



Disaster Preparedness Newsletter

January, 2009

Volume 2, Number 1

In This Issue

Agency Disaster Planning

Driving in Winter Weather

2009 Hurricane Prediction

Homeland Security EOC Grants

How to Write An Agency Disaster Plan

Write the answers to the following questions in a simple notebook format. It should take only an hour or less to answer each week's list of items- that's just twelve minutes per day. Work on the questions with others to build the most complete plan possible. Develop your plan and conduct training in advance of disasters.

Week One

Can Your Agency Continue to Serve After a Disaster?

Next Issue...

Comprehensive Agency Plan for Emergencies (CAPE)

Protecting Plants in Winter

Emergency Heat Sources

- List the disasters that will interrupt the services you provide.
- What will happen to service?
- Realistically, how many staff will work after a disaster?
 - if it strikes during work?
 - if it occurs during a workweek, but before the day begins?
 - if it happens on a weekend?
- Of the staff that remains on site, what are their skills?
- What work can volunteers do?

U.S. Disaster Watch

Notern states severe winter storms

Northern and western states flooding and mudslides

Week Two

The Emergency Team

- Who will be on your emergency team?
- Incident command (who leads?)
- Operations (who does the work?)
- Logistics (who gets the resources?)

Continued on Page 2 ...

Disaster Preparedness Newsletter

January, 2009

Volume 2, Number 1, Page 2

How to Write an Agency Disaster Plan

Continued from Page 1

- **Finance** (who tracks all activity?)
- **Information** (who keeps everyone in the know?)
- **Assign the people who are actually the most qualified to fill each role.**
- **What will be each team member's responsibilities?**
- **How will the team make decisions?**

Week Three

What Resources Are on Hand?

- **How can power and water sources be checked and shut off if necessary?**
- **Will you need power? Where can you get a generator?**
- **Is there a phone that is not dependent on electricity? Where is the nearest pay phone? Are there coins or phone card in petty cash?**
- **What will be your source of water?**
- **Will you need food? Where can you get it?**
- **What data do you need to serve your clients? Are computers necessary?**
- **Are files backed up and stored off site? Regularly backup your files to paper.**
- **Do you have an inventory of transportation that will be accessible after a disaster? Is it enough? What can you do now?**

Week Four

Your Neighborhood

- **Where is the nearest public health clinic? Who is in charge? What is the phone number?**
- **Do the nearest police and fire stations know about you? Will they be able to respond in a major disaster?**
- **Where are potential sites for mass care? (Look for central open spaces, a high school, someplace with showers and space.)**
- **Are there neighboring agencies? Do you serve the same clients? Can you share resources? How can neighboring businesses help the agency? Do the managers of supermarkets, pharmacies, and hardware stores know about you?**

Continued on Page 3...

Disaster Preparedness Newsletter

January, 2009

Volume 2, Number 1, Page 3

How to Write an Agency Disaster Plan *„Continued from Page 2*

Week Five

Your Clients

- How many clients could be on site in a disaster? Can they stay for three days?
- What will be needed? Where can you get sufficient quantities of food, water, medicine?
- How will you find out about clients who are off site?
- Who do you need to communicate with regarding clients? Off site staff? Families of clients? Are there others dependent on the information you hold about clients?
- How will you communicate? (List the most critical contacts that need to be made.) Does your communication represent a network or a hierarchy? Networks are more robust than hierarchies.

Week Six

Collaboration

- If evacuated, what will your clients need that may not be available in a mass shelter?
- What services can you offer to mass care providers to ensure that your clients receive equal treatment?
- How will your core services be impacted by evacuation or the sharing of services with relief providers?
- What agencies can join with you to ensure the care of your clients? Are potential partner agencies as prepared for a disaster as you are?

Week Seven

Training and Communication

- Have you created a printed Agency Disaster Plan?
- What are your plans for communicating with clients, employees, volunteers, other agencies?
- Have you developed training for all involved? Have you improved your Agency Disaster Plan following training and/or an actual disaster?

Disaster Preparedness Newsletter

January, 2009

Volume 2, Number 1, Page 4

Basic Assumptions During Disaster *What Can You Depend On?*

When creating an agency plan, keep in mind some basic assumptions:

- After a catastrophic disaster you may be isolated from emergency relief for three days.
- Telephone land lines will not work. A pay phone may operate sooner than a normal home or business phone. If phones do work, it will be easier to place a call to someone outside of your area rather than to a local number. Plan to work without a telephone or with cell phones. Cell phones may need extra batteries which are kept fully charged.
- The Office of Emergency Services (OES) will be busy coordinating the operations of official responders such as police, fire, and paramedic services. The OES can answer coordinated requests for resources.
- The American Red Cross will provide help regardless of a victim's income, nationality, or physical ability.
- However, mass shelters and feeding sites are designed for the public at large. At the mass care site nearest to your clients, there may not be enough space or qualified help for people with special needs.
- Community-based organizations, whose daily mission is to help people with special needs, are the most qualified agencies to provide relief to vulnerable populations.
- The Office of Emergency Services and the American Red Cross will rely on the ability of community-based organizations to survive a disaster and continue serving vulnerable residents.

Homeland Security EOC Grants *FY 2009 Opportunity*

The U.S. Department of Homeland Security (DHS) has announced that a total of \$12,357,500 is available for nationally competitive grants to eligible state, local, and tribal governments for construction or renovation of their principal Emergency Operation Centers (EOC).

The [FY 2009 EOC Grant Program](#) funds may only be expended for EOC construction and renovation costs. There is a 25 percent cost share cash or in-kind match requirement. The Division of Emergency Management as State Administrative Agency (SAA) will apply on behalf of eligible applicants. Justifications are due to the Division by no later than 11:59 PM EST, February 6, 2009. Please see attached documents for details.

The Division's contacts are Ms. Tina Quick at 850-413-9974 or e-mail: tina.quick@em.myflorida.com and Mr. Danny Kilcollins at (850) 413-9859 or e-mail: danny.kilcollins@em.myflorida.com

[Information Bulletin](#)
[2009 Overview](#)
[2009 Guidance and Application Kit](#)
[Frequently Asked Questions](#)



FEMA

Disaster Preparedness Newsletter

January, 2009

Volume 2, Number 1, Page 5

Driving in Winter Weather *How to Stay Safe While Drivin*

How should you drive in winter weather?

- Buckle-up before you start driving. Keep your seat belt buckled at all times.
- **SLOW DOWN!** - posted speed limits are for ideal travel conditions. Driving at reduced speeds is the best precautionary measure against any misfortune while driving on slippery roads. "Black ice" is invisible.
- Be alert. Black ice will make a road look like shiny new asphalt. Pavement should look grey-white in winter.
- Do not use cruise control. Winter driving requires you to be in full control at all times.
- Reduce your speed while approaching intersections covered with ice or snow.
- Allow for extra travelling time or even consider delaying a trip if the weather is inclement.
- Drive with low-beam headlights on. Not only are they brighter than daytime running lights but turning them on also activates the tail lights. This makes your vehicle more visible.
- Lengthen your following distance behind the vehicle ahead of you. Stopping distance on an icy road is double that of stopping on a dry one. For example, from around 45 meters (140 ft) at the speed of 60 km/h, to 80 meters (over 260 ft) on an icy road surface.
- Stay in the right-hand lane except when passing and use turn signals when changing lanes.
- Steer with smooth and precise movements. Changing lanes too quickly and jerky steering while braking or accelerating can cause skidding.
- Be aware and slow down when you see a sign warning that you are approaching a bridge. Steel and concrete bridges are likely to be icy even when there is no ice on the asphalt surface, (because bridges over open air cool down faster than roads which tend to be insulated somewhat by solid ground.)
- Consider getting off the road before getting stranded if the weather is worsening.
- Be patient and pass other cars only when it is safe to do so.

What should you do if you start to skid?

- Above all **DO NOT PANIC!**
- Look where you want your vehicle to go and steer in this direction.
- **DO NOT BRAKE!**
- **DO NOT ACCELERATE!**
- Disconnect the driving force on the drive wheels by doing either of the following:
 - If you're using automatic transmission, shift to neutral.
 - However, if you cannot do that immediately, do not touch the transmission gear.
- If you're using manual transmission, declutch.

Continued on Page 6 ...

Disaster Preparedness Newsletter

January, 2009

Volume 2, Number 1, Page 6

Driving in Winter Weather

...Continued from Page 5

How should you brake on a slippery road?

If the emergency does not require slamming the brakes as hard as possible, squeeze braking (also known as threshold braking) along with declutching (manual shift) or shifting to neutral (automatic transmission) will do the job most efficiently.

Braking without anti-lock brakes:

- Use the heel-and-toe method. Keep your heel on the floor and use your toes to press the brake pedal firmly just short of locking up the wheels.
- Release the pressure on the pedal, and press again in the same way.
- Repeat this until you come to a full stop.

Braking with anti-lock brakes:

- Also use heel-and-toe method, but do not remove your foot from the brake pedal until the vehicle comes to a complete stop.

What should you do if you get stuck or stranded in the snow?

- Avoid over-exertion and over-exposure to the cold. Cold weather can put extra stress on the heart and contribute to the hazards of over-exertion. Sweaty clothes next to the skin are not good for cold weather.
- Stay in the car if you cannot shovel your car out of the snow.
- Stay in the car in blizzard conditions - Do not leave the car for assistance unless help is visible within about 90 metres or 100 yards.
- Turn on flashing lights or set up flares. A brightly coloured cloth on the radio antenna may make your vehicle more visible in daylight.
- Run the car engine occasionally (about 10 minutes every hour) to provide heat (and to conserve fuel). Ensure that the tail exhaust pipe is free of snow and keep the window opened slightly (on the side shielded from the wind) to prevent the build up of carbon monoxide when the engine is running.
- Bundle up in a blanket. If there is more than one person in the car, share - two people sharing blankets will be warmer than either person alone in a blanket.
- Wear a hat and scarf - the head and neck are major sources of heat loss from the body.
- Monitor for any signs of frostbite and hypothermia.
- Do not fall asleep. If there is more than one person in the car, take turns sleeping.
- Do not stay in one position too long. Do some exercises to help the circulation - move arms and legs, clap your hands, etc.
- Watch for traffic or rescuers.

Disaster Preparedness Newsletter

January, 2009

Volume 2, Number 1, Page 7

Pandemic Flu Outlook

History and Current Threat to Society

Historically, the 20th century saw 3 pandemics of influenza:

- **1918 influenza pandemic caused at least 675,000 U.S. deaths and up to 50 million deaths worldwide.**
- **1957 influenza pandemic caused at least 70,000 U.S. deaths and 1-2 million deaths worldwide.**
- **1968 influenza pandemic caused about 34,000 U.S. deaths and 700,000 deaths worldwide.**

The consensus within the health-care community is that the world is unprepared for the next influenza pandemic. This lack of preparedness exists at all levels: global, national and local. Several months or even weeks of warning would help with public-health preparedness and could prove crucial to saving lives. The World Health Organization (WHO) has produced a blueprint for pandemic preparedness with recommendations for certain actions to occur at specific levels of alert. Each level of alert is linked to specific, confirmable events (e.g., identification of a new influenza strain with unusual pathogenicity). The goal of this research project is to provide more accurate estimates for the likelihood of certain events — by date and location — than are currently available.



World Health Organization (WHO)

2009 Hurricane Outlook

Above Average Season Predicted

Earlier this week, the Dr. Gray and his team at Colorado State University issued their initial outlook for the 2009 hurricane season. The early outlook predicts a continuation of the above-normal tropical activity we've seen over the past few years. The outlook is for 14 storms, compared to nine in a normal year, and seven hurricanes, compared to six in a normal year. Three major hurricanes are expected, and there's a 63% chance of a major hurricane making landfall somewhere in the United States— about 20% greater than in a normal year.



Disaster Preparedness Newsletter

January, 2009

Volume 2, Number 1, Page 8

Creating a Community Inter-Agency Disaster Organization (CIDO) *How can Agencies Work Together during a Disaster?*

A Community Inter-Agency Disaster Organization (CIDO) is a local organization composed of public, private, and not-for-profit agency representatives. Its purpose is to enhance a community's ability to mitigate, prepare, respond, and recover from disasters of various kinds.

Issue

The ability of organizations to coordinate their relief efforts is critical when disaster strikes a community. With proper preparation and emergency response procedures in place the extent of casualties and damage can be greatly diminished.

Action

A Community Inter-Agency Disaster Organization (CIDO) includes any agency that has a role to play in any phase of emergency management. The CIDO is a collaborative working group of public, private, and not-for-profit agency representatives in which all the participants are equal partners united by the common goal of emergency response and disaster relief. CIDOS strengthen area-wide disaster coordination by sharing programs, policies, information, joint planning and training.

Every CIDO must determine how best to carry out its community's aspirations and priorities while meeting the needs of its citizens. However, as a starting point, CIDOS may wish to adopt the following suggested concepts:

Principles

- A CIDO should provide a forum for information sharing, communication, cooperation, and collaboration between agencies involved in emergency management.
- A CIDO should be a resource to citizens of the local community during all four phases of emergency management: mitigation, preparedness, response, and recovery.
- A CIDO should support and be a resource to community emergency management in all four phases of emergency management.

Goals and objectives for the "ideal" CIDO

- Goal 1: An inter-agency group is in existence and has assumed responsibility for coordinating inter-agency activities related to emergency management.
- Goal 2: The CIDO or sub-group is prepared to begin functioning as an unmet needs committee immediately following a disaster.
- Goal 3: A plan exists, involving all appropriate agencies, to respond to and utilize volunteers in the event of a disaster.
- Goal 4: A plan exists for managing the receipt and distribution of in-kind donations of supplies and materials in the event of a disaster.
- Goal 5: CIDO members have an awareness of emergency management issues and have received appropriate training.

Disaster Preparedness Newsletter

January, 2009

Volume 2, Number 1, Page 9

Creating a Community Inter-Agency Disaster Organization (CIDO) *...Continued from Page 8*

The roles of a CIDO during disasters

- Donations management
- Facility acquisition for warehousing and distribution
- Managing emergent volunteers
- Receiving and distributing goods
- Sharing resources
- Coordination of human services
- Multi-agency resource center
- Sharing information on disaster survivors
- Release of confidentiality forms
- Reducing duplication of effort
- Regular meetings and communication

Sustaining the CIDO

- Recognize volunteers
- Support community morale
- Document processes for future reference
- Maintain interagency and community relationships
- Encourage community preparedness
- Continue to provide media with recovery updates and volunteer opportunities

Role of the Internet in building resource capacity

- Provides up-to-date emergency information
- Serves as an interagency communication link
- Source for coordinating unaffiliated volunteers with unmet needs
- Recognition of volunteers
- Updates of continuing volunteer opportunities

Develop your capacity: training opportunities exist at federal, state, and local levels.

- State Emergency Management Agency
 - Donation coordination
 - Developing volunteers
 - Community Emergency Response Teams
 - Homeland security
 - Disaster recovery operations
- American Red Cross
 - Damage assessment
 - Family Services
 - Shelter operations
 - Logistics
 - Mass care

Disaster Preparedness Newsletter

January, 2009

Volume 2, Number 1, Page 10

Interagency Disaster Preparedness Awards *Sponsored by Homeland1.com and IAEM*

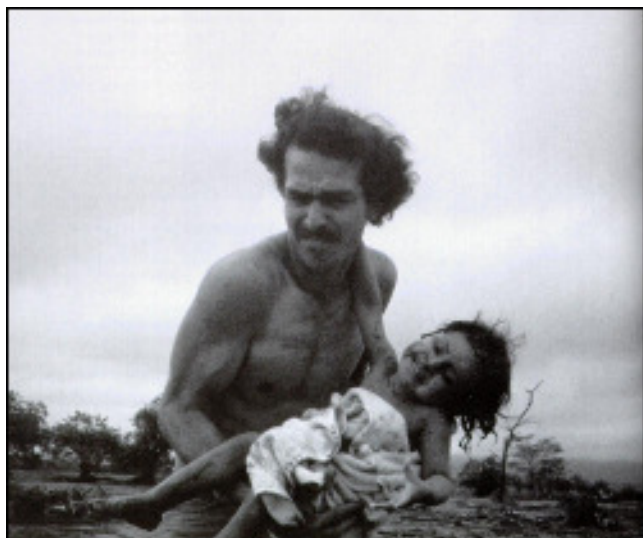
In 2005, in partnership with the **International Association of Emergency Managers**, Homeland1.com's predecessor, **Homeland Protection Professional** magazine, established the Interagency Disaster Preparedness Awards. The IDPAs were presented at the IAEM annual conferences in 2005 and 2006, but the program went into hiatus in 2007, because of the changeover from HPP magazine to the online format at Homeland1.com.

The Interagency Disaster Preparedness Award, co-sponsored by **Homeland1.com**, recognizes programs that involve an ongoing multi-agency effort whose mission is primarily disaster and/or terrorism mitigation, prevention, response and/or recovery. Entry is open to emergency response, emergency management and emergency support agencies (such as public health and public works) and their municipal, county, tribal, state, pro-vincial, military or federal jurisdictions or parent agencies.

The 2008 recipient is the **Los Angeles County Department of Public Health** for its "Schools' Pandemic Influenza and Infectious Disease/Public Health Emergency Toolkit," that provides a means for improved communication and collaboration between the Los Angeles County Department of Public Health and the more than 80 LA County school districts that serve more than 1.8 million children.

Faces of Disaster *Who Suffers Most in Disasters?*

It should be no surprise who suffers most in disasters. The list of most severely affected includes the poor, children, elderly, and disabled. Their suffering is often prolonged due to lack of resources, energy, and mobility to recover from disaster. Here are some faces of disaster.



For Information contact John Trifiletti at DisasterPrepare@yahoo.com or view online at <http://www.deafweb.us>

Disaster Preparedness Newsletter

January, 2009

Volume 2, Number 1, Page 11

Florida Division of Emergency Management
Florida's Online Resource for Families and Businesses

Kids Weather Survival Week

Florida's Emergency Management today announced that Kids Weather Survival Week is scheduled for FEBRUARY 1 - 7, 2009. The annual public awareness campaign includes various activities including a poster and essay contest sponsored by 5 Florida area Radio Disney stations (Jacksonville, Miami, Orlando, Tampa and West Palm Beach).

Additional Kids Weather Survival Week sponsors include the American Red Cross, the Federal Alliance for Safe Homes, the Florida Association of Broadcasters, the Florida Emergency Preparedness Association, the Florida Department of Education and Midland Radio Corporation.

We welcome the addition of Radio Disney as a primary sponsor in 2009 to help promote to children and families the importance of being prepared," said Director Craig Fugate of the Florida Division of Emergency Management. "It takes a team effort and we are proud to have many great sponsors who are committed to this week of education and public awareness."

Poster Contest

Fourth and fifth graders in all 67 Florida school districts are invited to participate in the statewide poster contest. Posters must be postmarked on or before FRIDAY, JANUARY 23, 2009 and must arrive at the Capital Area Chapter of the American Red Cross in Tallahassee no later than Monday, January 26, 2009. For complete contest information please visit: <http://redcross.tallytown.org>.

Essay Contest

High school students in all 67 school districts are invited to participate in the statewide essay contest. "Tell us your story of how having a plan in place beforehand helped you, your family, and your pets survive the disaster." All entries must be electronically submitted no later than TUESDAY, JANUARY 20, 2009. For complete contest information please visit the Just Read, Florida! website at: <http://www.justreadflorida.com/hwaw/EssayContest.asp>.



<http://www.floridadisaster.org/>

For Information contact John Trifiletti at DisasterPrepare@yahoo.com or view online at <http://www.deafweb.us>