

# *In God's hands ... and Ours*



*Disaster preparedness and response  
in the Episcopal Diocese of Hawai'i*

2008

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This document is organized into three primary Sections plus four Supplements. Sections 2 and 3 are designed having spaces where information can be written which pertains to individual situations, but as such information can change rapidly or require expansion, blank forms for recording the same information are provided also in Supplement 4: Appendices and Forms. The forms are loose-leaf, so they can be removed and copied when new information requires recording. This whole document, including all forms in Supplement 4, is also downloadable in pdf format from the Diocesan website, [episcopalhawaii.org](http://episcopalhawaii.org). Select the Disaster Preparedness and Response tab to access the file.

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In God's Hands ... and Ours: Disaster Preparedness  
and Response in the Episcopal Diocese of Hawai'i

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Robert L. Fitzpatrick, Bishop  
229 Queen Emma Square  
Honolulu, HI 96813-2304  
808-536-7776



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Document Checklist

To file with this parish response plan:

\_\_\_ Parish roster/directory, including contact information for the parish response team members; the diocese; parish emergency responders; parish neighbors; local media; local government officials; and law enforcement (see page 22 and also Supplement 4: Appendices and Forms)

\_\_\_ Inventory of church property and holdings (see page 27 and also Supplement 4: Appendices and Forms)

\_\_\_ Other vital parish records, including insurance policies (see page 28 and also Supplement 4: Appendices and Forms)

\_\_\_ Blueprint of church facilities marked for locations of first-aid kits, emergency supplies, utility cut-offs, alarm controls, etc. (see page 31 and also Supplement 4: Appendices and Forms)

## Immediate emergency?

*Call your priest:*

\_\_\_\_\_

Priest's name

---

Telephone: Home (H), Work (W)

---

Cell (C), Other (O)

*Call the diocese:*  
808-536-7776

(Office hours: Tues.-Fri., 8:00-4:00 HST)

Toll free from Neighbor Islands:  
(800) 522-8418

*Local emergency numbers:*  
911: for police, fire or ambulance

---

*County or other local emergency number*



Aloha i Akua,

*A letter from the bishop*

With earthquakes, hurricanes and tsunamis a living part of our corporate memory, the people of this Diocese take the phrase “this fragile earth, our island home” from the Book of Common Prayer (see Eucharistic Prayer C, page 370) with the utmost seriousness. We know too well that disasters can and do occur – often with little or no warning. But if we prepare, we can face nearly any disaster backed by knowledge, skills and a network that could endeavor to assess and address needs quickly and efficiently.



THE RT. REV. ROBERT L.  
FITZPATRICK  
V<sup>TH</sup> BISHOP OF HAWAII

A skilled group of lay and clergy leaders of the Diocese have put together the Hawai'i Disaster Preparedness and Response Plan, which draws together vital information from many sources. This Plan is a means for the Bishop's staff and our congregations to prepare for the day when we are again faced with a disaster and our diocesan Ohana must pull together for the good of all.

My thanks go out to all the members of our committee for their hard work. Grateful recognition is also given to the Episcopal Dioceses of East Tennessee and New York for leading the way with their plans, from which this our Hawai'i resource has evolved. Our plan and its antecedents also draw heavily upon work by Lutheran Disaster Response of Tennessee, the American Red Cross and FEMA, and numerous other governmental and nonprofit sources.

It is now up to every congregation and the leaders of this Diocese to put the work of many contributors to good use, and to prepare for the unforeseen.

I remain,

Your servant in Christ Jesus,

Bob

# Emergency Contacts for each County

## O'ahu Emergency Numbers

<b>Agency</b>	<b>Phone Number</b>
Ambulance	911
Fire Department	911
Police Department	911
Fire Department	911
American Red Cross	734 2101
Civil Defense Agency	523 4121
	733 4300 (State)
Electric Company	548 7311
	548 7961 (Trouble Only)
Gas Company	535 5933
	526 0066 (Trouble Only)
Health Department	586 4400 (Until 4:30 p.m.)
	247 2191 (Emergency after hours)
Telephone Company	Refer to local providers
Water Department	748 5000

## **Hospitals**

Island of O`ahu Castle Medical Center 640 Ulukahiki St. Kailua, HI 96734	263 5500
Kahuku Hospital 56 117 Paialea St. Kahuku, HI 96731	293 9221
Kaiser Permanente Medical Care Program, Moanalua Medical Center 3288 Moanalua Rd., Honolulu, HI 96819	432 0000
Kapiolani Medical Center At Pali Momi 98 1079 Moanalua Rd. Aiea, HI 96701	486 6000
Kapiolani Medical Center for Women & Children 1319 Punahou St., Honolulu, HI 96826	983 6000
Kuakini Medical Center 347 N. Kuakini St. Honolulu, HI 96817	536 2236
Queen's Medical Center 1301 Punchbowl St. Honolulu, HI 96813	538 9011

Rehabilitation Hospital of the Pacific	531 3511
Shriner's Hospital for Children	941 4466
St. Francis Medical Center of Hawai`i 2230 Liliha St. Honolulu, HI 96817	547 6011
St. Francis Medical Center West 91 2141 St. Weaver Rd. Ewa Beach, HI 96706	678 7000
Straub Clinic & Hospitals 888 S. King St. Honolulu, HI 96813	522 4000
Tripler Army Medical Center	433 2778
Wahiawa General Hospital 128 Lehua St. Wahiawa, HI 96786	621 8411

## *Maui County Emergency Numbers*

<b>Agency</b>	<b>Phone Number</b>
Ambulance	911
Fire Department	911
Police Department	911
Non-emergency Maui	244-6400
Non-emergency Moloka`i	553-5355
Non-emergency Lana`i	565-6428
ACCESS (suicide/crisis)	1-800-753-6879
American Red Cross	244-0051
State Chapter:	270-2040
From Moloka`i:	660-2040 (automated system)
From Lana`i:	568-2040
Civil Defense Agency	270-7285
24 hour automated advisory	986-1200
<b>(After hours, weekends, holidays)</b>	
Maui Police Dept	244-6400
Moloka`i Police Dept	553-5355
Lana`i Police Dept	565-6428
Coast Guard	
Chemical/oil spills/biological terrorism	1-800-424-8802
Search/rescue center	1-800-552-6458
Department of Homeland Security	1-808-532-3746
Gas Company	877-6557
From Moloka`i and Lana`i:	1-800-828-9359

Telephone Company	Refer to local providers
Hawaiian Telcom repair	611
Health Department	984-8211
Maui Electric Company	871-8461
From Maui:	871-7777 (Trouble Only)
From Moloka`i and Lana`i:	1-877-871-8461 (Trouble Only)
Moloka`i Sexual Assault Emergency	553-5907

Crisis Response Program	
Poison Control Center	1-800-222-1222

Water Department	270-7730
	270-7633 (Trouble Only)
	553-3531 (Moloka`i)
	553-5355 (Moloka`i after hours emergency)

### **Maui County Hospitals**

Maui Memorial Medical Center 221 Mahalani Street Wailuku, HI 96793	244-9056
--	----------

Kula Hospital and Clinic 100 Keokea Place Kula, HI 96790	878-1221
--	----------

Lana`i Community Hospital 628 Seventh Street Lanai City, HI 96763	565-6411
---	----------

Moloka`i General Hospital 280 Home Olu Place Kaunakakai HI 96748	553-5331
--	----------

Kaiser Permanente clinics: Kihei Clinic 1279 South Kihei Rd. Suite 120 Kihei, HI 96753	891-6800
---	----------

Lahaina Clinic 910 Wainee Street Lahaina, HI 96761	662-6900
--	----------

Maui Lani Clinic 55 Maui Lani Parkway Wailuku, HI 96793	243-6050
---	----------

Wailuku Clinic 80 Mahalani Street Wailuku, HI 96793	243-6000
---	----------



## *Kauai Emergency Numbers*

<b>Agency</b>	<b>Phone Number</b>
Ambulance	911
Fire Department	911
Police Department	911
Fire Department	911
American Red Cross	245-4919
	645 1911
Civil Defense Agency	241-1800
Emergency	241 1711
KIUC (Electric Company)	246-8200
Gas Company	245-3301
Telephone Company	611 or 877-482-3900
Water Company	245-5400
Emergency	241 1711

### **Hospitals**

Mahelona Medical Center 4800 Kawaihau Rd., Kapaa	822-4961
West Kauai Medical Center (KVMH)/ St. Francis Medical Center 4643 Waimea Canyon Drive, Waimea	338-9431 338-1100
West Kauai Clinic Kalaheo	332-8523
Eleele	335-0579
Waimea	338-8311
Wilcox Memorial Hospital 3420 Kuhio Hwy. Lihue, HI 96766	245-1100
Kauai Hospice	245-7277
Kauai Veterans Memorial Hospital 4643 Waimea Canyon Road Waimea, Hawaii 96796	338 9431
Samuel Mahelona Memorial Hospital	822 4961

# Hawai'i County Emergency Numbers

<b>Agency</b>	<b>Phone Number</b>
Ambulance	911
Fire Department	911
Police Department	911
American Red Cross	935-8305 (Hilo) 326-9488 (Kona)
Civil Defense Agency	935-0031 935-3311 (After hours)
Coast Guard (search/rescue)	1-800-552-6458
Electric Company	935-1171 966-6666 (Trouble Only)
Gas Company	935-0021 (Hilo)
Gas Company	329-2984 (Kona)
Telephone Company	Refer to local providers
Health Department	974-6001
Water Department	961-8060 961-8790 (Trouble Only)

## **Hawai`i County Hospitals**

Hilo Medical Center 1190 Waianuenue Ave Hilo, HI 96720	974 4700
Kona Community Hospital 79 1019 Haukapila St. Kealahou, HI 96750	322 9311
Ka`u Hospital 1 Kamani Street Pahala, HI 96777	928 2050
Kohala Hospital 54 383 Hospital Road Kapaau, HI 96755	889 6211
North Hawai`i Community Hospital 67 1125 Mamalahoa Highway Kamuela, Hawaii 96743	885-4444

## **Additional Hawai`i County Medical Care and Clinics**

Kohala Family Health Center 53 3925 Akoni Pule Highway Kapa`au, HI 96755	889 6236
Hamakua Health Center 45 549 Plumeria Street Honokaa, Hawaii 96727	775-7204

Keauhou Urgent Care Center 322-2544  
78-6831 Alii Drive, Suite 9  
Kailua Kona, HI 96740 2440

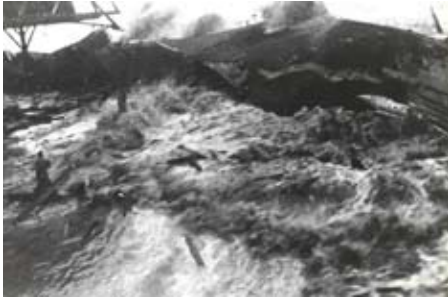
Waiakea Health Center 933 0435  
191 Kuawa St.  
Hilo, HI 96720

Hale Ho`ola Hamakua 775 7211  
45 547 Plumeria Street  
Honokaa, HI 96727

Kaiser Permanente clinics:  
Hilo Clinic 934 4000  
1292 Waianuenue Ave.  
Hilo, HI 96720

Kona Clinic 334 4400  
Hualalai Medical Center  
75 184 Hualalai Road  
Kailua Kona, HI 96740

Waimea Clinic 881 4500  
67 1185A Mamalahoa Highway  
Kamuela, HI 96743





# WHAT IS A DISASTER?

The American Red Cross defines a disaster as an emergency that causes the loss of life and property and a disruption in which survivors cannot manage without spiritual, monetary or physical assistance. A disaster can bring injuries and loss of life; the destruction of property including housing, hospitals, critical facilities, transportation capabilities and businesses; and civic disorder.

Disasters and other crises that could require a response in Hawai`i include, for example, fire – whether in a building or a wildfire; an earthquake and/or tsunami; a hurricane; an “avian flu” pandemic; a hazardous materials spill or other transportation accident; a chemical or biological threat; a nuclear incident; a terrorist attack; or a riot or other civil unrest. Weather-related crises could also strike in the form of extreme heat; drought or water shortage; tornado (waterspout); or floods. (See Supplement 2: Specific Disasters, beginning on page 55.)

A disaster creates particularly hazardous conditions for vulnerable people and communities, and the location of a disaster can demand special handling. (See Supplement 1: Special considerations.)

The American Red Cross has defined the life cycle of a disaster as years, not months, over which time a community progresses through phases of rescue, relief and recovery.

The  
American  
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not  
months.

## *Rescue*

---

In the first phase, the primary task is to save lives and property. Essential personnel include emergency and law enforcement professionals such as firefighters, police officers, emergency medical technicians and those in the immediate vicinity who are able to call for help and provide first aid.

### **In the parish, clergy and lay leadership will respond as they ...**

- Assemble a team and implement the parish disaster plan.
- Communicate with parishioners and with the larger community via the media.
- Listen. Listening can facilitate the process of “meaning making” – the struggle to come to terms with the disaster and its repercussions – and help to discern the needs of those affected, especially those with special needs and those who have lost friends or family members.
- Plan opportunities for public worship. This is an act of Christian hope and faith in God at work even in the midst of devastation. Public worship can be instrumental in healing.
- Pay special attention to the needs of family and loved ones.
- Pray; practice self-care and maintain awareness of personal emotional state.

## *Relief*

---

The major task in the second phase is to create safe and sanitary conditions for survivors and emergency personnel so that they may alleviate suffering in the aftermath.

Essential personnel in this phase include government and health-care personnel, relief agencies, law enforcement divisions and faith communities who provide clothing, shelter, health and medical attention to survivors.

## **Parishes may find they have opportunities to contribute to relief efforts by ...**

- Mobilizing trained response chaplains to provide spiritual and pastoral assistance;
- Deploying grief counselors to help process and alleviate the emotional pain of those suffering loss;
- Inviting parishioners to participate in recovery efforts;
- Assessing damage to homes, church and community, contacting insurance companies and perhaps an attorney, and helping victims seeking to make needed contacts;
- Maintaining communication with local officials and other clergy, as well as the diocese, and asking for whatever help may be needed.



## *Recovery*

---

In the short-term during a major crisis such as a widely experienced weather event, individuals must recognize the need to be initially self-sufficient. A three- to seven-day supply of food, water and emergency supplies is recommended (See suggested emergency kits on page 36).

Short-term recovery includes the restoration of utilities and services, damage assessment, temporary repairs, feeding, re-establishment of communications, reinforcement of law and beginning the process to replace damaged property.

Over the long term, lives and communities are rebuilt, counseling offers ways to cope with physical, emotional and spiritual needs, and disaster responses are evaluated to develop or reshape strategies for addressing future occurrences.

Government agencies, disaster response agencies, community social service organizations and faith communities will work together cooperatively and collaboratively to foster healing and rebuilding of the community. Re-imagining the future in this phase is an act of hope and courage.



## **The parish may be called upon to ...**

- Assist in grief recovery and nurturing.
- Assess short- and long-term needs of parishioners and community neighbors and match them with available resources.
- Continue to offer theologically nuanced sermons and worship opportunities to assist in “meaning making” and integration.
- Reflect on experiences and discuss them with community and family. Use insights to revise parish response plan and mitigate future disasters.

## *Worship plans and resources*

In the aftermath of a disaster, public worship opportunities should be offered as soon as possible. It is particularly important to hold public worship the Sunday following a disaster, even if it is necessary to secure an alternate location for worship because the church has been damaged or compromised. This is an act of Christian hope that affirms that God is at work even in the midst of destruction.

Liturgical resources offered for use in the event of a disaster are in Section Three below, on page 34 – included are a Collect, Proper Preface and suggested reading.

# How the diocese can help

Just as parishes should give thought to what preparations are necessary while the weather is fair and the world hums along normally, so too must the diocese consider what is needed.

“We know too well that disasters can and do occur – often with little or no warning,” the bishop said in his introductory letter to this manual. “But if we prepare, we can face nearly any disaster backed by knowledge, skills and a network that could endeavor to assess and address needs quickly and efficiently.”

## *Response team*

---

A diocesan team has been formed and is available to respond to a disaster occurring anywhere within the diocese. The diocesan response team comprises individuals, both pastoral and administrative, who have been appointed by the bishop and are prepared to coordinate any diocesan response to a disaster.

Should disaster strike, please notify the response team coordinator immediately (see below for diocesan contact information). In the event of a disaster, the response team will be activated to consider and initiate appropriate actions.

### **Activation**

When activated, the response team will meet as soon as possible in a pre-determined location.

### **Assessment**

The team will assess the event and discuss possible responses with the bishop.

### **Implementation**

When the response is determined, the team will confirm and act upon the steps required to implement it.

### **Communication**

The diocesan spokesperson or other designated person will communicate details of the diocesan response throughout the diocese and with governmental and law enforcement contacts and media representatives as appropriate.

Diocesan response team members/roles and how to contact them:

.....

.....

.....

.....

.....

# Response chaplains

---

## **What is a response chaplain?**

Response chaplains are clergy, religious or laity who have taken CPE or CISM courses, progressed through a screening interview and disaster preparedness orientation and are certified to respond in the event of a disaster. Invitations to serve as response chaplains will be issued on a periodic basis, and training opportunities will be provided.

## **Who can become a response chaplain, and how?**

The opportunity to serve in response to a disaster is open to diocesan clergy, religious and laity. An individual letter of agreement that sets out the terms, conditions and policies under which chaplains will respond will be signed by the approved training agency and the individual response chaplain. There will be an annual refresher course for those involved in this ministry.

All clergy, religious and laity who have an interest in becoming response chaplains are invited to call the Rev. Jan C. Rudinoff at 808-245-6563 or to send an e-mail to [rudinoff@aloha.net](mailto:rudinoff@aloha.net).

## **Diocesan policy for response chaplains:**

For urgent and compelling reasons of safety, it is diocesan policy, as well as that of the local emergency management authority, that no clergy are to deploy themselves to the scene of a disaster without proper training and as part of a coordinated disaster response.

## **Where response chaplains serve:**

Response chaplains are not first responders to any emergency or disaster. A response chaplain may serve in a family assistance center, in respite centers for uniformed personnel, and after additional screening for suitability, in temporary morgues.

If a response chaplain is brought onto the actual site of a disaster, he or she must be escorted onto and off the site by uniformed personnel at the uniformed personnel's request, subject to the local emergency management authority's rules.

## **Training course:**

A training course will be offered by an agency that is qualified to train chaplains for disaster response in accordance and conformity with the local emergency management authority's standards of care provided by chaplains across faiths and denominational affiliation. It will provide basic training in how to be with victims, families and members of the uniformed services during and after a disaster, as well as details on how to work as part of an overall response team. Access the Disaster Preparedness section on the Diocesan website home page, [episcopalhawaii.org](http://episcopalhawaii.org), for up-to-date training course details.

## ***Certified response chaplains in the diocese of Hawai`i :***

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail



---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

*In the event of a disaster, the diocesan response team will be activated to consider and initiate appropriate actions.*

# Developing a parish response plan

Being prepared for a disaster is an important pastoral obligation. By preparing for a disaster, the congregation is demonstrating God's love for its own members and for the surrounding community. The diocesan headquarters already has its own plan for duplicating and safeguarding critical records, and programs are under development to assist parishes both in planning and mitigation. This document is but one element of diocesan program implementation.

*In the tension of an emergency, few decisions can be made by committee.*

One of the most important responsibilities for those who lead a parish, both clergy and laity, is being prepared to care for one's congregation in the aftermath of a disaster. That responsibility includes recognition that clergy and lay leadership may themselves very well be victims in a disaster, which by its very nature is indiscriminate as to whom it affects. It may turn out to have had lifesaving consequence to have collected the names of parishioners who themselves are emergency professionals and medical practitioners, and to have familiarized them in some detail about the parish plan.

Throughout development of a parish plan, certain basic functions need to be identified and provided for, which the following sections try to cover. Questions unique to any parish's situation may arise, such as "could our church be opened as a community center, assuming the plant isn't itself destroyed?" or "do we have the facilities and human resources necessary to respond to the pastoral needs of our community in the aftermath of a disaster?"

The forms with blank lines and checklists that are provided in this section are **duplicated** in copier-ready format in Supplement 4: Appendices and Forms.

## *Assemble the team*

---

Crises happen. There's no sure way to avoid one, but the best way to handle a crisis is to ensure a plan is in place and that personnel know the roles they are expected to fill.

In the tension of an emergency, few decisions can be made by committee. The rector, senior or junior warden or other person should be designated as "in charge." Plan to consult legal counsel should the crisis require it.

[A **copier-ready form** for updating or augmenting the information you would write in below is also provided in Supplement 4: Appendices and Forms.]

### **Chief decision maker:**

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

**Backup decision maker:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

**Parish legal counsel:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

Appoint a parish response coordinator and committee to arrange and oversee preparedness efforts, communications and the actual response to any emergency or disaster. Involve the building and grounds committee or other group responsible for property. In addition to clergy, participation of the wardens, vestry members and others is not only appropriate but vital.

[A copier-ready form for updating or augmenting the information you would write in below is also provided in Supplement 4: Appendices and Forms.]

**Team coordinator:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

**Other members / roles:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

**Other members / roles:**

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

The parish response plan should designate a common place for all decision makers to congregate and share information.

**Location of "control center":**

---

**Alternate or backup location:**

---

## Conduct a risk survey

---

Have the response committee discuss and provide answers to the two risk-survey questions below.

[A **copier-ready form** for updating or augmenting the information you would write in below is also provided in Supplement 4: Appendices and Forms.]

**List disasters, crises and emergencies that have occurred locally in the past 15 years:**

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**Discuss the impact of potential disasters by first identifying those that are most likely to occur in the parish and community, including potential areas of vulnerability such as the parish's physical proximity to a stream bed or possible flood source; electrical power station or agricultural chemicals storage; main highway, railroad tracks, airport or other major transportation conduit:**

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Discuss the impact of potential disasters by first identifying those that are most likely to occur in the parish and community.

Brainstorming potential disasters can lead to thinking about the groups of people with whom the parish would need to communicate and what information would need to be included in public statements. A Hazard Analysis form (in Supplement 4: Appendices and Forms) can be used to profile potential disasters in more detail and build up information on any specific hazard scenario.

## Cover communications

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Any parish that has faced a crisis can confirm the necessity of communications in crisis management. Effective internal communications enable a parish to connect with its staff, membership and the larger church, while a plan to communicate externally with media will enable the parish to control the story and its telling.

### **Communicate within the parish**

Establish a mechanism for reaching all members in the event of an emergency or disaster. What alternative means, e.g. "ham" radio, might be used if telephone lines or cell towers are down? Plan to check on parishioners with special needs at the earliest possible moment. (See also Supplement 4: Appendices and Forms, for materials that may assist in helping disabled or handicapped parishioners.)

The early stage of a crisis is not the time to be searching for the parish directory or to discover that a key telephone number is unavailable. A roster of the members and all contact numbers should be kept up to date; in addition to typical use, it may be needed to identify who was affected or lost in the disaster.

Copies of this directory should be stored in several protected places and in several formats, and a printed copy should be filed with this plan. Include in the list contact information for the parish response team members; the diocese; parish emergency responders; parish neighbors; local media; local government officials; and law enforcement.

The early stage of a crisis is not the time to be searching for the parish directory or to discover that a key telephone number is unavailable.

### ***Location(s) where parish roster is stored:***

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### ***When roster was last updated:***

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### **Communicate with the media**

One spokesperson should bear primary responsibility for communicating accurate, timely information to the media. Though the first impulse may be to refuse media access, designating someone to work with reporters is a solution that enables others to go about their work interrupted, and it gives the parish control over the story.

Remember also that in some situations, the media may be the only means of getting information beyond the crisis zone. Make sure this person has the latest information about the crisis at all times. Also consider assigning backup responsibility so that breaks may be taken.

[**A copier-ready form** for updating or augmenting the information you would write in below is also provided in Supplement 4: Appendices and Forms.]

**Media liaison:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

**Assistant spokespersons:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail



Reporters  
are a  
pipeline to  
neighbors  
and  
members.

Instruct others that if they are not the designated spokesperson and a media representative contacts them, they should record contact information, ask for a response deadline and give assurance that questions will be communicated to the spokesperson.

The designated spokesperson should review the following materials and be ready to deliver the message crafted by the crisis response team.

In a crisis, the team must accept that some of the following points will not be under their control. However, the more the parish is able to control an interview or media conference, the better its message will be communicated.

**What information will the media want?**

Make the most of the reporters who will be badgering the parish spokesperson for information: They are a pipeline to neighbors and members. A firm plan for communications during a crisis will maximize the 24-hour window during which a crisis can be effectively managed. The first statement should be made within two hours if at all possible.

Have the parish response team (or the chief decision maker, coordinator and the spokesperson) prepare answers to the questions of what, who, where and when. [A **copier-ready form** for updating or augmenting the information you would write in below is also provided in Supplement 4: Appendices and Forms.]

- **What happened?**

\_\_\_\_\_

- **Who was involved?**

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- **Where did it occur?**

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- **When did it occur?**

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## **Before talking with the media**

If possible, choose a face-to-face meeting to minimize potential mis-communication that can occur in a telephone interview. If the reporter wants an immediate interview, request a call-back in 15 or 30 minutes to allow time for some preparation.

- What are the two key points that should be made? Focusing on just a couple of ideas will help the parish control the interview.
- Personal stories are powerful; think out a few ahead of time, and use them to illustrate key points.
- Think about the questions the parish hopes won't be asked, then practice answering them.
- What is the latest information media outlets have reported about the crisis? Knowing the facts – and rumors – that already have been made public could have impact on what the parish should say.

## **While talking with the media**

For a TV interview, wear dark, solid-color clothing if possible; note whether the backdrop is appropriate; and look at the reporter, not the camera. For any medium, interest, energy and responsiveness will improve the interview.

- Amid the pain and suffering of a crisis, relate to the humanity and spirituality of the situation before talking about bricks and mortar – and never release names of deceased or injured unless families have been notified.
- If a reporter poses several questions, choose one. Take a second or two to think about the answer. Speak clearly and slowly in short, quotable sentences to appear relaxed and confident of the message. If a question is inappropriate or otherwise should not be answered, restate the primary message instead.
- Facts or statistics are great, but they must be accurate. Avoid jargon and acronyms. Be honest, and don't guess at an answer; it can backfire later.
- Use "bridge" responses to make the desired point:
  - "No (or yes), but what's important for readers/listeners/viewers is ..."
  - "Maybe, but the real issue is ..."
  - "I don't know, but what I do know is ..."
- Never say, "no comment." It can suggest there is something to hide. Try instead:
  - "I don't want to speculate on that."
  - "I don't have an answer on that."
  - "I'll have to think about that. Can I get back to you?"
- Assume everything that is said may become public. If asked to "chat" while the

Amid  
the pain and  
suffering  
of a crisis,  
relate to the  
humanity and  
spirituality of  
the situation  
before talking  
about bricks  
and mortar.



cameraman shoots "B" roll (non-interview footage, cutaway shots, etc), be aware of body language. If a microphone is still present, anything said is fair game.

Ask the spokesperson to keep a record of media interactions, along with the names and contact information of reporters. It will be helpful in later evaluation and future contact needs.

***Dates and times statements were delivered to media representatives:***

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***Reporters' names, employers and contact information:***

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Assume  
everything  
that is said  
may  
become  
public.

**After talking with the media**

- Give contact information and encourage follow-up if needed for clarification or more facts. Ask for the reporter's contact information.

- Do respect deadlines if more information has been promised, and return phone calls promptly.

- Do make notes of items that may require clarification, then call or send an e-mail note immediately. Include spelling of difficult names and a recap of primary points.

- If a reporter misquotes information supplied by the parish, contact him or her directly, but if the error is minor or just not quite the right words, think twice about reopening the conversation.

- Don't be overly anxious. Move on to the next task.



**How will the parish recover?**

In the critical time of rebuilding, what message will need to be communicated to parishioners and the community? **Very important:** The parish response team should plan a schedule of messages to be delivered in a variety of formats: prayer services, parish meetings, counseling, bulletin and newsletter progress reports and media releases.

***Vehicles and dates of communication with parish:***

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**How did the plan work?**

As part of the evaluation of the overall parish response plan, review communications and revise the plan for future improvement.

## Medical and survival

Identify medical practitioners and other emergency personnel among parishioners. Who has had CPR training or instruction in first aid? Ask an individual to take responsibility for assembling a parish first aid kit (or purchase the "Unitized Industrial First Aid Kit" in a metal or plastic wall-mountable box for 25/50 people from a local American Red Cross chapter). Gather survival supplies and take stock annually. See preparedness kits on page 36, and also checklist-type preparedness forms in Supplement 4: Appendices.

### ***Person responsible for assembling/maintaining first aid kit:***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

### ***Identifying characteristics of first aid kit container and where it is stored:***

\_\_\_\_\_  
\_\_\_\_\_

### ***Who in the parish is trained in first aid?***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

### ***Who in the parish is trained in CPR?***

#### ***Adult CPR:***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

#### ***Child CPR:***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

Identify  
medical  
practitioners  
and other  
emergency  
personnel  
among  
parishioners.



*Infant CPR:*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

***Where are survival supplies stored?***

\_\_\_\_\_  
\_\_\_\_\_

***Who will assess needs of parish/parishioners for these supplies, and then arrange for the distribution of the supplies?***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

*Property inventory and insurance*

Develop a complete inventory of church property and holdings – both a written list and a video or photographic record are advisable. Using a digital camera to take pictures of buildings, interior and exterior, contents of drawers and storage areas, vestments and altar hangings, etc., and saving images on multiple CDs stored in remote locations, can provide invaluable records at very low cost. **Update inventories annually.**

Indicate which items should be transported offsite and which larger items should be wrapped in waterproof tarps.

Store a copy of these records safely in a second location, preferably offsite with copies of other irreplaceable records.

[**More detailed copier-ready forms** for updating or augmenting the information you would write in below are also provided in Supplement 4: Appendices and Forms.]

***Church property and holdings inventory annual review date:***

\_\_\_\_\_  
\_\_\_\_\_

***Individual(s) responsible for annual inventory:***

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

Develop a complete inventory of church property and holdings.

**Inventory storage location:**

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**Vital parish records to be relocated in the event of disaster, where and by whom:**

Records

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Records

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Records

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

Records

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail



Store  
a copy of  
irreplaceable  
records  
offsite.

Annually review church insurance coverage to determine its adequacy and extent of liability, especially with regard to natural disasters, disasters by human hands and the use of parish facilities in the event of a disaster. Store copies of the review with insurance policies offsite.

**Offsite location(s) of insurance policy copies:**

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**Determine beforehand what especially valuable property should be removed for safekeeping if the church facility is threatened, where these items will be taken, and who will get them there. Include consideration of such items as church furnishings, fine arts, brass and silverware, vestments and sexton's equipment.** [See Supplement 4: Appendices and Forms for additional blank forms]

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Valuable church property

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Name

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Telephone: Home (H), Work (W), Cell (C), Other (O)

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Address: Street, E-mail

---

Valuable church property

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Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Valuable church property

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Valuable church property

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Valuable church property

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

**Does the church own oversized musical instruments – such as a piano or organ, large furniture or other items that will need to be covered with waterproof tarpaulins?**

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Determine who will assess church damage when the disaster or emergency has passed. Normal procedures involve insurance agents for damage claims. Work with wardens and vestry to designate leaders who will decide priorities and means for necessary repairs and/or replacements of damaged property.

**Individual who will do damage assessment and contact insurance provider in the event of a disaster:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

Does the church own large items that will need to be covered with waterproof tarpaulins?



**Casualty insurance contact information for Hawai`i parishes:**

**Primary contact:**

Treasurer of the Diocese  
808-536-7776, Ext. 307 (Office hours: Tues.-Fri., 8:00-4:00 HST)  
Toll free from Neighbor Islands: 1-800-522-8418, Ext. 307

**Secondary contact:**

Church Insurance Company of Vermont, California Office  
Attention: Gail Graham  
email: ggraham@cpg.org  
1-800-293-3525

**Local (Oahu) agent for Church Insurance Company of Vermont:**

AON Risk Services,  
Attention: Lawonda Danley  
email: lawonda\_danley@ars.aon.com  
808-540-4391

**Insurance provider other than above Diocesan or Church Insurance Co. of Vermont contacts:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

\_\_\_\_\_  
Parish policy number(s)

**Shut-down and evacuation**

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On a blueprint, diagram or drawing of the church facility to be stored with this plan, clearly mark the location of safe spots (windowless interior hallways or areas of reinforced structure); first-aid and survival kits; fire extinguishers; utility cut-offs; building exits; alarm controls and fire-safe storage. Use surge protectors for all major electrical appliances – hardware stores carry inexpensive appliance-grade protectors. A surge protector can double the useful life of a refrigerator. Consider purchasing a generator.

**Gas shut-down location/who responsible:**

\_\_\_\_\_  
Location

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

**Water location/who responsible:**

\_\_\_\_\_  
Location

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

**Electricity locations/who responsible:**

\_\_\_\_\_  
Location

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

On a  
blueprint,  
mark the  
location  
of 'safe  
spots':  
windowless  
interior  
hallways  
or areas of  
reinforced  
structure.

**Alarm location/who responsible:**

\_\_\_\_\_

Location

\_\_\_\_\_

Name

\_\_\_\_\_

Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_

Address: Street, E-mail

**Smoke/fire alarm locations/who responsible:**

\_\_\_\_\_

Location

\_\_\_\_\_

Name

\_\_\_\_\_

Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_

Address: Street, E-mail



**Fire extinguisher locations/who responsible:**

\_\_\_\_\_

Location

\_\_\_\_\_

Name

\_\_\_\_\_

Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_

Address: Street, E-mail

**List of appliances and other electrical devices on surge protectors:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If parish has a generator, where it is stored:**

\_\_\_\_\_

**Fire-safe storage location:**

\_\_\_\_\_

**Safe spots:**

\_\_\_\_\_

\_\_\_\_\_



**Exits:**

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When community evacuations become necessary, local officials provide information to the public through the media. In some circumstances other warning methods, such as sirens or telephone calls, also are used. (See "Evacuation" in Supplement 1: Special Considerations, on page 40)

Formulate plans for evacuation, should it become necessary, of church staff during the week, and on weekends when member traffic is high. These plans should be rehearsed and reviewed on a periodic basis. They also should be shared with community groups that use the parish's facilities.

**Last date weekday evacuation plan was rehearsed with staff:**

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**Last date Sunday evacuation plan was rehearsed:**

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**Community groups / dates they were given evacuation plan:**

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When community evacuations become necessary, local officials provide information through the media.

*Evacuation on short notice*

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Should evacuation become necessary on short notice, the question of what to remove from parish buildings immediately would become critical.

A highly effective way of preparing previously-identified vital parish records, insurance records and inventories for quick removal is to copy them onto removable storage devices of some kind – portable computer disks, CD-ROMs, or digital camera files – and to store the copies in a portable **Disaster Box** that ideally is waterproof, fireproof and crushproof. Whatever containers or boxes are used, they should be light enough to be lifted without risk of back strain or injury, and kept in a ready-to-go location.

Besides such copies, original records and other items may be of great importance in continuing essential ministries and functions of the parish. Below is a suggested checklist of some such items, not necessarily all applicable in a given parish's situation.

**[More detailed copier-ready forms** for updating or augmenting the information you would write in below are also provided in Supplement 4: Appendices and Forms.]

**[Short-notice parish evacuation checklist]**

- Disaster Boxes containing copies of vital records
- Bible
- Church Service record books
- Original church or parish records, all volumes
- Critical computer CPUs and back-up discs
- Relevant office documents and supplies – letterheads, folding/stapling devices, phone lists, pens & pencils, church address and bank deposit stamp, calculator, etc.
- Relevant files – clergy files, secretary/administrator's office
- Financial records – insurance policies, monthly bills and assessment statements, leases, all checkbooks, stewardship files, pledge cards, etc.

Eucharistic supplies – chalice, paten, corporal, purificators, cruets, service books.  
Home communion set  
Vestments – minimally for current season and upcoming season  
Library – essential books for ministry such as biblical commentaries, manuals, etc.  
Any other archive materials that are important to the church – plans, architectural drawings, historical photographs .  
Vestry information – minutes, by-laws, annual reports.

## Worship plans and resources

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In the aftermath of a disaster, public worship opportunities should be offered as soon as possible. It is particularly important to hold public worship the Sunday following a disaster, even if it is necessary to secure an alternate location for worship because the church has been damaged or compromised. This is an act of Christian hope that affirms that God is at work even in the midst of destruction.

### **Location of alternate worship location and last date it was confirmed:**

It has been said that liturgy helps when we don't know what to say. Individuals and groups can "center" in the familiar words and be comforted by them.

### **Liturgical resources offered for use in the event of a disaster:**

#### **[Collect]**

O God, our times are in your hand. In the midst of uncertainty lead us by your never-failing grace as we seek to be agents of healing and hope.

Walk with us through difficult times; watch over us in danger; and give to us a spirit of love and compassion for those who suffer and mourn.

And finally remind us that you have promised never to leave us, so that even in the valley of the shadow of death your love may be felt, through Jesus Christ our Lord. *Amen.*

– *The Rev. Lyndon Harris, Diocese of New York*

#### **[Proper Preface]**

For you, O God, are the source of our hope.

In the midst of trying times, You give us comfort, courage and peace, wiping away tears from every eye, and through the power of the Holy Spirit, You make all things new.

#### **[Suggested readings]**

*Old Testament reading:* Isaiah 61:1-4 (a garland instead of ashes)

Psalm 46 or 121

*Epistle:* Romans 8:31-39 (Neither death nor life can separate us from the love of God)

*Gospel:* Luke 10:25-37 (Parable of the Good Samaritan)  
or Matthew 5:1-10 (Beatitudes)

#### **[“Church-in-a-box”]**

Prepare a “church-in-a-box” kit to use in the event of a disaster, comprised of materials listed in the *Short-notice parish evacuation checklist* – see Evacuation section directly above this section.

It is particularly important to hold public worship the Sunday following a disaster, even if it is necessary to secure an alternate location.

## Parishioner preparedness

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Encourage parishioners to prepare a plan to protect their family members. The American Red Cross has identified five ways families and individuals can prepare for disasters and other emergencies:

### **Make a Plan**

Meet with family members to discuss possible threats to the residence and the neighborhood. Designate a place to meet if evacuation is necessary, and designate an out-of-town contact to call if the family is separated. Learn how to shut off home utilities and use a fire extinguisher. Consider how pets will be cared for, because most shelters cannot accept animals. Practice emergency drills periodically.

### **Build a Kit**

Include enough supplies on which all family members can survive for at least three days. Kits should contain non-perishable food, bottled water, first aid supplies, medications and pet supplies. Especially important are flashlights and a battery-operated radio, plus extra batteries for both. Keep supplies in backpacks so they will be quickly available if the family should need to evacuate. (See Ready- to-go Kits directly below for details, as well as checklist form in Supplement 4: Appendices and Forms.)

### **Get trained**

The Red Cross offers many courses for emergency preparedness, including CPR/ First Aid for adults, children and infants – and even for pets.

### **Volunteer**

The Red Cross and other service organizations rely on volunteers, particularly following a disaster, and those who have received special training are especially valuable.

### **Give Blood**

The Red Cross always needs blood, but the need becomes especially acute after a disaster.

Encourage  
parishioners  
to prepare a  
plan to protect  
their family  
members.

## Ready-to-go Kits:

Each kit outlined below may be contained in a standard backpack; packs constructed of 600-denier polyester with water-repellent vinyl backing and padded back straps are advised. Each kit list is a starting point; individuals may want to adjust kit contents depending on the size and projected needs of their own households.

### [Safety Kit]

- Waterproof flashlight with extended shelf life
- Non-perishable food such as energy bars and canned goods with pop-tops
- Emergency drinking water in pouch
- bottles of still spring water
- Signal whistle
- Surgical mask or N95 disposable respirator (available in hardware stores)
- Nitrile protective gloves
- Cotton/leather industrial gloves with elasticized cuffs
- Heavy plastic sheeting for constructing a makeshift shelter
- Rain poncho with drawstring and visor on hood
- Mylar blanket
- Hand-warmer packet
- Ice pack
- Safety vest
- Reflective arm band
- Multi-function tool (pliers, knife, screwdrivers, saw, bottle opener)
- Radio/flashlight/compass on lanyard
- Extra radio batteries
- Duct tape
- WD-40 or similar lubricating spray



Each kit  
may be  
contained  
in a  
standard  
backpack.

### [First Aid Kit]

- Guide to performing basic first aid
- Tweezers
- Bandage strips
- Gauze pads
- Adhesive tape
- Safety pins
- Antiseptic wipes
- Waterless sanitizing wipes, Purell® or similar waterless antibacterial hand cleaner
- Alcohol wipes
- Ice pack
- Acetaminophen pain reliever tablets or capsules
- Antihistamines
- Chewable digestive aids
- Mylar blanket

### [Personal Kit]

- Complete change of clothing, including heavy shoes or boots
- Bible
- Cash
- Extra eyeglasses/contacts
- Particle mask (available in hardware stores)
- Prescription medications
- Bandana or cloth handkerchief
- Sewing kit
- Waterless sanitizing wipes
- Toilet paper
- Travel-sized tissue pack
- Toothbrush
- Travel-sized Toothpaste
- Travel-sized body shampoo
- Travel-sized anti-perspirant
- Travel-sized feminine hygiene products
- Birth control and/or sexually transmitted disease prevention products
- Comb/brush
- Razor
- Nail clippers

## [Vital Information Kit]

- Zippered vinyl portfolio
- Photocopies of bank, insurance and employment information, medical records and current prescriptions, family birth certificates, extended family contact information
- Photographs of individual family members
- ID cards
- Waterproof pen
- Note pad with vinyl cover
- Mechanical pencil
- Disposable digital camera

## Community outreach

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- **Don't underestimate** the ministry of presence to a stricken community; consider opening the church as a community center with available clergy on hand to respond to pastoral needs.
- **Consider stocking emergency supplies**, especially water, and arranging to make meals for people in the immediate vicinity.
- **Encourage parishioners** to become familiar with aspects of relief and recovery in the community, including local helping organizations. The American Red Cross has local chapters, for example. Each of the four county governments also have Civil Defense offices, with disaster preparation and recovery resource materials available for distribution.
- **Make a list of parishioners** who are licensed and/or certified in CPR, first aid, life saving, health, law enforcement, fire, emergency services. Post the list with emergency phone numbers and include it in the parish plan (see page 26).
- **Consider certifying** the church facility through the Red Cross as an emergency shelter (shower/bathing facilities are generally necessary), feeding center or storage space – which opens it to serve the community.

*If individuals, families, the parish and the community have to travel through a disaster, try to note improvements that would ease the process if there should be a "next time."*

## Mitigation

---

According to the American Red Cross, "direct mitigation consists of the actions and measures that prevent or reduce disaster losses ... These steps are usually taken only once and have long-term effects, thereby reducing the amount of assistance people need time and time again after facing the same disasters over and over." Examples of mitigation would include improving infrastructure in known tsunami inundation areas, engineering bridges to withstand earthquakes, and creating and enforcing effective building codes to protect property from hurricanes.

It's an important part of recovery to examine and evaluate response to a disaster. The knowledge that is gained may be used to revise a preparedness plan, to make decisions about insurance, construction and communications, and to improve response in case a similar event should occur in the future. If individuals, families, the parish and the community have to travel through the rescue, relief and recovery phases of a disaster, try to note improvements that would ease the process if there should be a "next time."

### DISASTER MITIGATION INFO



## Plan distribution and updating

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Distribute the disaster plan to key lay leadership in the parish. Conduct an experiential exercise as part of the review session with wardens and vestry, which will help them to understand the importance of making and updating this plan for the parish.

When finalized, share the plan with the diocesan response team and with local law enforcement and the county Civil Defense office. Review and update the parish disaster plan once a year and then redistribute it.

***Parish response plan annual review date:***

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***Date disaster plan was last sent to Diocesan House:***

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***Date disaster plan was last sent to local law enforcement:***

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***Date disaster plan was last sent to local emergency center or Civil Defense:***

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# In God's hands ...and Ours



## SUPPLEMENTAL GUIDES

Supplement 1: *Special Considerations*

Supplement 2: *Specific Disasters*

Supplement 3: *Sources and Resources*

Supplement 4: *Appendices and Forms*

# Supplement 1

## Special Considerations

### Evacuation

- **Ask the local emergency management office** about community evacuation plans, and learn established evacuation routes. Find out where children will be sent if schools are evacuated. Check local phone books for tsunami evacuation maps, or access <http://www.scd.state.hi.us/>

- **Talk with household** members about the possibility of evacuation. Plan where to go and how to get there if forced to leave the community. If necessary, make transportation arrangements with friends or local government agencies.

- **Plan a place to meet** household members in case they are in different places when an emergency occurs or become separated in a disaster. Ask a friend or family member who lives in another region to be the family's primary contact, and be sure everyone in the household knows to call that person with their condition and location.

- **Assemble a disaster supplies kit.** Include a battery-powered radio, flashlight, extra batteries, food, water and clothing. (See the parishioner preparedness kits in Section Three above, and checklist forms in Supplement 4: Appendices and Forms).

- **Keep fuel in the car**, at least half a tankful, if a weather-related or other evacuation seems likely. Gas stations may be closed during emergencies, or they may be unable to pump gas if there is an interruption of power.

- **Plan how to secure the house** by closing and locking doors and windows, unplugging appliances and having the tools needed to shut off the house's electricity, gas and water supplies at main switches and valves.

Talk with household members about the possibility of evacuation.



### When evacuation becomes necessary

A disaster can strike with little or no warning, providing local authorities scant time to issue an evacuation order. In the absence of evacuation instructions from local authorities, evacuate if danger threatens. Use pre-designated evacuation routes and let others know the final destination.

- **Listen to a battery-powered radio** and follow local instructions. If instructions are to evacuate immediately, gather the household and go. If instructions are for staggered evacuation – as preparation for a hurricane, for example – there will be time to gather water, food, clothing, emergency supplies, insurance and financial records.

- **Change into sturdy shoes** and clothing that provides some protection, such as long pants, long-sleeved shirt, jacket and a cap.

- **Turn off** the house's main water valve and electricity if instructed to do so.

- **Take one car** per household when evacuating to keep household members together and reduce traffic congestion and delay. Leave early enough to avoid being trapped by severe weather.



- **Follow evacuation routes** as recommended. Do not take shortcuts; they may be blocked. Be alert for washed-out roads and bridges. Do not drive into flooded areas. Stay away from downed power lines.
- **Let others know** the destination.

## *Emergencies in high-rise buildings*

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- **Plan in advance** – know several routes out of the building in case the first exit choice is blocked.
- **Listen for instructions** from authorities, and do as they say.
- **Do not use elevators.** Stay to the right while going down stairwells to allow emergency workers to come up the stairs.
- **Take an emergency supply kit,** unless there is reason to believe it has been contaminated.
- **Move away from exterior walls** if unable to exit. Shelter under a desk or near other sturdy furniture and away from windows and glass, file cabinets, bookshelves or other things that might shatter or fall.

## *Identification in a disaster*

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If you or someone near you are seriously injured, if possible try to write (or have written) the injured person's **full name** and **date of birth** on an arm or leg using an ink pen, "Sharpie" or other permanent felt marker. Responders at the World Trade Center site after the September 11 Attack mention this as a valuable identification tool – similarly writing Social Security Numbers could also aid in identification, but "identity theft" concerns should be weighed carefully before doing this.

## Safety issues

Safety should be the highest priority if unable to leave a disaster zone. Be aware of potential hazards, from downed power lines to contaminated water, which in Hawai`i is of particular importance. Some hazards and safety issues, including Water Safety, are noted below; see Supplement 2: Specific Disasters, beginning on page 55, for additional safety issues. An excellent and concise Red Cross pamphlet "Food and Water Safety in an Emergency" is reproduced in Supplement 4: Appendices and Forms.

### Personal safety

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- **Drink lots of clean water** and take frequent breaks from activity. Set a manageable pace – stress is wearing, and it's easy to overdo without realizing it.

- **Debris-filled streets are dangerous.** Walk or drive cautiously. Rodents may be a hazard. Washouts may weaken road and bridge structures, which could collapse under a vehicle's weight.

- **Before entering a building,** be certain it's not in danger of collapsing. Turn off any outside gas lines, open windows and allow any gas to escape before spending time inside. Use a battery-operated flashlight instead of an open flame as a light source.

- **Wear protective clothing** on legs, arms, feet and hands while cleaning up debris. Heavy socks and at least ankle-high waterproof boots with steel toes will provide a high level of safety. Wear rubber gloves while scrubbing flood-damaged interiors and furniture. Shower after each workday. Do not store laundered clothing with clothing that has been worn.

- **Always wash hands** with soap and water that has been boiled or disinfected and cooled. Wash hands before preparing or eating food, after using the bathroom or changing a diaper, after handling uncooked food, after handling garbage, after tending to someone who is sick or injured, after participating in flood cleanup activities and after handling articles contaminated with floodwaters or sewage. Keep hands and fingers away from the face and ears. Cut fingernails short; use a stiff brush to clean them. Keep any cuts or open sores as clean and dry as possible and apply antibiotic ointment to reduce the risk of infection.



**Drink lots  
of clean  
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## Food safety

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Storm-damaged foods may not be safe to eat. If there is a question about the safety of any item, dispose of it. Otherwise, keep the following points in mind:

- **Destroy foods** if they have been covered by floodwaters.

- **Foods in sealed cans** not fouled by industrial waste may be safe to eat if the cans don't have bulges or leaks, but first disinfect the cans before opening them: Remove labels and wash the containers with soap or detergent; rinse in a chlorine bleach solution using two tablespoons of household laundry bleach to each gallon of water; then rinse containers in clean water, dry and re-label them. The cans also may be sterilized by covering them with water and boiling for at least 10 minutes. Save liquids from canned vegetables to substitute for water in cooked dishes. Juices from canned fruits can be used as salad dressing or as a beverage.

- **In the event of a power failure**, frozen or refrigerated foods warmed to above 40° F for two to three hours may not be safe to eat. Once-frozen foods which have thawed completely should be cooked and eaten immediately or discarded. After cooking, items may be refrozen. Frozen foods that have partially thawed and still have ice crystals may be safely refrozen. Breads can be refrozen as well as fruits and vegetables that are still at or below 40° F. Do not refreeze frozen dinners that have thawed. Foods in a freezer without power may stay frozen from one to three days if the freezer door has remained closed; the freezer is large, mostly full and well insulated; and the outdoor temperature is moderate.

- **Dry ice** may be placed in a top-opening freezer on boards or heavy paper atop packages. Plan for 2 1/2 to three pounds of dry ice per cubic foot of space. More will be needed in an upright freezer, because dry ice should be placed on each shelf. Don't handle dry ice with bare hands; it can cause burns.

- **Older people** may have lost some or all of their senses of smell and/or taste, hence may be unable to recognize that food is spoiled or unsafe to eat. The same may be true for persons undergoing chemotherapy or certain other medical treatments. Such persons require assistance in assessing whether food is safe or should be discarded.

- **Get food safety information** from the Department of Health at (808) 586-4725, or County Extension Office, or call the USDA Meat and Poultry Hotline, (800-535-4555, 10 a.m. to 4:00 p.m. EST weekdays, which is generally **before** 10 a.m. Hawai`i time). Protect household members by cordially refusing donations of home-cooked foods during this uncertain time.

Purify  
all water  
used for  
drinking,  
cooking  
and for  
washing  
dishes.



## Water safety

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After a major storm producing widespread damage such as a hurricane or a tornado, assume that water sources are contaminated until proven safe. Purify all water used for drinking, cooking and for washing eating and cooking utensils. Also purify the water used for washing hands, body and any kitchen and bathroom surfaces. Always use clean or purified water to wash any parts of the body that have come in contact with surfaces contaminated by flood waters.

- **Water in pipes** is safe to drink if the valve on the main water line was closed before flood conditions occurred.

- **Do not use water** that has a dark color, an odor or contains floating material.

- **Use chlorine or iodine** in tablet, crystal or drop form to disinfect water. It may be found in stores catering to hikers and campers, or in drugstores. Follow product directions carefully or use *one* of the following methods:

1. Boil at a rolling boil for 10 minutes *or*

2. Add eight drops of unscented liquid chlorine bleach (such as Clorox) per gallon of water (about 1/8 tsp – this would make a puddle the size of a dime). Make sure the bleach has no active ingredient other than 4 percent to 6 percent sodium hypochlorite. (Household bleach is acceptable, as long as it is a pure bleach product, without additives such as soap, detergent, or perfumes.) Mix the bleach and water thoroughly. Let it stand for 30 minutes. The water should still have a slight chlorine odor. If it does not, add another dose of chlorine and let stand for another 15 minutes *or*

3. Add 20 drops of 2 percent iodine per gallon of clear water or 40 drops per gallon of cloudy water. Household iodine used for first aid purposes may be used to purify water, though it can cause the water to have an off-taste. Let the water stand for 20 to 30 minutes. If the water is below 50 degrees Fahrenheit, wait at least an hour to use it *or*

4. Add water purification tablets according to directions on the package. These tablets can be bought at most drug and sporting goods stores.

5. Distill water by filling a pot halfway with water, then tying a cup to the handle on the pot's lid so that the cup *hangs right-side-up under the lid* when the lid is put onto the pot. Boil for 20 minutes. The water that has dripped from the lid into the cup is distilled and should be very safe – remaining water in the pot should be discarded.



## Basic first aid

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When encountering someone who is injured, make sure it is safe to approach, then check the victim for unconsciousness and life-threatening conditions, such as not breathing or severe bleeding. Such conditions require immediate care by trained responders. Call 911 or shout for help.

If there is no other immediate source of assistance, wash hands with soap and water before and after giving care; use disposable gloves and breathing barriers; and avoid direct contact with blood and other body fluids.

- **If the injured person is bleeding**, apply a dressing and press firmly against the wound. If bleeding is extreme, squeeze the artery against bone at a pressure point – for a hand, the inside of the wrist; for an arm, the inside of the upper arm; for a leg, the crease in the groin. If blood soaks through a dressing, do not remove it but instead add another and continue applying pressure. Elevate the injured area above the level of the heart only if no broken bones are apparent.

- **Treat a burn** with large amounts of water, then cover with a dry, clean dressing or cloth.

**If an injured person is bleeding, apply a dressing and press firmly against the wound.**

- **To control swelling** and reduce pain, apply ice or a cold pack.
- **To treat shock**, cover the injured person against a chill or try to prevent overheating, but do not give food or drink.
- **If it is necessary to move the victim** because the scene is unsafe, try to immobilize the body part that is injured.

## Insect bites

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Though public health authorities will work to control the spread of any diseases transmitted by mosquitoes, such as dengue fever, the presence of excess water will encourage mosquito breeding.

- **Avoid being outdoors** when mosquitoes are feeding, mostly at dusk and dawn.
- **When outdoors**, wear clothing that covers most of the skin.
- **Use insect repellants** containing the chemical DEET, picaridin or oil lemon eucalyptus. DEET is a powerful substance that will dissolve plastics and similar materials, and its use is not recommended on children under 2 months of age.
- **Keep infants indoors** or under mosquito netting.

## Electrical safety

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Beware of electrical hazards. Stay away from loose or dangling power lines, and report them immediately to proper authorities. If a residential service wire is connected to a downed feeder line at the road, it must be considered live and dangerous at the box.

- **Be sure all electric and gas services are turned off** at the main before entering buildings for the first time following a disaster.
- **Don't turn on** any lights or appliances until an electrician has checked the system for short circuits.
- **Electric motors** in appliances that have been in floodwaters should be thoroughly cleaned and reconditioned before they are put back into service.



## Generator safety

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Never use a generator indoors, including in homes, garages, basements, crawl spaces and other enclosed or partially enclosed areas, even with ventilation. Always locate a generator unit outdoors, on a dry surface, away from any vents or doors that will allow carbon monoxide to seep indoors.

· **Carbon monoxide** is an invisible, odorless, tasteless gas, and it is highly poisonous. Opening doors and windows or using fans will not prevent carbon monoxide build-up. Be aware of these CO poisoning symptoms: fatigue, weakness, chest pains (especially in those with heart disease), shortness of breath upon exertion, nausea, vomiting, headaches, confusion, lack of coordination, impaired vision, loss of consciousness. If any of these symptoms are present, get to fresh air *right away*. Neglecting treatment can be deadly.

· **Burning charcoal indoors can also lead to death by carbon monoxide poisoning.** Never use charcoal braziers or hibachis indoors for cooking or heating purposes.

· **If there is a poisoning emergency**, call the Poison Control Center at 1-800-222-1222. Its Web site is [www.poisonlifeline.org](http://www.poisonlifeline.org). If a victim has collapsed or is not breathing, call 911 or find other qualified emergency assistance immediately.

## Cleaning up sewage contamination

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Flood waters may be contaminated with sewage, and when they recede, the contamination remains. Proper cleaning and disinfecting procedures are recommended to prevent illness:

- **Wear protective clothing** such as rubber boots and waterproof gloves.
- **Clean household surfaces** such as walls and hard-surfaced floors with soap and water and disinfect with a solution of 1/4 cup of bleach in one gallon of water. Do not mix ammonia cleansers with bleach as toxic vapors will form.
- **Wash all linens and clothing** in hot water, or dry clean them.
- **Discard items** that cannot be washed or dry cleaned, including mattresses, carpeting, wall coverings and upholstered furniture.
- **When cleanup is finished**, thoroughly dry all items to prevent the growth of mold.

## Chain saw safety

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Chain saws can be great labor-saving tools, especially for brush cleanup after a major storm. But a chain saw is a highly dangerous tool! Read the owner's manual before operating one for the first time. Note especially how to check and adjust chain tension, which is vital for safe operation. Get more information about specific operations from a saw dealer, a book or video or from an experienced operator.

- **Never allow a child** to use a chain saw.
- **To clear small branches**, use a hand saw, heavy-duty clippers, cane knife or axe. Chain saws can kick back or suddenly travel upwards when contacting small branches or vines, potentially causing serious or fatal injuries.

- **Wear protective equipment:** safety glasses or goggles; heavy-duty, non-slip gloves; sturdy non-slip shoes; hearing protection; close-fitting, long-sleeved shirt and pants (nothing loose or ragged); and a hardhat.

- **Engage the chain guard** when the saw is not in use.
- **Carry the saw** alongside with the cutting bar and chain to the rear and to the outside. Never carry a chain saw in the passenger area of a vehicle. Keep the chain sharp; dull chains can bind and cause accidents.

- **Mix fuel and oil** as recommended by the manufacturer, and fuel the chain saw only when cool to the touch. Always fuel in a clear area away from debris. If the fuel can has no spout, use a funnel, and wipe the saw clean of any spilled fuel. Never smoke while fueling.

- **Start the saw** while holding it firmly on the ground 10 feet or more away from the fueling area. In a clear, debris-free area, brace the saw with a foot through the rear handle and one hand on the top handle. Pull the starter cord with the other hand.

- **Keep both hands on the saw** when cutting. Saw with the lower part of the bar close to the bumper, not on the top near the nose. Maintain high saw speed when entering or leaving a cut. If the nose of the saw contacts an obstruction, be aware that it may kick back towards the operator, potentially causing serious or fatal injuries. Do not reach above shoulder-height or beyond the center of balance to cut. Do not cut from a ladder.

- **Take frequent breaks** and stay hydrated when using a chain saw; accidents are more likely to occur when an operator tires.



To clear  
small  
branches,  
use a hand  
saw.

## Ladder safety

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When purchasing a ladder consider getting the highest rating of 1A or 300 lbs. limit. The most versatile material for a ladder is fiberglass. Wood deteriorates when used outdoors.

- **Inspect a ladder** every time it is set up for use. Check for any visible defects or wear and that it is correctly anchored and properly positioned.

- **The proper angle** for an extension ladder is achieved when the ladder base is one-quarter the height of the wall away from the wall.

- **Never over-reach** to either side while on a ladder, risking tipping or a fall. A good rule is to keep body position so that one's belt buckle is about midway between a ladder's vertical rails.

- **If electrical hazards** including power lines are in the vicinity, do not use a ladder, even if it is thought to be constructed of a non-conductive material.



## Roof safety

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Wait to make roof repairs until its surface is dry – a wet roof may be slippery.

- **Wear rubber-soled shoes** or boots, which provide better traction than leather-soled boots.

- **Wear a safety harness** on a steeply pitched roof, and be sure to tie it securely to a fall-resistant device.

- **Install temporary wood cleats** for toe-holds by nailing 2"x 4" wood cleats or adjustable roof jacks to the roof. Remove the cleats or roof jacks when the work is complete.

- **Keep the work area clean** by frequently sweeping up sawdust, wood, shingle particles and other kinds of dirt.

- **Be aware of tripping hazards.** Look for and remove any tools, electric cords and other loose items that might cause a fall.

Keep a  
belt buckle  
between  
a ladder's  
vertical  
rails.







# Disaster-related stress

The emotional toll that disaster brings can sometimes be even more devastating than the financial strains of damage and loss of home, business, or personal property.

Everyone who sees or experiences a disaster is affected by it in some way. It is normal to feel anxious about personal safety and that of family members and close friends.

People have different needs and different ways of coping. Profound sadness, grief and anger are normal reactions to an abnormal event. Acknowledging feelings helps speed recovery, and focusing on strengths and abilities aids in healing.

Children and older adults are of special concern in the aftermath of disasters. Even individuals who experience a disaster "secondhand" through exposure to extensive media coverage may be affected.

Contact local faith-based organizations, voluntary agencies or professional counselors for counseling. Additionally, FEMA and state and local governments of the affected area may provide crisis counseling assistance. Accepting help from community programs and resources is healthy.

The Episcopal Church's Office of the Bishop Suffragan for Chaplaincies ([www.ecusa-chaplain.org](http://www.ecusa-chaplain.org)) prepared a DVD following the 9/11 terrorist attacks, "What to Do Next When a Disaster Strikes." It includes video segments and other resources that may help a parish team to understand how people react to a disaster and to consider appropriate responses and helping behaviors.



## Recognize the signs

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When adults exhibit the following symptoms during a disaster, they may need crisis counseling or stress management assistance:

- Difficulty concentrating or communicating thoughts.
- Difficulty sleeping.
- Difficulty maintaining balance in their lives.
- Low threshold of frustration.
- Increased use of drugs/alcohol.
- Limited attention span.
- Poor work performance.
- Headaches/stomach problems.
- Tunnel vision/muffled hearing.
- Disorientation or confusion.
- Reluctance to leave home.
- Depression, sadness.
- Feelings of hopelessness.
- Mood swings and bouts of crying.
- Overwhelming guilt and self-doubt.
- Fear of crowds, strangers or being alone.

## Ways to ease disaster-related stress

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Don't expect normalcy to be instantly restored. Realize that emotions and moods may change unexpectedly, and accept that restoration of emotional equilibrium, much like the damaged surroundings, will take time.

- Determine what's really important, keeping in mind that one person's top priority may be different from that of friends, neighbors and loved ones.
- Talk with someone about feelings, perhaps a professional counselor who deals with post-disaster stress.

- Take steps to promote healing: eat healthy, rest, exercise, relax and meditate. Be aware of the tendency to resort to bad habits when stress is present.
- Refocus on the big picture, instead of the little details and the little problems, to gain a sense of competency and help keep the situation in perspective.
- Try to have extra patience with those who are most valued. Although they're going through the same trauma, each person will show the stress differently and will heal at his or her own pace.
- Maintain a normal family and daily routine, limiting demanding responsibilities on self and family.
- Spend time with family and friends.
- Participate in memorials.
- Use existing support networks of family, friends and faith communities.
- Ensure readiness for future events by restocking disaster supply kits and updating the family disaster plan. Doing these positive actions can provide a measure of comfort.



## Help children cope

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Disasters can leave children feeling frightened, confused, and insecure. Whether a child has experienced trauma, has seen coverage of a disaster on television or has heard it discussed by adults, it is important for parents and teachers to be informed and ready to help if stress reactions occur.

Children may respond to disaster by demonstrating fears, sadness or behavioral problems. Younger children may return to earlier behavior patterns, such as bedwetting, sleep problems and separation anxiety. Older children may display anger, aggression or withdrawal, or they may begin to have problems in school.

News coverage related to a disaster may elicit fear, confusion and anxiety in children. This is particularly true for large-scale disasters or a terrorist event where significant property damage and loss of life has occurred. Younger children who see repeated images of an event may believe the event is recurring over and over. If parents allow children to watch television or use the Internet where images or news about the disaster are shown, the parents should be with them to encourage communication and provide explanations.

How a child copes with disaster or emergencies is often tied to the way parents cope, because a child can detect an adult's emotional state. Parents and adults can make disasters less traumatic for children by taking steps to manage their own feelings and ways of coping.

In most cases, symptoms usually diminish over time. For those who experienced disaster, reminders such as high winds, smoke, cloudy skies, sirens or other reminders may cause distress. Any prior history with a traumatic event or other severe stress may contribute to these feelings.

Children share some common reactions to a disaster or traumatic event, according to their age:

**Birth through 2 years** – When children are pre-verbal and experience a trauma, they do not have the words to describe the event or their feelings. However, they can retain memories of particular sights, sounds or smells. Infants may react to trauma by being irritable, crying more than usual or wanting to be held and cuddled. The biggest influence on children of this age is how their parents cope. As children get older, their play may involve acting out elements of the traumatic event that was seemingly forgotten.

**Preschool (3 through 6 years)** – Preschool children often feel helpless and powerless in the face of an overwhelming event. Because they lack the ability to protect themselves or others, they feel intense fear and insecurity about being separated from caregivers. Preschoolers cannot grasp the concept of permanent loss. In weeks following a traumatic event, their play activities may re-enact the incident repeatedly.

**School age (7 through 10 years)** – The school-age child can understand the permanence of loss. Some children become intensely preoccupied with the details of a

traumatic event and want to talk about it often. Children may hear inaccurate information from peers at school, and their preoccupation with the event can interfere with their ability to concentrate on schoolwork. They may display sadness, generalized fear or specific fears of the disaster happening again, guilt over action or inaction during the disaster, anger that the event was not prevented or fantasies of being a rescuer.

**Pre-adolescence to adolescence (11 through 18 years)** – Older children have a more sophisticated understanding of disasters, and their responses are similar to those seen in adults. Teenagers may become involved in dangerous, risk-taking behaviors, such as reckless driving, or alcohol or drug use. They may become fearful of leaving home and avoid previous levels of activities. Much of adolescence is focused on moving out into the world. After a trauma, the view of the world can seem more dangerous and unsafe. A teenager may feel overwhelmed by intense emotions and yet feel unable to discuss them with others.

### **Meeting a child's emotional needs**

Children's reactions are influenced by the behavior, thoughts and feelings of adults. Adults should encourage children and adolescents to share thoughts and feelings, and they should attempt to clarify any misunderstandings about risk and danger. Maintain a sense of calm by listening to children's concerns and answering questions and by discussing concrete plans for future safety.

Decide what level of information a particular child needs, given his or her age and level of maturity. If a younger child has difficulty expressing feelings, encourage him or her to draw a picture or tell a story of what happened. Ways to reassure a child include:

- **Personal contact** – hug and soothe children with touch. Spend time with them. The presence of an adult that is important in his or her life will be a comfort to a child.
- **Factual information** – calmly talk about the disaster and describe recovery plans and plans for ensuring future safety.
- **Listen** – encourage children to talk about their feelings. Understand that children, like adults, will have a range of reactions to disasters.
- **Re-establish routines** – schedules for work, school, play, meals and rest are familiar and can be soothing. Assigning them specific chores will help them feel they are contributing to the restoration of family and community life. Encourage children to help update a family disaster plan. Praise and recognize responsible behavior.

If a child continues to exhibit stress, if the reactions worsen over time or if they cause interference with daily behavior at school, at home or with other relationships, seek professional help from the child's primary care physician, a mental health provider specializing in children's needs or a member of the clergy.

**For an excellent detailed guide** from American Academy of Experts in Traumatic Stress for use in the aftermath of a tragedy, see Supplement 4: Appendices and Forms, "Practical Suggestions for Assisting Children".

*How  
a child  
copes with  
disaster or  
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to the way  
parents cope.*



# Individuals who have special needs

Learn who in the neighborhood or building may need special assistance during emergencies. For those who have a disability or special need, consider what steps should be taken to ensure personal and household protection in an emergency. For those who are care-givers for a special-needs individual, develop a plan to communicate if an emergency occurs.

Find out about special assistance that may be available in the community. Register with the office of emergency services or fire department for assistance, so needed help can be provided quickly in an emergency. If residing in an apartment building, ask the management to mark accessible exits clearly and to make arrangements for assistance in case it becomes necessary to evacuate the building.

Keep on hand extra wheelchair batteries, oxygen, catheters, medication, food for service animals or other items. Also, keep a list of the type and serial numbers of important medical devices.

Create a network of neighbors, relatives, friends and co-workers who can offer aid in an emergency. Discuss needs with them and with any employers, and make sure they know how to operate necessary equipment.

- **Those who have impaired hearing** may need to make special arrangements to receive warning of an emergency or impending disaster. (A guide for helping deaf or hard of hearing persons to make such arrangements is reproduced in Supplement 4: Appendices and Forms).

- **Those who have impaired mobility** may need assistance in getting to a shelter. Those who are mobility impaired and live or work in a high-rise building may want to have an escape chair.

- **Households with a single working parent** may need help from others to care for children, both in planning for disasters and during an emergency.

- **Non-English speaking people** may need assistance planning for and responding to emergencies. Community and cultural groups may be able to help keep these populations informed.

- **People who do not own vehicles** may need to make arrangements for transportation.

- **People with special dietary needs** should keep an adequate emergency food supply on hand.

- **People who require particular medications** should keep records of the prescribed type and amount, as well as contact information for doctors, insurance and primary and alternate pharmacies.



Those who have impaired mobility may need assistance in getting to a shelter.

# Taking care of animals

Disaster disrupts and affects everything in its path, including pets, livestock, and wildlife. An "Emergency Preparedness Facts for Pet Owners" checklist guide is available from Oahu Civil Defense Agency, 650 S. King St., Honolulu, or by phone at 808-946-2187, and also is viewable online at <http://www.honolulu.gov/ocda/pets.htm>. For more information, contact the Humane Society of the United States at 2100 L Street, NW, Washington, DC, 20037, Attn: Disaster Services Program -- or by phone at 202-452-1100, or online at [www.hsus.org/disaster](http://www.hsus.org/disaster).



## Family pets

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Pets should be included in any household disaster plan, because they depend on their owners for their safety and well-being. If evacuation becomes necessary, do not leave pets behind; they may not survive, or they may wander away and become lost.

- **Find out which hotels** and motels allow pets. With the exception of service animals, pets typically are not permitted in emergency shelters for health reasons.

- **Some animal shelters** will provide care for pets during emergency and disaster situations, but they should be used as a last resort. Ask friends and family to help, or keep pets nearby. Most boarding facilities require veterinary records to prove vaccinations are current. Contact several in the area to check requirements and services, and note a few that are farther away in case local facilities are closed.

- **Make a pet disaster kit.** Include food, water, medications, veterinary records, litter box, can opener, food dishes, first aid kit and other needed supplies. Tuck in an information sheet noting each pet's name and any behavior problems, and give the kit to someone who agrees to take on responsibility for a pet during a disaster.

- **Pets should have identification tags** securely fastened to their collars. Keep a current photo of a pet with family papers; it will assist in identification if needed.

- **In case a pet should become agitated** during a tense emergency situation, have available a secure carrier or leash to restrain it.

- **Call the local emergency management office** or animal shelter for further information.

Keep a current photo of a pet with family papers; it will assist in identification if needed.



## Large animals

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If large animals such as horses or cattle are on the property, be sure to make preparations before a disaster strikes.

- **Some form of identification** is needed for all animals.

- **Evacuate animals** whenever possible. Map out primary and secondary routes to evacuation destinations in advance; these locations should be prepared with, or ready to obtain, food, water, veterinary care and handling equipment. Vehicles and trailers needed for transporting and supporting each type of animal should be available along with experienced handlers and drivers. Allow animals a chance to become accustomed to vehicular travel so they are less frightened during an emergency and are easier to move.

· **The decision** to shelter or turn large animals outside should be based on the disaster type, quality and location of shelter and the risks of harm or injury that might occur if they are permitted to run free.

## Wildlife

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Disaster and life-threatening situations will exacerbate the unpredictable nature of wild animals. To protect household members, learn how to deal with wildlife.

· **Do not approach** or attempt to help a stranded or injured wild animal. Do not corner it. Wild animals will feel threatened and may endanger themselves by dashing off into floodwaters, fire or another unsafe area. Contact the local animal control office or animal shelter.

· **Secure all food supplies** from rats and other wildlife.

· **Animal carcasses** can present serious health risks.

Contact local animal control authorities to remove any animal carcasses or local emergency management office or health department for other specific help and instructions.

· **If an animal bites** a family member, seek immediate medical attention. Health departments can provide information on the types of local wildlife that may carry communicable diseases. Tetanus infection is always a risk from animal bites, even though rabies is thought to be absent in Hawai`i .

· **While snakes aren't native to Hawai`i** , in a disaster illegally-kept snakes might escape into the environment. In the rare event of a snake bite, try to accurately identify the type of snake so that, if poisonous, the correct anti-venom can be administered. Do not cut the wound or attempt to suck the venom out.



**Evacuate  
animals  
whenever  
possible.**



# Supplement 2

## Specific Disasters

### Biological hazard or attack

A biological attack is the release of germs or other biological substances. Many agents must be inhaled, enter through a cut in the skin or be eaten to make the body ill.

A biological attack may or may not be immediately obvious. The danger may only become known via radio or TV after local health care workers report a worrisome pattern of illness.



#### What to do

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· **If aware that an unknown substance** has been released nearby, get away from the area as quickly as possible, covering mouth and nose with layers of fabric that can filter the air but still allow easy breathing. Wash exposed skin with soap and water, and contact authorities.

· **Watch TV, listen to the radio** or check the Internet for official news as it becomes available. In the event of a biological attack, public health officials may not immediately be able to provide information on what to do.

· **Do not automatically assume** during this time that all symptoms of illness are the result of an attack. Use common sense to determine the cause. Practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice if a loved one becomes ill.

*Many agents must be inhaled, enter through a cut in the skin or be eaten to make the body ill.*

#### Suspicious mail

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· **If a letter or package arrives** and it seems to present a danger, answer these questions: Did it arrive unexpectedly? Does it bear excess postage? Is the name and/or address dramatically misspelled, and does it lack a return address? Is there an unusual odor? Is the packaging material stained, or does the package show other signs of the contents leaking or having spilled? These clues may suggest a call to local law enforcement to check it out.

· **If a threat is received through the mail**, contact local law enforcement authorities, because sending a communication through the U.S. mail that states a threat is a federal crime. If a letter or package contains a threat along with an undetermined substance, contact the local police, FBI and the public health department. If someone nearby has opened the object and developed physical symptoms, call 911.

# Chemical hazard or attack

In a major chemical emergency, a hazardous amount of a chemical is released into the environment. Accidents sometimes result in a fire or explosion, or small animals such as fish or birds may die suddenly, but many times there are no signs of a chemical release.

A chemical attack is the deliberate release of a toxic material that can poison people and the environment.

Household chemicals also can cause emergencies and must be handled and stored with care.



## What to do

- **To notify the public** of a chemical accident or attack, authorities may sound a siren, or emergency personnel may drive by and give instructions over a loudspeaker. Officials could call or come to the door. Listen carefully to radio or television emergency alert stations, and strictly follow instructions.

- **Define the affected area** or the chemical source as quickly as possible. Then locate the fastest means of protection: Is it possible to leave the area, or would it be better to seek shelter in a nearby building?

- **If the chemical is inside the building**, try to exit without passing through the contaminated area. Cover the mouth and nose with a damp cloth to provide a minimal amount of protection for breathing.

- **If there has been an explosion in the building**, exit as quickly as possible without using an elevator. If the exits are blocked, check for fire and other hazards, then take shelter against a desk or a sturdy table as far away as possible from the location of the explosion or suspected chemical release.

- **If at home**, close all windows and turn off all fans, heating and air conditioning systems. Close fireplace dampers. Go to an above-ground room with the fewest windows and doors.

## Physical responses

- **Watery eyes**, twitching, stinging skin, choking, difficulty breathing or losing coordination may be signs that a chemical hazard or attack is occurring. Dizziness, sudden headache, blurred vision or a sore throat are other possible symptoms.

- **If toxic vapors overcome someone** nearby, the first priority is to avoid also becoming a victim.

- **If trained in CPR or first aid** and confident there is no personal danger, check an injured person for the degree of harm. Administer appropriate treatment first for life-threatening injuries, then deal with any chemical burns.

- **If calling for emergency medical care**, tell the dispatcher the location of the emergency and the telephone number. Describe what has happened, how many people are involved and what is being done to help. Stay on the phone until the operator hangs up.

- **To treat someone** who may have been exposed to a hazardous chemical, immediately wash affected areas with soap and water, if possible, but do not scrub the chemical into the skin.

Watery eyes, twitching, stinging skin, choking, difficulty breathing or losing coordination may be signs of a chemical hazard or attack.



- **If eyes are affected**, clear them with clean water. Cool running water will dilute the chemical fast enough to prevent the injury from getting worse.
- **If clothing is contaminated**, remove it starting from the topmost point. Take care not to touch contaminated clothing to bare skin. Place the clothing in a plastic bag so it cannot contaminate other people or things.
- **Cover any wound very loosely** with a dry, sterile or clean cloth so that the cloth will not stick to the wound. Do not put any medication on the wound.

## Household chemical dangers

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- **Read and follow directions** printed on containers of household chemicals, paying special attention to any need for gloves, eye protection and ventilation. To prevent poisoning, avoid mixing such products – some combinations, such as ammonia and bleach, can create toxic gases.

- **Don't use household chemicals** near the open flame of an appliance, pilot light, candle, fireplace, wood-burning stove or tobacco product.

- **Store any chemical product** tightly closed in the original container so that labels alert to possible danger and proper use.

- **Clean up spilled chemicals** immediately and allow fumes in the rags to evaporate outdoors in a safe, shaded place, then wrap the rags in a newspaper, seal them in a plastic bag and place them in a trash receptacle.

- **Keep handy a fire extinguisher** labeled for A, B and C class fires, and know how to use it. Remember that extinguishers must be periodically checked and recharged.

- **Recycle or dispose** of unused chemicals properly. Improper disposal – such as pouring a chemical fluid onto the ground or down a household drain or storm drain – may contaminate the local water supply or harm people who come into contact with the chemical. Local waste collection facilities may accept pesticides, fertilizers, household cleaners, paint, drain and pool cleaners, antifreeze, motor oil and brake fluid. If there are questions about how to dispose of a chemical, call a local recycling or disposal facility or environmental agency.

- **If a child eats or drinks** a non-food substance, call 911 and follow the dispatcher's instructions, because instructions printed on the container may not provide the best solution.



*If eyes are affected, clear them with running water.*

# Drought or water shortage

An emergency water shortage can be caused by prolonged drought, poor water supply management or contamination of a surface water supply source or aquifer. The contamination of ground water or an aquifer also may disrupt the use of well water.

A drought is a period of abnormally dry weather that persists long enough to produce serious effects including crop damage and water shortages.

Drought is a silent but very damaging phenomenon that is rarely lethal but enormously destructive. It can ruin local and regional economies that are agricultural and tourism based, and it creates environmental conditions that increase risk of other hazards such as fire, flash flood and landslides.

During water-shortage emergencies, action is important at all levels of society. Individuals can practice water-saving measures to reduce consumption. Cities and towns can ration water. Farmers can change irrigation practices or plant crops that use less water. Factories can alter manufacturing methods.

## Water conservation

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- **Never pour water down the drain** when there may be another use for it, such as watering indoor plants or a garden. Don't let the water run while washing dishes, brushing teeth or shaving.

- **Repair dripping faucets** by replacing washers. One drop per second wastes 2,700 gallons of water per year.

- **Consider purchasing a low-volume toilet** that uses less water, or install a toilet displacement device to cut down on the amount of water needed to flush.

- **Replace showerheads** with low-flow versions. Further reduce use by turning on the water to get wet, turning it off to soap and turning it on again to rinse. Catch rinse water by placing a bucket in the shower, and then use the water for houseplants. Do not take baths; they use far more water than showers.

- **Hand wash dishes** by filling two containers—one with soapy water and the other with rinse water containing a small amount of chlorine bleach.

- **Operate automatic dishwashers** and clothes washers only when they are fully loaded. Use reduced-water settings where possible. Most newer dishwashers clean soiled dishes very well; do not rinse dishes before loading them. Also, front-loading clothes washers typically use far less water than top-loading ones.

- **Store drinking water** in the refrigerator. Don't let the tap run while waiting for water to become hot. To get warm water, heat it on the stove or in a microwave oven.

- **Do not use running water** to thaw meat or other frozen foods. Defrost food overnight in the refrigerator, or use the microwave oven's defrost setting.

- **Clean produce** in a pan filled with water rather than running water from the tap.

- **Kitchen sink disposals** require a lot of water to operate properly. Start a compost pile as an alternate method of disposing of food waste, or wrap and place in the garbage.

- **If a well is onsite**, check the pump periodically. If the automatic pump turns on and off while water is not being used, there is a leak.

- **Use a shut-off nozzle** on outdoor hoses to reduce water flow while washing a vehicle or manually watering outdoor plants. Park on the grass when washing a vehicle so the lawn will make use of runoff, or consider using a commercial car wash that recycles water.



**D**rought is a silent but very damaging phenomenon that is rarely lethal but enormously destructive.

- **A heavy rain** eliminates the need to water a lawn for up to two weeks. Most of the year, lawns only need one inch of water per week. Position sprinklers so water lands on the lawn and shrubs and not on paved areas. Avoid sprinklers that spray a fine mist, which can evaporate before it reaches plants. Do not leave sprinklers or hoses unattended. A garden hose can pour out hundreds of gallons in only a few hours.

- **Raise the lawn mower blade** to three inches or to its highest level. A higher cut encourages grass roots to grow deeper, shades the root system and holds soil moisture. Plant native or drought-resistant grasses and landscape plants, and use fertilizers that contain slow-release, water-insoluble forms of nitrogen. Over-fertilizing increases the need for water.

- **Use mulch** to retain moisture in the soil and to control weeds that compete with landscape plants for water.

- **Use a broom or blower** instead of a hose to clean leaves and other debris from the driveway or sidewalk.

- **Cover a swimming pool** when not in use to reduce evaporation. Consider installing a new water-saving filter. A single back flushing with a traditional filter uses as much as 250 gallons of water.

- **Participate in water conservation** programs of the local government, utility or water management district. Follow water conservation and water shortage rules in effect. Even if water comes from a private well, these rules apply. Support community efforts that help develop and promote a water conservation ethic. Contact the local water authority, utility district, or local emergency management agency for information specific to the area.

# Earthquake

An earthquake is a phenomenon that is powered by the sudden release of stored energy from the earth, which radiates seismic waves. At the surface, earthquakes are sudden and often violent, and may manifest in rolling, shaking or displacement of the ground. In Hawai`i, earthquakes are frequently associated with volcanic activity, most recently centered on the Big Island or undersea closer to Oahu. Undersea earthquakes occur commonly throughout the Pacific region and can sometimes generate tidal waves (see Tsunami section below), causing massive damage and loss of life. The connection between earthquakes and tsunamis is direct but not always immediate, so earthquakes in distant places can have catastrophic consequences soon afterwards in the State of Hawai`i.



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## Household preparedness

- **Assemble and maintain disaster kits** that will help members of the household to survive at least three days. (See page 36 & Appendix page 15)
- **Fasten shelves**, mirrors and large picture frames securely to walls.
- **Place large** or heavy objects on lower shelves.
- **Brace high** and top-heavy objects.
- **Store bottled foods**, glass, china and other breakables on low shelves or in cabinets that fasten shut.

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## Construction issues

Whether building or renovating, keep in mind a few common-sense tremor-proofing guidelines, such as firmly anchoring the building to its foundation and installing flexible pipe fittings to prevent gas or water leaks. Plan to bolt down and secure to studs heavy appliances including the water heater, refrigerator, furnace and any gas appliances.

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## During an earthquake

- **Drop, cover, and hold on.** Minimize movements and stay put until the shaking has stopped and it is safe to exit.
- **Indoors, take cover** under a sturdy desk, table or bench or against an inside wall or corner. Instruct household members to protect their eyes by pressing their faces against their arms.
- **Stay away from glass**, windows, outside doors and walls, and anything that could fall (such as lighting fixtures) or tall furniture (such as shelving units).
- **If in bed** and the ceiling above is clear of heavy light fixtures, stay there and use a pillow as additional head protection.
- **Do not use an elevator** to get to a safer level.
- **Use a doorway for shelter** only if it is in close proximity and if it is a well-supported, load-bearing frame.
- **Place home fire extinguishers** near potential fire sources and know how to use them. Recharge them as necessary.

**The largest recent Hawai'i earthquake, in Kalapana in 1975, measured 7.2 on the Richter Scale, and caused a Tsunami.**

- **If outdoors**, move away from buildings, streetlights, trees, overpasses and utility wires.
- **If in a moving vehicle**, stop in an open area as quickly as safety permits and stay in the vehicle.

## *After an earthquake*

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- **Check for injuries**, and administer first aid as needed. If you or someone near you are seriously injured, if possible try to write (or have written) the injured person's **full name** and **date of birth** on an arm or leg using an ink pen, "Sharpie" or other permanent felt marker.
- **Turn on radio and/or TV**, and listen for tsunami warnings or sirens, particularly if you are in a Tsunami Evacuation Zone at or near sea level (Evacuation Zone maps are in the Disaster Preparation Guide pages at the front of your Hawaiian Telcom directory or other phone books, or on the Internet at <http://www.scd.state.hi.us/>). Be sure also to consult the **Tsunami** section of this document below for more complete information
- **Open cabinets cautiously**, as contents may have shifted and could fall.
- **Look for small fires**, and extinguish them.
- **Turn off gas supply lines** if the smell of gas is present.
- **Be prepared for aftershocks**. Secondary shockwaves are usually less violent than the main quake but can be strong enough to further damage weakened structures.
- **If trapped under debris**, do not light a match, move about or kick up dust. Hold a handkerchief or clothing over nose and mouth. Tap on a pipe or wall to signal rescuers. Use a whistle if one is available. Shout only as a last resort, to avoid inhaling dust.
- **Stay away from damaged areas** unless police, fire or relief organizations specifically request assistance.
- **Listen to the radio** for instructions, and use the telephone only to report life-threatening emergencies.

# Extreme heat

A prolonged period of excessive heat, often combined with excessive humidity, is called a *heat wave*. The *heat index* is a number in degrees Fahrenheit that tells how hot it feels when relative humidity is added to the air temperature. Exposure to full sunshine can increase the heat index by 15 degrees.

Heat kills by pushing the human body beyond its limits. Under normal conditions, the body's internal thermostat produces perspiration that evaporates and cools the body. However, in extreme heat and high humidity, evaporation is slowed, and the body must work extra hard to maintain a normal temperature.

Conditions that can induce heat-related illnesses include stagnant atmospheric conditions and poor air quality. Consequently, people living in urban areas may be at greater risk from the effects of a prolonged heat wave than those living in rural areas. Also, asphalt and concrete store heat longer and gradually release heat at night, which can produce higher nighttime temperatures, known as the "urban heat island effect."

Most heat disorders occur because the victim has been overexposed to heat or has over-exercised for his or her age and physical condition. The elderly, young children and those who are ill or overweight are more likely to succumb to extreme heat.



## Heat-induced illness

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**Sunburn** – Skin redness and pain, possible swelling, blisters, fever, headaches.

*First Aid:* Take a shower, using soap, to remove oils that may block pores and prevent the body from cooling naturally. If blisters occur, apply dry, sterile dressings and get medical attention.

**Heat cramps** – Muscular pains and spasms, usually in leg and abdominal muscles, often accompanied by heavy sweating. *First Aid:* Get the victim to a cooler location. Lightly stretch and gently massage affected muscles to relieve spasm. Give sips of up to a half-glass of cool water every 15 minutes. Do not give liquids with caffeine or alcohol. If victim complains of nausea, discontinue liquids.

**Heat exhaustion** – Heavy sweating, though skin may be cool, pale or flushed; weak pulse; normal body temperature is possible but temperature will likely rise. Fainting or dizziness, nausea or vomiting, exhaustion and headaches are possible. *First Aid:* Get victim to lie down in a cool place and fan him or her. Loosen or remove clothing. Apply cool, wet cloths. Give slow sips of water if victim is conscious – no more than a half-glass every 15 minutes. If nausea occurs, discontinue. If vomiting occurs, seek immediate medical attention.

**Heat stroke** – Also called sunstroke, heat stroke is life threatening and occurs when the victim's temperature-control system stops working. Body temperature can rise to 105 or more, and brain damage and death may result if the body is not cooled quickly. The skin will be hot, red and dry; the pulse will be rapid but weak; and breathing is likely to be fast but shallow. The victim may lose consciousness. *First Aid:* Heat stroke is a severe medical emergency. Call 911 or get the victim to a hospital immediately. Delay can be fatal.

## Combating heat effects

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· **Stay indoors** as much as possible. If air conditioning is not available, stay on the lowest floor out of the sunshine and use a circulating or box fan to stir the air. Cover windows that receive morning or afternoon sun with drapes, shades, awnings or louvers. Outdoor awnings or louvers can reduce the heat that enters a home by up to 80 percent. Temporary reflectors, such as aluminum foil-covered cardboard, will reflect heat back outside during brief periods of extreme heat. Consider keeping storm windows up all year, and weather-strip doors and sills to keep cool air in.

· **Use a sunscreen lotion** with a sun protection factor of 30 or greater if being outside is unavoidable. Sunburn slows the skin's ability to cool itself.

· **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 temperature. Protect the face and head by wearing a wide-brimmed hat.

· **Eat a well-balanced diet** of light and regular meals. Avoid using salt tablets unless directed to do so by a physician.

· **Drink plenty of water** for good hydration, even if thirst isn't present. This is particularly true on days when temperatures reach 90° F and higher. Limit intake of alcoholic beverages; they cause dehydration. Children 12 months and older should be reminded to drink water throughout the day and more on hot days. Healthy infants normally do not need extra water until they are receiving solid foods – check with the pediatrician.

· **Consult a doctor** before increasing liquid intake if medical conditions exist such as epilepsy or heart, kidney or liver disease, or if a fluid-restrictive diet or fluid retention is a consideration.

· **Avoid strenuous work** during the warmest part of the day. Use a buddy system when working in extreme heat, and take frequent breaks.

· **Spend at least two hours per day** in an air-conditioned place. If the home is not air conditioned, consider spending the warmest part of the day in a public building such as a library, movie theater, shopping mall or other community facility.

· **Never leave children** or pets alone in closed vehicles.

· **Check on family,** friends and neighbors who do not have air conditioning and who spend much of their time alone.



Check  
on family,  
friends and  
neighbors who  
do not have air  
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much of their  
time alone.



# Fire

- The National Fire Protection Agency has found that the age group most likely to die in house fires are those 75 and older, in some cases because such persons may have lost the ability to detect smoke or hear the characteristic crackling noises made by a house fire.
- Approximately 2.4 million burn injuries are reported in the United States each year.
- Burns and fires are the leading cause of accidental death in the home for children 14 and under and are second only to motor vehicle crashes in causing accidental deaths.

## *To protect a residence from fire*

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- **Place smoke alarms** on every level – outside bedrooms on the ceiling or no more than 12 inches from the ceiling, at the top of open stairways or at the bottom of enclosed stairs and near (but not in) the kitchen. If household members sleep with doors closed, install smoke alarms inside sleeping areas, too. Test smoke alarms once a month, and replace batteries at least once a year. Smoke alarms become less sensitive over time, so replace the units every 10 years.

- **Keep an A-B-C-type fire extinguisher** in the house, and get training from the fire department in how to use it. Consider installing an automatic fire sprinkler system in the house.

- **Clean out storage areas** and don't allow cobwebs, dust and trash to accumulate – including newspapers and magazines.

- **Store flammable liquids** in approved containers in well-ventilated storage areas. Never use gasoline, benzene, naphtha or other flammable liquids indoors. Allow any flammable liquid-soaked rags to air outdoors in a metal container, and after fumes are dispersed, seal the rags in plastic and dispose of them. Never leave flammable liquid-soaked rags in a closed cupboard or closet, as they can set themselves on fire (spontaneous combustion).

- **A chimney** should be at least three feet higher than the roof, insulated and have spark arresters on top. Trim nearby tree branches.

- **Use a fireplace screen.** Dispose of ashes in a metal container outdoors and away from the residence.

- **Never smoke near flammable liquids,** in bed or when drowsy or medicated. Douse lighted tobacco products in water before disposing of them.

- **Store matches** and lighters up high, away from children.

- **Keep open flames** of candles, lanterns and tobacco products away from walls, furniture, drapery and flammable items.

- **Check with the fire department** on the safety and legality of using propane-fired woks, grills, portable cooking elements, or kerosene lamps and heaters. Place such devices at least three feet away from flammable materials, and ensure the floor and nearby walls are properly insulated. Have kerosene-fueled units inspected and cleaned annually by a certified specialist. Take kerosene lamps or heaters outdoors to refuel them, and be sure they have cooled before moving them. Use only the type of fuel designated for the unit, and follow manufacturer's instructions.

- **All electrical outlets** and junction boxes should have cover plates. Make sure insulation does not touch bare electrical wiring. No wiring should be exposed or run across nails, under rugs, or through high-traffic areas.



Check with  
the fire department  
on the legality of  
using propane-fueled  
and kerosene -fueled  
heaters.



- **Inspect extension cords** for frayed or exposed wires or loose plugs, and do not overload them. If multiple appliances are needed, use only UL-approved units with built-in circuit breakers.

## Plan escape routes

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- **Determine ways to escape** from every room, and review them with family members. Together, practice escaping from each room.

- **Make sure windows open easily** and that all security gratings and other anti-theft mechanisms that block outside window entry have a fire-safety feature that permits them to be easily opened from the inside.

- **Sleeping areas on upper floors** should have escape ladders. Learn how to use them and store them near the window at which they would be used.

- **Teach family members to stay low** to the floor, where the air is safer, when escaping from a fire. Select a location outside the house where all household members would meet after escaping from a fire.



Once out of a burning building, stay out. Call the fire department from a neighbor's house.

## During a fire

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- **Check closed doors for heat** before opening them. Use the back of a hand to feel the top of the door, the doorknob and the crack between the door and door frame before opening it. Never use the palm of a hand or fingers to test for heat, because burning those areas could impair the ability to climb or crawl to safety.

- **If an exit route is blocked** by smoke, heat or flames, stay in the room with the door closed. If there is a telephone in the room, call the fire department and describe family members' locations, then signal locations with bright-colored cloths at those windows.

- **Smoke and poisonous gases** collect first along the ceiling, so be prepared to crawl; the air will be clearer and cooler near the floor. Close doors as passing through them to delay the spread of the fire.

- **If clothing catches on fire**, stop, drop and roll until the fire is extinguished. Running only makes the fire burn faster.

- **Once out, stay out.** Call the fire department from a neighbor's house.

## After a fire

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- **Cool and cover any burns** to reduce chance of further injury or infection.

- **If heat is felt or smoke is seen** when entering a damaged building, do not enter.

- **A safe or strong box** can hold intense heat for several hours. Opening one before it cools could endanger the contents.

- **If forced to leave the house** because a building inspector says it is unsafe, ask someone trustworthy to watch the property.

# Flood

Floods are one of the most common hazards in the United States. River floods develop slowly, sometimes over days. Flash floods can develop in a few minutes, sometimes without any sign of rain. The first sign of a flash flood may be a dangerous wall of roaring water carrying rocks, mud and other debris. Flooding from a dam break can produce effects similar to flash floods. On the island of Kauai, in September of 1996, heavy rains led to flooding of Hanalei town and closure of the Hanalei Bridge, which was the only way residents could access Kuhio Highway and the rest of the island. In March 2006, the Kaloko Dam broke, also causing Kuhio Highway to be closed just north of Kilauea, and taking the lives of seven residents.



If a building is in a low-lying area, near a body of water or downstream from a dam, it is particularly susceptible to flooding. However, culverts, dry streambeds, low-lying ground, small streams, gullies or creeks that appear harmless in dry weather still can flood.

## Terms to know

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**Flood Watch** – Stay tuned to NOAA Weather Radio or commercial radio or television for information. Watches are issued 12 to 36 hours in advance of a possible flooding event.

**Flash Flood Watch** – Be prepared to move to higher ground, because a flash flood could occur at any time.

**Flood Warning** – Flooding is occurring or will occur soon. If advised to evacuate, do so immediately.

**Flash Flood Warning** – A flash flood is occurring. Seek higher ground on foot immediately.

## What to do before a flood

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- **Identify dams** and determine whether they pose a hazard.
- **Purchase a NOAA Weather Radio** with battery backup. In some areas, a tone-alert automatically signals a watch or warning.
- **Be prepared to evacuate.** Learn flood evacuation routes and scout for nearby high ground.
- **Plan a place to meet** household members if separated from one another. Choose an out-of-town contact everyone can call to check in.
- **Determine any special needs** neighbors might have, and plan how to assist.
- **Prepare a disaster kit** that will enable survival for at least three days. (See page 36 & Appendix page 15)
- **Know how to shut off** electricity, gas and water at main switches and valves. Know where propane tanks and gas pilot lights are located, and how the heating system works.
- **Consider purchasing flood insurance**, which is available in most communities through insurance agents. Be aware of a 30-day waiting period before most flood insurance goes into effect.



Construct  
barriers to stop  
floodwaters  
from entering  
the buildings.

- **Make a record of personal property.** Make photographs or videotapes of belongings, and store them with property and insurance documents in a safe place in waterproof containers, preferably off-site.
- **Elevate furnace, water heater and electric panel** to higher floors or the attic if the house is susceptible to flooding. Install “check valves” in sewer traps to prevent flood water from backing up into the drains. Seal walls in basements with waterproofing compounds.
- **Construct barriers** around the property such as levees, berms and floodwalls to stop floodwaters from entering the buildings.

## *When a flood occurs*

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- **Listen to radio or television stations** for local information and orders to evacuate.
- **Secure the house.** Tie down or bring outdoor equipment and lawn furniture inside. Move valuable items to upper floors.
- **If instructed, turn off utilities** at the main switches or valves. Disconnect electrical appliances. Do not touch electrical equipment if wet or standing in water.
- **Sterilize bathtubs** with a diluted bleach solution and fill with water in case tap water becomes contaminated or service is interrupted.
- **Do not walk through moving water** – six inches of moving water can knock a person off his or her feet. If walking in a flooded area is unavoidable, walk where the water is still, and use a stick to check for hidden hazards and firm ground ahead of each step.
- **Do not drive into flooded areas.** Six inches of water can cause loss of control and/or engine stall. A foot of water will float many vehicles. Two feet of water will wash away almost all vehicles. If floodwaters rise around the car, abandon it and move to higher ground.

## *After a flood*

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- **Avoid standing water,** which may be contaminated by oil, gasoline or raw sewage; may be electrically charged from underground or downed power lines; or may contain snakes or hidden hazards.
- **Roads may have weakened** and could collapse under the weight of a car in areas where floodwaters have receded.
- **Report downed power lines** and broken gas, sewer or water mains.
- **Stay away from designated disaster areas** unless authorities ask for volunteers.
- **Return home only** when authorities indicate it is safe. Stay out of buildings that are surrounded by floodwaters, because there may be hidden damage, particularly in foundations.
- **Wash frequently with soap** and clean water if in contact with floodwaters, and throw away food that has come in contact with floodwaters.
- **Listen for news reports** to learn whether the community’s water supply is safe to drink and for information about where to get assistance for housing, clothing and food.
- **Service damaged septic tanks,** pits and leaching systems as soon as possible. Damaged sewage systems are serious health hazards.
- **Contact the insurance agent.** Take photos or videos of belongings and the house, then separate damaged and undamaged belongings. Keep detailed records of cleanup costs, and keep financial records handy.

# Hazardous material incident

Many communities have Local Emergency Planning Committees whose responsibilities include collecting information about hazardous materials releases in the community, such as an oil spill, freight train derailment or over-the-road trucking accident. They generally make this information available to the public upon request. They also develop emergency plans to prepare for and respond to such emergencies.

## What to do

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- **Listen to local radio** or television stations for detailed information and instructions.

- **If outdoors**, stay upstream, uphill and upwind. In general, try to go at least one-half mile (8-10 city blocks) from the danger area. Do not walk into or touch any spilled liquids, airborne mists or condensed solid chemical deposits.

- **If in a motor vehicle**, stop and seek shelter in a permanent building. If a building is not nearby and it is necessary to remain in a car, keep windows and vents closed and shut off the air conditioner and heater.

- **If asked to remain indoors** by public officials, close and lock all exterior doors and windows. Close vents, fireplace dampers and as many interior doors as possible. Seal the room by covering each window, door and vent using plastic sheeting and duct tape. Fill cracks and holes, such as those around pipes. Turn off air conditioners and ventilation systems.

- **In large buildings**, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.

- **Evacuate immediately if asked to do so**, and return home only when authorities say it is safe, opening windows and vents and turning on fans to ventilate the house.

- **If exposed to hazardous materials**, follow decontamination instructions from local authorities, such as a thorough shower or perhaps to stay away from water and follow another procedure. Place exposed clothing and shoes in tightly sealed containers and ask local authorities how to properly dispose of them. Seek medical treatment for unusual symptoms as soon as possible.

- **Find out from local authorities** how to clean up land and property. Report any lingering vapors or other hazards to the local emergency services office.



**Listen  
to local radio  
or television  
stations for  
detailed  
information and  
instructions.**

# Hurricane

A hurricane is an intense tropical weather system of strong thunderstorms with a well-defined surface circulation and maximum sustained winds of 74 mph or higher. In the western Pacific, hurricanes are called "typhoons". Similar storms in the Indian Ocean and Australia are called "cyclones". By whatever name, such storms form and cause the greatest damage in the Pacific, Atlantic and Gulf Coast areas from June through November.

Storm surge, which occurs when high winds from tropical storms and hurricanes generate powerful ocean swells, in turn causes high waves that rush further inland than normal surf. When combined with high tides, storm surges can cause severe coastal flooding. Nine out of ten people who die in hurricanes in the United States have historically been killed by storm surges.



Storm surge, rain and wind cause most of the damage associated with hurricanes. Besides killing and injuring people, storm surge erodes coastal areas, salinizes land and groundwater, contaminates the water supply, causes agricultural losses, and damages structures and infrastructure. Rain damages structures, infrastructure, and agriculture – and also results in loss of life. Hawaii's topography focuses the rains on mountain slopes, causing flash floods and landslides.

Strong winds can result in loss of life, create tremendous amounts of debris which in turn impact utilities and transportation, cause agricultural losses, and destroy lightly constructed buildings. Homes can be destroyed by high winds. Flying debris can break windows and doors, allowing high winds and rain into buildings. High winds also can cause structurally weak areas in homes to fail

Three hurricanes have impacted severely the island of Kauai over the past 40 years. The most recent, Hurricane Iniki in 1992, had gusts up to 160 miles per hour, destroyed 1,421 houses and damaged over 13,000 homes. No inhabited island in the Hawaiian chain is free from the threat of hurricanes.

When a *hurricane watch* is posted, hurricane/tropical storm conditions are possible in the specified area, usually within 36 hours. A *warning* indicates a hurricane or tropical storm is expected in the specified area, usually within 24 hours. These alerts are widely given via broadcast and cable TV, radio and Internet weather sites.

## Before a hurricane threatens

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- **Create a household hurricane plan**, and arrange with household members to meet at a place away from the residence in the event they become separated. Choose an out-of-town contact for everyone to call to say they are safe.
- **Prepare disaster supply kits** to enable family members to survive without public services for at least three days. (**How to prepare a kit:** See the parishioner preparedness kits in Section 3, page 36 & Appendix page 15, and checklist forms in Supplement 4: Appendices and Forms).
- **Consider special needs** of neighbors, such as people who are disabled or those who have limited vision or are hearing-impaired. See Supplement 4: Appendices and Forms, Deaf or Hard of Hearing pamphlet.
- **Ask the local emergency management** office about evacuation plans governing the neighborhood. Learn evacuation routes, determine a destination and how to get there. Plan alternate routes in case the preferred route is inaccessible or overcrowded.
- **Know how to secure the property.** Learn how to shut off utilities and where gas pilots and water mains are located. Clear loose and clogged rain gutters and downspouts. Keep trees and shrubs around buildings trimmed – dead limbs or trees could cause personal injury or property damage. Take photographs or videotapes of belongings and store with insurance documents in a safe place.

- **Check compliance** of roofs with local building codes. Roofs destroyed by hurricanes often were not constructed or retrofitted according to code. Straps or clips can securely fasten a roof to the frame structure and substantially reduce roof damage.
- **Decide where to secure a boat** or recreational vehicle.
- **If the house is in a low-lying area** or near a body of water, consider flood insurance. Know that there is a 30-day waiting period before flood insurance takes effect.

## When a watch or warning is issued

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- **Listen to newscasts**, and follow the plan that was prepared.
- **Be ready to evacuate.** Fuel vehicles, because service stations may be closed after the storm, or make arrangements for transportation with a friend or relative. Review evacuation routes.
- **If the family lives in a mobile home** or in a high-rise building and authorities announce an evacuation, grab the disaster kits and leave immediately, following set evacuation routes according to plan. Portable school classrooms are no less dangerous than mobile homes in a storm; they too must be left immediately.
- **If not required or unable to evacuate**, stay indoors away from windows and glass doors. Secure outer doors, close interior doors and take refuge in a small interior room, closet or hallway, on the floor under a table or another sturdy object. In a two-story residence, go to an interior first-floor room, such as a bathroom or closet. In a building with more than two floors, go to the first or second floors and stay in interior rooms away from windows. Keep curtains and blinds closed. A lull in the storm may be the hurricane's "eye." After it passes, winds will rise again.
- **Turn off propane tanks.** Turn off utilities if told to do so by authorities. If not instructed to turn off utilities, turn the refrigerator to its coldest setting and keep it closed, in case power is interrupted.
- **Avoid using the phone** except for emergencies. Local authorities need first priority on telephone lines.



*Be ready  
to evacuate.  
Make  
arrangements for  
transportation  
and review  
evacuation  
routes.*

## After a hurricane

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- **If in a secure location** or evacuated, stay there until local authorities say it is safe to return home. Tune to local radio or television stations for this information and for information about caring for household members, where to find medical help, how to apply for financial assistance and other storm-related topics. When internet access is possible, check [www.redcross.org](http://www.redcross.org) (under the Disaster Services tab, then selecting the After a Disaster tab) for information which includes "Recovering Financially".
- **Drive only when necessary.** Streets will be filled with debris, and some may have weakened and could collapse. Do not drive on flooded or barricaded roads or bridges. Remember that as little as six inches of water may cause loss of control of a vehicle, and two feet of water will carry most cars away.
- **Stay away from moving water**, riverbanks and streams until any danger of flooding has passed. (See "Flood," page 66).
- **Stay away from downed** power lines, and report them to the power company. Standing water may be electrically charged. Report broken gas, sewer or water mains to local officials.

- **Do not drink tap water** or use it to prepare food until notified by officials that it is safe to do so. (See Emergency Drinking Water guide in Supplement 4: Appendices and Forms.)
- **Don't use candles or other open flames indoors;** gas lines may have been compromised. Use a flashlight to inspect property damage.
- **Consider family members' health** and safety needs. Be aware of symptoms of stress and fatigue.
- **Contact the insurance agent.** An adjuster will be assigned to visit the residence. Make photos or videotapes of belongings and the structure, then separate damaged from undamaged goods. Set up a manageable schedule to repair property. Keep receipts and records of cleanup costs for later reimbursement by the insurance company.



## Nuclear incident

In Hawai`i, there are no nuclear power plants or similar facilities that routinely process nuclear materials. However, nuclear weapons and materials may, or may not, be present at military installations, and their presence would be classified information unknown by the general public. Nuclear-powered ships are routinely in Hawaiian waters or berthed at Oahu. Although military oversight and security are extremely well organized and maintained, accidents happen, and an accident could conceivably result in dangerous levels of radiation that could affect the health and safety of people living or working nearby.

*In Hawai`i, or in its waters, a nuclear incident or accident is not impossible.*

## Radiation dangers

The potential danger from an accident involving nuclear materials is exposure to radiation. This exposure could come from the release of radioactive material into the environment, usually characterized by a plume (visible or invisible) of radioactive gases and particles which may be deposited on the ground, inhaled and/or ingested. Radiation has a cumulative effect. The longer a person is exposed, the greater the effect. A high exposure can cause serious illness or death.



## What to do

If an accident were to release radiation into the atmosphere, local authorities would activate warning sirens or another approved alert method and offer instruction through the Emergency Alert System on local television and radio stations.

Take cover immediately, below ground if possible, though any shield or shelter will offer some protection from immediate effects. The thicker the shield from radioactive materials, the less radiation will leak through.



# Nuclear blast

A blast is another possible source of a nuclear incident. This is an explosion with intense light and heat, a damaging pressure wave, and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around and cause fires. A nuclear device can range from a weapon carried by an intercontinental missile launched by a hostile nation or terrorist organization, to a small portable unit transported by an individual.

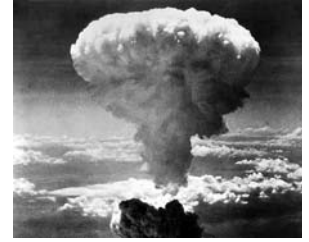
The dispersion of hazard effects will be defined by the following:

**Size of the device** – A more powerful bomb will produce more distant effects.

**Height above ground at detonation** – Blasts that occur near the earth's surface create much greater amounts of fallout than blasts that occur at higher altitudes, because the tremendous heat produced from a nuclear blast causes an up-draft of air that forms the familiar mushroom cloud. When a blast occurs near the earth's surface, millions of vaporized dirt particles also are drawn into the cloud. As the heat diminishes, radioactive materials that have vaporized condense on the particles and fall back to Earth as radioactive fallout. The fallout material decays over a long period of time and is the main source of residual nuclear radiation.

**Nature of the surface beneath the explosion** – Some materials are more likely to become radioactive and airborne than others. Flat areas are more susceptible to blast effects.

**Existing meteorological conditions** – Wind speed and direction will affect arrival time of fallout; precipitation may wash fallout from the atmosphere. Fallout from a nuclear explosion may be carried by wind currents for hundreds of miles if the right conditions exist. Effects from even a small portable device exploded at ground level can be potentially deadly.



**A** nuclear device can range from a weapon carried by a missile launched by a hostile nation to a small unit transported by an individual.

## Radiation dangers

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Nuclear radiation cannot be seen, smelled or otherwise detected by the five human senses. Radiation can only be detected by radiation monitoring devices. Monitoring can project the fallout arrival times, which will be announced through official warning channels. However, any increase in surface build-up of gritty dust and dirt should be a warning for taking protective measures.

In addition to other effects, a nuclear weapon detonated in or above the earth's atmosphere can create an electromagnetic pulse, a high-density electrical field that can seriously damage electronic devices including communication systems, computers, electrical appliances and automobile or aircraft ignition systems. Battery-powered radios with short antennas generally would not be affected.

## How to prepare

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· **People living near potential targets** may be advised to evacuate if there were a threat of an attack. In general, potential targets include: strategic missile sites and military bases; centers of government; transportation and communication centers; manufacturing, industrial, technology and financial centers; petroleum refineries, electrical

power plants and chemical plants; and ports and airfields.

- **Find out from officials** if any public buildings in the community have been designated as fallout shelters. If none have been designated, make a list of potential shelters near home, workplace and school. Tunnels, basements and windowless center areas of middle floors in high-rise buildings are good options.

- **During periods of increased threat**, stock disaster supplies to be adequate for up to two weeks.

- **Keep a battery-powered radio** nearby and listen for specific instructions.

## What to do

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- **If told to evacuate**, keep car windows and vents closed; re-circulate interior air only.

- **If advised to remain indoors**, turn off the air conditioner, ventilation fans, furnace and other air intakes. Go to a basement or other underground area, if possible. Do not use the telephone unless absolutely necessary.

- **If exposed to nuclear radiation**, remove exposed clothing and seal it in a plastic bag. Take a thorough shower. Seek medical treatment for any unusual symptoms, such as nausea, that may be related to radiation exposure.

- **Keep food in covered containers** or in the refrigerator. Food not previously covered should be washed before being put in containers.

- **If caught outside** and unable to go indoors immediately, take cover behind anything that might offer protection – the denser the better. If no protection is evident, lie flat on the ground, crossing arms above the head, and wait. If the explosion is some distance away, it could take 30 seconds or more for the blast wave to hit.

- **Take shelter as soon as possible**, even if many miles from the attack location; radioactive fallout can be carried by the winds for hundreds of miles. Remember the three protective factors: distance, shielding and time.

# Pandemic

According to the World Health Organization, a pandemic (worldwide epidemic) can occur when a new virus appears against which the human population has no immunity, resulting in several, simultaneous epidemics across the world with enormous numbers of severe infections and deaths.

Given the high level of global traffic, a virus may spread rapidly, leaving little or no time to prepare. Vaccines, antiviral agents and antibiotics to treat secondary infections could be in short supply and unequally distributed. Widespread illness could result in sudden and potentially significant shortages of personnel to provide essential community services. Medical facilities could be overwhelmed.

In the past, new strains of influenza have generated pandemics causing high death rates and great social disruption. Influenza's effect also is relatively prolonged throughout a community when compared to other natural disasters, because outbreaks can reoccur.

During the past few years, the world has faced several threats with pandemic potential, making the occurrence of the next pandemic a matter of time. Knowing the facts is the best preparation. Identify sources of reliable information, such as [www.pandemicflu.gov](http://www.pandemicflu.gov) and the Centers for Disease Control and Prevention at [www.cdc.gov](http://www.cdc.gov), or the agency's hotline at 1-800-232-4636. Listen to local and national radio, watch news reports on television and read the newspaper and other sources of printed and Web-based information such as [www.redcross.org](http://www.redcross.org). Look for web pages specific to the State of Hawai'i when accessing sites such as [www.pandemicflu.gov](http://www.pandemicflu.gov).

Avian Flu, also known as "bird flu" or H5N1, is currently of great concern, and so is discussed in detail in the Influenza Overview at end of this Pandemic section. Many believe the Church to be ethically bound to lead Avian Flu preparedness and mitigation efforts at the parish level. Check Supplement 3: Sources and Resources for information about how to obtain Hawai'i State Dept. of Health resource packets on Avian Flu designed for distribution to churches and congregations, as well as for links to various web sites dealing specifically with Pandemic.

## Household preparedness

- **Stock a supply of water and food.** A pandemic may make shopping difficult, or stores' stocks may be reduced or sold out. Public utility services may also be interrupted, so water supplies may become limited. Store foods that are nonperishable, require little or no water and minimal preparation.

- **Stay away from** areas where crowds gather and illness will spread easily.

- **If children are in the house,** contact the school nurse, teachers, administrators and parent-teacher organizations to plan home learning activities and exercises in the event schools are closed.

## Personal protections

- **Take common-sense steps** to limit the spread of germs. Wash hands frequently with soap and water or a waterless cleanser, and as much as is possible, avoid touching the eyes, nose or mouth.

- **Make good hygiene a habit.** Cover the mouth and nose with a tissue when



Get a  
flu shot,  
which will  
bolster  
resistance to  
illness.



coughing or sneezing, and dispose of used tissues.

- **Eat a balanced diet**, drink lots of water and go easy on salt, sugar, alcohol and saturated fat.

- **Exercise regularly** and get plenty of rest.

- **If ill, stay at home.** Don't take the chance of communicating your illness to co-workers and others.

- **Avoid close contact** with others who are ill. In a public health emergency, try to stay at least three to six feet away from others, and practice "social distancing" – use teleconferencing, cancel attendance at public events, and avoid common courtesies such as a kiss on the cheek or a hug.

- **Get a seasonal flu shot**, which may bolster resistance to illness. Any household member who is over the age of 65 or has a chronic illness, such as diabetes or asthma, also should get a pneumonia shot to prevent secondary infection; these can offer protection for five to 10 years.

## *Pandemic effects on the community*

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- **Crowds increase the risk of infection.** Contact the local public health department or area Red Cross chapter for safety rules and advice. Church services, movie showings, concerts and other public gatherings may have to be canceled. Public services could be disrupted: Hospitals and other health-care facilities, banks, stores, restaurants and government offices may curtail service or close temporarily.

- **Ask employers** about how business will continue during a pandemic and how employee leave will be scheduled. Consider ways other than public transportation to get to work, or better yet, work at home. Plan for the possible reduction or loss of income if a place of employment is temporarily closed. Meet with colleagues and list locations of materials and information people will need: insurance, leave policies, work-from-home policies, illness and absentee policies.

- **Locate and list volunteers** who will be available to assist elderly neighbors, single parents of small children or people who lack the resources to get medical help they will need. Identify other information resources in the community, such as mental and public health hot lines or electronic bulletin boards. Prepare backup plans to care for loved ones who are far away.

## *Influenza Overview*

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- **Introduction:** In July, 2006, AP carried the story of the Jones Ginting family, who lived in a village on the Indonesian island of Sumatra. Eight members of the Ginting family contracted H5N1, otherwise known as avian or bird flu. Seven family members died. This is the most significant reported incident to date of documented human-to-human transmission of avian flu. The deadliness of this family's illness has caused communities world wide to plan for the possibility of a global pandemic. H5N1's inability to transmit easily from one person to another has been a crucial barrier to a pandemic. Flu, however, has a notorious capacity to mutate, and the possibility of infection and death on the scale of the 1918 influenza pandemic is not far-fetched.

- **What is influenza?** Influenza is a highly contagious respiratory illness caused by infection with type A influenza virus. RNA virus nucleic acids are prone to rapid mutation, and once a random set of mutations occurs that makes the virus more virulent and contagious an epidemic begins.

- **Why does influenza kill?** Influenza viruses kill the cells that line the lungs and airways that are responsible for exchange of oxygen for carbon dioxide in the blood and protection against bacterial pathogens. Aside from the immediate effects of the influenza virus on the respiratory system, there is increased susceptibility of infected people to bacterial pneumonia as a fatal secondary complication.

· **Why is influenza so contagious?** A single influenza-infected cell will release thousands of infectious virus particles that are then expelled in fine droplets during coughs or sneezes. The droplets that are sneezed or coughed out are fairly large and visible to the naked eye. However these droplets dry out while in the air and become small enough to be inhaled deep into the lungs where they cause infection. A newly infected influenza patient may shed infectious virus particles before becoming symptomatic, so spread is rapid when people congregate in confined spaces.

· **What are epidemics and pandemics?** An epidemic is the unexpected outbreak of a new infection in people in a limited geographic region (e.g. Hawai`i, the United States, North America). When an epidemic becomes world wide, it's known as a pandemic.

Influenza pandemics are remarkable events that can rapidly infect virtually all countries. Once international spread begins, they are considered to be unstoppable. The fact that infected people can shed virus before they have symptoms adds to the risk of international spread by asymptomatic air travelers.

Pandemics can cause large surges in the number of people requiring or seeking medical or hospital treatment, temporarily overwhelming health services. High rates of worker absenteeism can also interrupt other essential services, such as law enforcement, transportation, and communications. Because populations will be fully susceptible to an H5N1 virus, rates of illness could peak fairly rapidly in a community. This means that local social and economic disruptions may be temporary. Based on past experience, however, a second wave of global spread should be expected within a year.

· **What is avian influenza or bird flu?** An unusually virulent influenza strain began to be seen in Asia about 1997 that was designated H5N1. This is the avian influenza strain that has come to be known as bird flu. This virus can jump from birds to man, especially where people live in close proximity to domesticated fowl, as in Hong Kong or Vietnam. The World Health Organization reports that mortality in reported H5N1 cases is approximately 60%. The majority of cases have occurred among children and adults aged less than 40 years old. Mortality was highest in cases aged 10-19 years old. As of December 4, 2007, the cumulative number of confirmed human cases of H5N1 was 336, with 207 deaths.

· **Do animals catch bird flu?** Research suggests that currently circulating strains of H5N1 viruses are becoming more capable of causing disease in animals than were earlier H5N1 viruses. One study found that ducks infected with H5N1 virus are now shedding more virus for longer periods without showing symptoms of illness. This finding has implications for the role of ducks in transmitting disease to migratory and other birds and possibly to humans as well. Additionally, other findings have documented H5N1 virus infection among pigs in China and Vietnam; H5N1 virus infection of domestic cats in Germany and Thailand and detection of H5N1 viral RNA in domestic cats in Iraq and Austria. H5N1 virus infection also occurs in dogs.

· **Is there a treatment or vaccine for avian influenza?** In Spring of 2007, the World Health Organization and vaccine manufacturers said that about 100 million courses of pandemic influenza vaccine based on the H5N1 avian influenza strain could be produced immediately with standard technology. In October, 2007 experts anticipated that global production capacity could rise to 4.5 billion pandemic immunization courses per year in 2010. Although this is significant progress, it is still far from the 6.7 billion immunization courses that would be needed in a six month period to protect the whole world.

Once a person is infected either of two drugs, Tamiflu and Relenza, can reduce the severity and duration of seasonal influenza, but must be administered within 48 hours of symptom onset. The effectiveness of these drugs against avian influenza is not certain.

So far, most fatal pneumonia seen in cases of H5N1 infection has resulted from the effects of the virus and cannot be treated with antibiotics. Nonetheless, since influenza is often complicated by secondary bacterial infection of the lungs, antibiotics could be life-saving in the case of late-onset pneumonia.

# Terrorism or civil unrest

Terrorism, and some actions transpiring during civil unrest, use force or violence against people or property in violation of criminal laws in order to intimidate, coerce or seek ransom. Perpetrators use threats to create widespread fear, to try to convince citizens that governments are powerless and to get immediate publicity for their causes.

Acts of terrorism and civil unrest may include assassinations; kidnappings; hijackings; bomb scares and bombings; computer-based or "cyber" attacks; and possibly the use of chemical, biological, nuclear and radiological weapons.

High-risk targets include military and civilian government facilities, airports, large cities, high-profile landmarks, large public gatherings, water and food supplies, utilities and corporate centers. Explosives or chemical and biological agents may be sent via the mail. (See page 56 for information about chemical hazards and page 55 for information on biological hazards.)

## Ways to prepare

- **Trust gut instinct.** Be aware of surroundings, and leave if something unidentifiable just does not seem right.

- **Take precautions when traveling.** Be aware of unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. Promptly report unusual behavior, suspicious or unattended packages and strange devices to the police or security personnel.

- **Learn where emergency exits are located** in buildings that are frequently used. Plan how to get out in the event of an emergency.

- **Be prepared** to do without standard services – electricity, telephone, natural gas, gasoline pumps, cash registers, ATMs and Internet transactions.

## If there is an explosion

- **If things are falling,** get under a sturdy table or desk. Leave quickly when items settle, watching for weakened floors and stairways. Do not stop to retrieve personal possessions or make phone calls. Do not use elevators. Be especially watchful of falling debris while exiting.

- **Once out,** move away from sidewalks or streets. They will need to be clear for use by emergency officials or others exiting buildings. Do not stand in front of windows, glass doors or other potentially hazardous areas. Rely on police, fire and other officials for instructions.

- **If trapped in debris,** use a flashlight, a whistle or tap on a pipe or wall to signal rescuers. Avoid unnecessary movement so additional dust isn't kicked up, and cover the nose and mouth with any breathable fabric on hand. Shout only as a last resort, because it can cause inhalation of dangerous amounts of dust.



*If trapped in debris, use a flashlight, a whistle or tap on a pipe or wall to signal rescuers.*



# Tornado

Tornadoes have been reported **in every state**. They can occur at any time, though spring and summer have higher frequency. A funnel cloud of wind swirling at 200 miles an hour or more can destroy anything in its path. Though warning systems have improved, it's best to prepare when the skies are clear so that quick reaction is possible.

A tornado watch is issued when conditions are favorable for a tornado to develop. Stay tuned to local news stations for more information. If a tornado warning is issued, a tornado has been sighted in the area; take shelter right away.

Tornado danger signs include a dark, often greenish sky; large hail; a massive, dark, low-lying cloud (particularly if rotation is visible) – and if a loud roar similar to the sound of a freight train is heard, take shelter immediately!



**If a tornado warning is issued, a tornado has been sighted in the area; take shelter right away.**

## If indoors

- **Go to a pre-designated shelter area** such as a safe room, basement, storm cellar or the lowest building level. If there is no basement, go to the center of an interior room, closet or hall on the lowest level away from corners, windows, doors and outside walls. Put as many walls as possible between family members and the outdoors.
- **Avoid sheltering under wide-span roofs**, such as auditoriums, theaters, gymnasiums, cafeterias or shopping malls.
- **A sturdy table** will give additional protection; crawl underneath, then cross arms above the head and neck to protect them.
- **Stay away from metal pipes**, sinks, shower or bathtub, and stay off the toilet.
- **Unplug all major appliances**, and do not use a corded telephone or a computer.

## If in a vehicle or trailer or portable classroom

- **Get out immediately** and go to the lowest floor of a sturdy, nearby building or a storm shelter. Never try to out-drive a tornado!
- **If there isn't time to go indoors**, leave the vehicle and lie flat in a ditch, culvert or low-lying area away from the vehicle, but be aware of the potential for flooding. Cross arms above the head and neck to protect them.



## If outdoors

- **Hurry to the lowest floor** of a sturdy, nearby building or lie flat in a ditch, culvert or low-lying area, but be aware of the potential for flooding. Cross arms above the head and neck to protect them.
- **Do not take shelter under an overpass**, bridge, open carport or tree, and avoid leaning against metal structures or vehicles.
- **Avoid the tallest structure** in the area. Watch out for flying debris.



## After a tornado passes

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- **Stay away from damaged areas.** Be alert for fallen power lines.
- **Listen to the radio** for information and instructions.
- **Assist injured or trapped individuals.** Call for help and give first aid, if appropriate.
- **Return home** only after authorities say it's safe. If power is out, use a flashlight to inspect the house. For insurance purposes, take pictures of damage to the house and its contents.
- **Do not use candles** at any time, because gas lines may ignite. If the smell of gas is in the air, don't turn on any appliances or switches and leave the building.
- **Clean up** spilled medicines, bleaches, gasoline or other flammable liquids immediately.



# Tsunami

A Tsunami or "tidal wave" is a series of enormous ocean waves generally caused by underwater earthquakes. Tsunami waves are repetitive, and can move hundreds of miles per hour in the open ocean and smash into land with waves more than 100 feet high, causing injury, death and destruction to coastal areas. Historically, tsunamis have been some of Hawaii's greatest natural disasters, and have accounted for the greatest loss of life – more than 240 people killed due to tsunami events as recently as 1975.

Tsunamis can occur suddenly without warning, accompanying strong local earthquakes – or within minutes of an earthquake or undersea disruption somewhere nearby in Hawaiian waters – or as a result of distant earthquakes as far away as Alaska or Asia, taking hours to reach the Hawaiian islands. On each inhabited major island, Tsunami Evacuation Zones in shoreline areas have been set up based on previous tsunami inundations (Evacuation Zone maps are in the Disaster Preparation Guide pages at the front of Hawaiian Telcom directories and other phone books, or on the Internet at <http://www.scd.state.hi.us/>). If a tsunami occurs, with or without warning, it is critical to leave evacuation zones immediately and head inland (mauka) towards higher ground and safety. An elaborate tsunami alert network of sirens, radio and television warnings, and aircraft broadcasting warnings (in some beach areas) is in place throughout the State of Hawai`i, primarily to get as many as people as possible out of the path of the massive, deadly debris-filled waves.

It is extremely important to recognize that even though it is rare for a major tsunami to reach Hawaiian shores, when one does it is extraordinarily powerful and capable of destroying everything in its path, far inland of shorelines and beach areas.

## Terms to know

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**Tsunami Watch** – A Tsunami Watch is the signal to prepare. Listen to radio or television announcements for upgrade to Tsunami Warning status or Tsunami Watch cancellation. Radio or TV announcements will be preceded by the Civil Defense buzzing and beeping sounds.

**Tsunami Warning** – Tsunami is confirmed. Sirens will be sounded. Listen to radio or TV for official Civil Defense instructions. If you are located in a Tsunami Evacuation Zone, be prepared to evacuate when advised or ordered by Civil Defense.

**Tsunami Evacuation Zone** – Evacuation Zone maps are in the Disaster Preparation Guide pages at the front of Hawaiian Telcom directories and other phone books, or on the Internet at <http://www.scd.state.hi.us>. Evacuation Zones are low-lying areas near shores where inundation is probable or has occurred previously.

**Tsunami Evacuation** – Sirens will be sounded, usually 3 to 4 hours prior to wave arrival. Listen to radio or TV. If in an Evacuation Zone, begin evacuating immediately when the evacuation order is issued by Civil Defense. Leave by either walking or driving to a safe area or shelter outside the zone.

## Knowing a tsunami is coming

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• **Natural tsunami warning signs** are a strong local earthquake and/or unusual seawater behavior. If an earthquake causes you to fall or hold onto something to keep from falling, it could very well also generate a tsunami. At or near the shore, if seawater recedes and exposes the ocean floor, or an unusual wall of water is advancing towards the shore, or shoreline areas are gradually but persistently flooding, these are natural signs of a tsunami in progress.

· **If a tsunami wave is sighted**, or you see the ocean receding suddenly, **never** wait to see what happens, or go out onto the exposed ocean floor – immediately head straight inland for higher ground. You may have less than a minute before a potentially deadly wave arrives.

· **If a tsunami wave has already hit**, do not return to the inundation area to see what has happened. Other waves very likely will be coming, perhaps for hours. Stay inland on higher ground until it is clear that Civil Defense or other public safety personnel have broadcast that it is safe to return to evacuated areas.

· **Listen to radio and/or television** for an Urgent Tsunami Warning, which means that a significant earthquake has occurred in the vicinity of the Hawaiian Islands, and one or more islands may be affected within minutes. Sirens will also sound. If you are in an Evacuation Zone, leave immediately.

· **Listen to radio and/or television** if a major earthquake has occurred elsewhere in the Pacific Basin such as Alaska or South America. A **Tsunami Watch** announcement signals that you should prepare and listen for upgrade to **Tsunami Warning**, which then means that you should be ready for **Tsunami Evacuation** (see Terms to Know right above this section).

## *During a Tsunami or evacuation*

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· **Move inland and stay there.** If tsunami is imminent, walk or drive to higher ground immediately, or flag down a bus if available. There may be no time to rescue pets or objects.

· **If you live or work in a steel and/or concrete building** six or more stories high or have close access to one, you should be safe by proceeding to the **third floor or higher** and remaining until the official “All Clear” is announced by Civil Defense. Do not use an elevator to get to a safe level if you can possibly avoid doing so.

· **If evacuating when there is sufficient warning time**, gather drinking water, food, some clothing, emergency supplies and insurance/financial records. Wear protective clothing and sturdy shoes. If you know where you are heading, let others know also. Secure your home and turn off water, gas and electricity if instructed to do so.

· **If driving in an evacuation zone**, end non-emergency travel and head inland to a safe area.

· **Have no thought of surfing** a tsunami wave, which has no ride-able characteristics and has a wave face consisting of choppy foam and rubble. A tsunami is a series of waves powerful enough to move house-sized boulders weighing many tons. You cannot outrun a tsunami wave, which can come ashore at speeds exceeding 30 mph. If you’re close enough to see the wave, it is probably too late to escape it.



# Supplement 3

## For more general disaster information

The Episcopal Diocese of East Tennessee created the disaster preparedness and response manual upon which this document is based. The Episcopal Dioceses of New York, Western New York, Louisiana, Southwestern Virginia and Southeast Florida all have preparedness manuals that they freely shared while the original East Tennessee manual was being developed in mid-2006.

Other sources of information include:

- The American Academy of Experts in Traumatic Stress
- Christian Church (Disciples of Christ)
- The Religion Communicators Council
- Virginia Cooperation Extension
- The National Voluntary Organizations Active in Disaster
- The National Park Service
- FEMA - the Federal Emergency Management Agency

Here in the Islands, many efforts to plan for and mitigate disasters exist, and more thorough resources are being developed every year. In each County, the local Civil Defense offices and the Hawai`i State Dept. of Health branches have extensive materials readily available for distribution to community groups and individuals. The electric companies (HECO, MECO, HELCO, KIUC) have excellent emergency preparation handbooks covering many personal safety issues, and providing lists of various utility and other agency contacts. The Hawai`i State Dept. of Health booklet "Plan to be Ready" is a very easy-to-use guide for individuals and families, containing checklist type forms for creating emergency supply kits and recording health and medical information, household data, and more. Individual copies are available by dialing 211. Contact numbers for Health Dept., Civil Defense and electric companies **for each county** are listed in the initial section of this document, on page 6, directly following the Bishop's Message.

The discussion in the previous supplement about preparedness for specific disasters borrows liberally from materials found on some of the sites listed below. All sites listed here offer tremendous volume and variety of materials. They are listed in alphabetical order:

### · **Alban Institute**

([www.alban.org](http://www.alban.org))

Alban Institute's website contains extensive leadership resources in keeping with its own mission statement "We hope to engage you in an ongoing conversation about the challenges and opportunities facing congregational leaders. Here you'll find food for thought, advice, and encouragement." Access the site [www.alban.org](http://www.alban.org) then click The Conversation tab in the header section of the home page. A concise disaster plan task list, including specific ways to facilitate dealing with people in the midst of a disaster's aftermath, is in the article "Disaster Preparedness and Response for Clergy and Congregations", by Patricia Hayes. See <http://www.alban.org/conversation.aspx?id=3010> or search for the document by name.

### · **American Red Cross**

([www.redcross.org/services](http://www.redcross.org/services); [www.prepare.org/](http://www.prepare.org/))

The Red Cross is widely known and respected for its response to disasters, and

the "services" area of its Web site shares the organization's expertise in an alphabetical, clickable index. In addition, its "prepare.org" site offers information specific to "vulnerable populations" in the United States: seniors, children, immigrants (the materials are offered in eight languages), people who have disabilities and owners of animals.

· **Centers for Disease Control and Prevention**

([www.bt.cdc.gov/](http://www.bt.cdc.gov/))

In addition to the expected information about the spread of disease, the CDC has an up-to-date and easy-to-use emergency response and preparedness subsite with areas on bioterrorism, chemical threats, weather emergencies, natural disasters and more. Many of its resources are available in multiple language translations.

· **DisasterHelp**

([www.disasterhelp.gov/portal/jhtml/index.jhtml](http://www.disasterhelp.gov/portal/jhtml/index.jhtml))

DisasterHelp is part of the U.S. President's Disaster Management E-gov Initiative, which is designed to enhance disaster management cooperation among governmental agencies and branches. This information portal will bring up other sites within its window, and it offers citizens weather forecasts, preparedness tip sheets, news of recovery efforts and more. First responders are invited to register for access to additional materials.

· **The Episcopal Church's Bishop Suffragan for Chaplaincies**

([www.ecusa-chaplain.org](http://www.ecusa-chaplain.org))

This office prepared a DVD following the 9/11 terrorist attacks, "What to Do Next When a Disaster Strikes." It includes video segments and other resources that may help a parish team to understand how people react to a disaster and to consider appropriate responses and helping behaviors. It has links to Web, liturgical and other resources.

· **Episcopal Relief and Development**

([www.er-d.org](http://www.er-d.org))

In 2006, the relief arm of the Episcopal Church hired Richard Ohlsen as director for domestic disaster response and preparedness. The organization also maintains a speakers bureau, and it freely offers printed resources, such as bulletin inserts, for congregational use. Many are photocopy-ready and available for immediate download.

· **FEMA - the Federal Emergency Management Agency – Dept. of Homeland Security**

(<http://www.fema.gov>)

The Federal Emergency Management Agency (FEMA) is in a sense the "master source book" for information about disasters and all aspects of mitigation and relief. FEMA's website give extensive information about all of the major types of disasters that would be likely to affect Hawai`i, excepting Pandemic (see Hawai`i State Dept. of Health listing directly below for locally oriented Pandemic information).

· **"Maui Ready" website**

([www.mauiready.org](http://www.mauiready.org))

Originally compiled as a resource for Maui County, this site is a portal to many internet resources, including videos on emergency preparedness, a comprehensive tested list of emergency phone numbers, links to Civil Defense, Red Cross, C.E.R.T. and many more.

· **National Institute of Mental Health**

([www.nimh.nih.gov/healthinformation/index.cfm](http://www.nimh.nih.gov/healthinformation/index.cfm))

This site offers a wealth of materials on common mental health conditions including coping with traumatic events and related stress. It indexes by condition and by population subsets, such as gender and age.

- **New York Disaster Interfaith Services**

([www.nydis.org/resources/2db2.php](http://www.nydis.org/resources/2db2.php))

Following the terrorist attacks of Sept. 11, 2001, organizations in New York were among the first to mobilize for future preparedness, and in its "disaster resource library," this site offers extensive databases of articles searchable by keyword and/or category

- **ReadyAmerica**

([www.ready.gov/america/index.html](http://www.ready.gov/america/index.html))

A governmental site that targets private citizens, ReadyAmerica focuses on three primary areas: emergency kits, family plans in the event of a disaster and information about specific threats.

The Internet is a treasure trove of materials related to emergency and disaster preparedness; however, not all sites are authoritative. For example, Wikipedia, an open-source Internet site ([en.wikipedia.org/wiki/Main\\_Page](http://en.wikipedia.org/wiki/Main_Page)), relies on community policing of content. In general, plan to check sources and ask the advice of local authorities when unsure of Internet recommendations.

## *For more about specific disaster issues*

### Flood

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- **City & County of Honolulu**

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

The Honolulu Dept. of Emergency Management has a web page on Flood with before/after sections, which applies essentially to all islands, and also includes information about the National Flood Insurance Program. <http://www.honolulu.gov/ocda/flood1.htm>

### Financial Recovery after a Disaster

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- **American Red Cross**

([www.redcross.org](http://www.redcross.org))

With co-sponsorship from the AICPA Foundation, and the National Endowment for Financial Education®, the American Red Cross offers a **very complete** guide to financial issues for persons trying to recover from a disaster. The guide is sorted into First Days, Next Weeks and Months, and Moving On sections with drop-down menus covering specific advice, frequently asked questions and planning options. Use the following web address, or if the website has been re-organized, do a search on "Disaster Recovery" or "Guide to Financial Issues": [www.redcross.org/services/disaster/beprepared/FinRecovery/](http://www.redcross.org/services/disaster/beprepared/FinRecovery/)

### Pandemic

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- **Evangelical Lutheran Church in America (ELCA)**

([www.elca.org](http://www.elca.org))

The Evangelical Lutheran Church in America offers extensive disaster-related material on its website, or in its archive. Of particular interest is the article "Responding Faithfully to Pandemic Flu", which can be viewed at <http://archive.elca.org/disaster/pandemic/faithfulresponse.asp>

- **Hawai`i State Department of Health**

([hawaii.gov/health](http://hawaii.gov/health))

The Department of Health has a free packet of resources available to churches and congregations regarding issues and preparations in the event of an Avian Flu Pandemic.

Orders for small quantities of packets (1-4 copies) can be obtained by dialing 211 (Aloha United Way hotline). Larger orders should be placed directly with the Dept. of Health – Oahu office, (808) 586-4400, or through the Hawai`i District Health office (974-6006), Kauai District Health office (241-3614), or Maui District Health office (984-8200). Pandemic preparation leaflets and other disaster-related brochures can be accessed, viewed or downloaded from <http://hawaii.gov/health/about/pr/brochures.html>. For a very complete technical overview of the Hawai`i Pandemic Flu planning, the State manual can be viewed in pdf format at [hawaii.gov/health/family-child-health/contagious-disease/pandemic-flu/fluplan.pdf](http://hawaii.gov/health/family-child-health/contagious-disease/pandemic-flu/fluplan.pdf).

· **U.S. Department of Health & Human Services, and Johns Hopkins University**  
([www.pandemicflu.gov](http://www.pandemicflu.gov))

A website of resources devoted specifically to Pandemic Flu (Avian Flu), which includes checklists for families to use in preparing for an outbreak, is sponsored by U.S. Department of Health & Human Services, with links to many other agencies and state-specific information. Johns Hopkins University also provides very specific information with guides for individuals and families. See [www.pandemicflu.gov](http://www.pandemicflu.gov), and [www.hopkins-cepar.org](http://www.hopkins-cepar.org) (select Pandemic Influenza under Preparedness and Response on home page).

· **World Health Organization**  
([www.who.int/en/](http://www.who.int/en/))

The World Health Organization (WHO) website provides extensive information about the current status of health-related conditions, programs and specific disease threats worldwide – including Avian Flu Pandemic issues. See specifically [http://www.who.int/csr/disease/avian\\_influenza/en/index.html](http://www.who.int/csr/disease/avian_influenza/en/index.html) and [http://www.who.int/csr/disease/avian\\_influenza/phase/en/](http://www.who.int/csr/disease/avian_influenza/phase/en/) for current WHO phase of pandemic alert.

## *Natural Hazards Island-by-Island*

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· **Hawai`i Statewide Hazard Mitigation Forum**  
([www.mothenature-hawaii.com](http://www.mothenature-hawaii.com))

Established in 1998, the Hawai`i Statewide Hazard Mitigation Forum was formed to raise public awareness about how to mitigate property loss due to natural hazards – members represent county, state, and federal agencies, as well as the private sector. The website was still “under construction” when this Plan was completed, but considerable information about earthquake risk and numerous other hazards was already in place. Access the site [www.mothenature-hawaii.com](http://www.mothenature-hawaii.com) and click on individual islands for locally relevant information.

· **University of Hawai`i Sea Grant College Program**  
([www.soest.hawaii.edu/seagrants](http://www.soest.hawaii.edu/seagrants))

A very detailed and regularly maintained Homeowner’s Handbook to Prepare for Natural Hazards, covering emergency preparedness and evacuation planning in Hawai`i in the event of a tsunami, hurricane, earthquake or flood – including shelter locations and emergency agency contacts – can be obtained free via download or in print form. For print copies of the 106-page document, a nominal \$5 fee is charged. A pdf file is downloadable at [www.soest.hawaii.edu/seagrants/index.php](http://www.soest.hawaii.edu/seagrants/index.php) – select Homeowner’s Handbook, then click the download link right below the color header describing the book. This is a very complete reference; be sure to check the Useful Links section which gives a wide overview of web resources specifically related to Hawai`i, as well as Appendices A and B listing hurricane shelters and emergency contact numbers for all islands.

· **St. Augustine Episcopal Church, Kapa`au**

In the wake of the October, 2006 Hawai`i earthquake, St. Augustine’s Bishop’s Committee decided to move to a total solar voltaic energy system in 2008, estimating

a cost of \$15,000 to \$17,000 to equip a four-building campus. Further, the church has engaged in trying to determine how it might become an emergency disaster center. For further information on how these issues have been addressed, contact St. Augustine Episcopal Church, P.O. Box 220, Kapa`au HI 96755. Proposals and cost analyses have already been prepared, which may be useful to other parishes seeking to similarly modify their plants.

## *Spiritual Care in times of disaster*

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### · **National Voluntary Organizations Active in Disaster**

([www.nvoad.org](http://www.nvoad.org))

This organization represents numerous faith-based and disaster-related groups, which include a broad spectrum of national and state entities. Episcopal Relief and Development, Catholic Charities, Church World Service are but a few. Of particular usefulness is the organization's handbook "Light Our Way", subtitled 'A Guide for Spiritual Care in Times of Disaster'. The book is intended for Response Volunteers, First Responders and Disaster Planners working in the relief and recovery stages following a catastrophic event. Notably, the book avoids denominational or sectarian references and yet deals with Spiritual Care in depth. Available both online and in print – go to [www.nvoad.org](http://www.nvoad.org), select Documents on the home page, then Planning Documents to access "Light Our Way".



# Photography credits

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## **Photographs appearing in Supplement 4: Appendices and Forms**

*Page number: Photographer / Organization*

Appendix 1: NOAA  
Appendix 17: Hope Forus [hope4survivors.com]  
Appendix 33: NOAA artist's sketch

**Other members / roles:**

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

**Location of "control center":**

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**Alternate or backup location:**

---

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# Covering Communications

## **Communicate within the parish**

A roster of the members and all contact numbers should be kept up to date; in addition to typical use, it may be needed to identify who was affected or lost in the disaster.

Copies of this directory should be stored in several protected places and in several formats, and a printed copy should be filed with this plan. Include in the list contact information for the parish response team members; the diocese; parish emergency responders; parish neighbors; local media; local government officials; and law enforcement.

### ***Location(s) where parish roster is stored:***

---

### ***When roster was last updated:***

---

## **Communicate with the media**

### ***Media liaison:***

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

### ***Assistant spokespersons:***

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

## **What information will the media want?**

Have the parish response team (or the chief decision maker, coordinator and the spokesperson) prepare answers to the questions of what, who, where and when.

- ***What happened?***

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- **Who was involved?**

---

- **Where did it occur?**

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- **When did it occur?**

---

***Dates and times statements were delivered to media representatives:***

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***Reporters' names, employers and contact information:***

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**How will the parish recover?**

Most crises are followed by a time of rebuilding. In this critical time, what message will need to be communicated to parishioners and the community? **Very important:** The parish response team should plan a schedule of messages to be delivered in a variety of formats such as prayer services, parish meetings, counseling, bulletin and newsletter progress reports and media releases.

***Vehicles and dates of communication with parish:***

---

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# Medical and Survival data

## **Person responsible for assembling/maintaining first aid kit:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

## **Identifying characteristics of first aid kit container and where it is stored:**

\_\_\_\_\_  
\_\_\_\_\_

## **Who in the parish is trained in first aid?**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

## **Who in the parish is trained in CPR?**

### *Adult CPR:*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

### *Child CPR:*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

### *Infant CPR:*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

***Where are survival supplies stored?***

---

---

***Who will assess needs of parish/parishioners for these supplies, and then arrange for the distribution of the supplies?***

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

# Property Inventories and Insurance

## **Individual(s) responsible for annual inventory:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

## **Inventory storage location:**

\_\_\_\_\_  
\_\_\_\_\_

## **Vital parish records to be relocated in the event of disaster, where and by whom:**

\_\_\_\_\_  
Records

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

\_\_\_\_\_  
Records

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

\_\_\_\_\_  
Records

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_  
Address: Street, E-mail

## **Offsite location(s) of insurance policy copies:**

\_\_\_\_\_



***Especially valuable church property***

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Valuable church property

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Valuable church property

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Valuable church property

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Valuable church property

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Valuable church property

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

***Oversized musical instruments – such as a piano or organ, large furniture or other items that will need to be covered with waterproof tarpaulins:***

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***Individual who will do damage assessment and contact insurance provider in the event of a disaster:***

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

***Casualty insurance contact information for Hawai`i parishes:***

**Primary contact:**

Treasurer of the Diocese

808-536-7776, Ext. 307 (Office hours: Tues.-Fri., 8:00-4:00 HST)

Toll free from Neighbor Islands: 1-800-522-8418, Ext. 307

**Secondary contact:**

Church Insurance Company of Vermont, California Office

Attention: Gail Graham

email: ggraham@cpvg.org

1-800-293-3525

**Local (Oahu) agent for Church Insurance Company of Vermont:**

AON Risk Services,

Attention: Lawonda Danley

email: lawonda\_danley@ars.aon.com

808-540-4391

***Insurance provider other than above Diocesan or Church Insurance Co. of Vermont contacts:***

---

Name

---

Telephone: Home (H), Work (W), Cell (C), Other (O)

---

Address: Street, E-mail

---

Parish policy number(s)

# Shut-down and Evacuation

## **Gas shut-down location/who responsible:**

Location

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

## **Water location/who responsible:**

Location

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

## **Electricity locations/who responsible:**

Location

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

## **Alarm location/who responsible:**

Location

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

## **Smoke/fire alarm locations/who responsible:**

Location

Name

Telephone: Home (H), Work (W), Cell (C), Other (O)

Address: Street, E-mail

**Fire extinguisher locations/who responsible:**

\_\_\_\_\_

Location

\_\_\_\_\_

Name

\_\_\_\_\_

Telephone: Home (H), Work (W), Cell (C), Other (O)

\_\_\_\_\_

Address: Street, E-mail

**List of appliances and other electrical devices on surge protectors:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If parish has a generator, where it is stored:**

\_\_\_\_\_

**Fire-safe storage location:**

\_\_\_\_\_

**Safe spots:**

\_\_\_\_\_

\_\_\_\_\_

**Exits:**

\_\_\_\_\_

\_\_\_\_\_

**Last date weekday evacuation plan was rehearsed with staff:**

\_\_\_\_\_

**Last date Sunday evacuation plan was rehearsed:**

\_\_\_\_\_

**Community groups / dates they were given evacuation plan:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Short-notice parish evacuation checklist

- Disaster Boxes containing copies of vital records
- Bible
- Church Service record books
- Original church or parish records, all volumes
- Critical computer CPUs and back-up discs
- Relevant office documents and supplies –
  - letterheads
  - folding/stapling devices
  - phone lists
  - pens & pencils
  - church address and bank deposit stamp
  - calculator
  - other \_\_\_\_\_
  - other \_\_\_\_\_
- Relevant files –
  - clergy files
  - secretary/administrator's office
  - other \_\_\_\_\_
- Financial records –
  - insurance policies
  - monthly bills and assessment statements
  - leases
  - all checkbooks
  - stewardship files
  - pledge cards
  - other \_\_\_\_\_
  - other \_\_\_\_\_
- Eucharistic supplies –
  - chalice and paten
  - corporal
  - purificators
  - cruets, filled
  - service books.
- Home communion set
- Vestments – minimally for current season and upcoming season
- Library – essential books for ministry such as biblical commentaries, manuals, etc.
- Any other important archive materials – plans, architectural drawings, historical photographs...
- Vestry information –
  - minutes, by-laws, annual reports
  - other \_\_\_\_\_
  - other \_\_\_\_\_

# Ready-to-go Emergency Kits

Each kit outlined below may be contained in a standard backpack; packs constructed of 600-denier polyester with water-repellent vinyl backing and padded back straps are advised. Owner's name should be marked clearly on the backpack. Each kit list is a starting point; individuals may want to adjust kit contents depending on the size and projected needs of their own households.

## **[Safety Kit]**

- Waterproof flashlight with extended shelf life – LED type flashlight gives longest service
- Non-perishable food such as energy bars (12 or more) and canned goods with pop-tops
- Emergency drinking water in pouch, if available
- 2.5 Gallon expandable water jug, or **clean** gallon milk containers
- Bottles of still drinking water (8 x 16.9 oz. bottles recommended)
- Signal whistle ("police" whistle)
- Cell phone, fully charged (could be a "throw-away" phone that can have minutes added)
- N95 disposable respirator mask
- Nitrile protective gloves
- Cotton/leather industrial gloves with elasticized cuffs, or other work or gardening gloves
- Heavy plastic sheeting, shower curtain or tarpaulin for constructing a makeshift shelter
- Rain poncho with drawstring and visor on hood
- List of Shelters (local electric company, e.g. HECO, or UH Sea Grant Program's Homeowner's Handbook)
- Mylar blanket
- Ice pack
- Safety vest, like those seen on highway construction workers
- Reflective arm band
- Multi-function tool (pliers, knife, screwdrivers, saw, bottle opener)
- Radio/flashlight/compass on lanyard
- Extra radio/flashlight batteries
- Light Sticks, 8 to 12 hours each – available from Longs, Dollar Stores etc. for about \$1.00 each
- Disposable carbon monoxide detector
- Duct tape
- WD-40 or similar lubricating spray
- other \_\_\_\_\_
- other \_\_\_\_\_
- other \_\_\_\_\_
- other \_\_\_\_\_
- other \_\_\_\_\_
- other \_\_\_\_\_

## **[First Aid Kit]**

- Guide to performing basic first aid
- Tweezers
- Bandage strips
- Gauze pads
- Adhesive tape
- Safety pins
- Antiseptic wipes
- Waterless sanitizing wipes, about 50
- Alcohol wipes
- Ice pack
- Acetaminophen pain reliever tablets or capsules
- Antihistamines
- Chewable digestive aids
- Mylar blanket
- other \_\_\_\_\_
- other \_\_\_\_\_
- other \_\_\_\_\_
- other \_\_\_\_\_

### [Personal Kit]

- Complete change of clothing, including heavy shoes or boots
- Bible
- Cash
- Extra eyeglasses/contacts
- Particle mask
- Prescription medications
- Bandana or cloth handkerchief
- Sewing kit
- Waterless sanitizing wipes, about 50
- Toilet paper
- Travel-sized tissue pack
- Toothbrush
- Travel-sized Toothpaste
- Travel-sized body shampoo
- Travel-sized anti-perspirant
- Travel-sized feminine hygiene products
- Birth control and/or sexually transmitted disease prevention products
- Comb/brush
- Razor
- Nail clippers
- Copies** of driver's license, medical ID cards, house and car keys
- other \_\_\_\_\_
- other \_\_\_\_\_
- other \_\_\_\_\_

### [Vital Information Kit]

- Zippered vinyl portfolio or several large new zip-seal bags
- Photocopies of important household documents -
  - bank
  - insurance information
  - employment information
  - medical records
  - current prescriptions and non-prescription medicines
  - family birth certificates
  - extended family contact information
- Photographs of individual family members
- ID cards
- Waterproof pen ("Sharpie" or equivalent permanent marker)
- Note pad with vinyl cover
- Mechanical pencil
- Disposable digital camera
- other \_\_\_\_\_
- other \_\_\_\_\_
- other \_\_\_\_\_
- other \_\_\_\_\_

# Practical Suggestions for Assisting Children in the Aftermath of a Tragedy

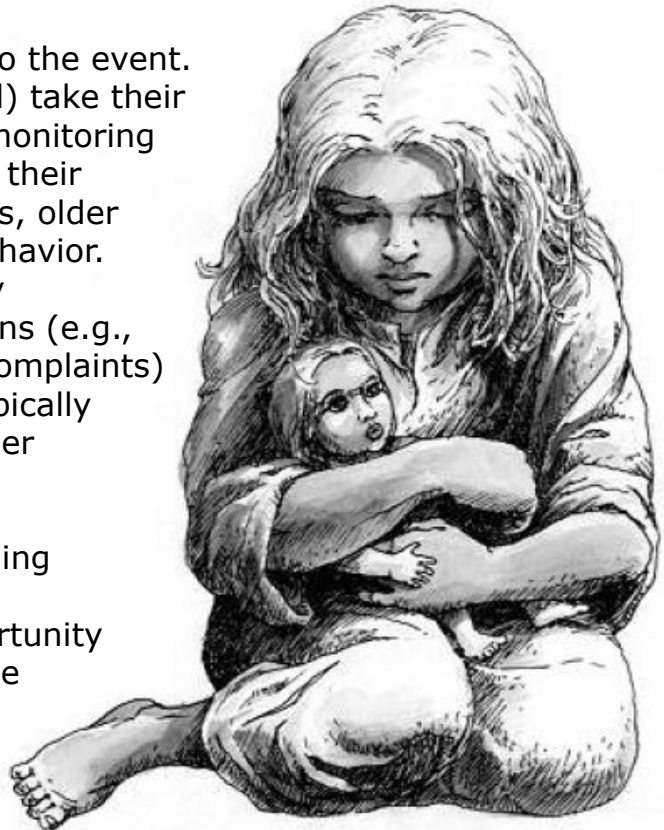
Reprinted from A Practical Guide for Crisis Response in Our Schools  
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The manner in which children react to tragic events is dependent upon a number of variables including the age of the child, personal history, personality variables, the severity and proximity of the event, level of social support available and the type and quality of intervention. It is important to realize that most children will recover from the effects of a crisis with appropriate support from family, friends, and school personnel.

It is essential that adults balance their efforts to address their child's emotional needs with their own emotional responses during times of crises. Caregivers should remain aware that in order to "be there" for children, they need to "be there" for themselves as well. Seeking professional assistance is recommended if you or your child's reactions begin to significantly interfere with life functioning or if negative emotional, cognitive, behavioral and physiological responses become predominant. The following are suggestions that you can utilize in your effort to assist children.

1. Be aware of your own reactions to the event. Very young children (e.g., preschool) take their cues regarding how to respond by monitoring the reactions of significant adults in their environment (e.g., parents, teachers, older siblings). Attempt to model calm behavior. Moreover, do not be critical of clingy behavior or other regressive reactions (e.g., nightmares, bed-wetting, somatic complaints) exhibited by the child. These are typically "normal" responses for children under significant forms of stress.

2. Keep yourself available for providing extra attention to your child. Such attention not only provides an opportunity for a child to express what they have experienced but also reaffirms their sense of closeness and security with you. Give them additional affection in the form of hugs or other physical contact if it seems appropriate. Don't avoid discussion about this incident if your child expresses





a desire to talk. Assisting children during such a crisis when they are most vulnerable to the deleterious effects of traumatic exposure, may provide a tremendous opportunity for caregivers to stimulate healthy, adaptive functioning. Maintain a warm, genuine and facilitative or helping attitudinal climate.

3. Be mindful of the child's cognitive and emotional functioning level. Giving too much information to a younger child may foster a sense of confusion as well as fear and insecurity. Younger children require the use of simpler words and concepts. Do not be over intellectual in your effort to describe the incident (something that is easy to do as we attempt to reduce our own anxiety when discussing certain issues). Adolescents may try to minimize or downplay their concerns about the situation. Keep an open line of communication with them. Encourage, but do not insist on, discussion.

4. Use empathic communication by acknowledging, understanding and expressing an appreciation of your child's experience. Attempt to comprehend the feelings that lie beneath his words (and actions) and convey that understanding to him. For example, you may ask what he knows about the events and give him a chance to describe what he has been thinking about since the incident. Let him know that many people of all ages are also upset and that many are working together to prevent such a thing from happening again. When appropriate, express your own feelings (e.g., "I am sad about what happened as well . . . Let's talk about what you have been feeling . . ."). Not only does this help develop a child's vocabulary for expressing emotions (through modeling), but also begins the important process of validating and legitimizing their thoughts and feelings regarding the event. Reassure them that feelings of fear, sadness, anger, and guilt are "normal" reactions to an "abnormal" experience.

5. Do not speculate and give false information about what has taken place. This is especially true for older children (e.g., adolescents). Misrepresentation of facts may exacerbate false and distorted thinking (e.g., "Can I get drafted?"). Don't hesitate to admit that you do not have the answers for all that is asked. Don't dwell on the details and scope of the event, especially with young children. However, strive to separate fact from fiction.

6. Monitor exposure to media. Do not overexpose children to television and radio, especially preschool and elementary-aged children. This is certainly the case when graphic and perhaps, live programming is being broadcasted. Use alternate audio and video materials (e.g., videos, DVD, music) to distract them from live television viewing. You may also channel their feelings and curiosity into some form of helping behavior. For example, have them write a letter or draw pictures, donate clothes, or help raise money for those affected by the event.

7. Realistically provide reassurance about their safety. Assure them that steps are being taken to make their schools and community safer places to live, for example. Moreover, express that the event is very extraordinary and

uncommon. Older kids may benefit from becoming engaged in the process of developing “safety” methods. For example, they can develop a list of emergency contact numbers or determine ways to increase communication with their family when they are away from home, etc. These responses may also foster a sense of empowerment. Again, keeping the age and developmental level of the child in mind is of paramount importance. Telling a child that they are entirely safe may be difficult at a time when you, personally, are not feeling secure. In fact, such information may be a distortion of reality. However, younger children (preschool age) will not comprehend the nature and intricacy of certain events (e.g., terrorist attacks) and thus, reassurance of safety may be the best and most healthy information that we can offer. Attempt to remain reasonably honest with adolescents about the impact of the disaster on your family as well as the world.

8. Consider the reactions of children with histories of past traumatic experiences, losses, or emotional disturbance (e.g., depression, anxiety). Traumatic incidents tend to dredge up maladaptive thoughts and feelings, especially with adolescents. Be observant for signs of suicide, substance abuse, severe sleeping and eating disturbance, and externalizing of angry or aggressive feelings. As mentioned earlier, do not hesitate to seek the assistance of a mental health professional within the school or community settings.

9. Make an effort to maintain a “normal” routine. This may be quite difficult, especially if you are directly affected by the incident (e.g., loss of a family member or friend). Keeping some consistency in household chores, dinner time, homework, bedtime can foster the healing and recovery process. Do not be overly rigid but attempt to approximate those routines that have become familiar and routine. This may help maintain a sense of “connectedness” to the past and help mitigate against anxiety and “fear of the unknown.”

10. Monitor your own emotional status. Be aware that you may also be feeling grief, anxiety, guilt, and anger as you attempt to make sense out of the senseless. Keep in touch with close friends, family, clergy, school and mental health professionals as needed. Try to get adequate sleep and nutrition. Incorporate exercise and other enjoyable activities within your routine. Again, do not hesitate to obtain professional assistance if you or your child are in need.

# Calling Tree

Name	Phone	Cell Phone	Email address

# Computer and Office Equipment

Equipment	Location	Serial Number	Own or Lease	Service Vendor	Warranty / Service Contract and Expiration Date
Workstations / PCs					
Copiers					
Printers					
Fax Machines					
Scanners					
Portable Hard Drives					
Servers					
Software/System Disks					
Phone System					
Generator					

# Do you have a hearing impairment? How to prepare for a disaster **SAVE YOURSELF!**

*Set up a warning system and emergency plan  
before a disaster happens*

- Let people around you know you cannot hear emergency sirens or evacuation orders!
- Find a person or several people to **help** you **anytime**, day and night. Write their names and phone numbers here:

Name	Home	Work	Cell phone

- Make sure you have **transportation** for evacuation.
- Make a **survival kit** with extra emergency supplies:
  - Your medications
  - Food (non-perishable) and water
  - Flash light and batteries
  - New hearing aid batteries
  - First aid kit
  - Extra clothes
  - Paper and pencil
- Learn how to use devices that help you: (check what you have now)
  - Flashing lights for telephone and door
  - Amplifiers for telephone handset
  - Visual smoke alarms
  - Vibration pagers
  - TTY or text telephone
  - Closed Caption switches for TV
- Teach your **family** and **friends** how these devices work. Make sure to give them **your** TTY and cell phone numbers.

## Do you know someone who's DEAF OR HARD-OF-HEARING?

How do they know when there's a disaster that's  
about to happen?

You can **HELP** family members or friends who are  
Deaf or Hard-of-Hearing prepare for a disaster...

*Help set up a warning system **before** a disaster happens:*

- Find a person or people to **help** warn the person who is Deaf or Hard-of-Hearing at home and at work. Write their names and phone numbers here:

Name	Home	Work	Cell phone

- Be sure there will be help anytime, day and night.
- Arrange for **transportation** in case of evacuation.
- Make a **survival kit** with extra emergency supplies:
 

<input type="checkbox"/> Medications	<input type="checkbox"/> First aid kit
<input type="checkbox"/> Food (non-perishable) and water	<input type="checkbox"/> Extra clothes
<input type="checkbox"/> Flash light and batteries	<input type="checkbox"/> Paper and pencil
<input type="checkbox"/> New hearing aid batteries	
- Be familiar with alerting devices for the persons who are Deaf and Hard-of-Hearing that can help warn of disasters:
  - Flashing lights for telephone and door
  - Amplifiers for telephone handset
  - Visual smoke alarms
  - Vibration pagers
  - TTY or text telephone
  - Closed Caption switches for TV

- When you first learn of a pending disaster, **alert** your family member or friend who is Deaf or Hard-of-Hearing to turn on their closed captioned TV for news alerts.
- When you hear the emergency siren warning signals, contact your Deaf or Hard-of-Hearing family member or friend by TTY or telephone relay service (dial 1+511 and have the TTY phone number and the name of the person you're calling) to provide information and to assist during possible evacuation.
- You can help people living in your apartments or condominiums by helping them find a designated person to contact them.

# Disabled and Handicapped Parishioners

Name	Address	Phone	Caregiver's Name & Phone	Disability	Special Needs & Equipment







# Food and Water in an Emergency

## How to Store Water

Store your water in thoroughly washed plastic, glass, fiberglass or enamel-lined metal containers. Never use a container that has held toxic substances.

Plastic containers, such as soft drink bottles, are best. You can also purchase food-grade plastic buckets or drums.

Seal water containers tightly, label them and store in a cool, dark place. Rotate water every six months.

## Emergency Outdoor Water Sources

If you need to find water outside your home, you can use these sources. Be sure to purify the water according to the instructions on page 3 before drinking it.

- Rainwater
- Streams, rivers and other moving bodies of water
- Ponds and lakes
- Natural springs

Avoid water with floating material, an odor or dark color. Use saltwater only if you distill it first. You should not drink flood water.

If an earthquake, hurricane, winter storm or other disaster strikes your community, you might not have access to food, water and electricity for days, or even weeks. By taking some time now to store emergency food and water supplies, you can provide for your entire family. This brochure was developed by the Federal Emergency Management Agency in cooperation with the American Red Cross and the U.S. Department of Agriculture.

Having an ample supply of clean water is a top priority in an emergency. A normally active person needs to drink at least two quarts of water each day. Hot environments can double that amount. Children, nursing mothers and ill people will need even more.

You will also need water for food preparation and hygiene. Store a total of at least one gallon per person, per day. You should store at least a two-week supply of water for each member of your family.

If supplies run low, never ration water. Drink the amount you need today, and try to find more for tomorrow. You can minimize the amount of water your body needs by reducing activity and staying cool.



Federal Emergency  
Management Agency



American  
Red Cross

## FOOD SUPPLIES

### Short-Term Food Supplies

Even though it is unlikely that an emergency would cut off your food supply for two weeks, you should prepare a supply that will last that long.

The easiest way to develop a two-week stockpile is to increase the amount of basic foods you normally keep on your shelves.

### Storage Tips

- Keep food in a dry, cool spot—a dark area if possible.
- Keep food covered at all times.
- Open food boxes or cans carefully so that you can close them tightly after each use.
- Wrap cookies and crackers in plastic bags, and keep them in tight containers.
- Empty opened packages of sugar, dried fruits and nuts into screw-top jars or air-tight cans to protect them from pests.
- Inspect all food for signs of spoilage before use.
- Use foods before they go bad, and replace them with fresh supplies, dated with ink or marker. Place new items at the back of the storage area and older ones in front.

### Nutrition Tips

During and right after a disaster, it will be vital that you maintain your strength. So remember:

- Eat at least one well-balanced meal each day.
- Drink enough liquid to enable your body to function properly (two quarts a day).
- Take in enough calories to enable you to do any necessary work.
- Include vitamin, mineral and protein supplements in your stockpile to assure adequate nutrition.

## Hidden Water Sources in Your Home

If a disaster catches you without a stored supply of clean water, you can use the water in your hot-water tank, pipes and ice cubes. As a last resort, you can use water in the reservoir tank of your toilet (not the bowl).

Do you know the location of your incoming water valve? You'll need to shut it off to stop contaminated water from entering your home if you hear reports of broken water or sewage lines.

To use the water in your pipes, let air into the plumbing by turning on the faucet in your house at the highest level. A small amount of water will trickle out. Then obtain water from the lowest faucet in the house.

To use the water in your hot-water tank, be sure the electricity or gas is off, and open the drain at the bottom of the tank. Start the water flowing by turning off the water intake valve and turning on a hot-water faucet. Do not turn on the gas or electricity when the tank is empty.

## When Food Supplies Are Low

If activity is reduced, healthy people can survive on half their usual food intake for an extended period and without any food for many days. Food, unlike water, may be rationed safely, except for children and pregnant women.

If your water supply is limited, try to avoid foods that are high in fat and protein, and don't stock salty foods, since they will make you thirsty. Try to eat salt-free crackers, whole grain cereals and canned foods with high liquid content.



You don't need to go out and buy unfamiliar foods to prepare an emergency food supply. You can use the canned foods, dry mixes and other staples on your cupboard shelves. In fact, familiar foods are important. They can lift morale and give a feeling of security in time of stress. Also, canned foods won't require cooking, water or special preparation. Following are recommended short-term food storage plans.

## Special Considerations

As you stock food, take into account your family's unique needs and tastes. Try to include foods that they will enjoy and that are also high in calories and nutrition. Foods that require no refrigeration, preparation or cooking are best.

Individuals with special diets and allergies will need particular attention, as will babies, toddlers and elderly people. Nursing mothers may need liquid formula, in case they are unable to nurse. Canned dietetic foods, juices and soups may be helpful for ill or elderly people.

Make sure you have a manual can opener and disposable utensils. And don't forget nonperishable foods for your pets.

## How to Cook If the Power Goes Out

For emergency cooking you can use a fireplace, or a charcoal grill or camp stove can be used outdoors. You can also heat food with candle warmers, chafing dishes and fondue pots. Canned food can be eaten right out of the can. If you heat it in the can, be sure to open the can and remove the label first.

## Three Ways to Purify Water

In addition to having a bad odor and taste, contaminated water can contain microorganisms that cause diseases such as dysentery, typhoid and hepatitis.

You should purify all water of uncertain purity before using it for drinking, food preparation or hygiene.

There are many ways to purify water. None is perfect. Often the best solution is a combination of methods.

Two easy purification methods are outlined below. These measures will kill most microbes but will not remove other contaminants such as heavy metals, salts and most other chemicals. Before purifying, let any suspended particles settle to the bottom, or strain them through layers of paper towel or clean cloth.

**BOILING.** Boiling is the safest method of purifying water. Bring water to a rolling boil for 3-5 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking.



Boiled water will taste better if you put oxygen back into it by pouring the water back and forth between two clean containers. This will also improve the taste of stored water.

**DISINFECTION.** You can use household liquid bleach to kill microorganisms. Use only regular household liquid bleach that contains 5.25 percent sodium hypochlorite. Do not use scented bleaches, colorsafe bleaches or bleaches with added cleaners.



Add 16 drops of 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.

The only agent used to purify water should be household liquid bleach. Other chemicals, such as iodine or water treatment products sold in camping or surplus stores that do not contain 5.25 percent sodium hypochlorite as the only active ingredient, are not recommended and should not be used.

While the two methods described above will kill most microbes in water, distillation will remove microbes that resist these methods, and heavy metals, salts and most other chemicals.

**DISTILLATION.** Distillation involves boiling water and then collecting the vapor that condenses back to water. The condensed vapor will not include salt and other impurities. To distill, fill a pot halfway with water. Tie a cup to the handle on the pot's lid so that the cup will hang right-side-up when the lid is upside-down (make sure the cup is not dangling into the water) and boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.



### Shelf-life of Foods for Storage

Here are some general guidelines for rotating common emergency foods.

■ Use within six months:

- Powdered milk (*boxed*)
- Dried fruit (*in metal container*)
- Dry, crisp crackers (*in metal container*)
- Potatoes

■ Use within one year:

- Canned condensed meat and vegetable soups
- Canned fruits, fruit juices and vegetables
- Ready-to-eat cereals and uncooked instant cereals (*in metal containers*)
- Peanut butter
- Jelly
- Hard candy and canned nuts
- Vitamin C

■ May be stored indefinitely (*in proper containers and conditions*):

- Wheat
- Vegetable oils
- Dried corn
- Baking powder
- Soybeans
- Instant coffee, tea and cocoa
- Salt
- Noncarbonated soft drinks
- White rice
- Bouillon products
- Dry pasta
- Powdered milk (*in nitrogen-packed cans*)

# DISASTER SUPPLIES

## Supplies

It's 2:00 a.m. and a flash flood forces you to evacuate your home—fast. There's no time to gather food from the kitchen, fill bottles with water, grab a first-aid kit from the closet and snatch a flashlight and a portable radio from the bedroom. You need to have these items packed and ready in one place before disaster strikes.

Pack at least a three-day supply of food and water, and store it in a handy place. Choose foods that are easy to carry, nutritious and ready-to-eat. In addition, pack these emergency items:

- Medical supplies and first aid manual
- Hygiene supplies
- Portable radio, flashlights and extra batteries
- Shovel and other useful tools
- Household liquid bleach to purify drinking water.
- Money and matches in a waterproof container
- Fire extinguisher
- Blanket and extra clothing
- Infant and small children's needs (if appropriate)
- Manual can opener

## If the Electricity Goes Off . . .

FIRST, use perishable food and foods from the refrigerator.

THEN, use the foods from the freezer. To minimize the number of times you open the freezer door, post a list of freezer contents on it. In a well-filled, well-insulated freezer, foods will usually still have ice crystals in their centers (meaning foods are safe to eat) for at least three days.

FINALLY, begin to use non-perishable foods and staples.

Your Local Contact is:

ARC-5055  
FEMA®L210  
November 1994

### Learn More

If you are interested in learning more about how to prepare for emergencies, contact your local or State Office of Emergency Management or local American Red Cross chapter, or write to FEMA  
PO BOX 2012  
JESSUP MD 20794-2012  
and ask for any of the following publications:

**Emergency Preparedness Checklist**  
(L-154) Item #8-0872  
ARC 4471

**Your Family Disaster Supplies Kit**  
(L-189) Item #8-0941  
ARC 4463

**Your Family Disaster Plan**  
(L-191) Item #8-0954  
ARC 4466

**Are You Ready? Your Guide to Disaster Preparedness**  
(H-34) Item #8-0908

**Emergency Preparedness Publications**  
(L-164) Item #8-0822

HURRICANE • FIRE • HAZARDOUS MATERIALS SPILL

Federal Emergency Management Agency



American Red Cross



*In a disaster, you might be cut off from food, water and electricity for days. By preparing emergency provisions, you can turn what could be a life-threatening situation into a manageable problem.*



# Food & Water in an Emergency

TORNADO • FLASH FLOOD • EARTHQUAKE • WINTER STORM

# Hazard Profile Worksheet

<b>Hazard:</b>	
<b>Potential magnitude (Percentage of the community that can be affected):</b>  <b>Catastrophic:</b> More than 50% <b>Critical:</b> 25 to 50% <b>Limited:</b> 10 to 25% <b>Negligible:</b> Less than 10%	
<b>Frequency of Occurrence:</b> <ul style="list-style-type: none"><li>▪ <b>Highly likely:</b> Near 100% probability in next year.</li><li>▪ <b>Likely:</b> Between 10 and 100% probability in next year, or at least one chance in next 10 years.</li><li>▪ <b>Possible:</b> Between 1 and 10% probability in next year, or at least one chance in next 100 years.</li><li>▪ <b>Unlikely:</b> Less than 1% probability in next 100 years.</li></ul>	<b>Seasonal Pattern:</b>
<b>Areas Likely to be Affected Most:</b>	
<b>Probable Duration:</b>	
<b>Potential Speed of Onset (Probable amount of warning time):</b> <ul style="list-style-type: none"><li>▪ Minimal (or no) warning.</li><li>▪ 6 to 12 hours warning.</li><li>▪ 12 to 24 hours warning.</li><li>▪ More than 24 hours warning.</li></ul>	
<b>Existing Warning Systems:</b>	
<b>Does a Vulnerability Analysis Exist?</b>  Yes <input type="checkbox"/> No <input type="checkbox"/>	

Note that some hazards may pose such a limited threat to the community that additional analysis is not necessary.

# HURRICANE PREPAREDNESS

## QUESTIONNAIRE

**For use in identifying parishioner needs and resources  
for developing parish support and response programs**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

1. Do you have special medical needs? Yes\_\_\_ No\_\_\_  
If so, describe \_\_\_\_\_.

2. Do you know locations of shelters in your community? Yes\_\_\_ No\_\_\_

3. If you have to go to a shelter, would you need special care for existing medical needs? Yes\_\_\_ No\_\_\_

4. Do you need transportation to a shelter? Yes\_\_\_ No \_\_\_

5. Are you in a mandatory evacuation area, if known? Yes\_\_\_ No\_\_\_ Don't know\_\_\_

6. Would you evacuate if it's not mandatory to do so? Yes\_\_\_ No\_\_\_

7. Do you have a place to evacuate to, if not going to a shelter? Yes\_\_\_ No\_\_\_

8. If you evacuate, do you have pets that need to be provided for? Yes\_\_\_ No\_\_\_

9. If going to a shelter, are you prepared to be self sufficient, e.g. can you provide sleeping bag, linens, food, water, etc? Yes\_\_\_ No\_\_\_

10. If evacuating, would you be able to get necessary documentation to take with you, i.e., passport, checking account number, insurance policies or numbers, names and dosages of prescription medicines, etc. Yes\_\_\_ No\_\_\_

Or, would you need help obtaining the above documents? Yes\_\_\_ No\_\_\_

11. Concerning your home, do you need help covering or taping windows? Yes\_\_\_ No\_\_\_

12. Would you need help bringing in outdoor furniture before the storm? Yes\_\_\_ No\_\_\_

13. During the storm would you be able to house another parishioner who must evacuate his or her home? Yes\_\_\_ No\_\_\_

14. Do you have family nearby to assist you before/during/after the storm?

Yes \_\_\_ No\_\_\_

15. Do you have a car? Yes\_\_\_ No\_\_\_

16. Do you have a generator? Yes\_\_\_ No\_\_\_



17. If you have a generator, is it connected to your house panel? Yes\_\_\_ No\_\_\_

18. Do you know how, and are you physically able, to operate your generator?  
Yes\_\_\_ No\_\_\_

19. If staying home, do you have adequate supplies, e.g. batteries, food, water, gas, flashlights, etc. (5 to 7 days worth are recommended)? Yes\_\_\_ No\_\_\_

If no, do you need help obtaining items such as the above ? Yes\_\_\_ No\_\_\_

20. Are you aware of any distribution points for ice, water, meals? Yes\_\_\_ No\_\_\_

21. Do you have a way to prepare your meals? Yes\_\_\_ No\_\_\_

22. Do you take medicines that need to be refrigerated? Yes \_\_\_ No\_\_\_

23. Do you have an adequate supply of medicines on hand? Yes\_\_\_ No\_\_\_

24. If you do not need assistance before or after a storm, are you willing to be called upon to help others? Yes\_\_\_ No\_\_\_

25. Do you have a cell phone so we can communicate with you after the storm?  
Yes\_\_\_ No\_\_\_ If yes, please give us the number: \_\_\_\_\_

26. If you had yard debris, would you need help clearing it? Yes\_\_\_ No\_\_\_

27. If you had damage to your home, would you need help with minor emergency repairs? Yes\_\_\_ No\_\_\_

28. If you live in a multi-story complex, would your elevators be operable during a power outage? Yes\_\_\_ No\_\_\_ Don't know\_\_\_

Other comments or suggestions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Revision of document prepared by Holy Spirit, West Palm Beach, Florida – March 2006)





# Current WHO phase of pandemic alert

## Current phase of alert in the WHO global influenza preparedness plan

- [WHO global influenza preparedness plan](#)

Inter-pandemic phase New virus in animals, no human cases	Low risk of human cases	1
	Higher risk of human cases	2
Pandemic alert New virus causes human cases	No or very limited human-to-human transmission	3
	Evidence of increased human-to-human transmission	4
	Evidence of significant human-to-human transmission	5
Pandemic	Efficient and sustained human-to-human transmission	6

Experts at WHO and elsewhere believe that the world is now closer to another influenza pandemic than at any time since 1968, when the last of the previous century's three pandemics occurred. WHO uses a series of six phases of pandemic alert as a system for informing the world of the seriousness of the threat and of the need to launch progressively more intense preparedness activities.

The designation of phases, including decisions on when to move from one phase to another, is made by the Director-General of WHO.

Each phase of alert coincides with a series of recommended activities to be undertaken by WHO, the international community, governments, and industry. Changes from one phase to another are triggered by several factors, which include the epidemiological behaviour of the disease and the characteristics of circulating viruses.

The world is presently in phase 3: a new influenza virus subtype is causing disease in humans, but is not yet spreading efficiently and sustainably among humans.

## LIMITING TRANSMISSION OF INFLUENZA VIRUS

Social Distancing measures may be used to reduce the risk of disease transmission by limiting the potential for social interactions by:

- canceling public events
- closing schools
- limiting public transportation

and by preventing inadvertent exposures in public or common daily experiences:

- fever monitoring before entering schools, churches
- use of masks
- maintaining a distance of 3 to 6 feet from the nearest person, especially if that person is sick

Isolation is the separation and restriction of movement of persons who have a specific illness from those who are healthy to stop the spread of that illness.

- May be implemented in a hospital, at home, or in a dedicated isolation facility
- May be applied at the individual, group, or community level
- Plan for sick individuals to remain at home.

Quarantine is the separation and restriction of movement of persons who are not ill but who have been exposed to the virus or a sick person and therefore may have become infected. The power to do this kind of quarantine rests on the state level in the United States. Decisions to do this kind of temporary quarantine will be made by local public officials with consultation and recommendation by public health officials.

The Federal Government has the authority to quarantine the national borders, and to restrict international travel but does not have the authority to quarantine individuals or communities on the local level.

Plan for all household members of a person who is ill to voluntarily remain at home.

## TEN WAYS TO PREPARE YOUR CONGREGATION FOR A PANDEMIC

From ELCA

1. Pray for people affected by disease everywhere in the world, especially bird flu.
2. Don't create panic as you prepare – provide only realistic information about the threat of a pandemic.

3. Create and improve alternate ways of communicating with your congregation.
4. Create or improve your congregation's web page.
5. Imagine worship being provided through a number of different ways of communicating.
6. Imagine pastoral care being provided through a number of different ways of communicating.
7. Learn about special pastoral care needs during disasters and emergencies.
8. Partner with nearby congregations to share resources.
9. Consider the special needs of the most vulnerable people in your congregation and community.
10. Reach out to community groups and public health officials to offer your congregation as a resource.

### **PANDEMIC PLANNING IN THE CHURCHES: leadership**

Avian influenza or bird flu may arrive suddenly in Hawaii due to our travel connections with Asia where there are human cases of the illness. It is important to plan now.

Decide who is "next in charge" to ensure coverage for illness or quarantine. Who will make decisions, have access to church funds, be able to sign checks, make decisions about the use of facilities, be in contact with the Diocese and local authorities? This needs to be clarified and put in writing in the event that the priest and senior warden become ill.

Decide on the most effective means of communication with everyone in the congregation. Telephone trees, email, teleconferencing, internet groups, podcasting, updating the website are all possibilities. Establishing multiple means of communication will enhance parish life now, while preparing for a potential emergency.

Update the roster. Is there a current telephone number and address for everyone? How about cell phone numbers and email addresses? These need to be updated on a quarterly basis.

Maintain a list of homebound individuals who have limited communication and support systems. In the event of pandemic flu, these persons may need groceries and other supplies, or regular phone calls to be sure they are all right. In isolation or quarantine situations, the number of homebound individuals and households will increase.

Volunteers will be needed to shop, deliver necessities or otherwise check on homebound individuals and households. **Personal protective equipment (PPEs)** will need to be available to volunteers.

Plan to stockpile PPEs: disposable latex or nitrile gloves, disposable N95 filtering facepiece respirators (special masks), tissues, trash bags, and hand sanitizers, if the WHO alert moves to a 4.

Plan ways to continue ministry via telephone, email, website. Come up with ways for individuals and households to worship at home.

### **PANDEMIC PLANNING: Education and training**

Emphasize preparedness with low key and realistic information. Avoid alarming people unduly. Education needs to focus on:

- Understanding pandemic flu and how it differs from seasonal flu
- Signs and symptoms of avian flu
- Respiratory and hand hygiene
- Social distancing
- Coping strategies
- Home-readiness
- Family and next of kin contacts
- End of life issues
- Preliminary plans for ministry and worship
- Importance of individual household plans
- Church leadership and “next in charge”
- Encourage annual flu inoculations
- Make use of newsletters, emails, flyers, website, and meetings.
- Invite church neighbors, and the community at large for educational presentations
- It also needs to be understood that the minister may well be someone unknown, and that the decision as to who ministers where is made on the diocesan level.

**As a pandemic approaches**: focus on readiness:

- Communication plans
- Reduced ministry
- Worship at home plans
- Accessing the leadership
- Potential flu screening before attending church services
- Potential restrictions

**When pandemic flu is present in the community**

- What ministry and services are available in the church and the community
- How to access these services
- Re-prioritization of resources

- How to physically care for flu patients at home
- Death/dying support

### **Pandemic Planning: Individual/ Household Preparedness**

**Sources:** U.S. Department of Health and Human Services, U.S. National Security Agency.

**REFERENCES:** For additional information, please see the CEPAR website [www.hopkins-cepar.org](http://www.hopkins-cepar.org). and [www.pandemicflu.gov](http://www.pandemicflu.gov)

### **BE PREPARED**

**Schools and day care centers may be closed for an extended period of time.**

- ◆ Make sure you have a back-up plan if schools and day care centers are closed.

**Other businesses may be closed.**

- ◆ Banking and credit services may be interrupted. You may have to pay for goods and services with cash.

**Transportation services may be disrupted.**

- ◆ Consider other ways to get to work if you usually rely on the bus

**Families may find it hard to keep in touch.**

- ◆ Create a family communication plan.

**Shortages of food, supplies and water may occur.**

- ◆ Consider stocking at least a two week supply of water and non-perishable food. This can be helpful in power outages and disasters.
- ◆ Gather emergency and other supplies.

### **Examples of food and non-perishables**

Ready to eat canned meats, fruits, vegetables\*

Protein or fruit bars\*

Dry cereal or granola\*

Peanut butter or nuts\*

Dried fruit\*

Crackers\*

Canned juices\*

Bottled water\*

Canned or jarred baby food/formula\*

Pet food\*

### **Examples of medical, health, and emergency supplies**

Prescribed medical supplies such as glucose and blood-pressure monitoring equipment

Soap and water and alcohol-based hand wash

Medicines for fever, such as acetaminophen or ibuprofen

Thermometer

Anti-diarrheal medication

Vitamins

Fluids with electrolytes, such as Gatorade or Pedialyte

Cleansing agent/soap

Flashlight, portable radio, batteries

Manual can opener, Garbage bags, Baggies, Tissues, toilet paper, disposable diapers

### **STAY HEALTHY**

◆ Get your seasonal flu shot to keep you baseline healthy. **NOTE: A seasonal flu shot will not protect you from a new virus strain like the avian flu, but it may help prevent emergence of a new pandemic strain.**

◆ Eat a balanced diet, exercise in moderation and get plenty of rest

◆ Wash your hands frequently with soap and water or use an alcohol-based hand cleaner, like Purell®.

◆ Cover your mouth and nose with a tissue when you cough or sneeze.

◆ Put used tissues in a waste basket, not in your purse or pocket.

◆ Use a surgical mask or N95 filtering facepiece respirators (available now in hardware stores) if you are instructed to do so.

◆ Practice “social distancing” by limiting the amount of face-to-face contact you have with people:

○ use the telephone or email

○ avoid places where crowds may gather such as cafeterias, restaurants, public transportation, etc.

◆ Clean surfaces such as counters, railings, washbasins/toilets, telephones, computer mouse, grocery cart handles with disinfectant.



## **Disinfectant**

### **Sodium hypochlorite:**

1000 parts per million of available chlorine, usually achieved by a 1 in 5 dilution of hospital grade bleach. Household bleach may be used in a 1:10 ratio with water. To protect the disinfectant properties of bleach, store it in an opaque container, avoid exposure to sunlight. Remix daily for maximum effectiveness.

Clorox® surface spray is a good pre-mixed alternative.

Surface disinfecting wipes are also a suitable substitute.

### **Granular chlorine:**

E.G. Det-Sol 50000 or Diversol, to be diluted as per manufacturer's instructions.

### **Alcohol:**

E.G. Isopropyl (rubbing alcohol) 70%, ethyl alcohol 60%.

Purell® or a similar waterless antibacterial hand hygiene cleaner may be used for hand hygiene purposes.

## **Recommended Use**

Disinfection of material contaminated with blood and body fluids.

May be used in place of liquid bleach, if it is unavailable.

Smooth metal surfaces, tabletops and other surfaces on which bleach cannot be used.

## **Precautions**

Should be used in well-ventilated areas. Protective clothing required while handling and using undiluted bleach. Do not mix with strong acids or ammonium based products to avoid release of noxious fumes. Corrosive to metals.

Same as above.

Flammable and toxic. To be used in well-ventilated areas. Avoid inhalation. Keep away from heat sources, electrical equipment, flames and hot surfaces. Allow it to dry completely, particularly when using diathermy, as this can cause diathermy burns.

## **GET WELL FAST**

Symptoms of the flu include fever, headache, muscle aches/pains, intense fatigue, sore throat and cough, inflammation of the respiratory tract, nausea, vomiting. Some flu-like symptoms may not always be present in the elderly or in young children. If you are sick, call your Supervisor or Manager and then stay home! Seek medical attention if symptoms are severe.

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## **Neighborhood Mutual Assistance**

"Mutual assistance groups" should be established both within parishioners' immediate neighborhoods and within neighborhoods surrounding the church. Individuals and families within such groups can provide support and comfort to one another while abiding by quarantine restrictions. Each family unit needs to have written emergency telephone numbers and personal support network information easily accessible, and should know the special needs of family

members and of neighbors for medications, life support equipment, communication equipment, mobility, etc.

## **PANDEMIC PLANNING: Quarantine Issues**

In the event of an avian flu-related quarantine, how will we function as families, as neighbors, and as church members? The governmental response to a pandemic is most likely to be a quarantine of some duration. If lifted, the quarantine is likely to be enacted a second or third time since a pandemic will come in waves. The parish itself should stockpile nonperishable food and water supplies, as well as protective gear because the elderly and infirm will not be able to restock depleted resources. Also our parishes are surrounded by neighborhoods, and in an emergency these persons are apt to go to the nearest church for assistance.

## **Pandemic Planning: Legal & Financial Considerations**

During the course of a bird flu event, parishes will be presented with legal and fiscal challenges unique to a pandemic scenario. The following are some of the issues to be considered well ahead of such a crisis.

- Policies should be established for staff compensation and sick-leave absences which are specific to a pandemic (for example, non-punitive, open-ended leave), including determination of when a previously ill person is no longer infectious and can return to work after illness.
- Flexible work options need to be explored, including telecommuting and use of staggered shifts.
- Employee contracts may need to be rewritten to indemnify the parish should there be a collapse of revenue or an extended shut down.
- Parishes will have to determine for how long and under what conditions employees will be entitled to pay and/or benefits.
- If some employees are present for security and maintenance duties, it should be determined now whether they are entitled to premium and/or hazardous duty pay.
- Obligations to disabled employees must be clearly spelled out, lest they become an unmanageable financial burden.
- If there is a parish school, preschool, or daycare center, all these contracts should come under review.
- Insurance policies need to be reviewed to ensure adequate coverage on parish buildings and their contents, and steps taken to safeguard vital records and documents.
- Contingency plans should be made now for how the parish will operate when voluntary contributions slow or cease, and should the economy slow drastically and/or collapse.

- Now is the time to encourage among church members the automatic deposits of pledge payments.
- It would be beneficial to prepare sample data collection forms to track funds expended and services delivered through the church throughout the course of the pandemic.

### **Pandemic Planning: Ethical Concerns**

In the midst of a pandemic, ethical concerns abound. Most immediately, these will appear around the issues of allocation of scarce resources. Consider the following questions:

- Who will receive ministry from the church, and who from the church will be willing to minister?
- Will churches have stored food and water and/or have urged their parishioners to store food and water? Who will have access to these supplies, and in what order of precedence?
- Will financial resources and political power confer unfair advantages?
- How can personal rights be rightly exercised in a situation of quarantine?
- What impact will isolation and quarantine (and even social-distancing) measures have on families and communities?
- Does the church have a moral or spiritual obligation to allow its facilities to be used for overflow health care and/or morgue use?
- What is the parish's obligation to nearby but unaffiliated neighbors?
- Are parishes prepared to collect and responsibly store personal information needed in the event of a death?
- What are the obligations to employees in the event of long and repeated periods of quarantine?
- What are the obligations to members of a parish when those members cannot have access to its services?

There are no definitive answers to these questions. The questions, however, will present themselves repeatedly during the course of a pandemic. Here it is crucial to recall that pandemics come in waves; when it is "over," it is not over. It is important for congregations to embark on this ethical discussion now. When the emergency occurs, it will be too late to begin sorting out these vexing issues. Parishioners need to learn how to think about and talk about pandemic-related matters of morality now. Your parish may want to seek out persons with expertise in ethical and moral issues to help direct the discussion. Also view "Responding Faithfully to Pandemic Flu" at <http://www.elca.org/disaster/pandemic/faithfulresponse.asp> for an overview discussion of ethical issues relating to bird flu (ELCA, 2006).

# QUICK REPORT FOR INSURANCE CLAIMS

Please fax this form to 808-538-7194, completed as best you can, when you need to make the Diocesan Treasurer's Office aware of a claim (or potential for a claim) or accident RIGHT AWAY- when you don't have all of the facts, are not in a position immediately to get all of the paperwork and numbers, etc. This form might help you organize your thoughts in getting together information.

Name of parish or of insured :

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Location where loss took place :

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When did this happen? (date and time): \_\_\_\_\_

What happened?

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(If insured property lost/damaged) - What are the losses and/or damages?

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(If another party is injured/another's property damaged) - Identify the owner/injured and describe the injuries and/or damages:

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Name/Title/Contact number for person reporting this:

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## Service Vendor Contact Numbers

Vendor Type or Company Name	Contact Names	Emergency Main Phone	Secondary or Cell Phone
Electric Company			
Gas Company			
Water Company			
Electrician			
Fire Suppression System			
Security/Alarm System			
Plumber			
Office Equipment			
Locksmith			
Glass Company			
Building Contractor			
Computer Equipment			
Movers/Storage			
Telephone System			
Copier and/or Printer			
Emergency Generator			

**Service Vendor Contact Numbers**

Vendor Type or Company Name	Contact Names	Emergency Main Phone	Secondary or Cell Phone

# Emergency Contact Wallet Cards—print back-to-back

**Family Emergency Card** for \_\_\_\_\_  
Name

In a disaster, family members should use the numbers below to check in:

**Local Contact 1:**

\_\_\_\_\_  
Name Phone Number

**Local Contact 2:**

\_\_\_\_\_  
Name Phone Number

Because it may be easier to call off-island after a disaster:

**Off-Island Contact:**

\_\_\_\_\_  
Name Phone Number

**Family Emergency Card** for \_\_\_\_\_  
Name

In a disaster, family members should use the numbers below to check in:

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Name Phone Number

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\_\_\_\_\_  
Name Phone Number

# Emergency Contact Wallet Cards—print back-to-back

See Section 2 of your *Plan to Be Ready* booklet when filling out this card.

**Emergency Meeting Places** are essential in case you need to evacuate your home or cannot return home following a disaster. Pick 2 places to meet:

**1: Outside your home:** \_\_\_\_\_

**2: Outside your neighborhood:** \_\_\_\_\_

In case you need to go to a shelter, write the location of the shelter(s) you plan to go to:

**Shelter 1:** \_\_\_\_\_

**Shelter 2:** \_\_\_\_\_

See Section 2 of your *Plan to Be Ready* booklet when filling out this card.

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**1: Outside your home:** \_\_\_\_\_

**2: Outside your neighborhood:** \_\_\_\_\_

In case you need to go to a shelter, write the location of the shelter(s) you plan to go to:

**Shelter 1:** \_\_\_\_\_

**Shelter 2:** \_\_\_\_\_



# Large Print Wallet Cards for Emergency Contact Information

On Maui, pick up wallet cards at the  
County Building lobby, or call 243-8640  
OR

Print this page and cut and fold as directed.

Outside of card Inside of card

↓ ↓

Fold here

↓

Name \_\_\_\_\_  
Phone Number ( ) \_\_\_\_\_

Name \_\_\_\_\_  
Phone Number ( ) \_\_\_\_\_  
**Off-Island Contact:**

Name \_\_\_\_\_  
Phone Number ( ) \_\_\_\_\_  
**Local Contact 2:**

Phone Number ( ) \_\_\_\_\_  
**Local Contact 1:**

**Emergency Meeting Places** are important in case you need to evacuate your home or cannot return home after a disaster. *Pick 2 places to meet:*

**1: Outside your home:**

---

**2: Outside your neighborhood:**

---

**Family Emergency Card**

for \_\_\_\_\_  
Name

In case you need to go to a shelter, write the location of the shelter(s) you plan to go to:

**See Section 2 of your Plan to Be Ready booklet when filling out this card.**

In case of a disaster, use the numbers on the back of this card to check in. Choose at least one off-island number, as it may be easier to reach after a local disaster.

**Shelter 1:** \_\_\_\_\_

**Shelter 2:** \_\_\_\_\_

Fold here

→