



Disaster Preparedness

MER has offices all across this country, and each region has different types of disasters it needs to be prepared for. Whether it is a wildfire, tornado, flood, blizzard, or hurricanes, having a plan and knowing what information and resources that are available to help you will make a difference.

MER is a unique company where responding to disasters are part of our business. We are prepared to respond to our clients, and we need to be ready to protect ourselves and our families. Two of the most helpful tools we can have ready to go is a Communications Plan and an Emergency Kit.

Depending on your location and family situation, your communication plan may differ. However, they will still have similar components.

1. MER communication plan to its employees. MER provides information through several different outlets:
 - a. Text Service – Text MERALERTS to 81411 for updated information during an event
 - b. Employee Emergency Link on all Company websites
<https://www.moranenvironmental.com/EmployeeEmergencyLink/>
 - c. Social Media
2. Your specific plan
 - a. A great tool that can help you be prepared is a [Family Emergency Communication Plan \(also attached\)](#). This link will help you create a plan and choose what is essential and relevant to your specific situation. With the type of business that we are in and the potential for our employees being out of time, this is a good tool to have in place to be certain that everyone in the family is on the same page.

Staying prepared and having an Emergency Kit can save lives

It may seem hyperbole to say that an emergency kit can be the difference between life and death. But when an actual disaster occurs, access to a kit can be a critical part of responding, minimizing problems, and even surviving. With proper supplies available in your home, your car, or even in your office, you can rest easy knowing that you're ready to face the worst.

What Is an Emergency Kit?

A good emergency kit includes key items that may prove helpful or even lifesaving in the event of an emergency. From sustenance when food sources are depleted to medical supplies to dress wounds, a well-stocked kit can keep you safe until help arrives.

Keeping supplies on hand in case of an accident may sound like common sense. But to many Americans, preparedness isn't even on the radar. In fact, a whopping 60% of U.S. adults have no disaster preparations in place. And more than half do not have a three-day supply of non-perishable water and food.

Building an Emergency Kit

So, if an emergency kit is so important, [what goes into it \(see attached\)](#)?

In general, consider including in your emergency kit, six different categories of materials: life essentials, medical supplies, food, tools, and documents.

- **Essentials-** Whether a windstorm takes out power to your home or a hurricane brings floodwaters, an emergency kit should always have the basics you need to survive. This includes clean water for at least three days, non-perishable food items that do not require heat to prepare, drinking water tablets, warm clothing, and emergency blankets.
- **Medical Supplies-** Your emergency kit should be adequately stocked with basic medical supplies, including a first-aid kit, prescription medications, eyeglasses or contacts, bleach, and hygiene supplies (such as shampoo and deodorant).
- **Disinfectants, sanitizers, face coverings-** the CDC has recommended that people include additional items in their kits to help prevent the spread of coronavirus or other viruses and the flu. For everyone from ages two and above, have the appropriate amount of soap, hand sanitizer, and cloth face coverings.
- **Tools-** Should you be left to fend for yourself, you'll want a kit prepped with as many tools as possible, such as a standard tool kit, flashlights, batteries, candles, matches or lighters, clock or watch, multifunctional knives, a battery-powered radio, trash bags, heavy gloves, a spare disposable cell phone, and duct tape.
- **Documents-** You never know when you may have to prove your identity. In your emergency kit, include copies of birth certificates or passports, essential phone numbers, money, copies of insurance policies, and a map of your area.

Emergency Kit Storage

An emergency kit at home won't do you much good while you're at work, and your work kit probably can't help if you're stranded in your car. In order to keep yourself covered, make sure you have access to emergency supplies no matter where you are.

- **Home**
To stay protected, it's important to ensure kits are always within reach, like in a first-floor closet. Don't hide essentials in the attic or down in the basement; these areas may not be in reach if disaster strikes. If possible, keep an abbreviated version of your kit on each level of your home to be sure amenities are always seconds away.
- **Car**
There likely isn't room for a full emergency kit in your car. But keeping some of the basics on hand, either in the trunk or the backseat, can provide peace of mind. Focus on a small supply of food and water, a first aid kit, tools that can help with car repair, road flares, and insurance information. You also might want to check if your auto insurance provides emergency roadside assistance.
- **Office**
Accidents can happen anywhere. Disaster might leave you stranded without resources in the office. Keep a small kit at your desk with water bottles, non-perishable snacks, a first aid kit, money, batteries, flashlight, gloves, and an emergency blanket. Consider any other items that may be specific to your place of business.

It is never too early to prepare for a disaster. Take advantage of the time you have with your family and make this part of your weekly discussions. The better the plan and if it is reinforced frequently, the better prepared you will be.



CREATE YOUR FAMILY EMERGENCY COMMUNICATION PLAN



FEMA

Creating your *Family Emergency Communication Plan* starts with one simple question: “What if?”

“What if something happens and I’m not with my family?” “Will I be able to reach them?” “How will I know they are safe?” “How can I let them know I’m OK?” During a disaster, you will need to send and receive information from your family.

Communication networks, such as mobile phones and computers, could be unreliable during disasters, and electricity could be disrupted. Planning in advance will help ensure that all the members of your household—including children and people with disabilities and others with access and functional needs, as well as outside caregivers—know how to reach each other and where to meet up in an emergency. Planning starts with three easy steps:



1. COLLECT.

Create a paper copy of the contact information for your family and other important people/offices, such as medical facilities, doctors, schools, or service providers.



2. SHARE.

Make sure everyone carries a copy in his or her backpack, purse, or wallet. If you complete your *Family Emergency Communication Plan* online at [ready.gov/make-a-plan](https://www.ready.gov/make-a-plan), you can print it onto a wallet-sized card. You should also post a copy in a central location in your home, such as your refrigerator or family bulletin board.



3. PRACTICE.

Have regular household meetings to review and practice your plan.

**TEXT
IS
BEST!**

If you are using a mobile phone, a text message may get through when a phone call will not. This is because a text message requires far less bandwidth than a phone call. Text messages may also save and then send automatically as soon as capacity becomes available.

The following sections will guide you through the process to create and practice your *Family Emergency Communication Plan*.



HOUSEHOLD INFORMATION

Write down phone numbers and email addresses for everyone in your household. Having this important information written down will help you reconnect with others in case you don't have your mobile device or computer with you or if the battery runs down. If you have a household member(s) who is Deaf or hard of hearing, or who has a speech disability and uses traditional or video relay service (VRS), include information on how to connect through relay services on a landline phone, mobile device, or computer.

SCHOOL, CHILDCARE, CAREGIVER, AND WORKPLACE EMERGENCY PLANS

Because a disaster can strike during school or work hours, you need to know their emergency response plans and how to stay informed. Discuss these plans with children, and let them know who could pick them up in an emergency. Make sure your household members with phones are signed up for alerts and warnings from their school, workplace, and/or local government. To find out more about how to sign up, see *Know Your Alerts and Warnings* at ready.gov. For children without mobile phones, make sure they know to follow instructions from a responsible adult, such as a teacher or principal.

OUT-OF-TOWN CONTACT

It is also important to identify someone outside of your community or State who can act as a central point of contact to help your household reconnect. In a disaster, it may be easier to make a long-distance phone call than to call across town because local phone lines can be jammed.

EMERGENCY MEETING PLACES

Decide on safe, familiar places where your family can go for protection or to reunite. Make sure these locations are accessible for household members with disabilities or access and functional needs. If you have pets or service animals, think about animal-friendly locations. Identify the following places:

- Indoor:* If you live in an area where tornadoes, hurricanes, or other high-wind storms can happen, make sure everyone knows where to go for protection. This could be a small, interior, windowless room, such as a closet or bathroom, on the lowest level of a sturdy building, or a tornado safe room or storm shelter.
- In your neighborhood:* This is a place in your neighborhood where your household members will meet if there is a fire or other emergency and you need to leave your home. The meeting place could be a big tree, a mailbox at the end of the driveway, or a neighbor's house.
- Outside of your neighborhood:* This is a place where your family will meet if a disaster happens when you're not at home and you can't get back to your home. This could be a library, community center, house of worship, or family friend's home.

- Outside of your town or city:* Having an out-of-town meeting place can help you reunite if a disaster happens and:

- You cannot get home or to your out-of-neighborhood meeting place; or
- Your family is not together and your community is instructed to evacuate the area.

This meeting place could be the home of a relative or family friend. Make sure everyone knows the address of the meeting place and discuss ways you would get there.

OTHER IMPORTANT NUMBERS AND INFORMATION

You should also write down phone numbers for emergency services, utilities, service providers, medical providers, veterinarians, insurance companies, and other services.



- Make copies of your *Family Emergency Communication Plan* for each member of the household to carry in his or her wallet, backpack, or purse. Post a copy in a central place at home. Regularly check to make sure your household members are carrying their plan with them.
- Enter household and emergency contact information into all household members' mobile phones or devices.
- Store at least one emergency contact under the name "In Case of Emergency" or "ICE" for all mobile phones and devices. This will help someone identify your emergency contact if needed. Inform your emergency contact of any medical issues or other requirements you may have.
- Create a group list on all mobile phones and devices of the people you would need to communicate with if there was an emergency or disaster.
- Make sure all household members and your out-of-town contact know how to text if they have a mobile phone or device, or know alternative ways to communicate if they are unable to text.
- Read *Know Your Alerts and Warnings* at ready.gov and sign up to receive emergency information.



Once you have completed your *Family Emergency Communication Plan*, made copies for all the members of your household, and discussed it, it's time to practice!

Here are some ideas for practicing your plan:

- Practice texting and calling. Have each person practice sending a text message or calling your out-of-town contact and sending a group text to your mobile phone group list.
- Discuss what information you should send by text. You will want to let others know you are safe and where you are. Short messages like "I'm OK. At library" are good.

- Talk about who will be the lead person to send out information about the designated meeting place for the household.
- Practice gathering all household members at your indoor and neighborhood emergency meeting places. Talk about how each person would get to the identified out-of-neighborhood and out-of-town meeting places. Discuss all modes of transportation, such as public transportation, rail, and para-transit for all family members, including people with disabilities and others with access and functional needs.
- Regularly have conversations with household members and friends about the plan, such as whom and how to text or call, and where to go.
- To show why it's important to keep phone numbers written down, challenge your household members to recite important phone numbers from memory—now ask them to think about doing this in the event of an emergency.
- Make sure everyone, including children, knows how and when to call 911 for help. You should only call 911 when there is a life-threatening emergency.
- Review, update, and practice your *Family Emergency Communication Plan* at least once a year, or whenever any of your information changes.

To help start the conversation or remind your family why you are taking steps to prepare and practice, you may want to watch the 4-minute video, *It Started Like Any Other Day*, about families who have experienced disaster, at www.youtube.com/watch?v=w_omgt3MEBs. Click on the closed captioning (CC) icon on the lower right to turn on the captioning.

After you practice, talk about how it went. What worked well? What can be improved? What information, if any, needs to be updated? If you make updates, remember to print new copies of the plan for everyone.

OTHER IMPORTANT TIPS FOR COMMUNICATING IN DISASTERS¹

- Text is best when using a mobile phone, but if you make a phone call, keep it brief and convey only vital information to emergency personnel and/or family or household members. This will minimize network congestion, free up space on the network for emergency communications, and conserve battery power. Wait 10 seconds before redialing a number. If you redial too quickly, the data from the handset to the cell sites do not have enough time to clear before you've re-sent the same data. This contributes to a clogged network.
- Conserve your mobile phone battery by reducing the brightness of your screen, placing your phone in airplane mode, and closing apps you do not need. Limit watching videos and playing video games to help reduce network congestion.
- Keep charged batteries, a car phone charger, and a solar charger available for backup power for your mobile phone, teletypewriters (TTYs), amplified phones, and caption phones. If you charge your phone in your car, be sure the car is in a well-ventilated area (e.g., not in a closed garage) to avoid life-threatening carbon monoxide poisoning.

¹ Federal Communications Commission, Public Safety and Homeland Security Bureau. (n.d.) *Tips for communicating in an emergency*. Retrieved from <http://transition.fcc.gov/pshs/emergency-information/tips.html>

- If driving, do not text, read texts, or make a call without a hands-free device.
- Maintain a household landline and analog phone (with battery backup if it has a cordless receiver) that can be used when mobile phone service is unavailable. Those who are Deaf or hard of hearing, or who have speech disabilities and use devices and services that depend on digital technology (e.g., VRS, Internet Protocol [IP] Relay, or captioning) should have an analog phone (e.g., TTY, amplified phone, or caption phone) with battery backup in case Internet or mobile service is down.
- If you evacuate and have a call-forwarding feature on your home phone, forward your home phone number to your mobile phone number.
- Use the Internet to communicate by email, Twitter, Facebook, and other social media networks. These communication channels allow you to share information quickly with a widespread audience or to find out if loved ones are OK. The Internet can also be used for telephone calls through Voice over Internet Protocol. For those who are Deaf or hard of hearing, or who have speech disabilities, you can make calls through your IP Relay provider.
- If you do not have a mobile phone, keep a prepaid phone card to use if needed during or after a disaster.
- Use a pay phone if available. It may have less congestion because these phones don't rely on electricity or mobile networks. In some public places, you may be able to find a TTY that can be used by those who are Deaf or hard of hearing, or who have speech disabilities.

The reader recognizes that the Federal Government provides links and informational data on various disaster preparedness resources and events and does not endorse any non-Federal events, entities, organizations, services, or products.



<input type="checkbox"/>	<input type="checkbox"/>  <p>Make a Plan</p>	<input type="checkbox"/>	<input type="checkbox"/>  <p>Practice Emergency Drills</p>	<input type="checkbox"/>  <p>Test Family Communication Plan</p>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>  <p>Make Your Home Safer</p>	<input type="checkbox"/>  <p>Know Evacuation Routes</p>	<input type="checkbox"/>  <p>Assemble or Update Supplies</p>	<input type="checkbox"/>  <p>Get Involved in Your Community</p>	<input type="checkbox"/>

FAMILY EMERGENCY COMMUNICATION PLAN

HOUSEHOLD INFORMATION

Home #:

Address:.....

Name: Mobile #:

Other # or social media:

Email:

Important medical or other information:

.....

Name: Mobile #:

Other # or social media:

Email:

Important medical or other information:

.....

Name: Mobile #:

Other # or social media:

Email:

Important medical or other information:

.....

Name: Mobile #:

Other # or social media:

Email:

Important medical or other information:

.....

SCHOOL, CHILDCARE, CAREGIVER, AND WORKPLACE EMERGENCY PLANS

Name:

Address:.....

Emergency/Hotline #:

Website:

Emergency Plan/Pick-Up:

**SCHOOL,
CHILDCARE,
CAREGIVER, AND
WORKPLACE
EMERGENCY PLANS**

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:

**IN CASE OF
EMERGENCY
(ICE) CONTACT**

Name: Mobile #:
Home #: Email:
Address:

**OUT-OF-TOWN
CONTACT**

Name: Mobile #:
Home #: Email:
Address:

**EMERGENCY
MEETING PLACES**

Indoor:
Instructions:
Neighborhood:
Instructions:

Out-of-Neighborhood:
Address:.....
Instructions:

Out-of-Town:
Address:.....
Instructions:

**IMPORTANT
NUMBERS OR
INFORMATION**

Police: Dial 911 or #:

Fire: Dial 911 or #:

Poison Control: #:

Doctor: #:

Doctor: #:

Pediatrician: #:

Dentist: #:

Hospital/Clinic: #:

Pharmacy: #:

Medical Insurance: #:

Policy #:

Medical Insurance: #:

Policy #:

Homeowner/Rental Insurance:

#:

Policy #:

Flood Insurance: #:

Policy #:

Veterinarian: #:

Kennel: #:

Electric Company: #:

Gas Company: #:

Water Company: #:

Alternate/Accessible Transportation:

#:

Other: #:

Other: #:

Other: #:



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Build an Emergency Kit

After an emergency, you may need to survive on your own for several days. Being prepared means having your own [food](#), [water](#) and other [supplies](#) to last for at least 72 hours. A disaster supplies kit is a collection of basic items your household may need in the event of an emergency.

Make sure your emergency kit is stocked with the items on the checklist below. Most of the items are inexpensive and easy to find and any one of them could save your life. Headed to the store? Once you take a look at the basic items consider what [unique needs](#) your family might have, such as supplies for [pets](#) or [seniors](#).

Basic Disaster Supplies Kit

To assemble your kit store items in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers such as plastic bins or a duffel bag.

A basic emergency supply kit could include the following recommended items:

- [Water](#) (one gallon per person per day for at least three days, for drinking and sanitation)
- [Food](#) (at least a three-day supply of non-perishable food)
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert
- Flashlight
- First aid kit
- Extra batteries
- Whistle (to signal for help)
- Dust mask (to help filter contaminated air)
- Plastic sheeting and duct tape (to [shelter in place](#))
- Moist towelettes, garbage bags and plastic ties (for personal sanitation)
- Wrench or pliers (to [turn off utilities](#))
- Manual can opener (for food)
- Local maps
- Cell phone with chargers and a backup battery

Additional Emergency Supplies

Since Spring of 2020, the CDC has recommended people include additional items in their kits to help prevent the spread of coronavirus or other viruses and the flu.

Consider adding the following items to your emergency supply kit based on your individual needs:

- [Cloth face coverings](#) (for everyone ages 2 and above), soap, hand sanitizer, disinfecting wipes to disinfect surfaces
- [Prescription medications](#)
- Non-prescription medications such as pain relievers, anti-diarrhea medication, antacids or laxatives
- Prescription eyeglasses and contact lens solution
- Infant formula, bottles, diapers, wipes and diaper rash cream
- Pet food and extra water for your pet

- Cash or traveler's checks
- Important family documents such as copies of insurance policies, identification and bank account records saved electronically or in a waterproof, portable container
- Sleeping bag or warm blanket for each person
- Complete change of clothing appropriate for your climate and sturdy shoes
- Fire extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates, paper towels and plastic utensils
- Paper and pencil
- Books, games, puzzles or other activities for children

Maintaining Your Kit

After assembling your kit remember to maintain it so it's ready when needed:

- Keep canned food in a cool, dry place.
- Store boxed food in tightly closed plastic or metal containers.
- Replace expired items as needed.
- Re-think your needs every year and update your kit as your family's needs change.

Kit Storage Locations

Since you do not know where you will be when an emergency occurs, prepare supplies for home, work and cars.

- **Home:** Keep this kit in a designated place and have it ready in case you have to leave your home quickly. Make sure all family members know where the kit is kept.
- **Work:** Be prepared to shelter at work for at least 24 hours. Your work kit should include food, water and other necessities like medicines, as well as comfortable walking shoes, stored in a "grab and go" case.

Car: In case you are stranded, keep a kit of emergency supplies [in your car](#).



Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children



Ready

Prepare. Plan. Stay Informed.®



Emergency Supply List



FEMA

www.ready.gov



Recommended Items to Include in a Basic Emergency Supply Kit:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation**
- Food, at least a three-day supply of non-perishable food**
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both**
- Flashlight and extra batteries**
- First aid kit**
- Whistle to signal for help**
- Dust mask, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place**
- Moist towelettes, garbage bags and plastic ties for personal sanitation**
- Wrench or pliers to turn off utilities**
- Can opener for food (if kit contains canned food)**
- Local maps**

Through its *Ready* Campaign, the Federal Emergency Management Agency educates and empowers Americans to take some simple steps to prepare for and respond to potential emergencies, including natural disasters and terrorist attacks. *Ready* asks individuals to do three key things: get an emergency supply kit, make a family emergency plan, and be informed about the different types of emergencies that could occur and their appropriate responses.

All Americans should have some basic supplies on hand in order to survive for at least three days if an emergency occurs. Following is a listing of some basic items that every emergency supply kit should include. However, it is important that individuals review this list and consider where they live and the unique needs of their family in order to create an emergency supply kit that will meet these needs. Individuals should also consider having at least two emergency supply kits, one full kit at home and smaller portable kits in their workplace, vehicle or other places they spend time.



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