

EMPLOYEE PERSONAL PREPAREDNESS PLANNING

TABLE OF CONTENTS

OVERVIEW

PLANNING

- Why Do I Need to Plan for a Pandemic?
- How Do I Get Started?
- How Do I Prepare Myself and My Family?
- How Do I Know When to Activate My Plan?

APPENDIX

- Emergency Kit Contents (Sample list)

OVERVIEW

❑ Why do I need to plan for a Pandemic?

- No matter what the government or your company does, it is your personal responsibility to do some planning for you and your family in the event of a disaster – YOU ARE YOUR OWN FIRST RESPONDER!
- Help may not be available from the authorities for days, or even weeks.
- You don't need to feel helpless – there are things you can do to prepare.
- Think of pandemic planning as important insurance for you and your family.

❑ How do I get started? Start with a general emergency plan, from a reliable source, that covers the most likely emergencies for your situation. For example:

- American Red Cross - "Be Red Cross Ready" at www.redcrossstl.org/.
- Missouri Department of Health and Senior Services (DHSS) – "Ready in 3" at www.dhss.mo.gov/Ready_in_3/.
- The Federal Government Department of Homeland Security - "Ready America" at www.ready.gov/america/index.html.

❑ How do I prepare myself and my family?

- Take steps immediately to improve your overall health and hygiene.
- Once you have a general emergency plan in place, build on it with additional planning that increases your readiness for a pandemic.
- Visit www.pandemicflu.gov/plan/individual/index.html and follow their advice on individual planning.
- Use the Pandemic Emergency Kit Contents in the following Appendix as a checklist for additional items you may need.
- Think of problems for you and your family that could result from a pandemic. Look for ways to prepare. Think about what you would do for:
 - School closings lasting 4 to 6 weeks
 - Store closings or restrictions on shopping that lead to shortages and rationing (for example, food, water, gasoline, and medical products)
 - Travel restrictions (city, county or state roadblocks)
 - Serious illness in the family (including extended family)
 - Neighborhood quarantines
 - Inability of government agencies to quickly respond (for example, emergency healthcare overwhelmed and unavailable)
- After you have covered the basics, if you want to go further, consider:
 - Several of the events above happening at the same time or for a longer time
 - A pandemic happening at the same time as another type of emergency (for example, a power failure, tornado or blizzard)
 - Breakdown of civil authority (for example, increased risk of looting, arson, and other crimes)

- Consider best case, most likely case and worst case when preparing. Make sure to prepare for the best case first and then, as time and budget permit, prepare to a level of comfort that you can live with.
- ☐ **How do I know when to activate my plan?** Listen periodically to news reports and pay attention to announcements from your employer. If you want to know the latest, check the World Health Organization web site at www.who.int/csr/disease/avian_influenza/en/index.html or the Federal Government integrated pandemic web site at www.pandemicflu.gov/.

Why Do I Need to Plan for a Pandemic?

Planning for a disaster isn't a perfect solution but it will probably improve your outcome.

You may wonder why you need to be worried about planning for a pandemic. After all, experts disagree on the likelihood of a serious pandemic. The answer is simple. No matter what the government or your employer does, it is your personal responsibility to do some planning for you and your family. In the event of a disaster – any type of disaster – **YOU ARE YOUR OWN FIRST RESPONDER!** If you have done some basic planning, you will likely be able to improve your personal outcome in a disaster.

Help may not be available from the authorities immediately. If there is a major pandemic sweeping across the entire region or country, the public services and emergency health care that you now take for granted may be unavailable. Your ability to travel to work and stores may be severely limited.

Don't feel helpless. There are things you can do to prepare. No amount of planning can guarantee that you will be unaffected by an event as serious as a pandemic. Even if you plan, your life and that of your family may be severely affected. There is no single way to completely avoid the risk of exposure and disease. There are ways to minimize risk by taking reasonable precautions. Without planning, you, and your family, are much more vulnerable. If you wait to plan until a pandemic has arrived in your community, it will probably be too late to easily obtain many things that you will need. Planning in advance will help you avoid panic responses and shortages that can threaten the safety and security of you and your family.

Think of pandemic planning as a form of insurance for you and your family to protect against a major risk. The same preparation you do for a pandemic can also help you cope better with other types of emergencies. You wouldn't want to be without car insurance, life insurance or health insurance. In the same way, you do not want to face a pandemic or other emergency, without the insurance provided by a little advance planning. In comparison to other types of insurance, early pandemic planning (for example, obtaining emergency food supplies) is a real bargain – you can always eat your premiums!

How Do I Get Started?

Emergency planning should always be done using common sense. There is a right way and a wrong way to plan. Most people have only a limited amount of time and resources to plan for emergencies. You should think about which emergencies are most likely to affect you in your particular circumstances and prepare for those first.

If you decide that a pandemic is something you want to prepare for, you will want to be smart about how you prepare. For example, there is a brisk market in

Tamiflu (oseltamivir phosphate) on the Internet because people have heard that this medicine may lessen the severity of pandemic flu. There is no proof that this drug will have any effect on pandemic flu. The U.S. Food and Drug Administration (FDA) have warned against stockpiling prescription drugs from unknown sources. Some pills that look like Tamiflu have been found to contain only vitamin C or other substances. Medical doctors have stated that this is **NOT** a smart way to prepare. Prescription drugs should only be prescribed by a physician familiar with your particular symptoms and health profile. Prescriptions should only be filled at reputable pharmacies. You may be doing more harm than good by purchasing and self-administering drugs of unknown quality.

You should already have a family emergency plan for your household to cover fire, flood, storm, earthquake and other types of emergencies that can occur in your geographic location. It is essential that you have this type of plan in place before you start planning for a pandemic. This is because you may be at much greater risk of experiencing these types of emergencies. Also, you may well experience these types of emergencies in addition to a pandemic and you need to be prepared.

There are several good places to go on-line if you do not already have such an emergency plan in place:

- The Federal Government Department of Homeland Security - "Ready America" at www.ready.gov/america/index.html.
- American Red Cross - "Be Red Cross Ready" at www.redcrossstl.org/.
- Missouri Department of Health and Senior Services (DHSS) – "Ready in 3" at www.dhss.mo.gov/Ready_in_3/.

Pamphlets (paper or downloadable) are also available from government, charity and public health agencies, often at no cost.

The following are samples of the types of planning information from the above web sites that are available to help you get started on your plan.

"Preparing for Disaster" (Four Steps to Prepare for a Disaster)

Sponsored by FEMA (<http://www.fema.gov/plan/prepare/pubs.shtm>)

1. *Get informed*
2. *Make a plan*
3. *Assemble a kit*
4. *Maintain your plan and kit*

Details are available in a pamphlet and online.

"READY AMERICA" (Prepare, Plan, Stay Informed)

Sponsored by Homeland Security (www.ready.gov)

1. *Get a Kit*
2. *Make a Plan*
3. *Be Informed*

Details are available on the web site and in PDF files available for download.

“BE RED CROSS READY”

Sponsored by the American Red Cross (www.redcrossstl.org/)

1. *Get a Kit*
2. *Make a Plan*
3. *Be Informed*

Details are available in an online video and planning information for specific disasters is available in PDF files for download.

“READY IN 3” (Three Steps to be Prepared, A Family Safety Guide)

Sponsored by the Missouri Dept of Health and Senior Services (http://www.dhss.mo.gov/Ready_in_3/FamilySafetyForm.html) and local public health departments

1. *Create a plan for you, your family, and your business*
2. *Prepare a kit for home, car, and work.*
3. *Listen for information about what to do and where to go during an actual emergency.*

Details are available in a pamphlet and DVD (which can be ordered in bulk) in addition to the web site, including an Emergency Kit Checklist

How Do I Prepare Myself, and My Family?

Practicing healthy behaviors is a good way to prepare yourself, and your family, for a pandemic or any other emergency.

No one knows exactly how a pandemic might unfold or what challenges it may bring. We do know that people who take steps to improve their personal health and hygiene will be better prepared to deal with a pandemic.

The next step should be to update your general emergency plan, if you have one, to deal with specific pandemic events. “Preparing for Pandemic Flu: A Community Guide” (available for download at http://www.dhss.mo.gov/Ready_in_3/PanFluCommunityGuide.pdf) provides a three-step approach to prepare for pandemic flu:

1. *Learn about pandemic flu*
2. *Plan for pandemic flu*
3. *Protect against pandemic flu*

Your family’s next emergency review, quiz, drill and test should be done with a possible pandemic in mind. Additional information from the Missouri Department of Health and Senior Services is available at <http://www.dhss.mo.gov/PandemicInfluenza/GeneralPublic.html> .

Very few of us living today have experienced a severe pandemic. As you begin to prepare, visit www.pandemicflu.gov and review their information on individual planning. Discuss your plan with your family and neighbors. One way of planning for events that have not happened before in your lifetime is to think about how a pandemic could directly affect you or your family. Consider what

items or information or advance preparation would help you deal with the problems you will face. For example:

- **School closings:** What if your child's school or day-care center was closed for four to six weeks. How would you cope?

Public health officials have already indicated that, in the event of a pandemic, public and private schools (as well as, day care facilities) are likely to be closed for a significant period of time (4 to 6 weeks or more). If you have children, you will need to make extended arrangements for them during the entire period of the closings. This may mean that one parent has to work from home or make arrangements for a family member or friend to provide childcare on a temporary basis. You will want to ensure that someone in your family can continue to receive a paycheck during this time. Work with your employer in advance to agree on how you will get your work done if you have children who are temporarily out of school. Remember that lots of other people will be having the same issues that you have, so try to have more than one option in your plan. In this way, if one part of your plan doesn't work (for example, because a family member you counted on for child care is sick), you will still have other options. Make sure you understand extended absentee policies of your company in advance. You don't want any surprises. Many companies are considering changes to their personnel policies to deal with a pandemic. Find out what is changing.

- **Store closings:** What if shops that you depend on for food and medicine were closed or there were severe restrictions on shopping that lead to shortages and rationing? Would you have enough essentials to carry you through? Would you have enough to share with neighbors or extended family members?

It is possible that, during a pandemic, shops may be ordered to close or limit the number of customers allowed in the shop at one time. Have you ever tried to buy bread, milk or a snow shovel after a heavy blizzard has been forecast for your community? If there are shop closings or limitations on customers, it will be too late to easily buy the things you will need – things that are in abundant supply now at reasonable prices. Plan to buy a little extra each time you go to the store. Buy things that you will use anyway and put aside some of those essentials in a special place. Plan to rotate your supplies on a regular basis in keeping with product expiration dates.

Try to maintain a one-month supply of prescription medicines.

Keep your cars/trucks at least half-full of gasoline. Bear in mind that it is extremely dangerous to store large amounts of extra gasoline in your home, garage or car. You should not put yourself at increased risk for another type of disaster (that is, catastrophic fire) to prepare for a pandemic.

- **Travel restrictions:** What if your route to work was blocked by police? Would you be able to work from home? Would you still be able to collect a paycheck?

State and local governments have already indicated that, in the event of a pandemic, they may block off roads and highways connecting states, counties, cities.

Pandemic and emergency preparedness Government and health agency web sites can provide you with an understanding of what might happen and how emergency officials are likely to respond. That will give you a better idea of what to expect.

- **Serious illness in the family:**

What if someone in your family fell ill? Would you know how to care for them? What if, due to a pandemic, local hospitals and your regular doctor were not immediately available? Is there anything you could do to prepare yourself to deal with sick family members who may be contagious?

Learn and practice good hygiene. Teach it to your children.

Learn basic first aid (including CPR).

Make sure you have a first aid kit (including disposable gloves and a CPR rescue breathing device).

If a pandemic occurs, learn as much as you can about the virus – its symptoms and treatments. Learn how to care for ill family members until you can get emergency help. Learn the precautions to take to avoid spreading disease.

- **Neighborhood quarantines:**

What if local authorities quarantine your local neighborhood? What emergency items will you need to keep your family going until government help is available? Reviewing the list of emergency kit supply options in the following Appendix can help you think of important additions to your family emergency kit.

- **Inability of government agencies to quickly respond:**

What if local 9-1-1 and emergency response services are overwhelmed by a pandemic? What if the local supply chains for food, water and medical supplies are broken and authorities are unable to immediately replace goods and services? Again, think of additions to your kit that will help you get by until sufficient supplies arrive.

After you have covered the basics, you may want to go further. Consider how you would respond if:

- Several of the events above happened at the same time or for a longer time
- A pandemic happened at the same time as another type of emergency (for example, a power failure, tornado or blizzard)
- Healthcare is unavailable (for example, hospitals and doctors overwhelmed)
- A temporary breakdown of civil authority occurred, resulting in riots, looting and arson with little or no police protection available

Consider the best case, most likely case and worst case when preparing. Make sure to prepare for the best case first and then, as time and budget permit, prepare to a level of comfort that you can live with.

You may also want to consider developing a personal health record for yourself and each member of your family. http://www.mypmr.com/your_record/index.asp can provide you with information about tools to help you put together important personal health information. This type of information can help speed up treatment in an emergency, as well as, alert medical professionals to allergies, current prescription medications and other conditions that will affect their treatment decisions. This information can be stored on a keychain fob or other computer-readable portable device.

How Do I Know When to Activate My Plan?

Listen periodically to news reports and pay attention to announcements from your employer.

You should synchronize your plan with a pandemic Phase Watch Plan, like the WHO Pandemic Phases and Planning Goals in Figure 1, below. If you want to know the latest information about which phase we are in, check the World Health Organization web site (www.who.org) or the Center for Disease Control web site (www.cdc.gov).

WHO Pandemic Phases and Planning Goals	
NEW PHASES	OVERARCHING PUBLIC HEALTH GOALS
<p>Interpandemic period</p> <p>Phase 1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.</p> <p>Phase 2. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.</p>	<p>Strengthen influenza pandemic preparedness at the global, regional, national, and sub national levels.</p> <p>Minimize the risk of transmission to humans; detect and report such transmission rapidly if it occurs.</p>
<p>Pandemic alert period</p> <p>Phase 3. Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.</p> <p>Phase 4. Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.</p> <p>Phase 5. Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).</p>	<p>Ensure rapid characterization of the new virus subtype and early detection, notification, and response to additional cases.</p> <p>Contain the new virus within limited foci or delay spread to gain time to implement preparedness measures, including vaccine development.</p> <p>Maximize efforts to contain or delay spread, to possibly avert a pandemic and to gain time to implement pandemic response measures.</p>
<p>Pandemic period</p> <p>Phase 6. Pandemic: increased and sustained transmission in the general population.</p>	<p>Minimize the impact of the pandemic.</p>

FIGURE 1. WHO Pandemic Phases and Planning Goals

APPENDIX: PANDEMIC EMERGENCY KIT CONTENTS

Following are lists of various types of emergency equipment and supplies that you might need during a pandemic or other type of emergency. Many of these items may quickly become unavailable during a pandemic but are in ready supply at reasonable prices now. Use these lists to think about your own needs. Everything won't apply to your particular situation. Go through and check for the things that you and your family will want to have in case of emergency and then plan to add these things to your emergency kits for home, car and office. Do it at your own pace, within your budget, but start now!

MISCELLANEOUS

- Radio (battery operated or crank type) with NOAA Weather Band
- Flashlight (battery operated or 'shake' type)
- Extra batteries as needed
- Cell phone with car charger or other non-AC power source
- Whistle to signal for help
- Basic tool kit: pliers/adjustable wrench, hammer, duct tape, pocket knife, scissors
- Plastic sheeting
- Dust masks
- Trash bags-self tie or with plastic ties
- Emergency reference materials such as basic first aid book, info from Ready.gov
- Local map
- Baby wipes
- Hand sanitizer-large bottle
- Paper towels and toilet paper
- Plastic, paper or metal plates
- Plastic or metal cups
- Spoons, forks, knives
- Manual can opener
- Chlorine bleach- NO scented, color safe or bleach with added cleansers: when diluted 1 part bleach to 9 parts water, bleach can be used as a disinfectant. In an emergency, drinking water can be treated with 16 drops of bleach per gallon of water.
- Household disinfectant
- Dish soap
- Matches sealed in zipper plastic bag
- Aluminum foil
- Zipper plastic bags
- Pencils, pad of paper
- Books, games, playing cards, puzzles, other activities

APPENDIX: PANDEMIC EMERGENCY KIT CONTENTS (continued)**NUTRITION/HYDRATION**

- Choose food for your kit that does not require refrigeration or cooking. There are a variety of fully cooked meals sealed in foil bags available that can be eaten cold if necessary. You might also look at dehydrated foods but be sure to keep the water requirements in mind when planning for water storage.
- You will need to check and rotate your food and water. In general, canned food is safe for at least 18 months. Low acid foods like meat, fruit, and most vegetables will last at least two years. Rotate dry products like cereal, cookies, crackers, dried milk, or dried fruit within 6 months. If there is no expiration date, mark a rotation date on the container.
- Choose foods that are similar to things you usually eat. This will help everyone feel more 'normal' in a stressful situation. It will also make it easier to rotate stock.
- Choose low salt foods-salty foods will make you thirstier.
- A daily multivitamin is a good idea for everyone even if this is not something you usually do since your diet may not be as varied or balanced as usual.
- Use the things in your home that will spoil first if this is possible. After a power outage, refrigerated food will stay cold longer if you keep the door closed. Food should generally be eaten within 4 hours. Food in the freezer should be eaten within 2 days.
- Plan at least 1 balanced meal per day per person for at least 1 week.
 - Water: 1 gallon per person per day. If commercially bottled, rotate every year.
 - Canned fruit and vegetables-choose a variety of each
 - Peanut butter (low salt)
 - Jelly or jam
 - Low salt crackers
 - Dry cereals/granola
 - Powdered or canned milk
 - Nuts (low salt)
 - Canned meats or jerky
 - Dried fruits
 - Canned juices

APPENDIX: PANDEMIC EMERGENCY KIT CONTENTS (continued)**NUTRITION/HYDRATION (continued)**

- Canned hearty soups such as chili which could be eaten cold
- Granola or power bars
- Don't forget some treats-snack foods, chocolate bars, etc.

PERSONAL

- Important documents in zipper plastic bag: list/photocopy of prescriptions; list of medical issues and allergies; immunization record; copy of insurance card; copy of social security card; copy of driver's license/passport; list of bank/credit card accounts; list of important personal names and phone numbers including doctors; non-emergency numbers for local police, fire, and ambulance.
- Cash: smaller denominations and change
- At least 1 week supply of all medications and medical supplies
- Extra pair glasses, contact lenses/solution, hearing aid batteries
- Information re: special medical equipment/devices
- At least 1 full change of clothes and footwear (include sturdy shoes and socks)
- Bedding: blanket and sheet or sleeping bag and pillow
- Personal care items: toothbrush, toothpaste, soap, shampoo, etc.
- Feminine hygiene items
- Climate/season specific outerwear
- Infant/child items: diapers, formula, bottles, toys
- Needles and thread

APPENDIX: PANDEMIC EMERGENCY KIT CONTENTS (continued)**FIRST AID KIT**

- 20 Adhesive bandages in different sizes (i.e.: BandAides™)
- Butterfly bandages (used to close wounds)
- 2 Sterile dressings (5" x 9")
- Germicidal hand wipes or hand sanitizer
- Triple antibiotic ointment
- 1% Cortisone cream
- 2 pairs sterile latex or plastic gloves
- 5 pairs non-sterile plastic gloves
- 1 CPR mouth barrier w/transparent dome
- 5 N95 grade or better face masks
- 1 eye shield
- 4 (2"x2") sterile gauze pads
- 4 (4"x4") sterile gauze pads
- 2 2" roller gauze bandages
- 2 3" roller gauze bandages
- 2 3" elastic bandages
- 1 triangular bandage (to use as sling)
- Large safety pins
- 1 roll 1" adhesive tape
- Scissors (small)
- Tweezers
- Cold pack
- Thermometer
- Non-aspirin pain reliever (acetaminophen or ibuprophen)
- Anti-diarrhea medication (loperimide)
- Antacid (for upset stomach)
- Laxative
- Antihistamine (diphenhydramine) such as Benadryl™ for allergic reaction
- Syrup of Ipecac-to induce vomiting if advised by poison control center
- Activated charcoal-to absorb if advised by poison control center

APPENDIX: PANDEMIC EMERGENCY KIT CONTENTS (continued)**PET SUPPLIES**

- Pets should always wear a collar with up-to-date tag including pet name, your name, and a contact number-preferably cell phone
- Copy of all vaccinations/health history, name/phone of vet, current photo and description of pet sealed in zipper plastic bag
- Crate and any bedding required
- Water for at least 1 week-amount varies with size and type of pet. Check with vet.
- Food for at least 1 week with bowl
- Medications for at least 1 week
- Leash/harness
- Plastic bags for cleanup, litter/litter box for cat
- Toys, treats

"GO" KIT

Keep these things in a bag or backpack. Don't forget to rotate the water and food items:

- Small supply of water
- Small supply of food-energy bars, etc.
- Blanket
- First aid kit
- Change of clothes
- List of important names and phone numbers, medical information, and prescriptions
- Road maps
- Tire repair kit
- Jumper cables
- Flares
- Flashlight
- Radio
- Batteries
- Money
- Prepaid phone card