

**Virginia Defense Force**

# **DISASTER PREPAREDNESS PLAN**



**FALL 2011**



## Revision Log

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*Important Note:*

*In emergency situations, normal first responders and public utilities may be unavailable, e.g. police, fire, and rescue agencies, power and water facilities, etc. The general assumption is that you should be prepared to survive on your own, without access to these resources for three or four days. While many weather emergencies can be forecasted in advance, some situations arise without benefit of warning, e.g. tornados and terrorist attacks. Advance planning can help ensure that you can survive these situations long enough for normal services to be restored.*

## **1.0 Overview**

Adequate disaster planning and preparation can help VDF members meet the needs of the communities they serve during and after a major emergency.

## **2.0 Purpose**

The purpose of this document is to provide general guidelines to help VDF members render appropriate organizational assistance when called to State Active Duty, and to prepare members for personal emergency situations that may affect their person, families, or communities when citizen-assistance is required outside of the purview of service related commitments and responsibilities. The types of disaster situations that might be encountered include:

- 2.1** Local site disasters that occur without warning, e.g. tornados or hurricanes,
- 2.2** Pending weather disasters with forecasted timelines, e.g. hurricanes,
- 2.3** Weather or industrial disasters which affect local infrastructure, communications, or services, e.g. flooding or terrorist attacks
- 2.4** Public threats which may be the result of disease or criminal acts.



General suggestions to help secure person and property are summarized in the following tables:

### 3.0 Summary Emergency Disaster Checklist:

This section describes general emergency preparedness supplies and procedures.

<b>Contact Your Unit or Local Emergency Management Office</b>	
<input type="checkbox"/>	Find out which types of disasters may typically occur in your area.
<input type="checkbox"/>	Ask how to prepare for each disaster.
<input type="checkbox"/>	When a crisis occurs, or when there is a likelihood that a crisis will occur, monitor news and weather events in order to maintain situational awareness.
<input type="checkbox"/>	Ask how you would be warned of an emergency.
<input type="checkbox"/>	Learn your community's evacuation routes.
<input type="checkbox"/>	Ask about special assistance for elderly or disabled persons.
<input type="checkbox"/>	Ask your workplace about emergency plans.
<input type="checkbox"/>	Learn about emergency plans for your children's school or day care center.

*Table 1: Emergency Disaster Checklist*



Develop an Emergency Plan and be Prepared to Enact It	
<input type="checkbox"/>	Meet with household members to discuss the dangers of fire, severe weather, earthquakes and other emergencies. Explain how to respond to each.
<input type="checkbox"/>	Find the safe spots in your home for each type of disaster.
<input type="checkbox"/>	Discuss what to do about power outages and personal injuries.
<input type="checkbox"/>	Draw a floor plan of your home. Mark two escape routes from rooms.
<input type="checkbox"/>	Show family members how to turn off the water, gas and electricity at main switches when necessary.
<input type="checkbox"/>	Post emergency telephone numbers near telephones.
<input type="checkbox"/>	Teach children how and when to call 911, police and fire.
<input type="checkbox"/>	Instruct household members to turn on the radio for emergency information.
<input type="checkbox"/>	Pick one out-of-state and one local friend or relative for family members to call if separated during a disaster(it is often easier to call out-of-state than within the affected area).
<input type="checkbox"/>	Teach children your out-of-state contact's phone numbers.
<input type="checkbox"/>	Pick two emergency meeting places: 1) A place near your home in case of a fire; (2) A place outside your neighborhood in case you cannot return after a disaster.
<input type="checkbox"/>	Take a basic first aid and CPR class.
<input type="checkbox"/>	Keep family records in a water and fire-proof container.

*Table 2: Disaster Survival Kit*

**TIP:** It's often easier to make telephone calls outside of the effected disaster area than it is to make calls inside the disaster zone itself.



<b>Prepare an Emergency Supplies Kit</b>	
<input type="checkbox"/>	A supply of water (one gallon per person per day). Store water in sealed, unbreakable containers. Identify the storage date and replace every six months.
<input type="checkbox"/>	A supply of non-perishable packaged or canned food and a non-electric can opener.
<input type="checkbox"/>	A change of clothing, rain gear and sturdy shoes, blankets or sleeping bags.
<input type="checkbox"/>	First aid kit and prescription medications.
<input type="checkbox"/>	An extra pair of glasses.
<input type="checkbox"/>	A battery-powered radio, flashlight and plenty of extra batteries.
<input type="checkbox"/>	Credit cards and cash.
<input type="checkbox"/>	An extra set of car keys.
<input type="checkbox"/>	A list of family physicians.
<input type="checkbox"/>	A list of important family information; the style and serial number of medical devices such as pacemakers.
<input type="checkbox"/>	Special items for infants, elderly or disabled family members

*Table 3: Emergency Supplies*



## 4.0 Emergency Plan

A viable emergency plan is a critical time saver in a disaster situation. There is often little time to compile important information when disaster strikes. Having an emergency plan in place before hand can save lives. The following guideline is based on recommendations of the Federal Emergency Management Agency (FEMA) as follows.

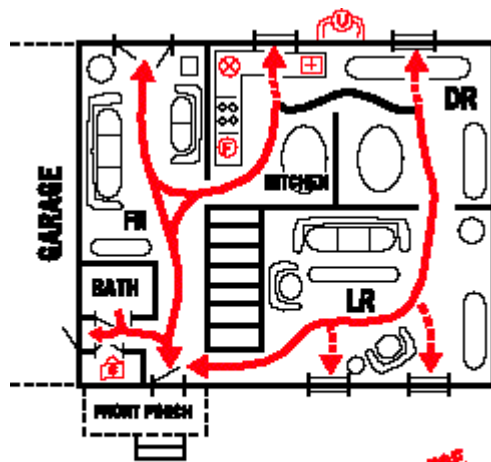
<b>Emergency Plan</b>		
<p><b>Out-of-State Contact</b>                      Name _____                      City _____                      Telephone _____</p> <p><b>Local Contact</b>                      Name _____                      Telephone _____</p>	<p><b>Reunion Locations</b>                      (1)Right outside your home (2)                      Away from the neighborhood,                      in case you cannot return                      home. Document:                      Address _____                      Telephone _____                      Directions _____</p>	<p><b>Emergency Telephone Numbers</b>  <i>In a life threatening emergency, dial 911.</i>                      Police _____                      Fire _____                      Hospital _____</p>
<p><b>Nearest Relative</b>                      Name _____                      City _____                      Telephone _____</p>	<p><b>Family Physicians</b>                      Name _____                      Telephone _____                      Name _____                      Telephone _____</p>	<p><b>Family Work Numbers</b>                      Father _____                      Mother _____                      Other _____</p>

Table 4: Emergency Plan



**Escape Plan**

In a fire or other emergency, you may need to quickly evacuate your home on a moment's notice. Develop an escape plan by drawing a floor plan of your residence. Using a black or blue pen, show the location of doors, windows, stairways, and large furniture. Indicate the location of emergency supplies (Emergency Supplies Kit), fire extinguishers, smoke detectors, collapsible ladders, first aid kits and utility shut off points. Next, use a colored pen to draw a broken line charting at least two escape routes from each room. Finally, mark a place outside of the home where household members should meet in case of fire. Be sure to include important points outside such as garages, patios, stairways, elevators, driveways and porches. If your home has more than two floors, use an additional sheet of paper. Practice emergency evacuation drills with all household members, ensure they're familiar with the floor plan exits.



Example Evacuation Plan

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Use the diagrams below to draw an escape plan. Make sure that everyone in your residence or facility are familiar with the plan and keep copies posted in accessible places. Use the key at the bottom of the page to mark critical items.

## First Floor



## Second Floor



- |   |  |  |
|---|--|--|
|  Normal Exit Route     |  Disaster Supplies Kit      |  Stairways        |
|  Emergency Exit Routes |  Doors                      |  Utility Shut Off |
|  Fire Extinguisher     |  Collapsible Ladder         |  Windows          |
|  Smoke Detectors       |  Reunion Location (Outside) |  First Aid Kit    |



***Hazards in the Home***

In a disaster, ordinary items in the home can cause injury and damage. Anything that can move, fall, break or cause a fire is a potential hazard.

<input type="checkbox"/>	Repair defective electrical wiring and leaky gas connections.
<input type="checkbox"/>	Fasten shelves securely and brace overhead light fixtures.
<input type="checkbox"/>	Place large, heavy objects on lower shelves.
<input type="checkbox"/>	Hang pictures and mirrors away from beds.
<input type="checkbox"/>	Strap water heater to wall studs.
<input type="checkbox"/>	Repair cracks in ceilings or foundations.
<input type="checkbox"/>	Store weed killers, pesticides and flammable products away from heat sources.
<input type="checkbox"/>	Place oily polishing rags or waste in covered metal cans.
<input type="checkbox"/>	Clean and repair chimneys, flue pipes, vent connectors and gas vents.

*Table 5: Common Hazards in the Home*



<b><i>Evacuation Planning</i></b>	
<input type="checkbox"/>	Listen to a battery powered radio for the location of emergency shelters. Follow instructions of local officials.
<input type="checkbox"/>	Wear protective clothing and sturdy shoes.
<input type="checkbox"/>	Take your Disaster Supplies Kit.
<input type="checkbox"/>	Lock your house.
<input type="checkbox"/>	Use travel routes specified by local officials.
<b><i>If you are sure you have time ...</i></b>	
<input type="checkbox"/>	Shut off water, gas and electricity, if instructed to do so.
<input type="checkbox"/>	Let others know when you left and where you are going.
<input type="checkbox"/>	Make arrangements for pets. Animals may not be allowed in public shelters.

*Table 6: Preparing for Evacuation*

<b><i>Prepare an Emergency Car Kit</i></b>	
<input type="checkbox"/>	An emergency kit for an automobile should include the following items:
<input type="checkbox"/>	Battery powered radio, flashlight and extra batteries.
<input type="checkbox"/>	Booster cables, Fire extinguisher (5 lb., A-B-C type)
<input type="checkbox"/>	First aid kit and manual.
<input type="checkbox"/>	Bottled water and non-perishable high energy foods such as granola bars, raisins and peanut butter.
<input type="checkbox"/>	Blanket
<input type="checkbox"/>	Personal Protection Device

*Table 7: Emergency Kit for Your Automobile*



<b>Fire Safety</b>	
<input type="checkbox"/>	Plan two escape routes out of each room.
<input type="checkbox"/>	Practice fire drills at least twice a year.
<input type="checkbox"/>	Teach family members to stay low to the ground when escaping from a fire.
<input type="checkbox"/>	Teach family members never to open doors that are hot. In a fire, feel the bottom of the door with the palm of your hand. If it is hot, do not open the door. Find another way out.
<input type="checkbox"/>	Install smoke detectors on every level of your home. Clean and test them at least once a month. Change batteries at least once a year.
<input type="checkbox"/>	Keep a whistle in each bedroom to awaken household in case of fire.
<input type="checkbox"/>	Check electrical outlets. Do not overload outlets.
<input type="checkbox"/>	Purchase and learn how to use a fire extinguisher (5 lb., A-B-C type).
<input type="checkbox"/>	Have a collapsible ladder on each upper floor of your house.
<input type="checkbox"/>	Consider installing home sprinklers.

Table 7: Fire Safety



## **5.0 Important Notes**

READINESS - While the VDF can only be called to State Active Duty by the Governor and cannot perform emergency response duties without State Active Duty orders, situations may arise that call for citizen community assistance and adequate planning is important in either scenario.

ALERTS & ORDERS - **ALERT ONE:** Alert One is a telephone alert. Units will be asked to contact all of their personnel, determine who is available, and report strength to the next higher level - **ALERT TWO:** Alert Two is a response alert. Members report in uniform to their home armory with vehicles and basic load ready for operations. Troops should use extra caution in driving to ensure we don't lose people and equipment in a needless accident before the emergency starts. The division Commander is the only commander who can authorize an Alert Two.

Emergency Deployment Readiness Exercise - EDRE is conducted for each VDF unit at least once annually.

Operational Readiness Checks (ORC) - ORCs are conducted for units on a random schedule, although each Company and Battalion should expect ORC at least once every two years.

Warning Orders - A Warning Order issued to alert a unit that it may be called to State Active Duty and/or to alert a unit to an expected mission tasking, Warning orders have no set format and may be as simple as a phone call

Operations Order - An Operation Order is issued to assign a unit specific mission tasking. Unless a time is specified, an OPORD is normally the formal written authority for a unit to activate, mobilize its personnel and proceed with the mission.



## **6.0 RESPOND Model**

**R**eadiness - as a first responder in a domestic crisis, the civil affairs mission of the Virginia Defense Force is a critical component of the force multiplier emergency response model. As private citizens with family and community responsibilities, we all have a common interest to work for the greater good of our communities, particularly in times of crisis. Readiness to respond in crisis situations is a critical element of Disaster Preparedness.

**E**fficiency – understand your role in a crisis response. Know exactly what to do when a crisis occurs. The more prepared you are, the more efficient your response will be.

**S**ituational Awareness - monitor news and weather events. Know your immediate recourse in the event that action is necessary. Know where your family members are and stay on top of events as they unfold. Don't rely on normal modes of communication. Assume that normal resources will be unavailable and be prepared accordingly.

**P**reparation – be ready for worse case scenarios; make sure that your commander can contact you in the event that you are needed. Maintain an emergency kit which includes survival and communication items.

**O**rganization - organize information and assets carefully. Pre-planning is essential to success.

**N**ever assume that first responder agencies, e.g. fire, rescue, police will be available during and immediately after a crisis.

**D**evelop necessary emergency plans and documentation.