Your Family’s
Disaster Preparedness Booklet

A Step-by-Step Plan for
SCPMG Physicians and Their Families
DISASTER PLAN BOOKLET

This booklet is designed to provide you key information that will not only help you ensure the safety of your family, but also help Kaiser Permanente provide continuity of patient care in the face of a major disaster. Keep this booklet in a safe and easy-to-find location, and use it to start communication about disaster preparedness with your family and friends.

– Step 1 – Make a Plan –

Talk with Your Family

Find out about specific hazards impacting your community. Review your community’s response plans. Explain potential dangers to children and encourage them to work with you to prepare your family.

Establish a Family Meeting Place and an Out-of-Town Contact

In the event of an emergency, you may become separated from family members. Ensure all members are aware of your designated meeting places. Choose a place directly outside your home in case of a sudden emergency, like a fire. Choose a location outside your neighborhood in case you cannot return to your home. Name an out-of-town friend or relative as your family’s contact person and call this person following a disaster. Include this information in your communication plan.

Create a Family Communication Plan

Use the attached Family Contact Cards to list all contact information for family members, your out-of-town contact, meeting locations, and emergency services. Explain to children when and how to call emergency phone numbers and make sure each family member has a copy of your communication plan. It is helpful to post contact information and directions to your home near your telephone for use in an emergency.

Plan for Those With Disabilities and Other Special Needs

If appropriate, keep support items in a designated place so they can be found quickly. For those with home-health caregivers, an alternative plan is essential if the caregiver cannot make it to you.

Discuss Escape Routes and Safe Places

Be sure everyone in your family knows the best escape routes out of your home as well as where the safe places are in your home for each type of disaster. It is helpful to draw floor plans of your home and include the location of doors, windows, stairways, your Disaster Supply Kit, fire extinguisher, and utility shut-off points. Signify two escape routes for each room (handicap accessible as necessary) and mark your family meeting place.

Plan for Your Pets

Most emergency shelters do not accept pets, but shelters do generally accept service animals. You must plan ahead on what to do with your pets. Prepare a list of family, friends, boarding facilities, veterinarians, and pet-friendly hotels that could shelter your pet in an emergency.
Assemble Disaster Supply Kits – We encourage you to maintain each of these three disaster kits in portable containers so in the event of an evacuation you can “grab and go.” In preparation for a disaster, you should also consider what important documents, pictures, and family items you would want to take with you in case of an evacuation. Use the check lists below to create and review the contents of each disaster kit at least once a year.

**Home Kit**
- 3 to 14 day supply of nonperishable food (canned food, dried fruits, nuts) and manual can opener
- 3 to 14 day supply of water (one gallon of water per person, per day)
- Portable, battery-powered radio or television and extra batteries
- Flashlights and extra batteries
- First aid kit and manual
- Dust mask and work gloves

In case of cold weather include one set of the following for each person:
- Jacket or coat
- Long pants and long sleeve shirt
- Sturdy shoes
- Sleeping bag or warm blanket

**Vehicle Kit**
- Flashlight, extra batteries, and maps
- First aid kit and manual
- Sanitation and hygiene items (hand sanitizer, moist towelettes, toilet paper, plastic garbage bags)
- Matches in waterproof container
- Whistle
- Extra clothing and blankets
- Kitchen accessories and cooking utensils
- Photocopies of identification and credit cards
- Cash and coins
- Seasonal supplies:
  - Winter – blanket, warm clothing
  - Summer – sunscreen lotion (SPF 15 or greater), shade item (umbrella, wide brimmed hat)

**Office Kit**
- Bottled water and non-perishable foods
- Flashlight
- Cell phone charger
- Extra clothing (sturdy shoes, rain gear)
- Personal care items (toothbrush, toothpaste)
- Cash and coins
It is important to discuss and practice your Family Disaster Plan at least twice a year. A good time to practice is the weekend that daylight savings starts and ends.

**Practice** evacuating from your home and meeting outside.

**Walk and drive** evacuation routes.

**Call** your out-of-state contact and discuss your notification plan.

**Talk** about the practice drill with your family. If a part of the plan did not work, change the plan to make it work or to improve the plan.

**Update** parts of the plan that have changed such as telephone numbers, school and work locations, emergency contact information, insurance information, and copies of important documents, etc.

**Check** your Disaster Supply Kits and replace items that are out of date, expired or damaged (i.e. clothing, prescription items, glasses/contacts). Make sure radios and flashlights work. Inspect containers and replace them if cracks or other damage is present.

**Replace** the batteries in your smoke detectors and carbon monoxide detectors.
Disease Prevention

Your first line of defense on fighting illness is to wash your hands frequently. Use antibacterial towelettes or hand sanitizer if you cannot wash your hands with soap and water.

Water Safety

If a “boil water” order is issued use only bottled, boiled, or treated water for drinking, washing dishes and utensils, hand washing, or cooking.

- Bring water to a rolling boil for at least three to five minutes. Keep in mind, some water will be lost through evaporation.

Or

- Use regular household liquid bleach to kill microorganisms. Use only bleach that contains 5.25 percent sodium hypochlorite, and DO NOT use scented bleaches, color safe bleaches color, or texture, but keep in mind that any food not kept cold can spoil without obvious signs. Discard any refrigerated food that has not been kept cold for 4 hours.

- Discard canned foods that are bulging, opened, or damaged.

- Clean outside of canned food in a solution of 1 cup of bleach in 5 gallons of water, if the cans have been in contact with flood or storm water or are otherwise contaminated. Label foods with a permanent marker in case labels come off.

Food Safety

A power outage of two hours or less is not hazardous to food that is stored in a properly functioning refrigerator or freezer. Take these actions to keep food safe:

- Group food together and keep refrigerator and freezer doors closed as much as possible.

- Add block or dry ice to your refrigerator if it is expected to be off longer than 4 hours.

- Discard any foods that have an unusual odor, Do not use these sources inside your home, garage, or camper.

- Use caution when operating these sources to prevent fire.

- Purchase a carbon monoxide detector for your home.

Protecting Yourself from Chemicals

During emergencies such as earthquakes chemicals that can harm people’s health may be released from businesses, homes, and other sources into the environment.

- Remove and isolate contaminated clothing and shoes. In case of skin contact with substance, immediately flush skin or eyes with running water for at least 20 minutes.

- If you suspect someone has been poisoned by a chemical, call 911.

- Please see “Chemical Exposure” section for more information.
**Prepare a Home Earthquake Plan**

- Choose a safe place in every room—under a sturdy table or desk or against an inside wall away from windows, bookcases, or tall furniture that could fall on you.
- Eliminate hazards by bolting bookcases, china cabinets, other tall furniture, and the water heater to wall studs and installing strong latches on cupboards.
- Practice DROP, COVER, AND HOLD ON at least twice a year. Protect your eyes by pressing your face against your arm.

**During an Earthquake**

- DROP, COVER, AND HOLD ON. Stay indoors and away from windows until the shaking stops and you are sure it is safe to exit. In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed - hold on and stay there, protect your head with a pillow.

- If you are outdoors - find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place. Stay in the car until the shaking stops.

**After an Earthquake**

- Check yourself and others for injuries. Give first aid for serious injuries.
- Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Look for and extinguish small fires and eliminate fire hazards. Turn off the gas if you think it is leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions.
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe. Use the telephone only to report life-threatening emergencies.
**Practice Wildfire Safety**

- Clearly mark all driveway entrances and display your address. Make sure that fire vehicles can get to your home.
- Report hazardous conditions that could cause a wildfire.
- Teach each family member how to use the fire extinguisher (ABC type) and show them where it is kept.
- Keep matches out of the reach of children.
- Plan how the neighborhood can work together after a wildfire, utilizing individual skills, such as medical or technical. Consider neighbors who have special needs and make plans to take care of children who may be on their own if parents cannot get home.

**Protect Your Home**

- Install a smoke detector on each level of your home, especially near bedrooms.
- Regularly clean roofs and gutters.
- Inspect and clean chimneys at least twice a year and keep the dampers in good working order.

**When Wildfire Threatens**

- Listen to your battery-operated radio for reports and evacuation information and follow the instructions of local officials.
- Back your car into the garage or park it in an open space facing the direction of escape. Shut doors and roll up windows. Make sure your car keys are readily available. Close garage windows and doors, but leave them unlocked. Disconnect automatic garage door openers.
- Arrange temporary housing at a friend or relative’s home outside the threatened area. Make plans to care for your pets in case you must evacuate.

**If There is Time—Protect Your Home**

- Close windows, vents, doors, venetian blinds or non-combustible window coverings, and heavy drapes. Remove lightweight curtains and place combustible patio furniture inside.
- Move flammable furniture into the center of the home away from windows and sliding-glass doors.
- Keep a ladder that will reach the roof.
- Keep handy household items that can be used as fire tools: rake, axe, handsaw or chain saw, bucket, and shovel.
- Turn on a light in each room to increase the visibility of your home in heavy smoke.
- Turn off propane tanks.
- Connect the garden hose to outside taps. Wet the roof and shrubs within 15 feet of the home.
Biological incidents can be naturally occurring infectious diseases or accidentally/purposely released germs or materials from organisms that can cause illness.

**Infectious Diseases**

The source of biological incidents is often unclear and persons are likely to seek the aid of their physician if they are feeling ill. Thus, medical providers are typically the front line of any infectious outbreak. Naturally occurring infectious disease includes yearly influenza, as well as possible pandemic influenza.

**Prevention of Infectious Diseases:**

- Careful, thorough hand washing prevents infectious disease spread.
- Practice good hygiene-cover your cough.
- Wear appropriately fitted masks and gloves when indicated during patient care.
- Vaccines (when available) are fundamental in infectious disease prevention—all healthcare providers should get their yearly flu vaccine if not otherwise contraindicated.
- Clinicians should be fit tested at their facility for N-95 mask.
- Stay away from crowds during a widespread infectious disease outbreak and consider staying home if you have a flu-like illness to prevent spread of the disease.

**Bioterrorism**

The Centers for Disease Control and Prevention (CDC) has categorized Biological Incidents into three levels.

**Category A Diseases/Agents**

The United States public health system and primary healthcare providers must be prepared to address various biological agents, including pathogens that are rarely seen in the U.S. High-priority agents include organisms that pose a risk to national security because they can:

- be easily disseminated or transmitted from person to person
- result in high mortality rates and have the potential for major public health impact
- possibly cause public panic and social disruption

- require special action for public health preparedness

Category A agents include: Anthrax, Botulism, Plague, Smallpox, Tularemia, Viral hemorrhagic fevers.

**Category B Diseases/Agents**

Second highest priority agents include agents that:

- are moderately easy to disseminate
- result in moderate morbidity rates and low mortality rates
- require specific enhancements of the CDC's diagnostic capacity and enhanced disease surveillance

Category B agents include: Brucellosis, food safety threats (Salmonella, E. coli, Shigella), Glanders, psittacosis, Q fever, Ricin toxin, Mellodidosis, Staphylococcal enterotoxin B, typhus fever, Viral encephalitis, water safety threats (Vibrio cholerae, Cryptosporidium parvum).

**Category C Diseases/Agents**

Third highest priority agents include emerging pathogens that could be engineered for mass dissemination in the future because of their:

- availability
- ease of production
- potential for high morbidity and mortality rates and major health impact

Category C agents include: emerging infectious diseases such as Nipah virus and hantavirus.

An outbreak of infectious diseases, especially any of the preceding diseases, should prompt a call to infection control or infectious disease to determine if the county health department needs to be contacted.
Chemical exposures can occur due to accidental release of chemicals or intentional chemical weapons used in a criminal act.

**Possible Signs of Chemical Threat**

Chemical agents tend to cause problems faster than biological agents; thus, it is more likely that those exposed will have symptoms early. The following are signs of possible chemical threat:

- Numerous people suffering from burning skin, watery eyes, choking, difficulty breathing, or neurological symptoms.
- Numerous sick or dead birds, fish, or small animals.

**If You See Signs of Chemical Release: Find Clean Air Quickly**

- Quickly attempt to define the impacted area or the source of the chemical.
- Avoid areas of potential chemical release. Move UPWIND, UPHILL, UPSTREAM, and FAR AWAY from the location.

**If You Think You Have Been Exposed to a Chemical**

If your eyes are watering, your skin is stinging, and you are having trouble breathing, you may have been exposed to a chemical.

- Remove clothes immediately and rinse with soap and large amounts of water to begin decontamination of the agents.
- Look for a hose, fountain, or any source of water, and if possible wash with soap, being sure not to scrub the chemical into your skin.
- Seek emergency medical attention.

**Categories of Chemical Agents**

- **Blister agents**—Mustard gas, phosgene oxime
- **Asphyxiant agents**—Cyanide
- **Nerve agents**—Sarin, Tabun, VX
- **Pulmonary irritants**—Chlorine, ammonia
Kaiser Permanente, as an organization, follows a standardized emergency management system in order to effectively and efficiently manage any disaster.

Every Emergency is initially responded to locally at the areas of impact, and as the magnitude, scope or severity of an incident increases, response and assistance to affected areas are coordinated at a higher level, while the local emergency management team retains fundamental command and control of the tactical response to the incident.

Kaiser Permanente has a Regional Emergency Operations Center (REOC) that helps local hospitals coordinate response to a disaster, and each hospital has a Hospital Command Center (HCC). Physicians of ALL SPECIALTIES will have roles during times of disaster. Generally, you will be asked to perform within your usual scope of practice.

1) Prepare Your Family
It is important that you prepare your family first for potential disasters. This booklet can help you take this first step. By becoming personally prepared, you are enabling yourself to help Kaiser Permanente provide quality of care to its members and the community during a disaster, by ensuring continuity of operations and care.

2) Prepare Yourself
It is important that you prepare yourself for potential disasters. This includes both mental and physical preparation. Create an “Office Kit” with disaster supplies and personal care items and have a change of clothing available in case you are needed to stay longer at work. As a physician, you serve an important role in responding to any disaster and may be called upon to perform a wide variety of roles and duties.

3) Understand Your Facility and Your Department’s Plan for Response to Disaster
Familiarize yourself with your area and your department’s response plans. Ask about how you can train and become involved in disaster drills that occur at your facility. For more information, discuss with your Physician-in-Charge (PIC), Chief of Service, or local Health and Safety Director.

4) Understand Your Role During a Disaster
Departments should have call rosters to call you in the event of a disaster and inform you to report immediately or to wait and report to your next scheduled shift. Make sure call rosters have your most recent contact information, including a landline and cell phone number where you can be reached. In times of widespread disaster, communications systems may not be functioning. If your department has not predetermined when you should report and does not contact you, report to your home medical center Physician Labor Pool or to your department chief. Your chief or PIC will make assignments.

5) If You are Unable to Arrive at a Kaiser Facility, go to the Nearest Hospital
If you are unable to get to your medical center, report to the nearest Kaiser Medical Center and check in with the Physician Labor Pool. If you are unable to get to a Kaiser Medical Center or contact your medical center, report to any hospital with your medical license and other identification—the State of California has emergency credentialing processes in place.

6) Carry Your Kaiser Permanente Identification Badge
Your Kaiser Permanente identification badge will allow you to move to a medical center in the event of a disaster and will allow you access to the medical center if it is in a secured state. Keep in mind, you must always follow instructions of law enforcement.

7) Participate and Practice
One of the largest roles you can play in disaster preparedness is to participate and practice in drills taking place in your Kaiser Permanente facility and community.
The following Web sites offer additional information on disaster preparedness:

Kaiser Permanente Disaster Readiness Site: insidekp.kp.org/insidekp/communicate/readiness/index.html

American Red Cross: redcross.org

Federal Emergency Management Agency: fema.gov


California’s Governor’s Office of Emergency Services: oes.ca.gov

Center for Disease Control and Prevention: cdc.gov

Emergency Disaster Systems: edisastersystems.com

For information on how your individual Kaiser Permanente department would continue operations or recover from an incident, refer to your department Business Continuity Plan and the Facility Emergency Operations Plan.

Sources:
San Bernardino Family Disaster Guide; American Red Cross; Ready.gov; Center for Disease Control and Prevention

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Designed by: Alex Morales, SCPMG Communications
## FAMILY EMERGENCY CONTACT INFORMATION
(Stay off cards below and give to family members)

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Our cause is *health*.
Our passion is *service*.
We’re here to *make lives better*.