



# AHEPA FAMILY EMERGENCY PLAN

John Grossomanides, Supreme President, Order of AHEPA  
Nicky Stamoulis, *Grand President, Daughters of Penelope*

## AN AHEPA FAMILY PROJECT

### COMMITTEE

Kostas Gus Hazifotis, *Chairman*  
*AHEPA Emergency Response Team*

*Prepared by and distributed by the Order of AHEPA (2011).*

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## AHEPA FAMILY EMERGENCY PLAN

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## AHEPA FAMILY EMERGENCY PLAN

### *Executive Summary*

Natural disasters, catastrophes and other emergencies are a way of life for most communities. Communities and Agencies prepare for these emergencies to mitigate the impact on its citizens. Experience tells us that resources may be stretched; therefore, we must be prepared to manage for ourselves for a minimum of the first 72 hours.

This AHEPA Emergency Family Plan is being developed to protect the AHEPA Family, friends and members of your community, from emergencies and mitigate the impact of the devastation should an emergency or catastrophe occur.

This AHEPA Family Emergency Plan, is authorized by the Supreme President, to be made available primarily in the Gulf States for hurricanes, the West and most of the nation for earthquakes, mid-west for tornados, many areas for floods, throughout the AHEPA Domain. This Emergency Plan is applicable for most disasters, natural and manmade.

This AHEPA Emergency Family Plan offers a level of preparedness to assist in developing your Family Plan. Specific family needs, geography and specific disasters must also be taken into consideration. The AHEPA Family Emergency Plan is useful as a Family & Neighborhood Plan. Special needs for elderly, physically challenged and pets must also be taken into consideration.

AHEPA has over 350 active Chapters throughout the United States. This AHEPA Family Emergency Plan can be developed as a First Response Program coordinated with the Community Emergency Plan, with mutual assistance from adjacent AHEPA Chapters. It is the intent of this Program to provide a guideline, work with other agencies, organizations, the community and the Greek Church, where possible, to be a first responder and be part of the solution.

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## AHEPA FAMILY EMERGENCY PLAN

### *Prepare Your Family For An Emergency*

It is important to prepare your family for an emergency. This guide, developed by the AHEPA Emergency Response Program Committee, shall provide the minimum required for most emergencies (Hurricane, Earthquake, Tornadoes, bird flu and man made disasters). This guide will assist you in a plan to survive the first 72 hours of an emergency. The program should be modified to reflect your family requirements. Experience tells us that traditional emergency response teams will be too busy to take care of you and your family. You must prepare for emergencies.

### *The Plan*

- \_ Stock up at least three-day supply of food, water, medical supplies, clothes and other necessary equipment for everyone in your family. Make sure everyone knows where to find them.
- \_ Decide where and when to reunite your family should you be separated or apart when an emergency happens.
- \_ Choose a person outside of the immediate area to contact if family members are separated. Long distance phone service may be restored sooner than the local service.
- \_ Know the Emergency Policy of the school or day care center that your children attend. Make plans to have someone pick them up if you are unable to get them.
- \_ If you have a family member that does not speak English, prepare an emergency card written in English indicating that person's identification, address and any special needs such as medical needs, allergies, medicines and your contact information. Tell them to keep the card with them at all times.
- \_ Conduct family drills every six months with your family.
- \_ Know the safest place in your house and in each room. It may be difficult to move from one room to another after an emergency.
- \_ Locate the shutoff valve for water, gas and electricity. Learn how to shutoff the valves before an emergency.
- \_ Make copies of vital records and keep them in a safe deposit box in another city. Keep originals stored safely.  
(See Appendix A)

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- \_ Before an emergency occurs, contact your local Red Cross, Emergency Services for emergency shelters and temporary Medical Centers in case of emergency.
  
- \_ Know the location of your nearest police and fire station.
  
- \_ take photos and/or video of your valuables. Make copies and store in another city.
  
- \_ Keep an extra set of eyeglasses and house and car keys.
  
- \_ Keep cash and change on hand.



## AHEPA FAMILY EMERGENCY PLAN

### *Emergency Supplies Checklist*

Stocking up now on emergency supplies can add to your safety and comfort during and after a disaster. Store enough supplies for 72 hours.

#### Essentials

- \_ Water - One gallon per person per day.  
One week supply is recommended.
- \_ Water purification kit
- \_ First aid kit with first aid book (Appendix E)
- \_ Food (Appendix B)
- \_ Can opener (Non electric)
- \_ Blankets and sleeping bags
- \_ Portable radio, flashlight and extra batteries
- \_ Essential medications
- \_ Extra pair of glasses
- \_ Extra pair of house and car keys
- \_ Fire extinguisher - A-B-C type
- \_ Food, water and restraint or cage for pet
- \_ Cash and change
- \_ Baby supplies: formula, bottle, pacifier, soap, baby powder, clothing, blankets, baby wipes, disposal diapers, canned foods and juices.

#### Sanitation Supplies

- \_ Large plastic trash bags for waste; tarps and rain ponchos
- \_ Large trash cans
- \_ Bar soap and liquid detergent
- \_ Shampoo
- \_ Tooth paste and toothbrushes
- \_ Female hygiene supplies
- \_ Toilet paper
- \_ Household bleach



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### *Emergency Supplies Checklist (Cont)*

#### Safety and Comfort

- Sturdy shoes
- Heavy gloves for clearing debris
- Candles and matches
- Light sticks
- Change of clothes
- Knife or razor blades
- Garden hose for siphoning and firefighting
- Tent or shelter
- Communication kit: paper, pen stamps

#### Cooking

- Plastic knives, forks, spoons
- Paper plates and cups

- Paper towels
- Heavy-duty aluminum foil
- Camping stove for cooking  
(caution: make sure before using fire that there is no gas leaks)

#### Tools and Supplies

- Axe, shovel, broom
- Adjustable wrench for turning off gas
- Tool kit including screwdriver, pliers and hammer
- Coil of ½ " rope
- Plastic tape, staple gun and sheeting for window replacement
- Bicycle
- City map



# AHEPA FAMILY EMERGENCY PLAN

Appendix A Documents and Keys

Item	Stored
_ Personal identification	<hr/>
_ cash and coins	<hr/>
_ Credit cards	<hr/>
_ Extra set of house and car keys	<hr/>
_ Copies of the following:	
_ Birth certificate	<hr/>
_ Driver's license	<hr/>
_ Social security card	<hr/>
_ Marriage license	<hr/>
_ Passports	<hr/>
_ Wills	<hr/>
_ Deeds	<hr/>
_ Inventory of household goods	<hr/>
_ Insurance papers	<hr/>

- \_ Immunization records \_\_\_\_\_
- \_ Bank and credit card account numbers \_\_\_\_\_
- \_ Stocks and bonds \_\_\_\_\_
- \_ Emergency contact list and phone numbers \_\_\_\_\_
- \_ Map of the area and phone number of places you could go \_\_\_\_\_



## AHEPA FAMILY EMERGENCY PLAN

### Appendix B Food and Water

For an Earthquake Emergency, since there is generally no warning, Emergency Supplies should be stored at home, at work and in the car. To be prepared for this emergency, supplies must be readily accessible whether at work, school, home or in your automobile. Food and water should be dated and rotated every year or manufacturer's expiration date.

#### Item

- |  |   |
|--|---|
| <input type="checkbox"/> Water   | <input type="checkbox"/> Complete change of comfortable clothes |
| <input type="checkbox"/> Ready-to-eat meats, fruits and vegetables   | <input type="checkbox"/> Sturdy shoes or boots                  |
| <input type="checkbox"/> Canned or boxed juices, milk, and soup  | <input type="checkbox"/> Jacket/Rain Gear and ponchos           |
| <input type="checkbox"/> High energy foods such as peanut butter, jelly, low sodium crackers, granola and trail mix. | <input type="checkbox"/> Hat and gloves                         |
| <input type="checkbox"/> vitamins  | <input type="checkbox"/> Extra sox                              |
| <input type="checkbox"/> Special foods for infants or persons with special diets                                     | <input type="checkbox"/> Extra underwear                        |
| <input type="checkbox"/> Cereals   | <input type="checkbox"/> Thermal Underwear                      |
| <input type="checkbox"/> Powdered milk   | <input type="checkbox"/> Sunglasses                             |
|  | <input type="checkbox"/> Blankets/sleeping bag and pillows      |

### Appendix C Clothes and Bedding Supplies



## AHEPA FAMILY EMERGENCY PLAN

### Appendix D Tools and Equipment

#### Item

- \_ Portable, battery powered radio or television with extra batteries
- \_ NOAA Weather, if appropriate for your area
- \_ Flashlight and extra batteries
- \_ Signal flare
- \_ Matches in a watertight container
- \_ Shut-off wrench, pliers, shovel, and other tools
- \_ Plastic sheeting
- \_ Whistle
- \_ Small canister, ABC -type fire extinguisher
- \_ Tent or shelter
- \_ Compass
- \_ Work gloves
- \_ Needles and thread
- \_ Paper, pens and paper
- \_ Battery powered travel alarm
- \_ Manual can opener
- \_ Mess kits or disposal cups, plates and utensils
- \_ All purpose knife
- \_ Household liquid bleach to treat drinking water
- \_ Aluminum foil and plastic wrap
- \_ Reusable plastic bags
- \_ Small cooking stove and a can of cooking fuel
- \_ Games, books and toys for kids



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### Appendix E First Aid Supplies

First Aid Kits can be purchased and supplemented as necessary. The First Aid Kit should be designed for the number of people that will be using it, (i.e. Family of four). Also, in Earthquake Country, you need one for your home, car and place of work or school. Check with Emergency Supply Stores, Pharmacies and other suppliers. A good First Aid Kit should include at a minimum, the items listed below. In addition, a 72 hour (minimum) supply of prescription drugs.

#### Item

- |   |                           |
|---|---------------------------|
| – Adhesive bandage, various sizes                                   | – Tongue depressor blades |
| – 5" X 9" Sterile dressing  | – Adhesive tape, 2" width |
| – Conforming roller gauze bandage                                   | – Antibacterial ointment  |
| – Triangular bandage  | – Cold pack               |
| – 3" X 3" sterile gauze pads  | – Scissors (small)        |
| – 4" X 4" sterile gauze pads  | – Tweezers                |
| – Roll 3" cohesive bandage  | – Assorted safety pins    |
| – Antiseptic wipes  | – Cotton Balls            |
| – Germicidal hand wipes or waterless, alcohol- based hand sanitizer | – Thermometer             |
| – Pairs, large medical grade, non-latex medical gloves              | – Sunscreen               |
|   | – First Aid Manual        |



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### Appendix E *First Aid Supplies (cont)*

The following items are Prescription, Non-prescription Medicine and Sanitary & Hygiene Supplies that should be considered. This is necessary if the disaster is expected to last longer than 72 hours without assistance.

#### Item

- |  |   |
|--|---|
| – Aspirin and non-aspirin pain reliever          | – Shampoo, comb and brush   |
| – Anti-diarrhea medication                       | – Deodorant, sunscreen  |
| – Antacid (for stomach upset)                    | – Razor, shaving cream  |
| – Laxative                                       | – Lip balm, insect repellent  |
| – _vitamins                                      | – Mirror  |
| – Prescriptions                                  | – Feminine supplies   |
| – Extra Eye Glasses, contact lenses and solution | – Toilet paper, heavy duty garbage bags with ties for personal sanitation use |
| – Washcloth and towel                            | – Medium size plastic bucket with tight lid                                   |
| – Towelettes, soap, hand sanitizer               | – Disinfectant and household chlorine bleach                                  |
| – Tooth paste and tooth brush                    | – Small shovel for digging a latrine  |



## AHEPA FAMILY EMERGENCY PLAN

### Appendix F      Water & Storage Hints

#### Water

Store at least one gallon per person per day. Store water in plastic containers such as soft drink bottles, glass, fiberglass or enamel-lined metal containers. You can also purchase food grade plastic buckets or drums. A normal active person needs at least two quarts of water each day. Hot environment and intense physical activity can double that amount. Children, nursing mothers and ill people will need more. If supplies run low, never ration water. Drink the amount you need and try to find more for tomorrow.

Keep at least a three-day supply of water per person per day. (Two quarts for drinking, two quarts for food preparation/sanitation) A two week supply of water is recommended for each member of the family.

Label the water and store in a cool, dark place. Rotate every six months.

#### Emergency Outdoor Water

If you need to find water, you can use these sources. Be sure to treat the water according to instructions before drinking.

Rainwater	Streams and other moving bodies of water
Ponds & lakes	Natural springs
Hot Tub & Pools	

#### 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, ice cubes and the reservoir tank of your toilet.

### *Three Ways to Treat Water*

In addition to having a bad odor and taste, contaminated water can contain microorganisms that cause disease such as dysentery, typhoid and hepatitis. You should treat all water of uncertain purity before drinking, food preparation or hygiene.

There are many ways to treat water. Often the best solution is a combination of methods. Two methods are outlined below. These methods will kill most microbes but will not remove other contaminants such as heavy metals, salts and other chemicals. Before treating, let any particles settle to the bottom, or strain through paper towels or clean cloth.

**Boiling**-is the safest method of treating water. Bring water to a rolling boil for 3-5 minutes. Let cool before drinking.



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### Appendix F      Water & Storage Hints (cont)

Disinfection-using household bleach to kill microorganisms. Use only household liquid bleach that contains 5.25 % sodium hypochlorite. Add 16 drops per gallon and wait 30 minutes. If the water doesn't have a slight bleach odor, repeat the dosage and wait 15 minutes.

Distillation-involves boiling water and then collecting the vapor that condenses back to water. The condensed vapor will not contain salt and other impurities.

### Appendix G      Food & Medicine Storage Hints

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking, and \_very little water. If you must heat food, pack a can of sterno. Select foods that are compact and lightweight. Include a selection of the following foods in your Emergency Kit.

Ready-to-eat canned meat, fruits and vegetables, juices.

High energy foods

vitamins

Food for infants

Food-Keep food in a dry, cool dark area if possible. Keep food covered at all times. Open food boxes and cans should be closed tightly after each use. Wrap cookies and crackers in plastic bags and keep them in tight containers.

Empty open containers of sugar, dried fruit and nuts in screw to jars or air tight cans to protect them from pests. Inspect food for signs of spoiling before eating. Use food before they go bad and replace them with fresh supplies. Rotate stock to insure freshness.

**Nutrition-**during and after a disaster, it will be vital to maintain your strength. Eat at least one balanced meal each day. Drink enough liquids to enable your body to function properly. Take enough calories to enable you to do necessary work.

When food supplies are low, healthy people can survive on half their usual food for extended periods of time and without food for several days. Food, unlike water, may be rationed except for children and pregnant women..

**Medicine-**Consult your doctor or pharmacist about storing prescription and non-prescription medicines. Include vitamins, supplements in your stockpile to assure adequate nutrition.



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### Appendix H      Shelf-Life

Food and water should be continually rotated to insure that your emergency food is ready should a disaster strike.

Six months- Powered milk, dried fruit, crackers, and potatoes.

One year- Canned meats, soups, canned fruit, fruit juice and vegetables, cereals, peanut butter, jelly, hard candy, nuts, vitamin C.

Stored indefinite- Wheat, vegetable oils, dried corn, baking power, instant coffee, tea, cocoa, rice, pasta, bouillon, honey.

*The AHEPA Emergency Family Plan was developed from information provided by the American Red Cross, FEMA, State of California and other Government Agencies. It is designed for Natural and Man Made Disasters. It is a basic plan and can be modified for your particular situation and specific disaster.*

*Share this document with your friends, family and community.*