created in Step 3, write the following for each household/facility:

- ✓ Phone, email, text, special skills, resources, number of adults/children, pets/animals/service animals, persons who may need additional assistance.
- ✓ Create a phone tree or "notification chart" through which people contact each other to relay news.
- ✓ Walk the area at the end of the meeting to verify your sketch.

**TIP:** Use the same phone tree, text and communications system to notify neighbors door to door. If your neighborhood is larger, have block captains lead this.



Clifton

## STEP 5: PLAN YOUR APPROACH



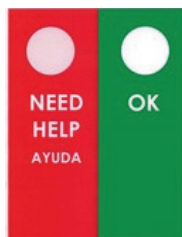
Fairfax Government Center

STEP 5  
PLAN YOUR APPROACH5.1 PROTECT YOURSELVES AND  
YOUR PLACE

Before you do anything else, make sure that everyone is OK where you are. Once you have confirmed everyone's safety, prepare to go to the Neighborhood Gathering Place. Wear protective gear if you have it – a hardhat or bicycle helmet, steel-toe or other sturdy shoes, and leather or sturdy gloves. **Keep these items together in an easy-to-access location.**

Post the **OK/Help** hanger on your front door or window so that it can be easily seen from the sidewalk or street. The red

side means that you need help; the green side means you are OK. It is for use only after a disaster when 9-1-1 help is unavailable.



Shut off the gas only if you smell gas. If it does not have an automatic shut-off, turn the valve so that the "bar" is perpendicular to the gas line. Keep a wrench wired to the gas meter and know the location of water shut-off valves.

Proceed to the Neighborhood Gathering Place.

Once you arrive at the Neighborhood Gathering Place, the first task is to get organized.

**Select a leader to direct the overall effort.**

**Develop an Action Plan.**

Decide what you want to do, how you plan to do it, and what timeframe you are going to do it in.

**Organize into teams,** with a Team Leader for each team. Each team should have 3-7 people and a Team Leader.

**TIP: As needed, shut off main valves to your water and gas.** Shut off the gas by turning the valve so that the "bar" is perpendicular to the gas line. Keep a wrench wired to the gas meter and know the location of water shut-off valves.

STEP 5: PLAN YOUR APPROACH

A practice used by first responders and CERT is to organize using the Incident Command System (ICS). The chart below is an example. The **Incident Commander** is the leader. He/she is responsible for deciding what is to be done. **Operations** carries out the decided actions. **Logistics** coordinates resources (transportation, people, supplies). **Planning and Intelligence** monitors information coming in and plans for future activities. Teams include:

**Search & Rescue Team.** This team will look for the **OK/Help** signs, as well as check on those listed as needing extra help. They begin with a damage assessment to identify hazard areas and prioritize Search & Rescue operations. Ideal members have completed CERT Search & Rescue training.

**Care Teams.** Care Teams can consist of the **Triage Team** – those who determine the priority that injured survivors will receive care; the **Treatment Team** – those who tend to the injured; the **Morgue Team** – those who manage the deceased; and the **Care Center Team** – those who provide extra care during the disaster. Members of these teams ideally have experience in healthcare.

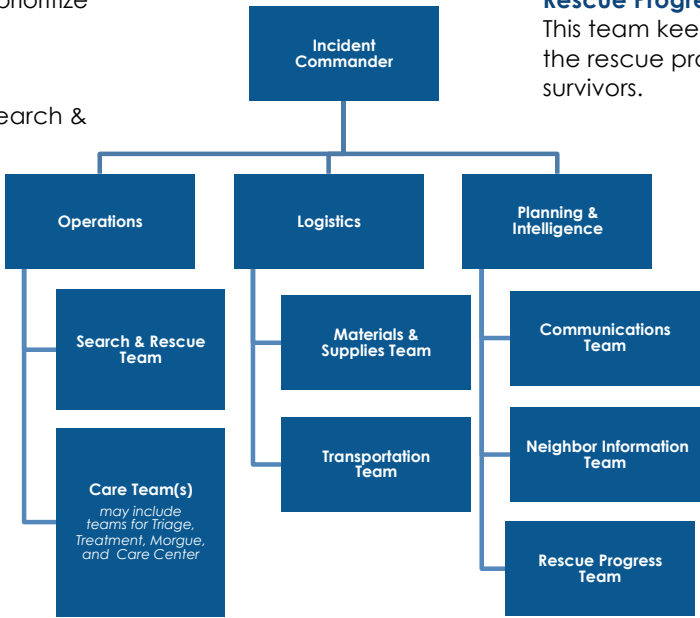
**Materials & Supplies Team.** This team coordinates needed materials and supplies from within the neighborhood.

**Transportation Team.** This team coordinates transportation of supplies, equipment and people.

**Communications Team.** The Communications Team listens to the Emergency Alert System, Family Radio Service (FRS)/ham radio, and/or National Weather Radio. The Communications Team is responsible for communicating information *within* the neighborhood, and to/from the neighborhood and first responders and other County agencies (like fire and police).

**Neighbor Information Team.** This team coordinates information about survivors and relays information about rescue progress and survivor status (injured, missing, etc.) from the Command Post to the Care Center.

**Rescue Progress Team.** This team keeps track of the rescue progress of survivors.



*TIP: Assign team roles based on the needs of the disaster and the people who you have. You may not need to fill all of these roles for each incident.*



## STEP 5: PLAN YOUR APPROACH

## 5.2 COMMUNICATIONS

Be sure to notify first responders via 9-1-1 or text 9-1-1 if you need emergency help! During a disaster, Fairfax County will keep the community informed using public and other media. Here are examples of sources:

**Fairfax County ARES.**

Licensed amateurs who have voluntarily registered their qualifications and equipment, for communications duty in the public service when disaster strikes. Information can be found at [ffxares.org/](http://ffxares.org/)

**Internet.** Fairfax County provides emergency information through the Emergency Blog, [fairfaxcountyemergency.wordpress.com/](http://fairfaxcountyemergency.wordpress.com/)

**Telephones.** If you need to call someone, keep the conversation brief to so that others may also contact loved ones or rescue personnel.

**Public and commercial media.**

Television, radio, and satellite will transmit emergency alert messages. Your car radio might be the easiest way to listen to emergency broadcasts.

**Fairfax Alerts.** The official mass notification system used to send voice messages, text messages and email messages to residents and businesses during times of emergencies and disasters. Notifying the public when a disaster strikes might be the one and only safeguard the public can count on to save their lives and protect their property. [www.fairfaxcounty.gov/alerts](http://www.fairfaxcounty.gov/alerts)

**Emergency Alert System.**

Messages will be broadcast to the public via radio and television stations. These are voice messages with text scrolling on a television screen.

Oak Marr

**Safe and Well Website**

Encourage neighbors to register on the Red Cross "Safe and Well" website <<https://safeandwell.communityos.org/cms/index.php>>, or other form of social media, to let friends and family know they're OK.



## STEP 5: PLAN YOUR APPROACH



*Mosaic District*

### 5.3 PUT IT IN WRITING

The next step is for you to put the plan in writing! A detailed description of the make up of the plan is provided here. Feel free to increase or decrease the scope of the plan as needed.

**Use the Plan template on the 5 Steps website; just fill in the blanks.**

**Basic Plan.** Should include threats, risks, your neighborhood sketch, and your basic approach to response.

**Support Annexes.** "Support Annexes" provide the added detail that go beyond the Basic Plan. They outline specific tasks, such as how communication will be carried out during and following a disaster.

**You and your neighbors decide which annexes you need.**

Other Annexes may include:

- ✓ **Shelter-in-Place.** Following a disaster, local authorities may determine that it is safer for individuals and families to remain in their places of residence, or "shelter-in-place". This Annex details how neighborhood members will support each other if required to shelter-in-place for an extended period.

- ✓ **Mitigation.** Address ways that you can lessen the impact of disasters. Neighborhoods can establish "neighbor helping neighbor" programs for delivering food, medicine and water to people that are unable to get these items on their own.

- ✓ **Evacuation.** If an evacuation is called for, police and fire departments will use multiple means of communications to notify residents. Everyone should follow directions about which evacuation routes should be used. An evacuation section of the plan would describe how the neighborhood would assist authorities in an evacuation.

## STEP 5: PLAN YOUR APPROACH

**Hazard Specific Annexes.**

Hazard Specific Annexes describe how the neighborhood will respond to fires, earthquakes, floods, and other threats.

**Emergency Door Hanger.**

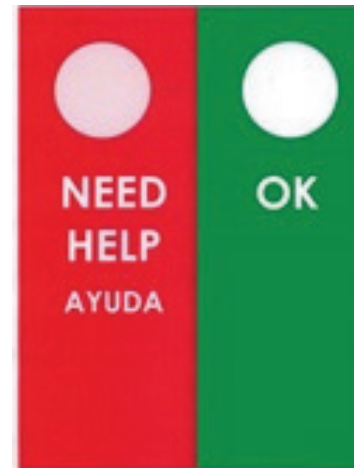
Fairfax County has created emergency door hangers that can be used to notify neighbors and local responders that you need assistance. Following a disaster, hang the green side of the door hanger facing out if you are OK. If you need assistance, hang the red side of the door hanger facing out.

**Review the plan with your neighbors.**

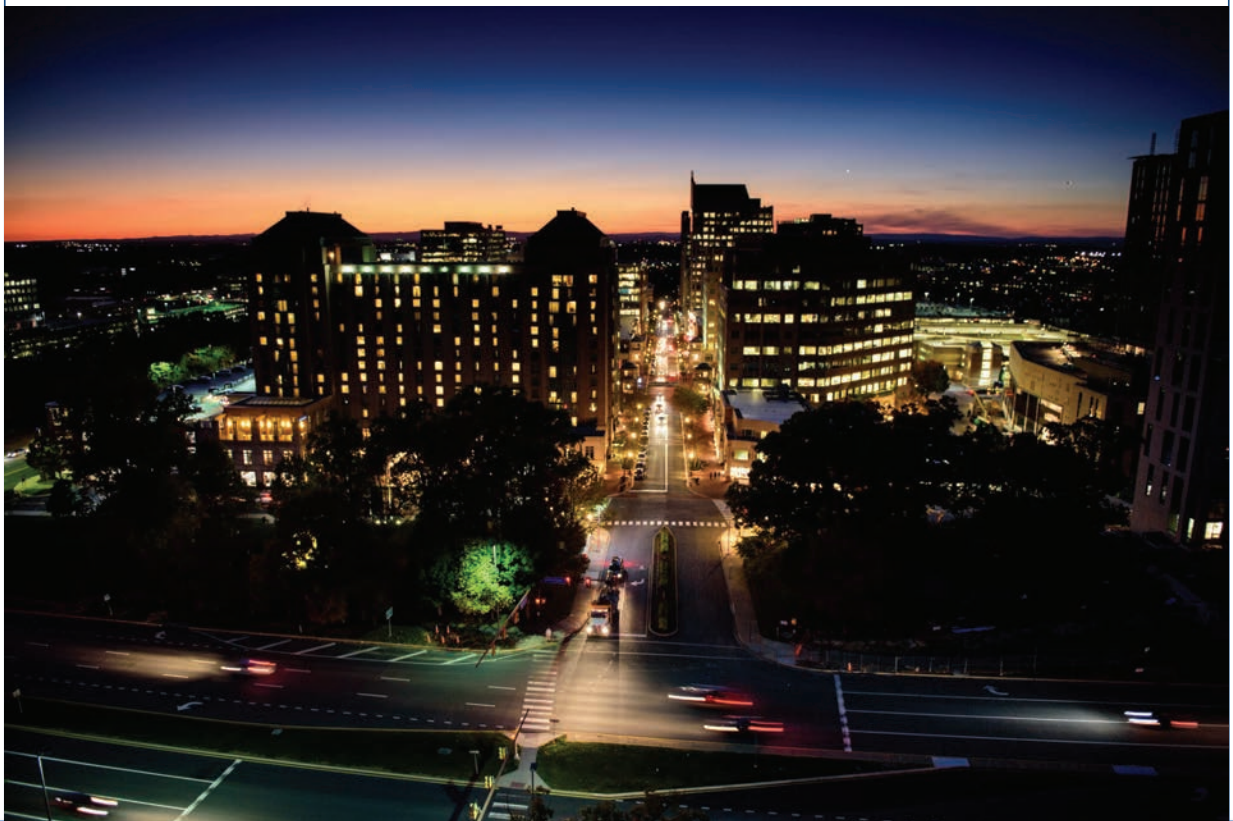
Once your plan is drafted, hold a meeting with other members of the community, ask them for feedback on the plan, and make any needed changes.

Make it available in languages commonly spoken in the neighborhood via email, a neighborhood website, or offer to read it or explain it to people unable to read.

Hold meetings regularly to review, revise, exercise, and update your plan. Do this at least once annually.



*Reston*





## Appendix E

# 5 STEPS TO COMMUNITY PREPAREDNESS: NEIGHBORHOOD DISASTER PLAN TEMPLATE



This template is for private, non-governmental use. Fairfax County does not access, collect, maintain or disseminate any information entered on this template. If you fill out this form electronically, data entered during your current session will not be saved automatically. If you need to stop working on your plan, please make sure to save your work. If you need assistance completing this plan, please contact the Fairfax County Office of Emergency Management at 571-350-1000.

## Neighborhood Disaster Plan Template

[Insert neighborhood name]

[Insert plan version number]

[Insert date of last revision]



## Template Instructions

This Neighborhood Disaster Plan Template is meant to serve as a framework for planners to build or refine a disaster plan for their neighborhood. This helpful resource provides direction [in brackets] where you can add neighborhood specific information.

This template is a simple tool that may be used in conjunction with the *5 Steps to Neighborhood Preparedness*, which is a robust resource that contains detailed information regarding the type of information that should be included in a neighborhood disaster plan.



## Plan Maintenance

### Plan Maintenance and Update

is responsible for maintenance and update of the plan. The plan will be updated annually and in response to lessons learned from exercises or actual disasters.

### Plan Distribution

Printed copies of the initial plan and any future updates will be distributed to all residences of the area for which this plan was developed.

The plan will also be posted on the  website.

### Plan Modification Register

Changes made to the plan are reflected below.

Description of Change	Page Number	Date of Change	Authorized Signature
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Acknowledgments

[Include information regarding the people, agencies, and organizations that were involved in the development of your neighborhood disaster plan.]

This plan was developed by members of the (Name neighborhood council, or other group(s):

The following people participated in development of the plan (List Name & Organization):

(Name)	(Organization)

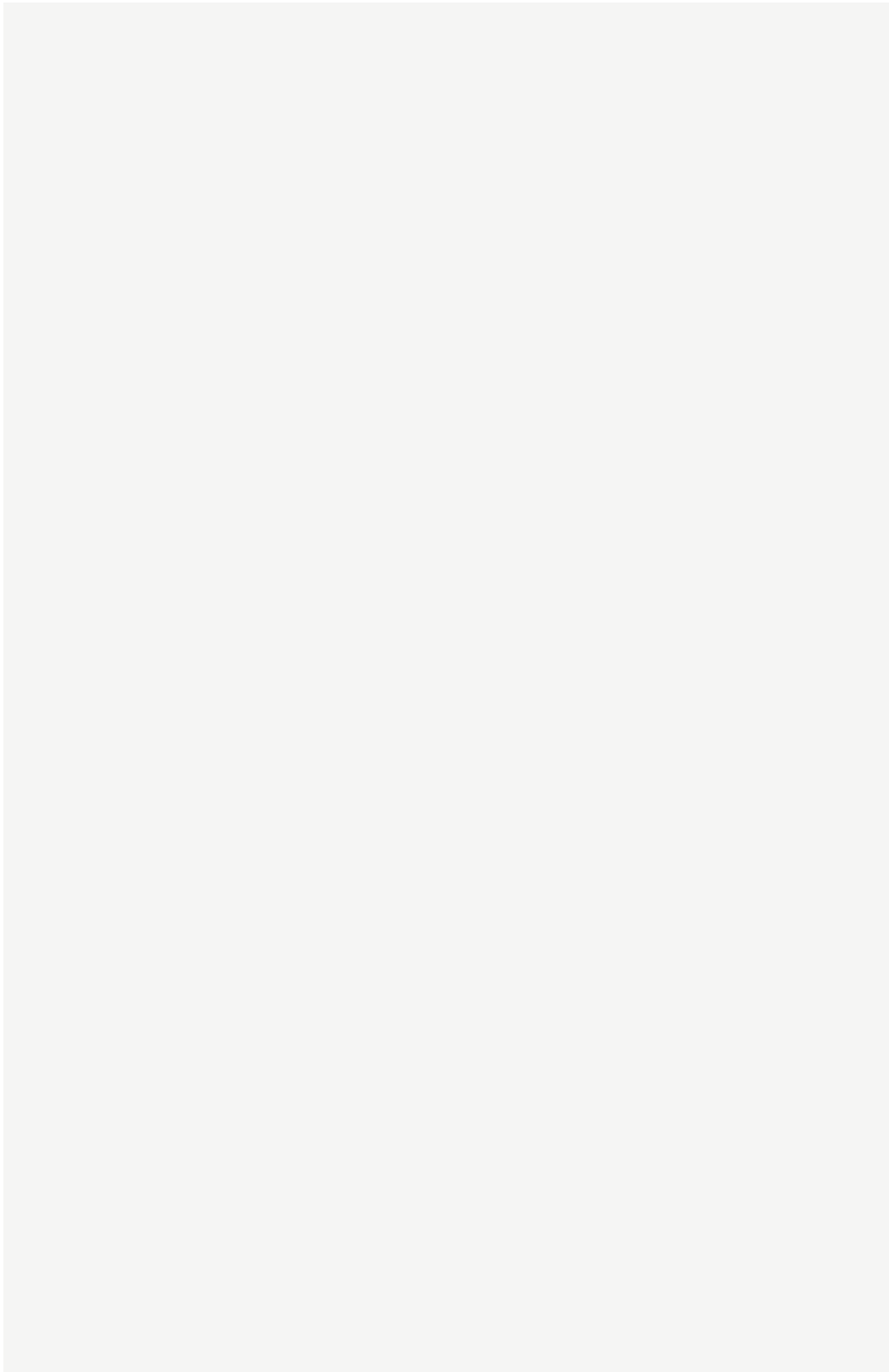
The plan was completed on:

(Month, year)

(Signature of Chair, or Leader of plan development team)

## Table of Contents

[Insert a table of contents once the plan is complete.]





# 1. Introduction

## 1.1 Background

As community members, we recognize that preparing for disasters and catastrophic events is not a luxury, it is an imperative. It is often said that disasters are not a matter of “if”, but “when”.

[Insert information about the area covered by the plan, the Board of Supervisor district, and the locations of the nearest fire station, police station, and hospital.]

## 1.2 Purpose

The primary purpose of the plan is to outline strategies that our neighborhood members can take to support ourselves in the event of a disaster. It is meant to cover large-scale disasters as well as smaller emergencies. The plan is based on the recognition that the first priorities in a disaster are self, family and neighbors. It is built on the concept of “neighbor helping neighbor” until outside help arrives. We hope that this plan will provide a mechanism for our neighborhood to sustain itself until County services and outside support can be obtained.

## 1.3 How The Plan Was Developed

[Discuss how the plan was developed (e.g. through a series of meetings), when it was developed, who it was developed by (general descriptions of those who worked on it, or specific names), and who led the project.]

## 1.4 About Our Neighborhood

[Insert specific descriptive information about your neighborhood, to include its location in Fairfax County, the general addresses or blocks of the area, square mileage, the date the neighborhood was founded, the number of homes covered by the plan, the number of people residing in the neighborhood, its ethnic and cultural makeup, languages commonly spoken, and any community centers or significant landmarks.]

## 1.5 Organization of the Plan

This plan is organized into three parts:

- ▶ A **Basic Plan**, which identifies threats and risks to the neighborhood, neighborhood assets, and a community disaster response strategy. The basic plan applies to all hazards.
- ▶ **Functional Annexes** that detail how specific tasks, such as Communications, or Search and Rescue will be performed.
- ▶ **Hazard Specific Annexes** that describe responses to specific hazards such as floods or earthquakes.

2. Basic Plan

Refer to the *5 Steps to Neighborhood Preparedness* for guidance and tips for filling out this template.

Step 1 – Define Your Area

(See page 82 of the *5 Steps* Guide)

The scope of our plan includes

[Describe the geographic area covered by the plan using street names or other easily-understood features. If you are building a plan for units of a multi-story building, list the floors and unit ranges. Make a map or sketch of the area that you can add information to later.]

Step 2 – Recruit Leaders and Participants

(See page 83 of the *5 Steps* Guide)

Make a list of people you know in your neighborhood that have skills or experience that would be useful in developing a plan.

Name	Skill or Experience	Address and Telephone



### Step 3 – Scout Your Neighborhood

#### Threats and Risks

(See pages 84-85 of the *5 Steps Guide*)

The threats and risks that our neighborhood is most susceptible to are listed here in order of likelihood.

[Include information that you prepared as part of the Threats and Risks section in step 3 of the *5 Steps to Neighborhood Preparedness*. List threats and risks and by likelihood of occurrence.]

Threat	Likelihood of Occurrence <sup>1</sup>	Level of Impact <sup>2</sup>

<sup>1</sup> Almost Certain: Greater than 90% chance  $\frac{1}{2}$  Likely: 50 – 90% chance  $\frac{1}{2}$  Moderate: 10 – 50% chance  $\frac{1}{2}$  Unlikely: 3 – 10% chance  $\frac{1}{2}$  Rare: 3% chance or less

<sup>2</sup> Minor: Some disruption of service possible. Little or no property damage, personal injury, or loss of life, injuries, and fatalities  $\frac{1}{2}$  Moderate: Disruption of some services. Minimum property damage, injury, and loss of life  $\frac{1}{2}$  Major: Many services disrupted and/or structures severely damaged. Multiple personal injured and significant loss of life  $\frac{1}{2}$  Catastrophic: Disruption of most services. Widespread property damage. Many injuries and fatalities

Key Assets  
(See page 86 of the 5 Steps Guide)

Identify the assets in your community that would help to respond to, or recover from a disaster.  
Our neighborhood assets are:

[Include information that you prepared as part of the Neighborhood Assets section in step 3 of the 5 Steps to Neighborhood Preparedness.]

Asset Type	Asset description	Asset Location or Contact Information <sup>3</sup>

### Make a Map

(See pages 87-88 of the *5 Steps* Guide)

[Add detail to the map of your area prepared in Step 1 to include things like a Neighborhood Gathering Place, Triage area, and other important information that can be easily displayed on a map.]

### Step 4 – Build Your Team

(See pages 89-92 of the *5 Steps* Guide)

Using the list of people with special skills and experience you identified in Step 1, or others you may have identified in Step 3 as Neighborhood Assets, build teams that can help the neighborhood prepare for disaster and respond effectively if a disaster strikes. Using the organization chart on page 92 of the *5 Steps* Guide, determine who might fill which of the roles depicted on the chart. Be sure to identify alternates in case the primary person(s) is unavailable.

### Step 5 – Plan Your Approach

(See pages 93-95 of the *5 Steps* Guide)

[Detail how your neighborhood will respond. **Write it down.**]

**Individual and Family Disaster Response Actions.** Discuss the responsibilities of individuals and families in disaster response. Make sure to emphasize that the first priority is to ensure the safety of families, pets, property, and neighborhoods. Consider discussing such things as:

- ▶ The need to check for unsafe conditions, such as downed power lines and gas leaks.
- ▶ The procedure for shutting off gas valves that are not automatic (by turning the valve so that the “bar” is perpendicular to the gas line; also keeping a wired wrench to the gas meter).
- ▶ The importance of tuning into the radio to emergency frequencies to obtain information and instructions.
- ▶ The importance of donning protective gear such as a hard hat or bicycle helmet, steel-toe or other sturdy shoes, and leather or sturdy gloves.
- ▶ During earthquake incidents, individuals should “drop, cover, and hold on.” Individuals who are unable to drop should cover their head and neck with their arms.

After ensuring one’s safety, regardless of the incident type, households should place the **OK/Help** hanger on their front door or window so that it can be easily seen from the sidewalk or street. The red side means that help is needed; the green side means that everyone is OK. It is for use only after a disaster when 911 help is unavailable. Families should lock their doors, secure their belongings, and proceed to the Neighborhood Gathering Place.



**Neighborhood Response.** Once the neighborhood has gathered at the designated Neighborhood Gathering Place, the first task is to get organized. Then, a leader will be selected to direct the overall effort. An Action Plan will be developed to help the neighborhood decide what to do, how to do it, and what timeframe to do it in. Finally, the neighborhood should organize into teams, with a Team Leader for each team. Each team should have 3 to 7 people and a Team Leader.

- ▶ [List the communications systems you plan to use. For radios, be sure to list the frequencies. Designate one person to collect all radios once response efforts have concluded.]
- ▶ [Prepare a notification chart and “call down” procedures, as shown in the Notification Annex on the following pages. There should be a “master” notification chart to make sure the leaders you have identified are notified, and each Block Captain should develop and maintain a notification chart for residents in his/her area. It is a good idea to include email addresses, too. ]
- ▶ [Create a list of capabilities needed for each area of response, and designate people to fill those roles. For example, the Triage and Treatment area will need people who are trained in First Aid, and the Animal Evacuation Site will need someone to conduct a formal check-in with written documentation and photographs. Roles should be reviewed and confirmed at every other neighborhood meeting to accommodate for new people and to maintain preparedness for disasters.]

▶ [List Key Locations:]

- Our Neighborhood Gathering Place is: [Include primary and alternate]

- Our Triage Area is: [Include primary and alternate]

- [List Key Personnel. Include primary and alternates for each position, and 24/7 contact information:]

- Our Incident Commander is:

- Our Block Captains are:

- Our Communications leader is:

- Our Mass Care leader is:

- Our Materials and Supplies leader is:

- Our Search and Rescue leader is:

- Our Transportation leader is:

- ▶ [Determine which Support Annexes and Hazard Specific plans should be prepared and added to the basic plan in the future (see pages 94-95 of the *5 Steps* Guide)]
- ▶ [Describe how your neighborhood will maintain your plan, and document special considerations in the planning process. Include specific training and exercise recommendations (e.g., types of training/exercise events, frequency, etc.)]
- ▶ [Describe the way that you will share this plan (e.g., distribute door to door, post on website, etc.).]

Functional Annexes

[These annexes focus on specific responsibilities, tasks, and actions. An early and very important planning task is to identify the functions that are critical to successful emergency response. These core functions become the subjects of the separate annexes.]

[Planners should ensure that specific concerns of population segments, such as children and individuals with access and functional needs, are addressed.]



[Include information that you prepared as part of the Put it in Writing section in step 5 of the *5 Steps to Neighborhood Preparedness*. Consider functions such as Communications, Search and Rescue, Animal Care, and Triage and Treatment. Examples of functional annexes are provided on the following pages, Annexes A.2 and A.3.]

## A.1 Neighbor Survey

### A.1.1 Summary of Survey Results

[Summarize the results of the Neighborhood Survey that was distributed and collected from neighborhood residents. This Survey included as Appendix F of this document.]

## A.2 Notification Annex

### A.2.1 Purpose

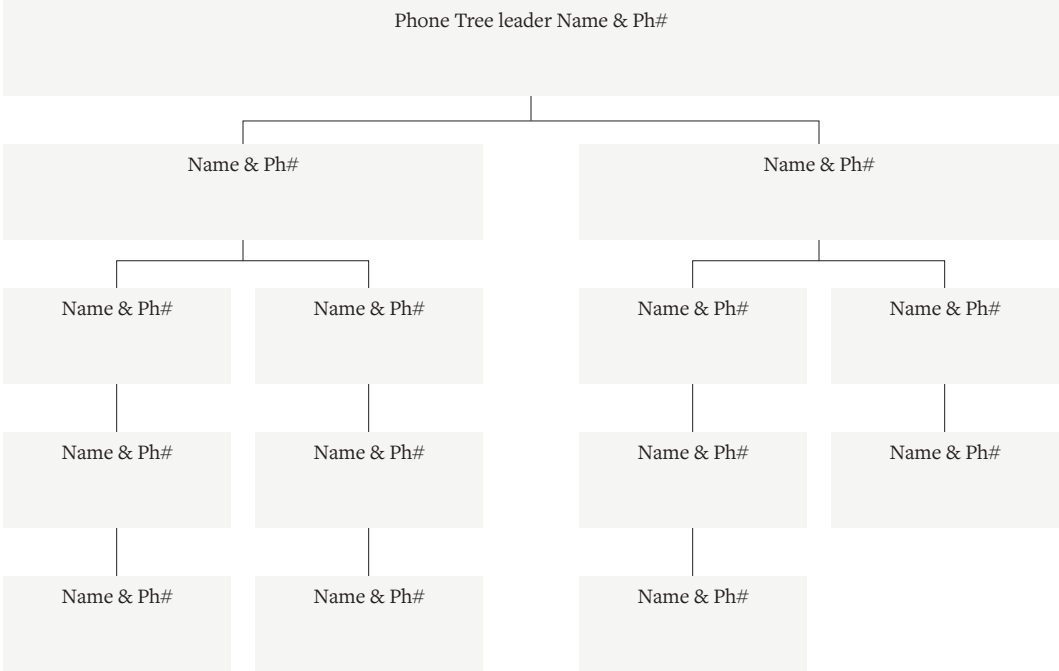
The purpose of this annex is to outline the methods that will be used to notify community members of a disaster.

### A.2.2 Notification Procedure

[Detail who is responsible for contacting who, and the method and alternate method(s) of contact, such as phone, radio, and/or door-to-door contact.]

Consider the following:

1. The person at the top will start the notification process. It may be helpful to have a brief script complete with the specific action.
2. Ask the person to get paper and pencil to write specifics.
3. Give facts about the event.
4. Be sure that you have alternative phone numbers and radio frequencies, so you can reach a person if he/she is out of home/office.
5. If nobody is answering, leave a message and then try using the alternate method of contact. If contact is still not made, contact the next person. This should ensure that everyone gets the information in a timely fashion.
6. Confirm they will be making contact with the next person(s) on the chart.
7. Prearrange with staff at the end of the list to contact the person at the top once they receive the message. The LAST person on the notification chart should CONTACT THE FIRST person to ensure that the chart is completed and that the message was accurate.



Consider providing a list of phone numbers and radio frequencies in this Annex. Phone numbers should be updated regularly. Call-downs should also be exercised regularly.

## A.3 Search And Rescue Annex

### A.3.1 Purpose

The purpose of this annex is to detail procedures that will be followed once it is determined that there is a need to perform a Search and Rescue mission in the area following a disaster or emergency incident.

### A.3.2 General Procedures

Search and Rescue are really two separate activities. During the Search phase, the team systematically inspects the area for victims. In the Rescue phase, the team aims to free victims from confinement.

The objectives of Search and Rescue include:

- ▶ Maintain rescuer safety.
- ▶ Rescue the greatest number of people in the shortest amount of time.
- ▶ Rescue the lightly trapped victims first.

If the neighborhood has members trained in CERT, then CERT teams will be responsible for initiating Search and Rescue procedures and assigning teams to specific areas.

Key strategies and themes include:

- ▶ Designate rescuer safety as a priority.
- ▶ Be alert for hazards.
- ▶ Wear safety equipment (hard hats, goggles, sturdy shoes).
- ▶ Never enter an unstable structure.

Following a disaster or during an emergency, the CERT team or other designated leaders will assemble at the Neighborhood Gathering Place and designate Search and Rescue Teams. One or two Disaster Animal Rescue Team (DART) members should accompany each Search & Rescue team to ensure that animals are rescued and cared for. Consider assigning a scribe to each Search and Rescue Team to ensure that the proper forms are completed and that important information is documented.

### Simple steps for conducting a Search

- ▶ Check for red or green door tags. Red tags mean that residents are requesting assistance.
- ▶ Use the lists of “persons needing assistance” created by the neighborhood.
- ▶ Conduct an initial damage assessment to identify hazard areas and prioritize Search & Rescue operations. Search & Rescue teams should notify victims they pass during the damage assessment that they will return to rescue them.
- ▶ Call out. Begin by shouting “If you can hear my voice, come out!”
- ▶ Be systematic. Use a search pattern to ensure that all areas of a building are covered. For example, start searching on the bottom floor and work up, or move from the right to left across a house.
- ▶ Listen carefully. Stop frequently and listen for voices or tapping sounds.



- ▶ Use the buddy system. Work together -- two rescuers can search a structure more effectively and safely.
- ▶ Mark searched areas. Make a single diagonal slash on or next to the door just before entering. Make an opposite slash (creating an “X”) when all occupants have been removed and the search of that area is finished.
- ▶ Document results. Keep records of removed victims and victims who remain trapped.

Effective rescue operations have three functions: (1) create a safe rescue environment, (2) triage and stabilize victims, and (3) remove victims to safe rescue zone.

### **Simple steps for conducting a rescue**

- ▶ Gather necessary tools and equipment. This can be anything that will be helpful to move debris and large objects.
- ▶ Remove debris and lift objects out of the way. Wear gloves to protect your hands.
- ▶ Remove victims. Some will be able to move on their own once the path is cleared. Others will need assistance.

### **The following procedures should be followed regarding deceased victims**

- ▶ Deceased victims found in unoccupied residences should be left undisturbed, and information as to the number of deceased victims and location marked on the front entry.
- ▶ Deceased victims in residences that will continue to be occupied should be moved to a separate area of the dwelling.
- ▶ If possible, deceased victims should be wrapped in plastic sheeting (e.g., paint drop cloths, tarps, etc.) and secured with rope or twine.

## Hazard Threat and Incident Annexes

[The contents of hazard-, threat-, or incident-specific annexes focus on the special planning needs generated by the subject hazard. Include information that you prepared as part of the Put it in Writing section in step 5 of the 5 Steps to Neighborhood Preparedness. Consider hazards such as a power outage, wildfire, flood, earthquake, and any other hazard that threatens your community.]



## Appendix F

# 5 STEPS TO NEIGHBORHOOD PREPAREDNESS: NEIGHBOR SURVEY





This template is for private, non-governmental use. Fairfax County does not access, collect, maintain or disseminate any information entered on this template. If you fill out this form electronically, data entered during your current session will not be saved automatically. If you need to stop working on your plan, please make sure to save your work. If you need assistance completing this plan, please contact the Fairfax County Office of Emergency Management at 571-350-1000.

**Neighborhood Name:**

## Neighborhood Disaster Plan

Are you really prepared?

How prepared we are now, before a disaster, will determine what our lives will be like afterwards.

Fairfax County Office of Emergency Management has developed a neighborhood disaster plan template. Please join your neighbors in writing a plan for your neighborhood. Fill out the attached survey so that neighborhood leaders can know how to best help your community in the event of a disaster.

Please complete the survey by:  .  
(Date)

Your neighbor, , will return to collect it.  
(Name)

Information provided will be kept confidential and used solely to develop an emergency plan and to reference in the event of an actual emergency.

# NEIGHBOR SURVEY

Are you really prepared? How prepared we ae now, before a disaster, will determine what our lives will be like afterwards.

Help us build a Neighborhood Disaster Plan! To complete the plan, we need to know what extra help you might need in a disaster, and what special skills or supplies you have that can help all of us. (All information should be kept confidential by the neighborhood and is only for neighborhood disaster planning.) Please complete one form per household, business, or organization and return it to your neighborhood contact. This information is voluntary.

## 1. What is your name, telephone, e-mail, and address?

Name:

Mobile Telephone:

Home Telephone (optional):

E-mail:

Address:

What is the name and telephone number of one out of area emergency contact?

## 2. Does anyone at your address need translation? If so, what languages?

☐ Spanish

☐ Korean

☐ Mandarin Chinese

☐ Other:

### 3. What animals or pets do you have at this address and how many?

<input type="checkbox"/> Dogs:	<input type="text"/>	Name(s):	<input type="text"/>
<input type="checkbox"/> Cats:	<input type="text"/>	Name(s):	<input type="text"/>
<input type="checkbox"/> Birds:	<input type="text"/>	Name(s):	<input type="text"/>
<input type="checkbox"/> Other:	<input type="text"/>	Name(s):	<input type="text"/>

Are the animals friendly? ☐ Yes / ☐ No

4. Is there anyone at your address who may need some assistance during an emergency such as persons with young children or persons with limited, reduced ability or inability to see, read, walk, speak, hear, learn, remember, understand, and/or respond quickly?

5. Does anyone at your address have special skills or training (e.g., experience or training with Community Emergency Response Team, Red Cross, military, public safety, medical care, First Aid, electrical, plumbing, telephone lines, gas company, or is multi-lingual)? If so, what kind or type?

6. Do you have equipment or supplies that we can use in a disaster? If so, please describe the type, number available, number of people it can hold, drivers (if applicable), and 24/7 contact information.



**During a disaster you may only have seconds to make big decisions. Do you know exactly where your disaster supplies are? Here are some examples of disaster related supplies and materials:**

### Documents

- ☐ Identification: Driver's licenses, birth certificates, passports, social security cards & bank account information, recent photographs of family members
- ☐ Insurance, loan documents, wills, trusts, certificates
- ☐ A list of family members with contact information (home, cell, work, address).  
Copy important documents to a flash drive and place in a safe location

### Medical

- ☐ Medical provider information
- ☐ Medications and when you need to take them
- ☐ At least a seven-day supply of prescribed medicines and if possible, copies of prescriptions
- ☐ If medications require refrigeration or special handling, make special plans (e.g., cold packs, ice cooler, mini refrigerator)

### First Aid Kit

- ☐ Bandages, gauze, wipes, rubber gloves
- ☐ Rubbing alcohol and hydrogen peroxide

### For Baby/Children

- ☐ Formula and bottles
- ☐ Diapers
- ☐ Medications
- ☐ Sanitary supplies
- ☐ Familiar toy or book
- ☐ Car seat

### Tools

- ☐ Battery, solar powered or hand-crank AM/FM radio
- ☐ Flashlight with extra batteries
- ☐ Wrench for turning off gas

## Supplies

- ☐ Cash - at least \$100-200 in small bills per person, as possible
- ☐ Soap, toilet paper
- ☐ Toothbrush/paste
- ☐ Plastic bags for trash and storing items
- ☐ Two complete sets of clothing and shoes per person
- ☐ Blankets or sleeping bags for each person
- ☐ Extra set of keys
- ☐ Feminine products

## Water and Food

- ☐ Water – 1 gallon per person per day including infants and children (a week’s supply labeled with expiration date)
- ☐ Non-perishable food that does not require refrigeration, preparation/cooking, and little or no water
- ☐ Extra food (remember special dietary needs)

## Disability or Limited Mobility

If you are a person with a disability, have a sensory or cognitive disability, or limited mobility, make sure your emergency kit includes items specific to your needs and have a list of the following:

- ☐ Adaptive or supportive equipment and extra batteries
- ☐ Instructions on how to operate any special equipment

## For Pets/Service Animals

- ☐ Identification tags
- ☐ Extra food and water
- ☐ Clean-up supplies
- ☐ Medicine
- ☐ Transport case (one per animal)
- ☐ Leash

TIP: As needed following a disaster, shut off the main valves to your water and gas. Do not shut the gas off unless you smell gas. Shut off the gas by turning the valve so that the “bar” is perpendicular to the gas line. Keep a wrench wired to the gas meter and know the location of water shut off valves.

## Appendix G

# EMERGENCY KIT CHECKLIST





# FAIRFAX COUNTY EMERGENCY KIT CHECKLIST

## Make a Kit - How to Assemble an Emergency Kit

- ☐ Make several kits – shelter-in-place/go-bag/ vehicle/work
- ☐ Have at least three days of supplies in case of an emergency
- ☐ Have copies of your family's vital records: identification, proof of residency, insurance, medical and financial information
- ☐ Keep electronic devices charged and have backup chargers available for electronic devices
- ☐ Maintain your kit every 6 months

## Items for your Basic Emergency Kit

- ☐ Water/Canned Food/Can Opener/Snacks
- ☐ Personal Hygiene Products
- ☐ Trash Bags/Gloves/Tools
- ☐ Battery Powered Weather Radio/Batteries
- ☐ Blankets
- ☐ First Aid Kit/Protective Mask
- ☐ Medication/Glasses/Contacts
- ☐ Backpack
- ☐ Important Documents for your Family
- ☐ Family Contact List
- ☐ Map of Surrounding Area
- ☐ Solar Device Charger
- ☐ Flashlight
- ☐ Map of Surrounding Area
- ☐ Paper/Pen
- ☐ Tissues/Anti-bacterial Wipes/Hand Sanitizer

## Infant/Toddler

- ☐ Formula/Bottles/Pacifiers
- ☐ Food/Snacks/Baby Food
- ☐ Utensils/Bowls/Sippy Cup
- ☐ Diapers/Wipes/Diaper Cream
- ☐ Medication
- ☐ Clothes/Socks/Blankets
- ☐ Activities/Toys
- ☐ Baby Carrier/Stroller

## Pre-K/School Aged

- ☐ Milk/Juice/Food/Snacks/Baby Food
- ☐ Utensils/Bowls/Sippy Cup
- ☐ Medication
- ☐ Clothes/Socks/Blankets
- ☐ Toys/Stuffed Animal/ Books/Games

## Individuals with Special Needs

- ☐ Assistive Technology/ Instructions
- ☐ Backup Medical Equipment
- ☐ Health Info/Medication
- ☐ Caregiver Information

## Pets and Service Animals

- ☐ Tags/Leash/Carrier
- ☐ Medication/Vet Records/Vet Contact Info
- ☐ Pictures of Pet
- ☐ Water/Food/Snacks
- ☐ Toys/ Blankets

## Vehicle Kit

- ☐ Basic Emergency Kit Items
- ☐ Jumper Cables/Tools/Flashlight
- ☐ Flares/Ice Scraper
- ☐ Car Charger
- ☐ Maps/First Aid Kit
- ☐ Poncho/Blanket/Handwarmers