



ARE YOU READY?

DISASTER PLANNING GUIDE

OFFICIAL GUIDE FOR THE TAMPA BAY AREA

**YOUR HURRICANE
EVACUATION ZONE
MAP INSIDE**

PREPARE NOW!



BEFORE



DURING



AFTER

tampabayprepares.org



IF DISASTER STRUCK, WOULD YOU BE READY?

Would your family be ready? Would your business be ready?

This guide was developed by your county emergency management agency to help you make your family and business disaster plans. Follow the simple steps and checklists in this guide to protect your loved ones, your home, and your business.

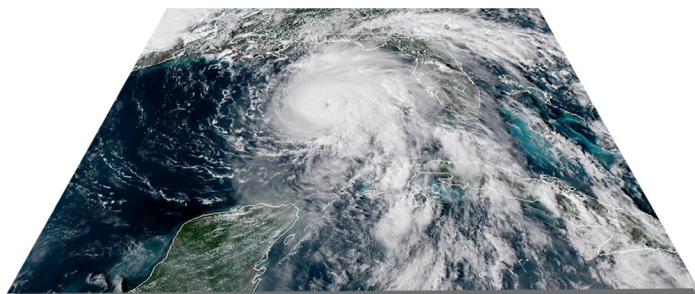
Government cannot do this alone. It takes all of us to effectively prepare for, respond to, and recover from a disaster. This includes our neighborhood and condo associations, faith-based, volunteer and civic organizations, schools, the business community, as well as residents.

Get involved and spread the word at your school, work, club, or place of worship. We need to ensure that our plans include the needs of our children, seniors, household pets, people with disabilities, and those who face poor health (mentally or physically).

Find out if there is a Disaster Response Training offered in your county, and enroll!

The time to prepare is now.

HURRICANE
MICHAEL
CATEGORY 4



Highest Winds
155 mph

Peak Storm Surge
15.5 ft

Damage Estimate
>\$25 B

U.S. Geological Survey; National Hurricane Center

1 YOUR DISASTER PLAN

Prevent panic and confusion by making sure everyone knows where to go and what to do in an emergency, whether at home or at work.



KNOW YOUR RISK

Learn what disasters might affect your area. Are you in a **Hurricane Evacuation Zone** (see inside map) or **FEMA Flood Zone**? They are different! Prepare yourself for emergencies by taking first aid and CPR courses (redcross.org).

PICK TWO MEETING PLACES

One should be just outside your home or business for sudden events such as a fire. The second should be outside your neighborhood, in case you cannot get home or family members get separated.

CHOOSE A CONTACT PERSON

Ask someone out of the area to coordinate communications in a disaster. Family members should call this person to report their location. Send your contact copies of important papers (ID, insurance, etc.)

UPDATE YOUR CONTACT INFO

Include contact information in your phones and make emergency contact cards.

THINK ABOUT EVACUATION

Determine if and when you would have to evacuate, where you would go, and how you will get there. Ask friends or family if you could stay with them. If you are in a safe area, invite them to stay with you.

For more disaster planning information, contact your local emergency management agency, local chapter of the American Red Cross (phone numbers are listed on the inside map) or go online to: tampabayprepares.org, floridadisaster.org or ready.gov.

2 DISASTER SUPPLIES

Here are the most important items for your Disaster Supply Kit. Stock up now (or a little at a time) and store where you can get to them quickly.

REPLENISH FOR FRESHNESS:

- Up-to-date list of family medicines and dosages, along with doctor and pharmacy phone numbers, and a two-week supply of prescription medicines.
- Enough non-perishable food to feed your family and pets for three to seven days. Special dietary foods or baby food and formula, if needed. Replenish every six months.
- One gallon of drinking water per person, per day, plus water for cooking and washing (minimum seven days). Stock up on a few cases of bottled waters at your home and/or workplace in the event that there is a "boil water" order.
- Extra batteries for a camera, flashlight, radio, portable TV, lamp, etc.
- Infant items (medicine, sterile water, diapers, ready formula, bottles), if needed.

STOW UNTIL NEEDED:

- First aid kit including bandages, antiseptic, tape, compresses, aspirin and aspirin-free pain reliever, anti-diarrhea medication, antacid, and important phone numbers
- Flashlights and batteries for each family member
- Portable radio and batteries
- Non-electric can opener
- Fire extinguisher (small canister, ABC type)
- Instant tire sealer
- Whistle and/or distress flag
- Mosquito repellent
- Sunscreen
- Plastic tarp, screening, tools, and nails, etc.
- Water purification kit (tablets, chlorine (plain) and iodine)
- Plastic trash bags

- Clean-up supplies (mop, buckets, towels, disinfectant)
- Garbage can or bucket with tight-fitting lid and cat litter (emergency toilet)
- Toilet paper, paper towels, and pre-moistened towelettes or baby wipes

IF YOU EVACUATE, YOU SHOULD ALSO TAKE:

- Pillows, blankets, sleeping bags or air mattresses
- Extra clothing, shoes, eyeglasses, hearing aids (and batteries)
- Folding chairs, lawn chairs, or cots
- Hygiene items (toothbrush, toothpaste, deodorant, etc.)
- Quiet games, books, playing cards, and favorite toys for children
- Important papers and irreplaceable keepsakes (driver's license, special medical information, insurance policies, property inventories, photographs, etc.)

ITEMS FOR BEFORE & AFTER A STORM:

- Emergency charger for cell phones and other devices (consider a solar powered alternative)
- An old-fashioned corded telephone that does not require electricity (i.e. not a cordless phone or cell phone)
- Cash (with no power, banks may be closed; checks and credit cards may not be accepted, and ATMs may not be operational)
- Charcoal, matches, and grill (do not use indoors)
- Fuel
- Ice chest/cooler and ice

3 BRACING FOR A HURRICANE

Hurricanes can be unpredictable. As the storm approaches, stay tuned for the latest weather updates on local stations and on NOAA Weather Radio.

Do not focus on the exact forecasted track, listen to local officials. For more information, go to weather.gov and click on the Tampa Bay area.

Clean and fill bathtubs and sinks before a storm so you will have extra clean water.

Turn refrigerator and freezer dials to the coldest settings and avoid opening the doors to help keep perishable food during a power outage.

Refill prescriptions. Maintain at least a two-week supply of medications during hurricane season.

Store lawn furniture, potted plants, bicycles, trash cans, and other potential airborne missiles. Leave the swimming pool filled and super-chlorinated. Cover the filtration system.

Protect your windows and glass doors with plywood or storm shutters. Brace double entry and garage doors at the top and bottom.

Never sweep or blow yard leaves, pine needles, grass clippings, or soil into the street or stormwater system. This clogs up the stormwater pipes and prevents water from draining.

If there is a chance flooding could threaten your home, move important items such as electronics, antiques, and furniture off the floor.

Fill your car's gas tank and check oil, fluids, and tires. Gas pumps will not operate without electricity.

Secure your boat early. Drawbridges will be closed to boat traffic after an evacuation order is issued.

Get cash. Banks and ATMs will not operate during power outages. Few stores will be able to accept credit cards or personal checks.

If you own a business, follow your Business Continuity Plan. For more information on how to create a Business Continuity Plan, go online to disastersafety.org or ready.gov.

4 EVACUATE OR STAY?

SHELTER -IN-PLACE

If you live in a sound structure outside of the evacuation area (especially if built since 2002 and it is not located in a flood prone area), sheltering in place is a practical option to consider. If you do not live in a mobile home or RV, **stay home and take these precautions:**

1. Secure windows and doors by installing hurricane film and impact-protecting storm shutters and/or plywood. Reinforce garage doors and tracks.
2. Clean containers (including your bathtub) for storing water. Plan on three gallons per person, per day, for at least seven days for drinking and other uses.
3. Offer your home as shelter to friends or relatives who live in vulnerable areas or mobile homes.
4. Check your Disaster Supplies. Make sure you have at least a seven day supply of non-perishable foods. Do not forget a non-electric can opener.
5. During the storm, stay inside and away from windows, skylights, and glass doors.
6. Find a safe room in your home, usually an interior, windowless reinforced room such as a closet or bathroom on the lower floor.
7. Wait for official word that the danger is over.
8. If flooding threatens your home, turn off electricity at the main breaker.
9. If you lose power, turn off major appliances, such as the air conditioner and water heater to reduce damage from surge when power is restored.
10. Monitor your battery-operated radio, NOAA Weather Radio, or TV for the latest advisories and other emergency information.
11. Do not travel until you are told it is safe to do so.

IF YOU MUST EVACUATE

If you live in an evacuation area or a mobile home or RV when an evacuation order is given, do not panic. Move at a steady pace and ensure you leave enough time to get to where you will weather the storm.

DO NOT take chances with your life by staying in an unsafe home/location or waiting until it is too late!

1. Make sure your destination is not within a zone that has been ordered to evacuate.
2. Take enough supplies for your family.
3. Take your pets. Do not forget their supplies.
4. Take important papers, including your driver's license, special medical information, insurance policies, your insurance agent's name and number, and property inventories.
5. Take irreplaceable items, such as photos or keepsakes.
6. Let friends and relatives know where you are going.
7. Make sure your neighbors have a safe ride.
8. Turn off your electricity, water, and gas if officials tell you to do so.
9. Lock your windows and doors.
10. Stay tuned to your local radio and television station for emergency broadcasts.

HOTEL OR MOTEL

1. If you plan to go to a hotel or motel, you will need to check for availability and make your reservation well in advance.
2. Some hotels/motels have standing reservation hurricane programs and some relax their pet restrictions in an emergency. Again, make sure your destination is not in an evacuation zone.

LEAVING COASTAL AREAS

1. If you are leaving the area, remember to take supplies with you.
2. Move inland away from the storm surge and inland flooding; however, it is recommended that residents **evacuate "tens of miles, not hundreds" if possible.**
3. Roads will be heavily congested. You run the risk of being caught on the highway without a safe refuge or running into the storm if it takes a different track.





HELP YOUR NEIGHBORS



- People with disabilities or in poor health (either mentally or physically), or those who are without the support of family or friends, should plan ahead for an emergency. They may need special assistance from family members, friends, neighbors, or social service agencies. Please ask for help if you need it and volunteer to help those who do.
- Remember that older adults who are also caregivers may require outside assistance. Excessive stress and anxiety can contribute to increased episodes of illness, particularly for persons with heart disease and other illnesses.
- If an older adult lives in a nursing home, assisted living facility (ALF), or residential facility, the administrator should be contacted to learn about the disaster plan for that facility.

HOME HEALTHCARE & HOMEBOUND PATIENTS

- Tell your home health agency and oxygen company where you will be during a hurricane. Ask them about their plans to provide care.
- If you are homebound, but not under the care of a home health agency, contact your physician to determine your best plan of action.
- If you require respirators or other electric-dependent medical equipment, **you should make medical arrangements with your physician.** You should also register with your local power company.
- If you evacuate, remember to take medications, written instructions regarding your care, special equipment, and bedding with you.
- If you will need assistance in an evacuation or need to go to a special needs/medically dependent shelter, please **register with your county emergency management agency now**, during “blue sky” (non-emergency) conditions.
- Special needs/medically dependent shelters do not provide hands-on medical care, only medical monitoring. Bring one caregiver with you.



KEEP YOUR PETS SAFE

Do not leave your pet, and do not use your pet as an excuse not to evacuate!

- **Nearly 80% of pets displaced by a storm are never reunited with their owners**
- If you are ordered to evacuate, take your **Pet Disaster Supplies** if you go to a friend's or relative's home, or a hotel. Many shelters/evacuation centers may not turn away pets. However, as a pet owner, you must plan ahead.
- Research your options for evacuating with your pet(s). For more information call your local SPCA, Animal Control or Humane Society. If you plan to go to a hotel or motel, go online to petswelcome.com.
- After the storm has passed, **be careful allowing your pet outdoors.** Familiar scents and landmarks may be altered and your pet could easily be confused and become lost. Downed power lines, other animals and insects brought in with high water could present real dangers to your pet. Take care not to allow your pet to consume food or water which may have become contaminated.
- Make sure your pets have had all their shots within the past 12 months. Pet-friendly shelters/evacuation centers and boarding facilities will require **proof of vaccinations.**

PET DISASTER SUPPLIES

- Proper ID collar & rabies tag/license
- Vaccination paperwork
- Carrier or cage large enough for your pet to move around and contain a litter box if needed.
- Leash
- Ample food supply (at least two weeks)
- Ample water supply (at least two weeks)
- Water/food bowls
- Indoor Pee Pads
- Any necessary medication(s)
- Specific care instruction
- Newspapers, cat litter, scoop, plastic trash bags for handling waste
- Proper ID on all belongings (including emergency contact information if you evacuate)
- Photo of you with your pet
- A comfort item such as a favorite toy or blanket
- Non-electric can opener
- Microchipping your pet is strongly recommended



PROTECT YOUR HOME & BUSINESS

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There are specific actions you should take to make your home and business safer. To prepare for hurricane season, you may have to climb up in the attic or crawl space with a flashlight. You may feel more comfortable with an experienced and licensed inspector, architect, engineer, or contractor making these improvements. Whatever choice you make, take time to prepare well before the storm threatens.

To withstand the forces of wind associated with severe weather...

REMEMBER YOUR ABC'S:

- **A NCHOR ROOF**
- **B RACE ENTRY & GARAGE DOORS**
- **C OVER WINDOWS**
- **S AFE ROOM**

DO NOT stay in a room which does not have shielded windows/glass doors. Find an interior room – a bathroom, hallway, or closet – which will help buffer you from the storm's winds and any flying debris.

Safe rooms can also be site-built or manufactured and can be installed in new or existing homes. For more information visit flash.org or highwindsaferooms.org. Make sure all family members know where the safe areas are in your home. Be sure to take your disaster supplies with you into your safe room.

FOR MOBILE HOME OR RV RESIDENTS

All mobile home and RV residents must evacuate for any hurricane evacuation order given in the county, regardless of location within the county. Never stay inside a mobile home or RV to ride out the storm. Always evacuate to a friend's or relative's home, hotel, motel, or nearby designated shelter/evacuation center. Anchor mobile homes or RVs with tie downs. Inspect tie downs annually.

BUILDING OR REMODELING?

For tips on how to make your home safer, go to flash.org (Federal Alliance for Safe Homes), call toll-free **877-221-SAFE (7233)**, or visit mysafeflorida.org.

FLOOD PROTECTION

Anchor and Elevate:

If vulnerable, electrical panel boxes, heat pumps, washers, dryers, water heaters, fuel tanks, etc. should be elevated or relocated to areas less likely to be subjected to flood waters.

Retrofit:

There are things you can do to minimize the flood risk to your home. Options to consider:

- Elevation
- Flood barriers
- Dry flood proofing
- Wet flood proofing

For more information, visit: flash.org or floodsmart.gov.

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A WORD ABOUT INSURANCE

Understanding what is (or is not) covered in your homeowner's or renter's insurance policy is a necessity. Take time now to learn about the risks you may face and build confidence that you are properly protected. Ask your agent if there are any discounts for performing mitigation measures to your home or business.

6 STEPS TO PROPER INSURANCE PROTECTION

1. Insure your home for its reconstruction cost, not its real estate value.
2. If you rent, you need insurance to protect your belongings.
3. Know your flood risk. Standard homeowner's policies do not cover damage from floods, including storm surge from a hurricane. Remember, there is a 30-day waiting period for flood insurance to go into effect. **DO NOT WAIT UNTIL A STORM IS THREATENING.**
4. Set aside funds to pay your hurricane deductible.
5. Get covered for the costs of building code upgrades.
6. Inventory your home's contents to accurately price coverage and speed up the claims process.

*** Acknowledgement: Educational resources are available from the Insurance Information Institute (iii.org). Know Your Zone - Hurricane Evacuation Zones and FEMA Flood Zones are periodically updated (floodsmart.gov).

KNOW YOUR DISASTER SAFETY TIPS

FLOODING

1. If flooding threatens, get to higher ground. Stay away from flood-prone areas, including low spots, ditches, etc. Take dry clothing, a flashlight, and a portable radio with you.
2. **TURN AROUND; DON'T DROWN.** Avoid flooded areas or those with rapid water flow. Do not attempt to cross a flowing stream or drive in water. The depth is not always obvious. It takes only six inches of fast flowing water to sweep you off your feet.
3. Do not allow children to play in or near high water, storm drains, or ditches! Flood waters may be contaminated with oil, gasoline, or raw sewage.
4. Purchase flood insurance.

TERRORISM / VIOLENT CRIME

1. **"See Something, Say Something."** Call local law enforcement, then Florida's toll-free hotline **1-855-352-7233 (1-855-FLA-SAFE)** to report any suspicious activity. If it is an emergency, call **9-1-1!**
2. Your **Family Disaster Plan** should include emergency contacts and a designated meeting place. Be prepared to respond to official instructions, such as the evacuation of the building or the area.
3. **Disaster Supplies:** If you need to evacuate your home or are asked to "shelter-in-place", having some essential supplies on hand will make you and your family more comfortable.

FIRE SAFETY

1. **PLAN:** The time to plan for a fire emergency is now. Take a few minutes to discuss with your family or colleagues what actions you will need to take as you make your Disaster Plan for your family or business. Contact numbers are extremely important. Test smoke alarms in your home monthly.
2. **EVACUATION PLAN:** Decide where you will go and how you will get there. Unlike evacuating for a hurricane, with fire you may only have a moment's notice. Have at least two escape routes out of your home and out of your neighborhood. Have a plan for evacuating your pets or service animals.
3. **FIRE DRILLS:** Practice. Make sure everyone knows at least two escape routes from your home or business.

HAZARDOUS MATERIALS INCIDENT

1. **IF YOU ARE TOLD TO EVACUATE:** You should move to the place/shelter designated by public officials.
2. Stay calm. Quickly gather what you will need, unless you are told to leave immediately.
3. Keep car windows/air vents closed. Do not use the air conditioner until you are out of the evacuation area.
4. **IF YOU ARE TOLD TO STAY INDOORS & SHELTER-IN-PLACE:** Stay inside until local officials say you can leave safely. Bring pets indoors.
5. Close all doors and windows. Seal all gaps under doorways and windows with damp towels and duct tape. Turn off heating, cooling, or ventilation systems.
6. If you are told air quality is at risk, cover your nose and mouth with a damp handkerchief or other cloth folded over several times.

9 KEEP A PAPER TRAIL

Keep important documents in a fireproof safe or box and a copy in a secure location away from your home or business. Inventory your property and possessions and take a video survey of your property.

- | | |
|--|--|
| <input type="checkbox"/> Proof of residence/ownership | <input type="checkbox"/> Copy of driver's license |
| <input type="checkbox"/> Birth and marriage certificates | <input type="checkbox"/> Special medical information |
| <input type="checkbox"/> Passports | <input type="checkbox"/> Insurance policies |
| <input type="checkbox"/> Social Security cards | <input type="checkbox"/> Property inventories or photos of your home or business |
| <input type="checkbox"/> Bank and credit card info | <input type="checkbox"/> Business tax license |
| <input type="checkbox"/> Wills, deeds and copies of recent tax returns | <input type="checkbox"/> Business supply/vendor lists |
| <input type="checkbox"/> Stocks and bonds | |

TORNADOES

1. Purchase a NOAA Weather Radio and/or a battery-powered commercial radio and extra batteries.
2. Many mobile phones are capable of receiving Wireless Emergency Alerts (WEAs). These alerts can inform you about life-threatening weather conditions in your immediate area.
3. Know the terms used to describe tornado threats:
 - a. **"Tornado Watch"** - Tornadoes are possible. Remain alert for approaching storms.
 - b. **"Tornado Warning"** - A tornado has been sighted or indicated by weather radar. Take shelter immediately if a Tornado Warning is issued for your area.
4. If a tornado threatens, seek shelter in a small, windowless interior room or hallway on the lowest level of a sturdy building.
5. **Mobile homes are not safe during tornadoes.** Abandon mobile homes and go to the nearest sturdy building immediately.
6. If you are caught outdoors, seek shelter in a sturdy building, NOT a mobile home or portable structure.
7. If you cannot quickly walk to a sturdy building, immediately get into a vehicle, buckle your seat belt, and try to drive to the closest sturdy building. Take pillows/blankets with you.
8. If flying debris occurs while you are driving, pull over and park. **Now you have the following options as a last resort:**
 - a. Stay in your vehicle with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible.
 - b. If you can safely get noticeably lower than the level of the roadway, exit your car, and lie in that area, covering your head with your hands.

DISEASE OUTBREAK

1. Prevention is key. Get your flu shot and other vaccinations.
2. Wash hands often and thoroughly.
3. Stop the spread. Stay home when you are ill. Employers and schools should encourage this policy.

GENERAL TIPS

1. To minimize damage in high winds, keep your home in good repair. Tacking down loose roofing, trimming trees, and keeping gutters clean are good places to start.
2. Make sure your street address number is clearly marked on your home.

10 WHAT TO EXPECT AFTER A DISASTER



After a disaster, you may be without power and many of the services you rely on, including water, sewer, phone, cell phone, businesses, etc.

Immediate response may not be possible, so you must be prepared to be self-reliant.

RE-ENTRY

1. **BE PATIENT.** You will not be able to return to your home or business until search and rescue operations are complete and safety hazards, such as downed power lines, are cleared. It may take time for emergency crews to reach your neighborhood.
2. **Residents:** Have valid ID with your current address.
3. **Businesses:** Have a valid picture ID, documents showing proof of ownership/rental, County business tax license, and names of individuals authorized to be given access on business letterhead.
4. **Avoid driving, especially through water.** Roads may have debris which can puncture your tires! Until power is restored, traffic signals may be inoperable for an extended period of time. Treat any intersection where traffic signals are out as a four-way stop.
5. Once you arrive back, walk around your home or business from the outside first to **survey damage and enter with caution.**
6. **Be extremely cautious with fire.** Do not light a match without first making sure that there is not a gas leak.
7. If you suspect a gas leak, **leave immediately and call 9-1-1.** Contact your natural gas provider from a safe location.
8. Open windows and doors to ventilate and dry your home or business.
9. If your home or business has been flooded, have a qualified licensed electrician inspect the electrical system and appliances before turning the power back on.
10. Let your out-of-town contact know you are safe and uninjured.

CLEAN-UP & REPAIRS

1. Know what your homeowner's or renter's insurance policy covers and what you will need to submit a claim. Take photographs of all damage before repairs and keep all receipts. Make temporary repairs to correct safety hazards and minimize further damage.
2. Contact your local building department for information on required building permits. Permits are always required for any kind of demolition or permanent repairs, reconstruction, roofing, or filling.

GENERATORS

1. Generators can provide power to your home or business in case of a power outage or shortage.
2. Determine the appliance or equipment you want to use.
3. Determine if a portable or stationary generator is required.
4. Determine if you will need multiple outlets or multiple types of outlets on your generator.
5. **NEVER connect a portable generator to building wiring.** There is an extreme danger of generator back-feed for the general public (downed wires etc.) and utility workers. Plug appliances, etc., directly into the generator.
6. Place generator outdoors and away from doors, windows, and vents that could allow carbon monoxide (CO) to come indoors. **Exhaust fumes are deadly.**
7. Before refueling your generator, turn it off and let it cool down. Do not forget to check the oil every time you add gas. Keep generators dry. Conserve fuel by limiting use of appliances.
8. Store fuel safely outside in labeled approved storage containers.
9. Stationary (whole house) generators run off gas utility lines or an LP tank and supply electrical power to pre-selected circuits. They **MUST** be professionally installed by a licensed electrician.

POST-STORM SAFETY PRECAUTIONS

1. Keep grills and generators outdoors in a well-ventilated area. Carbon monoxide poisoning is a frequent killer.
2. Avoid candles. Use battery-operated flashlights and lamps instead.
3. Stay tuned to your local media for up-to-date emergency information.
4. Avoid driving. If you drive, treat any intersection with inoperable traffic signals as a four-way stop.
5. Avoid downed or dangling power lines. Be especially careful when clearing fallen trees.
6. Always supervise children.
7. **DO NOT WADE IN FLOOD WATERS.**
8. Be aware of snakes, insects, alligators, or animals driven to higher ground by floods.
9. Be extremely careful with a chainsaw and follow all safety precautions.
10. Call professionals to remove large, uprooted trees, etc.
11. **Always use proper safety equipment** such as heavy gloves, safety goggles, heavy boots, long-sleeve shirts, and long pants. Tie back long hair. Wear a hat and sunscreen.
12. Drink plenty of fluids, rest and ask for help when you need it.
13. Do not burn trash.

BEWARE OF CONTRACTOR FRAUD

1. Hire only licensed contractors. Be cautious of anyone coming to your home uninvited and offering to do home repairs.
2. Obtain a written estimate or contract. Insist on start/completion dates and payment terms in the contract. Do not pay in full before work begins and do not pay the final balance until the work is completed to your satisfaction. **NEVER pay with cash.** Do not pull the permits for the contractor. This may be an indication they are not properly licensed.
3. If you suspect a contractor of potential fraud, contact the State of Florida Consumer Fraud hotline at **1-866-966-7226.**