

**MACCLENNY**  
**HOUSING AUTHORITY**  
**EMERGENCY PLANNING**



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**Macclenny Housing Authority  
402 E. Stansell Avenue  
Macclenny, FL 32063  
Ph. 904-259-6881  
Fax 904-259-9459  
lwalker\_mha@nefcom.net**

Dear Residents:

As we all know Hurricane Season is from June 1<sup>st</sup> to November 30<sup>th</sup>. The most important thing you can do prior to a hurricane is to adequately prepare for the storm prior to making landfall. Even though Baker County is 65 miles from the east coast does not mean you do not prepare for a hurricane. A hurricane can produce damaging winds, flooding, tornadoes, and cessation in electricity and/or water amongst other things.

For your convenience the Macclenny Housing Authority has prepared an Emergency Planning packet for all our residents. Most of the information was obtained from various emergency websites and compiled into the packet. We hope the information contained in the packet will help you and your family to prepare for a hurricane.

The last page of the Emergency Planning packet you will find a sample Hurricane Preparedness Form. This form will be distributed to all households prior to a hurricane making landfall. The form **MUST** be completed by the head of household and returned back to the Macclenny Housing Authority's office within 24 hours of receipt of the form. This form is very important as people could be "missing" and no one would be aware of it. The Housing Authority **MUST** account for everyone in a household after a hurricane or major disaster.

We hope this packet will help you and your family prepare for a hurricane. If you have any questions please feel free to contact the office at:

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402 E. Stansell Avenue  
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Fax 904-259-9459  
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Thank you.

Macclenny Housing Authority

# EMERGENCY PLANNING

## DISASTER KIT

After a major disaster the usual services we take for granted, such as running water, refrigeration, and telephones, may be unavailable. Experts recommend that you should be prepared to be self-sufficient for at least three days. Store your household disaster kit in an easily accessible location. Put contents in a large, watertight container (e.g. a large plastic garbage can with a lid and wheels) that you can move easily.

Your basic emergency kit should include:

- Water - one gallon per person per day
- Food – ready to eat or requiring minimal water
- Manual can opener and other cooking supplies
- Plates, utensils and other feeding supplies
- First Aid Kit & instructions
- A copy of important documents & phone numbers
- Warm clothes and rain gear for each family member.
- Heavy work gloves
- Disposable camera
- Unscented liquid household bleach and an eyedropper for water purification
- Personal hygiene items including toilet paper, feminine supplies, hand sanitizer and soap
- Plastic sheeting, duct tape and utility knife for covering broken windows
- Tools such as a crowbar, hammer & nails, staple gun, adjustable wrench and bungee cords.
- Blanket or sleeping bag
- Large heavy duty plastic bags and a plastic bucket for waste and sanitation
- Any special-needs items for children, seniors or people with disabilities. Don't forget water and supplies for your pets.

# EMERGENCY PLANNING

## DISASTER KIT

### GO-BAG

A component of your disaster kit is your Go-bag. Put the following items together in a backpack or another easy to carry container in case you must evacuate quickly. Prepare one Go-bag for each family member and make sure each has an I.D. tag. You may not be at home when an emergency strikes so keep some additional supplies in your car and at work, considering what you would need for your immediate safety.

- Flashlight
- Radio – battery operated
- Batteries
- Push lights (battery operated) and/or glow lights (**DO NOT USE CANDLES**)
- Whistle
- Dust mask
- Pocket knife
- Emergency cash in small denominations and quarters for phone calls
- Sturdy shoes, a change of clothes and a warm hat
- Local map
- Some water and food
- Permanent marker, paper and tape
- Photos of family members and pets for re-identification purposes
- List of emergency point-of-contact phone numbers
- List of allergies to any drug (especially antibiotics) or food
- Copy of health insurance and identification cards
- Extra prescription eye glasses, hearing aid or other vital personal items
- Prescription medications and first aid supplies
- Toothbrush and toothpaste
- Personal care items and toilet paper
- First aid supplies (bandaids, bandages, antiseptic solution)
- Extra keys to your house and vehicle

- Any special-needs items for children, seniors or people with disabilities. Don't forget to make a Go-bag for your pets.

## **EMERGENCY PLANNING**

### **EVACUATION**

#### **Immediate risk:**

- If you smell gas or smoke or see fire, evacuate immediately.
- From a safe location, call 9-1-1 and report the incident.

#### **General evacuation orders:**

- If local officials issue evacuation orders, use the evacuation routes and methods specified. Carpool whenever possible.

#### **If time allows:**

- Wear sturdy enough shoes for walking, long sleeves and long pants.
- Bring car keys, credit cards, road maps, cell phone, charger and important phone numbers.
- Bring your "Go-bags". (See Go-bag Section.)
- If you have a pet, make sure it is wearing a collar, bring it in a pet carrier labeled with your name and address and the pet's name. Bring a small amount of food, medications and water for your pet. (See Tips for Pet owners.)
- Lock your home and shut off the water and electricity, but leave gas on unless instructed otherwise.
- Tell your neighbors where you are going.
- Once you arrive at a safe location, call your out of area emergency contact.

# EMERGENCY PLANNING

## FIRST AID

In any emergency, you or a family member may be cut, burned or suffer other injuries. Keep the following basic first aid supplies so you are prepared to help when someone is hurt:

- Two pairs of disposable gloves.
- Sterile dressings to stop bleeding.
- Anti-bacterial soap and antibiotic towelettes to disinfect.
- Antibiotic ointment to prevent infection.
- Burn ointment.
- Adhesive bandages in a variety of sizes.
- Eye wash solution to flush the eyes or as a general decontaminant.
- Scissors.
- Over the counter medicines such as Aspirin or other pain reliever, laxative, anti-diarrhea medication.
- Prescription medications you take every day such as insulin, heart medicine, or an asthma inhaler.
- Prescribed medical supplies such as glucose monitoring equipment or blood pressure monitors.

# EMERGENCY PLANNING

## FOOD

electricity for days, or even weeks. Store enough emergency food to provide for your family for at least 3 days.

- Store food items that are familiar, rather than buying special emergency food. Consider any dietary restrictions and preferences you may have.
- Ideal foods are shelf-stable (no refrigeration required), low in salt, and do not require cooking (e.g. canned fruit, vegetables, peanut butter, jam, low-salt crackers, cookies, cereals, nuts, dried fruit, canned soup or meats, juices and non-fat dry milk).
- Mark a rotation date on any food container that does not already have an expiration date on the package.
- Include baby food and formula or other diet items for infants or seniors.
- Store the food in airtight containers in a cool and dark place.
- Most canned foods can safely be stored for at least 18 months. Low acid foods like meat products, fruits or vegetables will normally last at least 2 years. Use dry products, like boxed cereal, crackers, cookies, dried milk or dried fruit within six months.
- After a power outage, refrigerated food will stay cold longer if you keep the door closed. Food should generally be consumed within 4 hours. Food in the freezer will normally remain safe for 2 days.

## **EMERGENCY PLANNING**

### **HAVE A PLAN**

After a major disaster, it is unlikely that emergency response services will be able to immediately respond to everyone's needs, so it's important to be prepared to take care of yourself and your family. Plan to be on your own for at least the first 72 hours.

The following steps will help you prepare for any emergency:

enough away to not be affected by the same emergency. Provide this person with the names and contact information of the people you want to keep informed of your situation. Instruct family members to call this person and tell them where they are. Long distance phone service is often restored sooner than local service.

- **Duplicate important documents and keep copies off-site**, either in a safety deposit box or with someone you trust. Documents may include: passport, drivers license, social security card, wills, deeds, financial statements, insurance information, marriage license and prescriptions.
- **Inventory valuables, in writing and with photographs or video.** Keep copies of this information off-site with your other important documents.
- **Make a household/family plan.** Involve all key people in planning.
- **Make your home safe.**
- **Put together a disaster supply kit.** Plan to have supplies for yourself and your family for at least 3 days following a disaster.
- **When planning, consider the special needs** of children, seniors or people with disabilities, family members that don't speak English and pets.

## **EMERGENCY PLANNING**

### **HURRICANE SAFETY**

#### **TERMS TO KNOW:**

**Hurricane Watch** - Hurricane conditions are a real possibility for an area.

**Hurricane Warning** - A hurricane is expected within 24 hours. *Begin precautionary action at once.*

#### **AT HURRICANE WARNING:**

- Listen for weather updates and stay informed.
- Keep portable radio and flashlight on hand, with fresh batteries.

- Clear your yard of all loose objects.
- Moor your boat securely.
- Store drinking water in clean containers.
- Shutter or board windows.
- Plan a flood-free evacuation route.

**HURRICANE SHELTERS:**  
**MACCLENNY ELEMENTARY SCHOOL**  
**SPECIAL NEEDS**  
**ED FRASER HOSPITAL**

*IF ORDERED TO EVACUATE - OBEY IMMEDIATELY!* Take your **Disaster Kit**. Let friends and neighbors know where you are going.

*Do not return to evacuated areas until local officials have issued an all-clear.*

*Smoking, Alcoholic beverages, Weapons and **Pets** are **NOT** allowed in public shelters.*

**BAKER COUNTY EMERGENCY MANAGEMENT:**  
**(904) 259-2231 OR 259-0235**

**EMERGENCY PLANNING**  
**PHONES**

- Plan for how you will communicate with loved ones after a disaster.
- Long-distance phone lines often work before local phone lines, so identify an out-of-state contact and provide this person with the contact information of people you want to keep informed of your situation. Share this information with your family and friends locally.
- Avoid making non-urgent phone calls after a disaster. Even if phone lines are

un-damaged, increased phone traffic can jam phone circuits.

- Do not count on your cell phone. Increased traffic on cell phone networks can quickly overload wireless capacity. Record an outgoing message on your voicemail so that callers can be re-assured of your safety status.
- Keep coins in your go-bag. Payphones are more likely to work before cell phones.
- Cordless phones or phone systems require electricity, so make sure you have a backup phone that requires no electricity.

## **EMERGENCY PLANNING**

### **POWER OUTAGE**

Power outages can occur due to rolling blackouts, extreme weather conditions, or can accompany other disasters such as tornados or hurricanes. If there is no power in your neighborhood:

- Turn off and unplug appliances and computers. Leave one light on to indicate when power has been restored.
- Avoid using candles, as they are fire hazards.
- Do not use a gas stove for heating or operate generators indoors (including the garage). Both could cause carbon monoxide poisoning.
- If a traffic signal is not working, treat it as a stop sign.
- See the FOOD section to learn about food safety when your refrigerator's power is off.

**CLAY ELECTRIC: (386) 752-7447**

**FPL: (800) 4OUTAGE or (800) 226-3545**

## **EMERGENCY PLANNING**

### **PREPARING CHILDREN**

- Teach your children their basic personal information so they can identify themselves and get help if they become separated from a parent or guardian. Prepare an emergency card with information for each child, including his/her full name, address, phone number, parent's work number and out of state contact.
- Know the policies of the school or daycare center your children attend.
- Make plans to have someone pick them up if you are unable.
- Keep your child's school updated with current emergency contact information.
- Make sure each child knows your family's alternate meeting sites and out-of-state contact person.
- Teach children to dial their home telephone number and 9-1-1.
- Teach children what gas smells like and advise them to tell an adult if they smell gas.
- Warn children never to touch wires on poles or lying on the ground.
- Role-play with children to help them remain calm in emergencies and to practice basic emergency responses such as evacuation routes and Stop, Drop & Roll.

# EMERGENCY PLANNING

## SENIORS AND DISABLED

### **Set up a Personal Support network**

- Designate someone to check on you in an emergency and to help with evacuation or sheltering-in-place.

### **Personal Care Assistance**

- If you receive assistance from a home healthcare agency or in-home support provider, find out how the provider will respond in an emergency.
- Designate backup or alternative providers that you can contact in an emergency.

### **For Persons using a wheelchair**

- Plan for how you will evacuate in an emergency and discuss it with your care providers.
- If you use a motorized wheelchair, have a manual wheelchair as a backup.

### **For Persons who are Blind or Visually Impaired**

- Keep an extra collapsible cane by your bed. Attach a whistle to the cane; use it if you need to attract attention.
- Exercise caution when moving around after a hurricane or tornado; items may fall and block paths that are normally unobstructed.

### **For Persons who are Hearing Impaired**

- Consider storing your hearing aids in a container attached to your nightstand or bedpost, so you can locate them quickly after a disaster.

## **EMERGENCY PLANNING**

### **SHELTER-IN-PLACE**

IF ORDERED TO EVACUATE BY LOCAL LAW ENFORCEMENT YOU MAY STAY IN ONE OF THE LOCAL HURRICANE SHELTERS. DO NOT BRING PETS TO THE SHELTER.

#### **BAKER COUNTY HURRICANE SHELTERS:**

MACCLENNY ELEMENTARY SCHOOL 904-259-2551

ED FRASER HOSPITAL FOR SPECIAL NEEDS 904-259-3151

FOR SPECIAL NEEDS, PLEASE CALL 904-259-2231 TO REGISTER

One of the instructions you may be given in an emergency is to shelter-in-place. This means you should stay indoors until authorities tell you it is safe or you are told to evacuate.

- Select a small, interior room, with no or few windows.
- Close and lock all windows and exterior doors.
- Turn off all fans, heating and air conditioning systems. Close the fireplace damper.
- Bring your family disaster supply kit and any pets and make sure the radio is working.
- It is ideal to have a hard-wired telephone in the room you select (cellular telephone equipment may be overwhelmed or damaged during an emergency)
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Listen to your radio or television for further instructions or updates.
- If you are in your car, close windows and turn off vents and air conditioning

# EMERGENCY PLANNING

## TIPS FOR YOUR PETS

Most disaster shelters cannot accept pets because of health and safety regulations. Service animals for people with disabilities are an exception.

- Arrange for a neighbor to check on your pets and take care of them if a disaster occurs while you are not at home.
- Plan ahead for a friend or relative outside the affected area to shelter your animals if necessary.
- Check with your local veterinarian for possible boarding availability.
- Keep your pet's ID tags up to date. Consider having your pet micro-chipped.

### **Make a disaster Go-bag for each of your pets, include the following:**

- Sturdy leashes and/or carriers to transport pets. Animal shelters may require owners to provide a pet carrier for each animal.
- Current photos of your pets in case they get lost.
- Food and potable water for at least one week. Bowls, cat litter and pan, plastic bags, can opener and pet toys. These items may not be immediately available in animal shelters.
- Information on feeding schedules, medical conditions, behavior problems, immunization records and the name and number of your veterinarian in case you have to board your pets.

### **Other tips:**

- Bring all pets into the house so that you won't have to search for them if you have to leave in a hurry.
- Animals react differently under stress. Outside your home and in the car, keep dogs securely leashed. Transport cats in carriers. The most trustworthy pets may panic, hide, and try to escape or even bite or scratch.
- When you return home, give your pets time to settle back into their routines. Consult your veterinarian if any behavioral problems persist.

**Baker County Animal Control: (904) 259-6786**

# EMERGENCY PLANNING

## TORNADO SAFETY

These violent storms can strike anywhere at any time with little warning. Stay alert to these danger signs:

- Severe thunderstorms with strong, gusty winds.
- A dark, funnel shaped cloud that extends from the sky to the ground.
- A roaring sound.

#### **TERMS TO KNOW:**

**Tornado Watch** - Tornadoes are possible - watch the sky and stay tuned to radio or TV stations for warnings.

**Tornado Warning** - A tornado has been sighted or detected by weather radar - **take shelter immediately**.

**If there is a tornado warning, protect yourself and your family:**

- **AT HOME:** Go to your storm shelter or basement, or a central room on the lowest level. Stay away from windows.
- **IN A MOBILE HOME OR TRAILER:** These structures provide little protection. Leave and go to a storm shelter or the lowest level of a sturdy building.
- **IN A PUBLIC BUILDING:** Go to the designated shelter area or to an interior hallway on the lowest floor.
- **IN YOUR CAR:** Stop, get out, and go to the storm shelter or lowest level in a nearby building.
- **IN OPEN COUNTRY:** Lie flat in a ditch or depression and cover your head with your hands. Do not get under an overpass or bridge.

**BAKER COUNTY EMERGENCY MANAGEMENT:**

**(904) 259-6111**

## **EMERGENCY PLANNING**

### **UTILITIES**

#### **Electricity**

Electrocution can result from direct contact with live wires or anything that has been energized by these wires.

Locate your home's main electric switch, which is normally in the garage or outdoors, where the power lines enter the home. The panel box may have a flip switch or pull handle on a large circuit breaker.

Shut off electricity when:

- There is a fire or significant water leak.
- You smell burning insulation.
- The area around switches or plugs is blackened and/or hot to the touch.
- A complete [power loss](#) is accompanied by the smell of burning material.

**CLAY ELECTRIC: (386) 752-7447**

**FPL: (800) 4OUTAGE or (800) 226-3545**

### **Water**

Water leaks can cause property damage and create an electrocution hazard.

- Shut off the water when there is a leak inside the building.
- The water shutoff is usually located in the basement, garage, or where the water line enters the home. The water shutoff is located on a riser pipe and is usually a red or yellow wheel. Turn wheel clockwise to shut off.

## **EMERGENCY PLANNING**

### **WATER**

In a disaster, water supplies may be cut off or contaminated. Store enough water for everyone in your family to last for **at least 3 days**.

- Store one gallon of water, per person, per day. This amount will be adequate for general drinking purposes. Three gallons per person per day will give you enough to cook and for limited personal hygiene. Do not forget to plan for your pets.

#### **If you store tap water:**

- Store water in food grade plastic containers, such as clean 2-liter soft drink bottles. Heavy duty, reusable plastic water containers are also available at sporting goods stores.
- Replace water at least once every six months.

#### **If you buy commercially bottled “spring” or “drinking” water:**

- Keep water in its original container, and don’t re-store a bottle once it’s been opened.
- Label bottles with their replacement date, and store in a cool, dark place.
- Replace water at least once each year.

#### **Treating water after the disaster:**

- If you run out of stored drinking water, strain and treat water from your water heater or the toilet reservoir tank (except if you use toilet tank cleaners.) You cannot drink swimming pool or spa water, but you can use it for flushing toilets or washing

**Treatment process:**

- Begin by straining any large particles of dirt by pouring the water through a couple of layers of paper towels or clean cloth. Next, purify the water one of two ways:
- **Boil** – bring to a rolling boil and maintain for 3-5 minutes. To improve the taste, pour it back and forth between two clean containers to add oxygen back.
- **Disinfect** – If the water is clear, add 8 drops of bleach per gallon. If it is cloudy, add 16. Shake or stir, then let stand 30 minutes. A slight chlorine taste and smell is normal.

## Hurricane Preparedness Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone No.: (\_\_\_\_\_) \_\_\_\_\_

Work Phone No.: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone No.: (\_\_\_\_\_) \_\_\_\_\_

Do you plan on staying in your home during the hurricane? \_\_\_\_\_

If so, please list the names of EVERYONE that will be your home with you (including yourself, spouse, children and family or friends that may stay with you):

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

5) \_\_\_\_\_ 6) \_\_\_\_\_

7) \_\_\_\_\_ 8) \_\_\_\_\_

9) \_\_\_\_\_ 10) \_\_\_\_\_

If you are not staying in your home please provide a phone number and address of where you will be staying.

I will be staying at the following address: \_\_\_\_\_

Phone number where I will be: \_\_\_\_\_

Is this a shelter or family/friend's house? \_\_\_\_\_

If you are on medications, do you need to keep them at a certain temperature? \_\_\_\_\_

I understand that the Columbia County Housing Authority **MUST** know who will be occupying the house during a hurricane. This requirement is very important as people could be "missing" and no one would be aware of it. The Housing Authority **MUST** account for everyone in a household after a major disaster.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date