

Family Preparedness Guide



Have a Plan.

Make a Kit.

Stay Informed.



Be Ready for Emergencies and Disasters



When Emergencies Occur

An emergency can occur quickly and without warning. The most important things you can do to keep yourself and your family safe in an emergency are to prepare, stay calm and follow instructions from emergency response personnel. This guide will help your household develop an emergency plan, assemble a disaster supply kit and learn some basic information about what to do before, during and after any type of emergency. It will also provide important information about how to obtain emergency and ongoing disaster recovery assistance.

Message from the Governor

Dear Fellow Oklahomans:

When it comes to Oklahoma weather, from tornadoes to floods to damaging windstorms, it seems we're never too far from an emergency or disaster. The good news is there are steps you and your family can take now to help keep you safe.

The McReady Oklahoma Severe Weather Family Preparedness Program is designed to better prepare individuals, families, businesses and organizations. I applaud the work of Oklahoma's emergency managers, McDonald's, OG&E and so many others represented by this public-private partnership who are working to ensure the safety of Oklahomans.

I urge you to share this guide at your place of business and with family members. It contains many useful ideas to help you prepare for emergencies. I encourage all Oklahomans to take the time now.

Have a Plan! Make a Kit! Stay Informed!

Sincerely,

Mary Fallin
Governor, State of Oklahoma



What's Inside

- What to do before, during and after an emergency
- How to create a family emergency plan
- How to prepare a disaster supply kit
- How to contact specific agencies for help in an emergency



Before Emergency Strikes

It is important to know how to be prepared before an emergency occurs. Developing a family emergency plan and assembling a disaster supply kit can help ensure your safety when the unthinkable happens. Before creating a household emergency plan, learn about the types of emergencies that may affect your community, how you'll be notified when an event does occur and what plans are already in place to deal with these events. Recognize what your community's warning system sounds like (see page 5) and what to do when you hear it. Emergencies may strike when your family members are away from home, so find out about plans at your workplace, school or other places where you spend time.



Create an Emergency Plan

Steps to take in creating a household emergency plan include:

- Schedule a family meeting to discuss the dangers of possible emergency events including fire, severe weather or hazardous spills.
- Discuss how you and your family will respond to each possible emergency.
- Discuss what to do in case of power outages or personal injuries.
- Draw a floor plan of your home and mark two escape routes from each room.
- Teach adults how and when to turn off the water, gas and electricity at main switches.
- Post emergency contact numbers (see back cover) near all telephones, and pre-program emergency numbers into phones with autodial capabilities.
- Teach children how and when to dial 9-1-1 to get emergency assistance.
- Because it is often easier to call long distance during an emergency than within the affected area, choose an out-of-state friend or relative whom all family members will call if separated during an emergency.
- Instruct household members to turn on the radio for emergency information.
- Pick two meeting places — one near your home and one outside your neighborhood in case you cannot return home after an emergency.
- Take a basic first aid and CPR class.

- Keep family records in a water- and fireproof safe. Inexpensive models can be purchased at most hardware stores.

Prepare a Disaster Supply Kit

Electricity, water, heat, air conditioning or telephone service may not work in an emergency. Preparing disaster supply kits in advance can save precious time in the event you must evacuate or go without utilities for an extended period.

Store items for a “go” kit in an easy-to-carry bag, such as a shopping bag, backpack or duffel bag and keep the kit in a car or in the garage. The “home” kit can be stored in a plastic tub or garbage can and kept in your home’s safest place where you will take shelter.

Consider including the following items when putting together your disaster supply kit:

- At least a 3-day supply of water (1 gallon per person per day). Store water in sealed, unbreakable containers. Replace every 6 months.
- A 3- to 5-day supply of nonperishable packaged or canned food and a non-electric can opener if necessary.
- A change of clothing, rain gear and sturdy shoes.
- Blankets, bedding or sleeping bags.
- A first aid kit and prescription medications (be sure to check expiration dates).
- An extra pair of glasses or contact lenses and solution.

- A list of family physicians, important medical information and the style and serial number of medical devices such as pacemakers.
- Special items for infants, the elderly or family members with disabilities.
- Battery-powered radio, flashlight and extra batteries.
- Identification, credit cards, cash and photocopies of important family documents including home insurance information.
- An extra set of car and house keys.
- Tools such as screwdrivers, cutters and scissors. Also duct tape, waterproof matches, an ABC fire extinguisher, flares, plastic storage containers, needle and thread, pen and paper, a compass, garbage bags and regular household bleach.

Be Storm Savvy

Oklahoma is vulnerable to a variety of severe weather hazards including tornadoes, flash floods, hail and wind storm, ice storms, heavy snow and extreme heat. **It's important to think ahead so you'll be ready to deal with dangerous weather.**

- Think about what you'll do to stay safe long before the bad weather arrives.
- Have multiple ways to get National Weather Service watches and warnings. Remember that a **WATCH** means severe weather is possible, A **WARNING** means severe weather is happening and you need to seek shelter immediately.
- Get a battery-operated weather radio and program it to receive warnings for your county. The alarm tone from a weather radio can alert you to dangerous weather even when you're sleeping or not watching television, 24 hours a day.
- Make sure your family knows what to do, even if you're not at home. Practice your plan at least once a year.
- Severe weather can happen any time of year, at any time of the day or night. Pay close attention to your local weather information any time storms are in the forecast.

Identify Your Safest Place

Before an emergency strikes, take time to identify your safest place at home, at work and at school. One of the best ways to prepare for survival is to build or install a Saferoom or underground storm shelter in your

home or workplace. The local emergency manager or homebuilders association will have information about Saferooms and underground shelters. Plan how to get to your safest place and practice with your family at least once a year.

If you do not have access to a Saferoom, the safest place to ride out a storm is inside a secure building or a well built home. Many people have survived strong tornadoes in a closet or small interior room without windows. If you live in a mobile home, identify the nearest sturdy building — it is not safe to remain in a mobile home during a storm.

If you live in a sturdy house or apartment building:

- Listen to weather updates and stay informed.
- Stay on the lowest level of the building, away from windows and doors.
- Have your disaster supply kit handy.
- Be ready to evacuate if it becomes necessary.

Evacuation

Preparedness is key to minimizing your loss during an evacuation. Because you may not have advance warning when you have to evacuate your home or know how long you will be away due to a disaster, take a few extra steps to protect your family and yourself in case of an evacuation:

- Know the evacuation plans of your community and your children's schools.
- Know where you will stay during an evacuation and how you will get there.
- Keep an emergency supply kit that you can take.
- Maintain at least half a tank of gas at all times.
- Review your evacuation plan with your household.



Planning for Special Needs Populations

If any members of your household have disabilities or are elderly, find out what services may be available to aid in their care or evacuation in the event of an emergency. The local chapter of the American Red Cross or emergency manager may offer help and advice in your planning.

When authorities tell you to evacuate:

- Take your disaster supply kit.
- Wear sturdy shoes and clothing.
- Unplug all electronics.
- Lock doors and windows.
- Let someone know your route.
- Turn off gas, water, and electricity.
- Abide by your community's evacuation plan.

**Your Community's Outdoor Siren Warning System**

It is important to know whether you have outdoor warning sirens in your area and how they work. Check with your local emergency management agency, police or fire department, or sheriff's office for more details about your community's siren warning system.

Remember, sirens are an outdoor notification system and often can't be heard when you're indoors, especially when the windows and doors are closed.

If you hear a siren, it's usually a good idea to seek shelter and try to find more information on TV or radio.

Neighbors Helping Neighbors

Working with neighbors in an emergency can save lives and property. Meet with your community members, at home and at work, to plan how you could work together in an emergency until help arrives. Know your neighbors' special skills and consider how you could help people with special needs, including those with disabilities and elderly persons. If you are a member of

a neighborhood organization such as a homeowners' association or crime watch group, introduce emergency preparedness as a new activity. Consider taking a first aid/CPR course or Community Emergency Response Team (CERT) training as a group.

Business Preparedness

Business and industry are just as vulnerable to the effects of emergencies as ordinary citizens. There are basic steps that a business should take to prepare for an emergency.

- Maintain sufficient insurance coverage.
- Identify critical business functions that absolutely must continue (i.e., shipping, inventory control, payroll) and develop contingency plans and processes to ensure they will carry on.
- Back up files on a regular basis and store duplicate computer records offsite.
- Implement an evacuation plan and a "shelter-in-place" plan for staff and customers.

**If You Have Pets**

Find out whether potential shelters allow family pets — many will not. If that is the case, you may wish to make arrangements for pets in advance of an emergency. Create a survival kit for your pet to include:

- Identification collar and rabies tag.
- Carrier or cage.
- Any current medications.
- Leash.
- Newspapers and plastic trash bags for handling waste.
- Food bowls and at least a two-week supply of food and water.
- Veterinary records (many animal shelters do not admit pets without proof of vaccination).

If you must leave your pet at home, place your pet in a safe inside area with plenty of food and water. Never leave pets chained outside. Post a note outside your home listing what pets are inside, where they are located, and phone numbers where you can be reached.

During and After an Emergency

During and after an emergency, it is important to stay calm. Take time for a deep breath and focus on managing yourself and the situation as best you can. Even after an event, there may still be danger. What seems like a safe distance or location may not be. Stay tuned to your radio or television and follow the advice of trained professionals. Unless told to evacuate, avoid roads to allow emergency vehicles access.



Flash Flooding

Flash floods can be very dangerous because of strong, swift currents that rise. They're even more dangerous at night when it's harder to see.

- In the event of a flash flood, move immediately to higher ground. The force of only 6 inches of swiftly moving water can knock you off your feet.
- Never drive into high water. Cars can be easily swept away in less than 2 feet of moving water. Even a four-wheel drive SUV is unsafe if the roadbed has become saturated and unstable due to rising water.

Water Contamination

Flooding can cause contamination of water supplies, bringing diseases such as dysentery, typhoid and hepatitis. If you think your water may be contaminated, purify it before use.

Boiling is considered the safest method of purifying water. Bring water to a boil for 3 to 5 minutes, and then allow it to cool before drinking. Pouring water back and forth between two containers will improve the taste by putting oxygen back into the water.

If you can't boil your water, add 16 drops of regular household bleach per gallon of water, stir, and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dosage and let stand another 15 minutes. If it still does not smell of chlorine, discard the water and find another source.

Tornadoes and High Wind

The violent winds in a tornado can damage buildings, knock down trees and power lines and destroy vehicles. But the main danger from a tornado is the flying and falling debris – even small objects can inflict serious injuries when blown by tornado winds. If a tornado warning is issued for your area or if you feel threatened, act quickly to stay safe!



To stay safe, put as many barriers between you and that flying and falling debris as possible. These three basic guidelines are the keys to tornado survival:

- **GET IN:** get as far inside a sturdy building as you can. Put as many walls between you and the tornado as possible. Stay away from doors and windows.
- **GET DOWN:** if you can't get underground, go to the lowest floor of a sturdy building.

- **COVER UP:** protect your body, especially your head, from debris and falling objects. Use pillows, blankets, sleeping bags, a mattress and even helmets to cover up.

People in mobile homes and in vehicles are in even more danger when a tornado strikes.

- Mobile homes are not safe in a tornado or high winds. If you live in a mobile home, find a sturdy building you can go to when storms threaten. Allow plenty of time to get there before the storm hits.
- Vehicles are also a bad place to be in a tornado. Your safest option is to avoid traveling when severe storms and tornadoes are in your area. If you encounter a storm while driving, try to get off the road and into a sturdy building.
- As a last resort, if you can't get to a sturdy building and the tornado overtakes you:
 - Park and stay in the vehicle with a seat belt on. Put your head down below the windows and cover up.
 - If you can safely get to a ditch that's noticeably lower than the road, leave the vehicle and lie flat with your hands covering your head.

Lightning

There is no place safe outdoors when a thunderstorm is nearby. Lightning can strike many miles away from the rainy part of a storm, so if you are close enough to hear thunder, you are close enough to be struck by lightning. If you see lightning or hear thunder, it's time to seek shelter.

- Have a plan. Know where you'll go for safety and how long it takes to get there. Give yourself plenty of time to get to shelter.
- Check the forecast. If storms are expected, think about postponing outdoor activities to avoid being caught in a dangerous situation.
- Watch your local weather for signs of developing thunderstorms, like darkening skies, increasing wind, rumbles of thunder or flashes of lightning.
- If you hear thunder – even a distant rumble – immediately move to a safe place. Don't wait for rain.
- If you're outside and hear thunder, the only way to reduce your risk is to get inside a substantial building or vehicle as fast as you can.
- Fully enclosed buildings with wiring and plumbing provide the best protection.
- Sheds, picnic shelters, dugouts, tents or covered porches do not protect you from lightning.
- If a sturdy building is not nearby, get into a hard-



- topped metal vehicle and close all the windows.
- Stay inside until 30 minutes after thunder ends.
- If you hear thunder, don't use a corded phone. Cordless phones and cell phones are safe to use. Stay away from electrical equipment, wiring and water pipes. Avoid baths and showers.
- Avoid open areas and stay away from tall isolated trees, towers or utility poles. Do not be the tallest object in the area. Stay away from wires or fences.

Power Outages

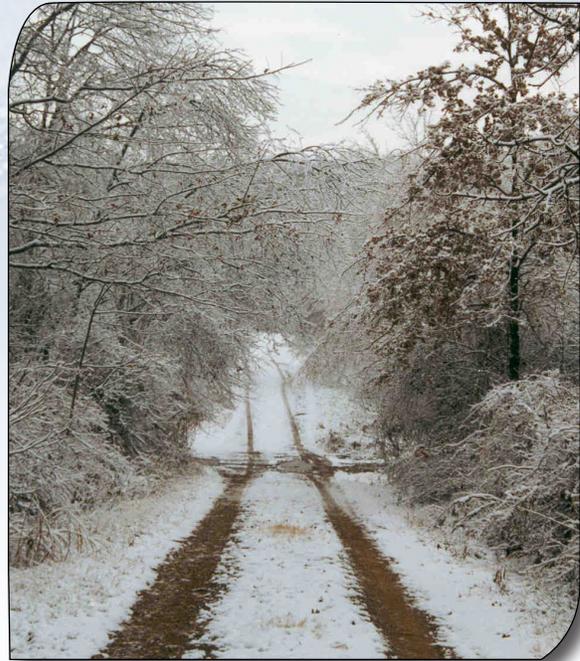
- Check on and be prepared to help family members and neighbors who may be vulnerable if exposed to extreme heat or cold.
- Locate a flashlight with batteries to use until power comes back on. Avoid candles, which can start a fire.
- Turn off and unplug sensitive electronic equipment such as computers, DVRs and televisions.
- To prevent power surges when electricity is restored, turn off major electric appliances that were on when the power went off.
- Keep your refrigerator and freezer doors closed as much as possible to keep cold in and heat out.
- Do not use a cooking stove to heat your home – it can cause a fire, gas leak or asphyxiation.
- Use extreme caution when driving. If traffic signals are out, come to a complete stop at each intersection and look before you proceed.
- Do not call 9-1-1 to ask about the power outage. Listen to a local radio station for updates.

Electrical Safety

- Stay away from downed power lines. Downed power lines may appear to be harmless, but could be live.
- If a person or object is in contact with a power line, don't touch the person, object or line. The electric current could flow through you. Call your electric provider immediately.
- If your vehicle is in contact with a power line, stay inside the car. Warn others not to touch the car or power line.
- If you must leave your vehicle, jump clear to avoid being in contact with the car and the ground at the same time and then roll away from the car.
- Assume all objects touching the power line are also energized. Never attempt to remove trees or limbs from any utility lines! Notify your electric provider of the situation.
- Never attempt to turn off your power, open circuit breakers, remove fuses or operate switches while standing in water. Don't turn the power back on until the area is emptied of water.

If you use an electric generator:

- Operate it outdoors to avoid deadly fumes accumulating in the house.
- Plug appliances directly into the generator or have the generator properly attached to your home's wiring by a qualified electrician.
- Never connect a portable generator to your house's main electrical panel, and never plug one into an electrical outlet of your home.



Winter Storm

Winter storms can be dangerous if proper precautions are not taken. Be ready by following these steps:

- A winter storm can cause you to lose heat, power, water and telephone service and make it difficult to get food and other supplies. Be sure you and your family have enough food, water and supplies, as well as alternative sources of heat to last for several days.
- If possible, stay inside and avoid the ice and snow, wind and cold temperatures. Even a small amount of sleet or snow can make walkways slippery and dangerous. Cold temperatures combined with strong winds make it easier for you to develop serious health problems including hypothermia or frostbite.
- Check on friends, relatives and the elderly. Help them prepare. Pets and livestock need plenty of food, water and a warm shelter.
- If you have travel plans, keep a close eye on the latest weather information for where you are, where you're going and along your route. Consider changing your plans if a winter storm is expected.
- If you must travel, be sure your vehicle is fully winterized and ready for the cold temperatures and slick roads. Keep your gas tank full.
- The best way to be safe in a winter storm is stay indoors. If you must travel, avoid traveling alone, and always let someone know your destination, your route, and when you expect to arrive.

- Do not travel without a winter storm survival kit, including cell phone and charger, flashlight with extra batteries, non-perishable food, water, extra clothing, blankets, a bag of sand or kitty litter for traction, small shovel, ice scraper, first-aid kit and a brightly colored cloth to tie to the antenna if you become stranded.

Heat Emergencies

A heat wave is a prolonged period of excessive heat and humidity. If a heat wave is predicted or happening, consider the following:

- Slow down. Avoid strenuous activity.
- Stay indoors as much as possible.
- Wear lightweight, light-colored clothing.
- Drink plenty of water regularly and often, even if you do not feel thirsty. Avoid alcohol and caffeine.
- Look for signs of heat exhaustion or heat stroke.
- **Heat exhaustion** is characterized by cool, moist, pale or flushed skin; heavy sweating; headache; nausea or vomiting; dizziness and exhaustion. Move a heat exhaustion victim to a cool place, remove or loosen tight clothing and apply cool, wet cloths. Give the person a half glass of cool water every 15 minutes and let him rest in a comfortable position.
- **Heat stroke** is characterized by hot, red skin; changes in consciousness; rapid, weak pulse; and rapid, shallow breathing. Body temperature can be as high as 105 degrees. Call 9-1-1 immediately and move the person to a cool place. Immerse the victim in a cool bath or wrap wet sheets around the body and fan it. If the person refuses water, is vomiting or is experiencing changes in consciousness, do not give anything to eat or drink.

Fire

Protect your family from a house fire by installing and maintaining smoke detectors on every level of your home. Plan an escape route from each room in the house and practice the routes with the entire family.

If there is a fire:

- Exit the building immediately.
- Crawl low if there is smoke.
- Use a wet cloth to cover your nose and mouth.
- Use the back of your hand to feel the upper, lower and middle parts of closed doors.
- If the door is not hot, brace yourself against it and open slowly.

- If the door is hot, do not open it. Look for another way out.
- Do not use elevators.
- If you catch fire, do not run. Stop-drop-and-roll to put out the fire.
- Designate a place for your family to meet up after escaping a fire.
- Never go back into a burning building.

Wildfires

Always call 9-1-1 if you spot suspicious smoke or fire. If a grassfire or wildfire threatens your property, stay tuned to local radio or television for evacuation warnings. Have important items and documents ready to go. If instructed to evacuate by emergency responders, do so immediately.



Hazardous Material Emergencies

If you are notified or become aware of a hazardous material emergency such as a chemical spill, chemical release, fire or explosion, do not panic.

If you are directed to evacuate, do so immediately:

- Take your disaster supply kit and cellular phone.
- Lock your home.
- Cover your nose and mouth with a wet cloth.
- Travel on routes specified by local authorities.
- Head up-wind of the incident.

If you are sure you have time:

- Shut off your home's water and electricity.
- Make arrangements for your pets (see page 5).

If instructed to stay inside ("shelter-in-place") and not evacuate:

- Close and lock windows and doors.
- Turn off ventilation systems and water.
- Seal gaps under doorways and windows with wet towels and duct tape.

Emergency personnel are trained to respond to hazardous material emergencies. They will tell you what to do, either at the incident site or via television and radio.



Recovering from an Emergency

Recovery continues even after you return home, as you and your family face the emotional and psychological effects of the event. Reactions vary from person to person, but may include:

- Restless sleep or nightmares.
- Anger or a feeling of wanting revenge.
- Emotional numbness or lack of emotion.
- Need to keep active, restlessness.
- Need to talk about the experience.
- Loss of appetite.
- Weight loss or gain.
- Headaches.
- Mood swings.

All of the above are normal reactions to stressful events, and it is important to let people react in their own way. It may be helpful to:

- Talk with your family and friends about what happened and how you feel about it.
- Take charge. Empower yourself by planning and taking steps to manage, avert or mitigate against future losses. Try to evaluate and plan for the chance disaster could strike again.
- Volunteer at a local shelter, blood bank or food pantry to assist emergency victims.
- Consult your minister or spiritual advisor or seek counseling.



Children may need particular reassurance and extra attention. It is best to encourage them to share their feelings, even if you must listen to their stories repeatedly — this is a common way for children to grasp what they have experienced. You may also want to share your feelings about the event with them.

How Can You Help?

Get involved in volunteer activities that support first responders, disaster relief groups, and community safety organizations. Everyone can do something to support local law enforcement, fire, emergency medical services, community public health efforts and the four stages of emergency management: preparedness, response, recovery and mitigation efforts.

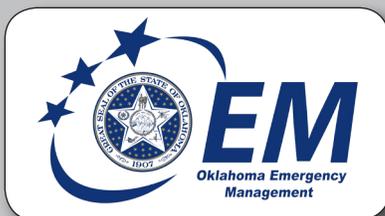
The Salvation Army and American Red Cross are often in need of volunteers or monetary donations.

Additionally, Oklahoma Citizen Corps, an organization dedicated to education, training and volunteer service, strives to make communities safer, stronger and better prepared to respond to the threats of crime, public health issues and disasters of all kinds.

Contact your local Oklahoma emergency manager and find out how you can get involved.

To find the emergency manager in your area, visit www.oem.ok.gov or www.McReady.org for a list.

Crisis, grief and stress counseling is available 24 hours a day, 7 days a week for you or a family member suffering persistent emotional or psychological problems related to an emergency. **If you need help, call 1-800-522-9054.**



During disasters OEM assists local communities by delivering state resources.

After disasters OEM works with local emergency managers to secure all eligible disaster assistance.

OEM works to lessen the effects of disasters through Saferooms and other mitigation programs.



WITH ALL YOUR POWER



WHAT WOULD YOU DO?



“I will do everything
in my power to make
sure you stay safe.”

**POSITIVE
ENERGY
TOGETHER®**

LINEMAN LARRY

I like to share some safety tips on my McReady visits to schools, so remember:

- Never touch downed lines, or anything they're touching.
- Look up before you climb and call before you dig. Power lines are overhead and underground.
- Keep an emergency kit and flashlight handy if a storm comes.
- Don't play near substations or transformers, and if they're unlocked, call OG&E.
- If you use a generator, be sure a licensed electrician installs it.
- Learn more about safety at oge.com.

“You, me and OG&E, let's stay safe together.”

OG&E®

OG.E.COM

© 2011 OGE Energy Corp.

IMPORTANT EMERGENCY Telephone Numbers and Websites

Take a moment to fill in these important telephone numbers.
Post this list near the phone and update as needed.

Police, Fire and Emergency Medical Services	911
Non-emergencies	211
Local Emergency Management Agency	_____ - _____ - _____
Mental health services	_____ - _____ - _____
American Red Cross Chapter	866-GET-INFO
The Salvation Army	800-SAL-ARMY
Local Health Dept.	_____ - _____ - _____
Flood plain administrator	_____ - _____ - _____
Oklahoma Poison Control Center	800-222-1222
Oklahoma Dept. of Emergency Management	405-521-2481
Oklahoma Road Conditions	888-425-2385
Phone company:	_____ - _____ - _____
Electric company:	_____ - _____ - _____
Gas company:	_____ - _____ - _____
Water company:	_____ - _____ - _____

For more in-depth disaster-preparedness information, visit these websites.

McReady Oklahoma	www.mcready.org
Oklahoma Emergency Management Association	www.oema.us
Oklahoma Department of Emergency Management	www.oem.ok.gov
National Weather Service	www.weather.gov
FEMA	www.fema.gov
Department of Homeland Security	www.dhs.gov
Citizen Corps	www.citizen corps.gov
American Red Cross	www.redcross.org
The Salvation Army	www.salvationarmyusa.org
Centers for Disease Control	www.cdc.gov
Oklahoma Road Conditions	www.dps.state.ok.us

Acknowledgment

McReady Oklahoma gratefully acknowledges OG&E Electric Services for sponsoring the printing of this guide. Text in this publication was excerpted from many sources, including the American Red Cross; the Department of Homeland Security; the U.S. Fire Administration; the National Weather Service; the Washington, D.C., Emergency Management Department; and Talking About Disaster: Guide for Standard Messages, produced in 1999 by the National Disaster Education Coalition.

The following organizations were instrumental in the McReady Oklahoma campaign: American Red Cross, R.D. Flanagan & Associates, Gov. Mary Fallin's Office, KOCO Channel 5 in Oklahoma City, KOTV Channel 6 in Tulsa, KRMG, McDonald's, National Weather Service, OG&E Electric Services, Oklahoma Citizen Corps, Oklahoma Office of Homeland Security, Oklahoma Department of Emergency Management, Oklahoma Emergency Management Association, Oklahoma Floodplain Managers Association, The Oklahoman, The Salvation Army and Tulsa Partners, Inc.