



NSI Nursing Service, Inc.

Emergency Management Plan Office Employee's Training Module

Updated: June 27, 2018



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Dear NSI Team,

Thank-you for completing the NSI Nursing Service: Emergency Management Plan Training Module.

During your training module, we encourage you to take notes to facilitate the ability to function proficiently during a Disaster (Emergency).

This training is to enhance your ability to take the required steps to keep you and your patient safe during a natural or man-made disaster.

In providing this training to our Internal (office) and External (Field Staff) NSI Nursing Service Employees: Colton Anderson and me (Lu Lockwood) hope this education will ensure the safety of not only our patients, but our employees and their families.

Again; please feel free to take notes and document web sites which will assist you in creating your own family's plan and gaining more education on how to be: "Proactive and Ready" for any Disaster that might occur in Pima County and the surrounding areas.

If you remember one recommendation, leave with this: you need to create your Emergency Plan, you need to communicate your emergency plan to family and friends and you need to practice your emergency plan (minimum: twice a year) and encourage your patients and their families to practice theirs.

If we save one person by being Proactive and Ready then NSI Nursing Service have done their job.

Again, Thank-you in assisting NSI Nursing Service with being PREPARED.

Best Regards,

Colton Anderson, NSI Strategist/Liaison

Lu Lockwood RN (Emergency Preparedness Coordinator)



Emergency Management Plan

This Plan uses the terms “Disaster/Emergency” to address all types of Incidents. An incident is an occurrence, either caused by humans or natural phenomenon: which requires or may require action by NSI Nursing Service and Emergency Service Personnel to prevent or minimize loss of life or property damage and/or the environment.

Examples of Incidents:

- Fires (both structural and Wildfire)
- Weather related emergencies including snow, ice storms, heat and flooding
- Hazardous Materials accidents
- Power Outages
- Transit and worker strikes
- Natural Disasters (Earthquakes, Tornados, Hurricanes)
- Terrorist/WMD Events
- Natural Occurrence of Disease Outbreak
- Planned Public Events (Political Conventions, Sports Events, Concerts)

Plan Activation and Deactivation of Emergency Management Plan (NSI)

The Vice President or Director of Nursing (serves as Incident Commander): has the authority to “**Activate**” and “**Deactivate**” this Emergency Management Plan based on information known to her (him) at the time which indicates such need. If the Vice President or Director of Nursing is **unavailable**: a designee will have the authority to activate the “**Response Plan.**”

Goal: To ensure a smooth transition of patient services and ensure continuity of care for all patients served by NSI Nursing Service.

Objectives:

- **Identification of Incident Command Center**
- **Identification of Chain of Command**
- **Identification of primary and alternative command centers**
- **Creation of a process to for a timely identification of patients (affected in Disaster/Emergency)**
- **To Ensure provision of patient care and the assistance they require in the event of an Emergency**
- **NSI Employees to be readily available to assist emergency responder personnel in the provision of first aid for residents in the community.**

- Ongoing assessment of patient’s home environment for hazards and assist with recommendations of “how to create a safe environment.”
- Coordination of NSI Nursing Service Employees in the provision of care and assessment; as well as assistance with care of residents in the community (affected by the Disaster/Emergency)
- Identification of Employee Roles and responsibilities



Emergency Management Plan

Review Committee

Committee Members:

1. Yasaleah Anderson (Incident Commander)
2. Lu Lockwood, Director of Nursing (Assistant Incident Commander)
3. Linda Windle, Director of Nursing (Public Information and Liaison Officer)
4. Robbie Pabst, Case Manager Assistant/Medical Supply Coordinator (Safety & Security, Planning and Logistics)
5. Dawn Witt, Scheduling Coordinator (Liaison Officer-patients/nurses)
6. Daryl Caudill, RN (Planning, Emergency Supervisor)
7. Jutta Kulze, Financial Manager (Financial)
8. Liz McCloskey, Case Manager (Emergency Supervisor)
9. Johna Laviada, HR Manager (Logistics)

Creators and Planning: Colton Anderson and Lu Lockwood



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Responsibilities (Quick View)

NSI Nursing Service Employees will be: Proactive and Prepared for Disasters (natural and human initiated)

We will ensure the safety of our Patients and Employees to the "BEST" of our ability by always being alert and ready for action.

Yasaleah Anderson, VP (Incident Commander)

- 1. Activation of Emergency Management Plan**
- 2. Notify Lu Lockwood, DON (Assistant Incident Commander)**
- 3. Lu will: Notify Office Manager (Robbie Pabst)**
- 4. Robbie Pabst will: Notify Scheduling Coordinator**
- 5. Dawn Witt or Marie Sahl will be responsible for initiating global text to all NSI employees: for notification of Disaster (emergency), plus requesting them to remain by their phones for further instructions**
- 6. Once Case Managers receive the notification (Text): they are required to call the office with their availability and ability to travel to the command center. If unable to travel to the office due to impassable roads, then: Case Managers should wait by the phone or computer for further instructions.**
- 7. Once Command Center Staff receive global notification (Text): they are required to call the office with their availability and ability to travel to the command center.**

Office Manager and Scheduling Coordinator

- 1. Scheduling Coordinator will be responsible for calling all NSI patients (PRIORITY 1 First) (RECOMMENDATION: PATIENT LIST SHOULD BE DIVIDED INTO 3 SECTIONS: PRIORITY 1, THEN PRIORITY 2 AND FINAL LIST: PRIORITY 3-DIVIDE THESE LISTS BETWEEN 3 PEOPLE: TO ACCOMMODATE COMPLETION OF THIS TASK IN AN EFFICIENT MANNER)**
- 2. This information will be documented and shared with Director of Nursing to Facilitate Prioritization of "what patients need service provision."**
- 3. Director of Nurses (Lu and Linda) will be responsible for assigning patients to NSI Employees.**
- 4. Staffing Coordinator with the assistance of the Office Manager: will contact the NSI staff to confirm their availability to provide the services to the patients.**
- 5. Staffing Coordinator and designee will contact Case Managers to share: which NSI Employee will be responsible for provision of care to which patient.**
- 6. Case Managers will then call the scheduled NSI employees: to instruct and direct them on the care which needs to be provided. If NSI employees have any questions concerning the care to be provided: once they arrive at the patient's home or location, then: it will be the Case Managers responsibility to answer those questions.**

Lu Lockwood, DON + Linda Windle, DON

- 1. Will be responsible for assigning field staff to patient's that require services.**
- 2. Assigning the field staff with the required skills closest to the patient's demographic area.**
- 3. Ensuring there is safe passage for the employee to get to location.**
 - a. If not: then the Safety and Security Personnel; initiate arrangements with Pima County Emergency Management Department for transportation of staff (if possible)**
 - b. Lu Lockwood is responsible for assigning: the new admissions received from the hospital to NSI (to facilitate hospital bed availability: for needs initiated by the Disaster)**

Case Managers will be responsible for directing care: once the designated Employee is scheduled.

Safety and Security

1. Will be responsible for documenting: where NSI patients are transferred (location)
 - a. Neighbor
 - b. Family's Residence
 - c. Shelter
 - d. Facility
 - e. Hospital

Remember 1st 24 hours is Priority 1 patients. We will prepare for provision of services for the other clients the next day.

Financial: Jutta, Matt and Cat will be responsible for tracking expenses during the Disaster (Emergency) and after: during the recovery period:

- Payment for supplies during the disaster (emergency)
- Documenting the cost supplies during the emergency (patient specific) to obtain reimbursement from individual insurance companies, FEMA or privately from patients.
- Documentation of services provided to patients during Disaster (Emergency) and any additional hours provided to ensure safety of patient prior to transporting them to a shelter, facility, hospital or family member's home. (Running roster to ensure payment for services)
- Documentation of any additional services NSI provided to the community during the Disaster (Emergency) to receive possible reimbursement from "FEMA."
- Running Roster of any damages "NSI" receives during natural disaster with pictures for insurance claim:
 1. Damage to infrastructure
 2. Damage to equipment due to flooding
 3. Damage to furniture
 4. Damage to supplies
 5. Etc.

The Nurse Consultant and NSI Strategist/Liaison will be responsible for the collection of information for evaluation of the plan: how did it go and what can we do better. Plus, addition of recommendations to present Emergency Management Plan. This Plan is a "Living and Breathing Document." Improving consistently.



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Emergency Management Plan

Contact Telephone Numbers

The Emergency Management Team

1st Responders (Telephone 1st)

If possible; they are to travel to the nearest Command Center and Initiate

Confirmation of Patient’s Safety and Coordination of NSI Patient Care

With Triage of any “New Admissions” to NSI from Community Emergency

If unable to travel to “Command Center” then will initiate their duties from “Home”

Name	Emergency Management Responsibility	Home Phone #	Cell Phone #
Yasaleah Anderson, VP	Incident Commander	520-471-7420	520-833-7113 (NSI)
Lu Lockwood, DON	Assistant Incident Commander	520-577-0472	520-274-0414 (NSI)
Linda Windle, DON	Public Information/Liaison Officer	520-971-5851	520-820-3919 (NSI)
Robbie Pabst, CM Assistant/Medical Supply	Safety/Security/Planning/Logistics	520-981-6208	520-820-3586 (NSI)
Dawn Witt, Scheduling Coordinator	Liaison Officer/patients/nurses	520-488-9261	520-484-4230 (NSI)
Johna Laviada, HR Manager	Logistics	520-429-1799	520-488-2742 (NSI)
Daryl Caudill, RN	Planning/Emergency Supervisor	520-784-4197	520-300-0391 (NSI)
Rafael Rivera, CM	Safety/Security	520-434-0029	520-822-4231 (NSI)
Liz McCloskey, CM	Emergency Supervisor		520-904-0071 (NSI)
Roza Badalov, CM	Emergency Supervisor		520-820-9521 (NSI)
Jessica Carter, CM	Emergency Supervisor	520-668-2345	520-488-9265 (NSI)
Blanca Brandenburg CM	Emergency Supervisor		520-904-0325 (NSI)
Jutta Kulze, Finance Manager	Finance	520-579-9615	520-429-1477
Kevin Kulze, Authorizations	Finance		520-481-5161
Cat Canfield	Finance		520-370-6100

NSI Employees available to provide operation assistance during Disaster (Emergency)

Name	Telephone #
Dennis Carter, LPN	520-235-6198
Devyn Stanford	520-599-2843
Matt E.	520-358-6097
Krystal Pabst	520-870-3971
Marie Sahl, LPN	520-977-1685 (H) 520-820-3222 (NSI Cell)



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20.0 Emergency Preparedness Plan

20.0.1 Introduction

NSI will make every effort to provide patient care in the event of an emergency or disaster by following a pre-planned course of action. (also; review 20.2 Tips for Family Pandemic Planning)

NSI maintains the names, addresses and telephone numbers of all staff, maintains a telephone tree for contacting staff and conducts drills to test emergency or planned drills.

20.0.2 Definition of Patient Prioritization List according to criteria and service provision.

20.0.2a Priority I Patients: Highest Priority (Acute)

Patients whose health and welfare would be at immediate risk if services are not delivered including the following:

- Ventilator Dependent
- Diabetic Requiring insulin administration and meal preparation
- Bedbound and living alone
- Terminally ill
- Wound Packing Needs
- Alone (no caregiver present)
- Continuous IV infusion or enteral feeding without a caregiver present
- Severe Confusion (no caregiver present)

20.0.2b Priority II Patients: Moderate Priority (Borderline)

Patients whose services could be postponed 24-72 hours without risk to their health or welfare, including the following:

- Open wounds without drainage requiring sterile dressings
- Suprapubic or Foley Catheters
- Presence of Caregiver
- Supplemental Bolus Feedings
- Need for Cardiopulmonary assessment and medication education

20.0.2c Priority III Patients: (Lowest Priority)

Patients who could have services postponed a maximum of 5 days without risk to their health and welfare, including the following:

- Post-surgical without an open wound
- Non-insulin dependent diabetic
- Discharge planning: 2-4 visits
- Chronically ill with Caregiver available (resides with patient)

20.0.3 Upon admission (NSI, nursing services): the admitting Case Manager:

20.0.3a Assesses patient for his/her special needs and safety in the event of an emergency.

20.0.3b Provides specific, individualized information to each patient concerning:

- Identification of disasters within the community (Flooding, Wildfires, Explosion, Shooter, etc.)
- Requirements for different emergencies
- Emergency Telephone Numbers; inclusive of:
 1. Police
 2. Ambulance
 3. Fire
 4. Utilities (Electric, Gas and Water)
 5. Supply Company
 6. Shelters
 7. And other necessities
 8. Disaster Planning including access to:
 - a. TV and Radio Stations
 - b. First Aid Supplies
 - c. Blankets
 - d. Smoke Detectors
 - e. Fire Extinguishers
 - f. Evacuation Plans
 - g. If Disruption of services due to Natural Disaster or Emergency and protocol to initiate

20.0.3c Documentation of (appropriate) information will be filed in chart

20.0.4 The Case manager on an ongoing basis (through continued care delivery):

20.0.4a Reviews the Emergency Plan with patient to assess: knowledge, ability to carry out plan and additional needs

20.0.4b Patient education regarding:

1. Emergency Preparedness
2. Compliance
3. Understanding of Plan and responsibilities

20.0.5 NSI follows and established Emergency Management Plan when a Disaster/Emergency Occurs.

20.0.5a The Vice President and (or) Director of Nursing or designee declares an **Emergency and the The Emergency Management Plan will be implemented.**

20.0.5b The Director of Nursing or Designee **Notifies Management Team.**

20.0.5c The Management Team **“Initiates” the telephone tree and the Staffing Coordinators notify all**

**Referring Agencies of the Initiation of Emergency Management Plan and NSI Nursing Service
“Plan” to accept patients.**

**20.0.5d Director of Nursing and Case Managers Triage all patients (including incoming referrals) by
Emergency Plan’s Priority Scoring.**

- Patient’s requiring care during the Disaster (Emergency): screened on individual needs and Priority List
- Individual Patient Supplies required for sustaining life: Insulin, Oxygen, Suction machines and supplies, batteries, etc.
- List of patients with families or neighbors who can assist with their care and needs (telephone numbers of these participants)

20.0.5e The Staffing Coordinators will call each patient, family or caregiver to:

- Inform him/her of the Disaster/Emergency and possible difficulties with the provision of care
- Be Proactive and aware of patient’s needs and intervention for meeting these needs (including Food, water, supplies, oxygen, etc.
- Encourage water storage, nonperishable foods, batteries, flashlights, Radio (battery), candles, matches, etc.

20.0.5f The Director of Nursing or designee contacts local law enforcement agencies or emergency services if assistance is needed.

20.0.5g If telephone services are not available during Disaster (Emergency): NSI Employees will use their cell phone for communication.

**20.0.5h Family members will relocate family to safety (shelters or other family/friends homes) when
Their safety is in jeopardy due to damages caused by Disaster (Emergency)**

**20.0.5i Each day: Director of Nursing assesses effectiveness of Emergency Management Plan and
Makes recommendations and plans for the next day’s requirements for patient care.**

20.0.6 Conclusion of Disaster (Emergency)

20.0.6a NSI will evaluate the Emergency Management Plan for meeting patient and employee’s needs:

- Effectiveness
- Appropriateness
- Adequacy

**20.0.6b NSI will document recommendations for Emergency Plan Improvement and will modify the
Based on the recommendations received.**

20.0.6c NSI will provide education to employees regarding the Emergency Management Plan and any

changes that occur as a result of the evaluation data and recommendations.



Emergency Preparedness Plan

In the event of either a natural or man-made disaster patients will continue to receive care with minimal disruption in schedule

- I. **The Vice President/Director of Nursing/Office Manager with the assistance of: Scheduling Coordinator and Receptionist:** will text All NSI employees and Case Managers through the Emergency Telephone Roster to ensure notification of the Disaster/Emergency. Once this is completed: coordination of required patient services; and availability of staff will be completed. (reviewing the Priority List)

- II. **All Patients will be telephoned if possible: to assess safety, plus “Priority I” patients will be scheduled to have services within a 24 (hours) period; if possible. If unable to provide services then: patient needs to be transported to a family or neighbor’s home, shelter or facility (a location where care can be provided safely). Travel arrangements can be completed by: Family Member; Caregiver; Neighbor; Patient or NSI Emergency Management Team. (Pima County Emergency Management or the Southern Arizona American Red Cross would have information concerning transportation and Medical Shelters available in the Community).**
 1. **Priority I:** requires services today as scheduled (e.g. medications, sterile wound with drainage, ventilator dependent, newly diagnosed insulin dependent: learning self-injection).
 2. **Priority II:** care can be postponed for 24-72 hours (e.g. wound without drainage, cardiovascular assessment and respiratory assessment).
 3. **Priority III:** care can be postponed up to 5 days (e.g.) anticipated discharge from services in 1-2 visits, diabetic, recovering post-surgical or post MI.

- III. **Staff not at home:** Telephone the **Staffing Coordinator** with their availability and the needs of their patient (including medications and equipment). A **“Roster” will be kept of NSI Employee Availability and ability to provide required care to NSI patients.**

- IV. **Telephone Communications Unavailable:** Staff will report to the NSI Office for assignments.

- If roads are passable; if not: **Security/Safety Team will arrange for alternate transportation to deliver the Employee to the nearest Command Center. If Employees are unable to report to the “Command Center:” other Employees available at the “Command Center” will be designated to assume their “Duties.”**
- V. **Cellular Phones and Pagers are available at the NSI Office.**
- VI. **City Wide Power Outage:** the staff will identify patients who need backup equipment and will coordinate replacement of equipment. All patients admitted to NSI Nursing Service, Inc. will be instructed concerning: Emergency Management Preparedness and the need to be **“Prepared and Pro-Active” in Planning for a Disaster or Emergency. Upon Admission to NSI: Every patient will be instructed concerning “Emergency Preparedness and the Need to be Pro-active. Emergency Contact Numbers will be obtained and retained in the Home Chart and in the Office Chart (Electronically and Paper).**
- VII. **City Wide Disaster/Pima County Wide Disaster:** Director of Nursing or Designee will be responsible for coordinating any home care patient needs with the: **Caregiver, Family, Neighbors and American Red Cross or Hospitals, Shelters and Emergency Personnel.**



Recommended Emergency Check List

Disasters, natural or man-made, often come without warning. Have these specific supplies and details organized ahead of time, and you will weather the STORM.

Know Pima County and what disasters are possible.

If you live in a flood plain or your area is on an active fault line, you need to plan accordingly. Check: ready.gov for what to expect in your area.

Create a basic Emergency Supply Kit.

Be sure: it includes the following: Water (Have 1 gallon per person, per day for 3 days – for drinking

and sanitation):

Food: 3 days supply of nonperishable items (can opener-manual; battery operated radio; flashlight;

Extra batteries; moist towelettes and garbage bags (for sanitation needs); local maps (if your

Preplanned evacuation route isn't possible; you can navigate back roads; if necessary); first aid kit;

Whistle (to signal for help); wrench with pliers (to turn off utilities); dust mask.

Consider a few extra items, depending on your family's needs.

These might be: Food, medication, and toys for pets; infant formula, diapers, extra eye glasses; an

Extra prescription slip or refill of important medications (talk with your physician); comfortable shoes

and a change of clothing for each family member; blankets or sleeping bags.

Make a To-Go Bag.

Create a small version of an emergency kit with essentials like: nonperishable food, water, a small

First Aid Kit; and a change of clothes that you can grab in a hurry or keep in the car.

Know your Evacuation Routes

Have more than one option for getting out of town quickly.

Designate Three Family Meeting Spots.

Pick an area near the home to meet in the event of a fire. Choose another that is in the region, in case

Everyone is scattered and can't get home. Have a third that is out-of-town; should your family have to

Evacuate Separately.

Select an out-of-town contact:

Name one family member or friend who can serve as a point person if your immediate family is

separated.

Make a List of Telephone Numbers.

Everyone in the family should have a list of important contacts they carry with them. Make sure

you include numbers for your office, your partner's office, your children's schools, daycare, doctors,

and close family members. Include the numbers of your health and home owner's insurance

companies; as well as your policy numbers.

Write down important personal information.

On the same Emergency List: note any medical conditions you or your family members have: For young children, record date of birth, address, and medical conditions. You can print out a template listing of this information at ready.gov NSI Nursing Services recommends you have this list laminated to protect it from water damage due to flooding.

Know the Emergency Plan of your Children's Schools.

If your kids are evacuated from the school or day care, where do they go? Where can you pick them up?

Have a family meeting.

Make sure everyone knows and understands your **Emergency Plan**. Talk about meeting points, discuss fire safety, and have kids get involved in make the Emergency Supply Kit. They may alert you to something you forgot-like the necessity of a spare security blanket or favorite toy.

Consider needs of Pets.

Include telephone numbers for local pet shelters and vet. Make a list of any medical conditions and Medications needed by pet. Ensure they have extra water and food for 3 days or more. If unable to Relocate them with you, make prior arrangements if possible.

Most of all: if you have any children or adults in your home: who require special care; please Notify your local Emergency Personnel of their needs so in case of Disaster (Emergency): they will be registered on an Emergency List for Evacuation.

REMEMBER Pro-activeness and practicing your Plan can save lives.



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Unsafe Home Situation

1. Assess home safety prior to entering a patient's residence.
 - a. If there is a safety issue identified: gas leak, exposed electric wire, etc.
 - Report to Command Center (NSI Nursing Service)
 - The Director of Nurses, Case Manager, Schedule Coordinator or designee will contact the Pima County Emergency Planners for proper emergency personnel to secure the site.
 - **Emergency Supply Storage**
1. An emergency (Disaster) supply storage area will be maintained at the NSI Nursing Service office for Employees to access during an emergency (Disaster). This Supply Storage area will be updated and maintained by the Office Manager.

Emergency/Disaster: Command Center Supervisors (Vice President, Director of Nursing and Case Managers)

1. All Emergency Supervisors will receive an updated copy of the Emergency List: they are responsible to retain this copy at home for reference if an emergency occurs after hours, or if **"NSI Nursing Service Office is damaged or destroyed.**
2. **When the Vice President or Director of Nurses receives a call: requesting assistance with an Emergency (Disaster): she will telephone the following:**
 - a. Office Manager
 - b. Scheduling Coordinator

Both Employees will go to the office immediately. Immediate tasks for the Emergency

Supervisors will be the following:

1. Determine the location affected: determine which NSI patients are affected by the Emergency
2. Review the Priority Classification Roster for each patient.
3. Create an assignment list
4. While the above assignments are being completed; the following responsibilities will be implemented:
 - a. Contact will be completed to Skilled Nursing and Assisted Living Facilities and Residential Care Facilities to determine the number of rooms available for temporary placement of displaced patients.
 - b. Contact to Pima County Emergency Management Authorities for: determination of shelter options and locations.
 - c. The Director of Nurses, Office Manager and Scheduling Coordinator will maintain a list of NSI Employees: who have been notified and have agreed to assist with Emergency Assessments.
 - d. Calls will be completed to arrange transportation for patients who need to be evacuated.



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Incident Command Center

Unless the Disaster (Emergency) renders the agency office unusable:

The Incident Command Center will be located at the NSI Skilled Nursing Service Office

3075 N. Swan Rd.

Tucson, Az. 85712

Phone: 520-731-1117

Fax: 520-323-4059

The Alternate Site (Incident Command Center): location to be determined:

- Case Manager's Residences
- Central Locations for Each: Demographical Area
- Locations that: possibly have power
- Locations reachable without travel concerns, etc.

Command Centers will maintain back-up of data:

Daily Back-up of Computer System is completed by:

- 1. NSI Nursing Service; at the end of each day (Automatic)**
- 2. EC Group**
 - Telephone #: 520-622-1173**
 - 4555 E. Broadway Blvd.**
 - Tucson, Az. 85711**
 - Every Day inclusive Saturday and Sunday**

Planning:

Administration:

1. NSI Nursing Service will maintain a current list of contact information for:
 - Employees
 - Employee's Family
 - Vendors
 - Emergency Services
 - Hospitals
 - Community Resources
2. The Vice President and Director of Nurses will ensure the existence of:

- Incident Command System
- NSI Nursing Service's Emergency Response Team
- All NSI Employees will receive Emergency Management Preparedness Training annually (appropriate for their position)

Patient Care and Planning:

1. Admission
 - The admitting nurse will assign each patient a priority code (dictating the patient's emergency rating).
 - The admitting nurse will obtain a list of contact phone numbers: family, friends, neighbors, caregivers
 - The admitting nurse will discuss emergency planning options with the patient

The above information obtained will be retained in the patient's chart (electronic and paper format)

Admission: a list of supplies will be provided to the patient that: NSI recommends patient (family) prepare and have available for use during a Disaster (Emergency)

2. Electricity (Power for Life Support Equipment): patient (family) will be referred: to contact Utility company for registration to prove need. (Completion of a Registration Form signed by a physician and returned to TEP).
3. Patient's will be provided with Emergency Management Numbers to contact: for registration as an individual requiring special needs (care) during a Disaster (Emergency) Incident.
4. Each NSI Nursing Service's patient will receive education to manage emergency situations.

NSI Emergency Management Activation Plan:

1. Once the Emergency Management Plan is activated by the Vice President or Director of Nursing:
 - The Vice President or Director of Nursing will notify the Office Manager and Scheduler to initiate the Employee call procedure
 - a. The Scheduling Coordinator or Office Manager will initiate a global text to inform all staff (internal and field staff) of the emergency and for them to wait for instruction and direction of the next step.
 - b. The Scheduling Coordinator and Office Manager with the assistance of the receptionist will begin the call back process: to assess NSI employee's availability to provide services to the patients in need.

NSI Emergency Management Plan: Procedure for Call Down:

1. Director of Nursing will be **Responsible for contacting Case Managers to inform them of the Disaster (Emergency) with recommendation that:**
 - a. They travel to the **"Command Center"** (if roads are passable and they can travel safely)
 - b. If the roads are not passable and they have a functioning cell phone; then they can remain at home and contact the individual employees (that have

- been assigned to provide care in the Case Manager's designated service area): information required for provision of patient care
- c. A List of NSI patients: categorized by Medical Priority: 1, 2 or 3 will be provided to each Case Manager and will be updated monthly and distributed. They will retain these copies in a file at home to access in case of an Emergency (Disaster).
 - d. **The Priority List will include:**
 - Patient Name
 - Priority Number
 - Contact: Telephone Number
 - Address
 - Case Manager
 - Disciplines for care provision (skilled or unskilled)
 - e. **NSI Employee Telephone and Address List:** an updated list will be provided to the Case Managers each month to facilitate the contact of each employee during initiation of the **Emergency Management Plan**.
2. **The Office Manager will be responsible for Notifying the following Office Personnel of the Disaster (Emergency): Request if possible; they travel to the "Command Center" to assist with implementation of NSI's Emergency Management Plan.**
 - a. Human Resources
 - b. Financial
 - c. Insurance Authorization
 - d. Receptionist
 - e. Scheduling Coordinator
 - f. And all other office personnel (who are available to assist during the Disaster (Emergency))
 3. **The Scheduling Coordinator will initiate with the assistance of the receptionist: telephoning patients and assessing their needs and immediate safety and care requirements: initiating contact with NSI patients in the following sequence: In all cases: questioning if: there is an able and capable caregiver available to provide the required care.**
 - a. **Priority 1**
 - **Ensure: Electricity Available to power Life Support Equipment:**
 - **If not: how much "Internal and External Battery Reserve is Available or is there a generator to provide the power required or is there: Automobile Battery adapter capability for provision of the power required to run the equipment.**
 - Assess: Oxygen (tanks): amount of oxygen required**
 - b. **Priority 2**
 - c. **Priority 3**
 4. **Once NSI patient safety has been ensured: scheduling the patient's: who require services within 24 hours will be initiated.**
 - a. NSI Employees will be sent to patients located nearest their residence: if they are qualified to provide the care (skilled or unskilled) required.

Employees will notify: NSI office of inability to travel to assigned patient's home due to impassable roads: The Safety and Security Officers will notify the EMS: and obtain alternate transportation arrangements to assist with having patient transported to: (safe location; family, neighbor, shelter or facility): a location where required care may be provided.

- b. Case Managers will assist with instructing NSI Employees of care required. (Command Center will communicate with Case Managers: the names of Employees seeing what NSI patients).
 - c. Once services are arranged for each Priority 1 patient then: arrangements for all other patients will be made in order of priority.
5. **NSI Nursing Service Director of Nursing will be responsible for assigning: the new admissions received from the hospital (Discharged to Home Care Agencies) to make available Hospital beds for patient's requiring care during the Disaster (Emergency):**
- a. The Director of Nursing or designee will:
 - b. **"Triage" the incoming patients**
 - c. Arrange for patient service provision: according to the **NSI Emergency Priority List**
6. Once all patient's have been assigned as needed for the first 24 hours: then initiation of the next day's plan will be implemented if needed or:
- Post Disaster (Emergency) Recovery Plan will be initiated.
 - Evaluation of Emergency Management Plan's Implementation will be completed at end of day with recommendations for improvement: reviewed and added to Emergency Management Plan.

Planning will be initiated for the next 24 hours: (after 1st day is finalized)

1. **Starting all over with "Triage" of NSI Nursing Service Patients:**
 - a. **Priority 1**
 - b. **Priority 2**
 - c. **Priority 3**

Including planning and scheduling of care for Priority 1 and 2 Patients with ensuring NSI Employee Safety.

Evaluation of need for Priority 3 patients to be seen during Recovery Period or if the patient is assessed to no longer require "NSI Services" and can be "Discharged" from NSI services.



Providing Quality Homecare Since 1985

Cybersecurity

Cybersecurity involves preventing, detecting, and responding to cyber incidents that can have wide ranging effects on the individual, organizations (NSI Nursing Service, Inc), the community and at the national level.

Before a Cyber Incident

You can increase your chances of avoiding cyber risks by setting up the proper controls. The following are things that you can do to protect your family, your business (NSI Nursing Service, Inc.) and your property prior to a cyber incident occurs:

1. Only connect to the internet over secure, password-protected networks.
2. Do not click on links or pop-ups, open attachments or respond to emails from strangers.
3. Always enter a URL by hand instead of following links if you are unsure of the sender.
4. Do not respond to online requests for Personal Identifiable Information (PII); most organizations inclusive of banks, universities, companies, etc.-do not request your personal information over the internet.
5. Limit who you are sharing information with by reviewing the privacy settings on your social medial accounts.
6. Trust your gut: if you think an offer is too good to be true; then it probably is.
7. Password protect all devices that connect to the internet and user accounts.
8. Do Not use the same password twice; choose a password that means something to you and you **ONLY**; change your passwords on a regular basis.
9. If you see something suspicious, report it to the proper authorities immediately.
10. Familiarize yourself with the types of threats and protective measures you can take.

During a Cyber Incident

Immediate Actions

1. Check to make sure the software on all your systems is up-to-date.
2. Run a scan to make sure your system is not infected or acting suspiciously.
3. If you find a problem, disconnect your device from the internet and perform a full system restore.
4. If in a public setting immediately inform a librarian, teacher or manager in charge to contact their IT department.
5. Report the incident (patient or office personnel): Your local police: then there will be a record of the incident. You may also contact federal agencies for assistance and they will investigate the incident.

At Work

1. If you have access to an IT Department, contact them immediately. The sooner they can investigate and clean your computer, the less damage to your computer and other computers on the network will occur. (Prevention)
2. If you believe you might have revealed sensitive information about your organization (NSI Nursing Service, Inc.), report it immediately to the appropriate people within the organization (NSI Nursing Service, Inc.); including network administrators. They can be alert for any suspicious or unusual activity.

Immediate Actions if Your Personal Identifiable Information (PII) is compromised as an individual or Company. PII information that can be used to uniquely identify, contact or locate a single person. PII includes but is not limited to:

1. Full Name
2. Social Security Number
3. Address
4. Date of Birth
5. Place of Birth
6. Driver's License Number
7. Vehicle Registration Plate Number
8. Credit Card Numbers
9. Physical Appearance
10. Gender or Race

If you Believe your PII or Business PII is Compromised

1. Immediately change all passwords: financial passwords first. If you used the same password for multiple resources, make sure you change the password for each account, and do not use that password in the future.
2. Contact companies, including banks, where you have accounts as well as credit reporting companies.
3. Close any accounts that may have been compromised. Watch for any unexplainable or unauthorized charges to your accounts.

After a Cyber Incident

1. File a report with the local police so there is an official record of the incident.
2. Report Identity Theft to the Federal Trade Commission.
3. Contact additional agencies depending on what information was stolen. Examples include: contacting the Social Security Administration if your Social Security Number was compromised, or the Department of Motor Vehicles if your Driver's License or car registration has been stolen.
4. Report online crime or fraud to your local United States Secret Service (USSS)



Providing Quality Homecare Since 1985

Be Prepared for an Emergency: Be Proactive; Be Ready

Being prepared means being equipped with the proper supplies you may need in the event of an emergency or disaster. Keep your supplies in an easy-to-carry emergency preparedness kit that you can use at home or take with you in case you must evacuate.

At a Minimum: you should have the basic supplies listed below:

- Water (one gallon per person, per day: 3-day supply for evacuation, 2-week supply for home)
- Food (non-perishable, easy-to-prepare items :3-day supply for evacuation, 2-week supply for home)
- Flashlight
- Battery Powered or hand crank Radio (Set-at Local Station for emergencies or weather channel if possible)
- Extra batteries
- First Aid Kit
- Medications (7-day supply) and medical supplies
- Multi-purpose tool
- Sanitation and personal hygiene items
- Copies of personal documents (medication list, pertinent medical information, proof of address, deed/lease to home, passports, birth certificates and insurance policies-inclusive of medical insurance coverage)
- Cell phone with chargers
- Family and emergency contact information
- Extra Cash
- Emergency Blanket
- Maps of the area (or access to electronic maps or GPS)

Consider the needs of all family members and add supplies to your kit. Suggested items to meet additional needs:

- Medical Supplies (required for each individual family member)
- Baby Supplies (bottles, formula, baby food, diapers)
- Games and Activities for the children
- Pet Supplies (collar, leash, ID, food, carrier, medications, bowls for food and water)
- Two-way radios
- Extra set of Car keys and house keys

- Manual can opener
- Eating utensils (cups, plates, silverware, bowls)

Additional Supplies to keep at home or in your survival kit based on the types of disasters common to your area:

- Whistle
- N95 or Surgical Masks
- Matches
- Rain Gear
- Towels
- Work Gloves
- Tools/supplies for securing your home
- Extra Clothing, hat and sturdy shoes
- Plastic sheeting
- Duct Tape
- Scissors
- Household liquid bleach
- Garbage bags and receptacle
- Entertainment items
- Blankets or Sleeping Bags



Providing Quality Homecare Since 1985

Before A Power Outage (Patient's Home and NSI Office)

1. Build or restock your (Emergency Preparedness Kit): including flashlight, batteries, cash and first aid supplies.
2. Make sure you have alternative charging methods for your phone or any device that requires power.
3. Charge cell phones and battery powered devices.
4. Know where the manual release lever of our electric garage door opener is located and how to operate it.
5. Purchase ice or freeze water-filled plastic containers to help keep food cold during a temporary power outage.
6. Keep your car's gas tank full; gas stations rely on electricity to power their pumps.

If you use your car to recharge devices; do NOT keep the car running in the garage, partially enclosed space or close to a home, this can lead to carbon monoxide poisoning.

7. Learn about the emergency plans that have been established in your area by visiting your state's or local website, so you can locate the closest cooling and warming shelters.
8. If you rely on anything that is battery-operated or power dependent like a medical device determine a back-up plan.

During A Power Outage: Safety Tips

1. Only use flashlights for Emergency Lighting, candles can cause fires.
2. Keep Refrigerator and Freezer Doors closed. Most food requiring refrigeration can be kept safely in a closed refrigerator for several hours. An unopened refrigerator will keep food cold for about 4 hours. A full freezer will keep the temperature for about 48 hours.
3. Take steps to remain cool if it is hot outside. In intense (Pima County Heat) when the power may be off for a long period of time, consider going to the movie theater, shopping mall or "cooling shelter" that may be open in your community. If you remain at home, move to the lowest level of your home, since cool air falls. Wear lightweight, light-colored clothing. Drink plenty of water, even if you do not feel thirsty.
4. Put on layers of warm clothing if it is cold outside. Never burn charcoal for heating or cooking indoors. Never use your oven as a source of heat. If the power may be out for a prolonged period, plan to go to another location (the home of a relative or friend, or a public facility) that has heat to keep warm.
5. Turn off or disconnect appliances and other equipment in case of a momentary power "surge" that can damage computers and other devices. Consider adding surge protectors. (All office equipment should be protected by surge protectors)
6. If you are considering purchasing a generator for your home, consult an electrician prior to purchasing or installing.
7. Only use generators away from your home and NEVER run a generator inside a home/ garage; or connect it to your home's electrical system.

After a Power Outage

1. Throw away any food that has been exposed to temperatures 40 degrees F. (4 degrees C.) for 2 hours or more or that has an unusual odor, color or texture. When in doubt; throw it out!
2. If food in the freezer is colder than 40 degrees F. and has ice crystals on it; you can refreeze it.
3. Contact your physician or pharmacist: if you're concerned about medications having spoiled.
4. Restock your Emergency Kit with fresh batteries, canned foods and other supplies.



Providing Quality Homecare Since 1985

Extreme Heat

This information explains what action should be taken when the weather is extremely hot and how to understand heat alerts from the National Weather Service that you could receive in Pima County and surrounding areas. Heat kills by pushing the Human Body beyond its limits. In extreme heat and high humidity, evaporation is decreased, and the body must work extra hard to maintain a normal temperature.

Before Extreme Heat

1. Begin preparation: build an Emergency Kit
2. Know those in your neighborhood who are older, young, sick or overweight (NSI Nursing Services, Inc.): patients. They are more likely to become victims of excessive heat and may need help.
3. Be aware: people living in urban areas may be at greater risk from the effects of a prolonged heat wave than people living in rural areas.
4. Get trained in first aid to learn how to treat heat-related emergencies.
5. Check to see if your home's cooling system is working properly: recommend annual preventative service to maintain cooling system functioning at Peak Performance.
6. Ensure your home is well insulated and that you have weather stripping around your doors and window sills to keep the cool air inside. (reduces escape of cool air to outside of home)
7. Install window air conditioners snugly; insulate around the air conditioner to alleviate any cracks or open crevices to the outside where the cool air can escape.
8. Check air conditioner ducts for proper insulation.
9. Install temporary window reflectors (for use between windows and drapes) such as aluminum foil-covered cardboard, to reflect heat back outside and weather strip doors and sills to keep cool air in.
10. Cover windows that receive morning or afternoon sun with drapes, shades, awnings or louvers (Outdoor awnings or louvers can reduce the heat that enters the home by up to 80%)
11. Keep Storm Windows up all year. Will reduce the amount of heat coming into the home.
12. Learn about the types of medical conditions which can result from heat waves and the proper first aid measures that should be taken.

Heat-Related Illnesses

Heat Stroke: What to Look For (Symptoms)

1. High Body Temperature (103 degrees or higher)
2. Hot, red, dry or damp skin
3. Fast, strong pulse
4. Headache
5. Dizziness
6. Nausea
7. Confusion
8. Losing Consciousness (passing out)

Treatment for Heat Stroke (What to do)

1. Call 911 right away: heat stroke is a **Medical Emergency (Life Threatening)**. **Delay can be Fatal.**
2. Move the person to a cooler location.
3. Help lower the person's temperature with cool cloths or a cool bath. (application of a cool, wet sheet)
4. Do not give the person anything to drink.

Heat Exhaustion: What to Look For (Symptoms)

1. Heavy Sweating
2. Cold, pale and clammy skin
3. Fast, weak pulse
4. Nausea or vomiting
5. Muscle cramps
6. Tiredness or weakness
7. Dizziness
8. Headache
9. Fainting (passing out)

Treatment for Heat Exhaustion (What to do)

1. Move to a cool location.
2. Loosen the person's clothes.
3. Put cool, wet cloths on the person's body or take a cool bath.
4. Sip water

Get Medical Assistance Immediately if the following occurs

1. Person is vomiting.
2. Symptoms worsen.
3. Symptoms last more than 1 hour.

Heat Cramps: What to Look For (Symptoms)

1. Heavy sweating during intense exercise
2. Muscle pain or spasms

Treatment for Heat Cramps (What to do)

1. Stop physical activity and move to a cool place.
2. Drink water or a sports drink.
3. Wait for cramps to go away (cease) before you do any more physical activity.

Get Medical Assistance Immediately:

1. Cramps last longer than 1 hour.
2. Person is: on a low Sodium Diet.
3. Person (individual) has heart problems.

Sunburn: What to Look For (Symptoms)

1. Painful, red and warm skin.
2. Blisters on the skin.

Treatment for Sunburn (What to do)

1. Stay out of the Sun until your sunburn heals. (resolves)
2. Place cool cloths on the sunburnt areas or take a cool bath.
3. Apply moisturizing lotion or Aloe to sunburnt areas.
4. **Do NOT break blisters.**

Heat Rash: What to Look For (Symptoms)

1. Red Clusters of small blisters (appear like pimples) on the skin (usually in the areas of the neck, chest, groin or in elbow creases)

Treatment for Heat Rash (What to do)

1. Stay in a cool/dry location.
2. Keep the rash dry.
3. Use powder (baby powder) to soothe the rash)

During Extreme Heat

1. Stay indoors as much as possible and limit exposure to the sun.
2. Drink plenty of fluids and replace salts and minerals in your body. Anyone on a fluid restricted diet or who has a problem with fluid retention should consult their physician before increasing fluid intake. People with epilepsy, heart, kidney or liver disease should also consult a physician

prior to increasing fluid intake. A sports beverage can replace the salt, electrolytes and minerals the body loses in perspiration (sweat). Avoid using salt tablets unless directed by a physician.

3. Limit Intake of alcoholic beverages.
4. Closely monitor local radio/television stations (Pima County and surrounding areas) or **NOAA Weather Radio** (<http://www.weather.gov/nwr/>) **for the latest weather information.**
5. Dress in loose fitting, lightweight and light-colored clothes that cover as much skin as possible. Protect face and head by wearing a wide-brimmed hat.
6. Spend time in air-conditioned locations: if you can't afford an air conditioner: spend time (each day) in an air-conditioned environment such as public libraries, shopping malls or other indoor spaces.
7. Stay on the lowest floor, out of the sunshine if air-conditioning is not available. Close blinds or curtains to prevent sunshine coming into house and increasing heat.
8. Check on family, friends and neighbors who don't have air conditioning and who spend much of their time alone.
9. Never leave children or pets alone in closed vehicles.
10. Avoid strenuous activities during the warmest part of the day. Pace yourself; remain hydrated. Use a buddy system when working in extreme heat and take frequent breaks.
11. Eat well-balanced, light and regular meals. Hot, heavy meals add heat to your body. Avoid using salt tablets unless directed by your physician.

Familiarize Yourself and Your Patient's with the following terms to identify and Extreme Heat Hazard

1. **Heat Wave: Prolonged period of excessive heat, often combined with excessive humidity.**
2. **Heat Index: degrees Fahrenheit (F.) – tells how hot it feels when the relative humidity is added to the air temperature. Exposure to full sunshine can increase the heat index by 15 degrees.**
3. **Excessive Heat Watch: Conditions are favorable for an excessive heat event to meet or exceed local Excessive Heat Warning criteria in the next 24-72 hours.**
4. **Excessive Heat Warning: Heat Index values are forecast to meet or exceed locally defined warning criteria for at least 2 days (daytime highs=105-110 degrees Fahrenheit)**
5. **Heat Advisory: Heat Index values are forecast to meet locally defined advisory criteria for 1-2 days (daytime highs=100-105 degrees Fahrenheit).**



Providing Quality Homecare Since 1985

Cooling Centers (Offer Relief for Tucson during the Extreme Heat of Summer)

Cooling Centers around Pima County are providing relief from the “HEAT” to the residents who are not blessed with a home or car with air conditioning. The Triple Digit Heat can be devastating with possible “death occurring.”

Cooling Centers

Facility	Phone	Contact	Dates	Hours	Capacity	Comments
Grace St. Paul’s Episcopal Church 2331 E/ Adams St.	520-327-6857	Pam	Year Round	M-Sat 9:00-12 Morning	75	Snacks provided. Accepts and distributes donations
Interfaith Community Services 2820 W. Ina Rd	520-297-6049	Terri	Year Round	M-F 9:00- 16:00	10	Water, Brief Staff in Air Conditioning, Accepts and Distributes donations
La Fronterra/Rapp 1101 E. Broadway Blvd. Ste 130	520-882-8422	Sharon/Lydia	June 1- July 31	M-F 8-16:00	50	Water, Snacks, sack lunches. Accepts donations & distributes
Pima County Branch (Libraries) 26 locations to serve you. See Below	520-594-4400	Receptionist	Year Round	Locations & hrs. Check directory	Varies	Does not accept donations.
Prima Vera Casa Paloma Undisclosed location near Speedway Blvd and Main Ave	520-882-0820	Rosanne	Year Round	Call for hours	25	Women only. Breakfast. Water, showers, laundry, sack lunches, hygiene items, resources. Accepts and distributes donations
Primavera Hip (Homeless, Intervention & Prevention) 702 S. 6 th Ave. at 17 th St.	520-623-5111	Emma	Year Round	M, W, Th, Fri 9-12:30 Closed Tues.	40	Accepts and Distributes Donations
Salvation Army Hospitality House 1002 N. Main Ave.	520-622-5411	Receptionist	May-July	M-F 24 hours	Drop- Through	Water, Sunscreen, hats, etc. Restrooms. Accepts and Distributes Donations
Sister Jose Women’s Shelter 1050 S Park Ave.	520-909-3905	Receptionist	Year Round	M-Sat. 9-17:00	Varies; overnight; Capacity 36	Women 18 & Over only. Cool off, showers, laundry, breakfast & sack lunches. On-site agencies offer resources, enrollment and guidance. Accepts and distributes donations
Sonora House 2940 N. Flowing Wells Rd.	520-882-8422	Gilbero	Year Round	Sun.-Sat. 9-15:00	12	Call Rapp for referral. Breakfast, Lunch, shower, hygiene supplies, housing services, case management.



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Cooling Locations Recommended other than Centers

Recommend: Movie Theatres, Shopping Malls or Public Libraries

Pima County Movie Theatres

Theatre	Location	Phone #
Roadhouse Cinema	4811 E. Grant Rd. Tucson	520-468-7980
High Sierra Desert Sky Cinema	70 W. Duval Mine Rd. Green Valley	520-393-1212
Century 20 El Con and XD	3601 E. Broadway Blvd. Tucson	520-202-3358
Foothills Cinemas-Cineplex Odeon	7401 N. La Cholla Blvd. Tucson	520-219-4044
The Loft Cinema	3233 E. Speedway Blvd. Tucson	520-795-0844
Cinema La Placita	110 S. Church Ave. Tucson	520-326-5282
The Screening Room	127 E. Congress St. Tucson	520-882-0204
Gallagher Theater (University of Arizona)	1303 E. University Blvd. Tucson	520-626-0370
Century Theatres	12155 N. Oracle Rd. Oro Valley	520-742-6512
Century Gateway 12	770 N. Kolb Rd. Tucson	520-886-1000
Harkins Theatres Arizona Pavilions 12	5755 W. Arizona Pavilions Dr. Tucson	520-230-4730
Century Theater and Marketplace and XD	1300 E. Tucson Marketplace Blvd. Tucson	520-622-8443
Harkins Theatres-Tucson Spectrum 18	5455 S. Calle Santa Cruz Tucson	520-889-5588
Fox Tucson Theatre	17 W. Congress St. Tucson	
Roadrunner Theatre Company	8892 E. Tanque Verde Rd. Tucson	520-207-2491

Pima County Malls

Mall	Location	Phone #
Tucson Mall	4500 N. Oracle Rd. Tucson	520-293-7330
Tucson Premium Outlets	6401 W. Marana Center Blvd. Tucson	520-385-7726
El Con Center	3601 E. Broadway Blvd. Ste. 5B Tucson	520-795-9958
Oracle Crossing Shopping Center	7455 N. Oracle Rd. Tucson	
Green Valley Village	101 S. La Canada Dr. Green Valley	520-625-6551
Continental Shopping Plaza	S. Continental Plaza Green Valley	
Main Gate Square	814 E. University Blvd. Tucson	520-622-8613
La Encantada	2905 E. Skyline Dr. Tucson	520-299-3566
Foothills Mall	7401 N. La Cholla Blvd. Tucson	520-219-0650
Namaste Shopping Center	1800 E. Fort Lowell Rd. Tucson	520-795-1137
Casas Adobes Plaza	7001-7153 N. Oracle Rd. Tucson	520-299-2610
Rillito Crossing	4246 N. 1 st . Ave. Tucson	
The Sunshine Mile	N. Country Club Rd. Tucson	
Arizona Pavilions	5850 W. Arizona Pavilions Dr. Tucson	



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Library	Location	Phone #
Pima County Public Library	101 N. Stone Ave. Tucson	520-791-4010
Martha Cooper Library	1377 N. Catalina Ave. Tucson	520-594-5315
Pima County Public Library-Main Branch	101 S. Stone Ave. Tucson	520-594-5500
Eckstrom-Columbus Library	4350 E. 22 nd St. Tucson	520-594-5285
Quincie Douglas Library	1585 E. 36 th St. Tucson	520-594-5335
Valencia Library	202 W. Valencia Rd. Tucson	520-594-5390
Sahuarita Library	725 W. Via Rancho Sahuarita, Sahuarita	520-594-5490
Murphy-Wilmot Library	530 N. Wilmot Rd. Tucson	520-594-5420
Oro Valley Public Library	1305 W. Naranja Dr. Oro Valley	520-594-5580
Woods Memorial Library	3455 N. 1st Ave. Tucson	520-594-5445
Himmel Park Library	1035 M/ Treat Ave. Tucson	520-594-5305
El Rio Library	1390 W. Speedway Blvd. Tucson	520-594-5245
Mission Library	3770 S. Mission Rd. Tucson	520-594-5325
Nanini Library	7300 N. Shannon Rd. Tucson	520-594-5365
Dusenberry-River Library	5605 E. River Rd. Ste. 105 Tucson	520-594-5345
Flowing Wells Library	1730 W. Wetmore Rd. Tucson	520-594-5225
Wheeler Taft Abbett Sr. Library	7800 N. Schisler Dr. Tucson	520-594-5200
Joyner-Green Valley Library	601 N. La Canada Dr. Green Valley	520-594-5295



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Thunderstorms and Lightning

All thunderstorms are dangerous. Every thunderstorm produces lightning. While lightning fatalities have decreased over the past 30 years; lightning continues to be one of the top three storm-related killers in the United States. On average (in the U.S.) lightning kills 51 people and injures hundreds more. Although lightning victims survive; people struck by lightning often report a variety of long-term, debilitating symptoms.

Associated Dangers of Thunderstorms

1. Tornadoes
2. Strong Winds

3. Hail
4. Flash Flooding
 - a. Flash Flooding is responsible for more fatalities (140+ annually); more than any other thunderstorm related event.

Before Thunderstorm and Lightning: to prepare for a thunderstorm complete the following

1. Build an Emergency Kit
2. Remove dead or rotting trees and branches that could fall and cause injury or damage during a severe thunderstorm.
3. Postpone outdoor activities.
4. Secure outdoor objects that could blow away or cause damage.
5. Enter a home, building or hard top automobile (not a convertible). Although you may be injured if lightning strikes the car; you are much safer inside a vehicle than outside in the storm.
6. Remember: rubber-soled shoes and rubber tires provide **NO** Protection from lightning. However, the steel frame of a hard-topped vehicle provides increased protection if you are not touching metal.
7. Shut windows and secure outside doors. If shutters are not available, close window blinds, shades or curtains.
8. Unplug any electronic equipment long before the storm arrives.

Lightning Risk Reduction (Outdoors)

1. If you are in a forest: seek shelter in a low area; under a thick growth of small trees.
2. If you are in an open area: go to a low place such as a ravine or valley. Be alert for flash floods.
3. If you are on open water: get to land and find shelter immediately.

Facts concerning Thunderstorms

1. Thunderstorms may occur singly or in clusters or in lines.
2. The most severe occur: when a single thunderstorm affects one location for an extended time.
3. Thunderstorms typically produce heavy rain for a brief period; anywhere from 30 minutes to an hour.
4. Warm, humid conditions are highly favorable for thunderstorm development.
5. Approximately 10% of thunderstorms are classified as severe (produces hail; an inch or larger in diameter; winds 58 mile per hour or higher or produces a tornado).

Facts about Lightning

1. Lightning's unpredictability increases the risk to individuals and property.
2. Lightning often strikes outside of heavy rain and may occur as far as 10 times away from any rainfall.
3. "Heat Lightning" is from a thunderstorm too far away from the thunder to be heard. However, the storm may be moving in your direction.
4. Most lightning deaths and injuries occur when people are caught outdoors in the summer months during the afternoon and evening.

5. Chances of being struck by lightning are estimated: 1 in 600,000 (**could be reduced by following safety precautions**)
6. Lightning strike victims carry no electrical charge and should be attended to immediately. **Call 911.**

Know the Terms

Familiarize yourself with the terms to assist with identification of a thunderstorm hazard:

Severe Thunderstorm Watch: Tells you when and where severe thunderstorms are likely to occur. Watch the sky and stay tuned to **NOAA Weather Radio; Commercial Radio or Television for information.**

Severe Thunderstorm Warning: Issued when severe weather has been reported by spotter or indicated by radar. **Warnings indicate imminent danger to life and property to those in the path of the storm.**

During Thunderstorms and Lightning

If Thunderstorms or Lightning occur in your location (Pima County and surrounding areas) you should:

1. Use your battery-operated **NOAA Weather Radio** for updates from local officials.
2. Avoid contact with corded phones and devices: including equipment plugged into electric for recharging. Cordless and wireless phones (not connected to wall outlets) are alright to use.
3. Avoid contact with electrical equipment or cords. Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage.
4. Avoid contact with plumbing. Do not wash your hands; do not take a shower; do not wash dishes and do not do laundry. **Plumbing and bathroom fixtures can conduct electricity.**
5. Stay away from windows and doors and remain off porches.
6. Do not lie on concrete floors and do not lean against concrete walls.
7. Avoid natural lightning rods (tall, isolated trees; in an open area)
8. Avoid hilltops, open fields, the beach or a boat on the water.
9. Take shelter in a sturdy building. Avoid isolated sheds or other small structures in open areas.
10. Avoid contact with anything metal (tractors, farm equipment, motorcycles, golf carts, golf clubs and bicycles.
11. If you are driving; try to safely exit the road and park. Stay in the vehicle and turn on the emergency flashers until the heavy rain ceases. Avoid touching metal or other surfaces that conduct electricity in and outside the vehicle.

After a Thunderstorm or Lightning Strike

If lightning strikes you or another person; **Call 911 for medical assistance immediately.** The following things you should check when you attempt to provide aid to a victim of lightning:

Breathing: if breathing has stopped: initiate mouth-mouth resuscitation.

Heartbeat: if the heart has stopped: administer CPR.

Pulse: if the victim has a pulse and is breathing; assess for other possible injuries.

Check for burns at the location of the lightning strike and where the strike exited the body. Be alert for signs of nervous system damage, broken bones, loss of hearing and eyesight.

After the Storm Passes Remember to:

1. Never drive through a flooded road: turn around; Don't Drown.
2. Stay away from storm-damaged areas to keep from putting yourself and your family at risk from the effects of the thunderstorm.
3. Continue to listen to a NOAA Weather Radio or a local Radio/Television Station for updated information or instructions; assess to roads (blocked/unpassable)
4. Assist people who may require special assistance: infants, children and the elderly or people with special functional needs.
5. Stay away from downed power lines and report them immediately.
6. Watch your animals closely; keep them under your direct control. Thunderstorms frighten most animals.



Floods

Know Your Risk

What

Flooding is a temporary overflowing of water onto land that is normally dry. Flooding may happen with only a few inches of water, or it may cover a house to the rooftop. There are many possible causes of floods (including heavy rain or snowmelt, coastal storms and storm surge, waterway overflow from being blocked with debris or ice or overflow of levees, dams or waste water systems. Flooding can occur slowly over many days or rapidly with little or no warning (Flash Floods). Flash Floods occur in Pima County during the Monsoon Season.

Where

Flooding can occur any place; it is particularly important to be prepared for flooding if you live in a low-lying area; near a body of water; such as a river, stream, wash, culvert, along the coast or downstream from a dam or levee.

When

Flooding can occur during every season: but some locations of the country are at greater risk at certain times of the year. Pima County is vulnerable to flooding during Monsoon Season.

Basic Safety Tips

1. Turn around, Don't Drown!
2. Avoid walking or driving through flood waters.
3. Do not drive over bridges that are over fast-moving flood waters. Flood waters can scour the foundation material from around the footings and make the bridge unstable.
4. 6 inches of moving water can knock you down; and one foot of moving water can sweep your vehicle away.
5. If there is a chance of flash flooding; move immediately to higher ground.
6. If flood waters rise around your car but the water is not moving; abandon your car and move to higher ground. If water is moving: Do not leave the car and enter the moving water.
7. Avoid camping or parking along streams, rivers and creeks during heavy rainfall. These areas can flood rapidly; with little warning.

Flood Watch

Flood Watch=Be Aware: Conditions are right for flooding to occur in your area.

Steps to Take

1. Turn on your Television/Radio. You will receive the latest weather updates and emergency instructions.
2. Know where to go. You may need to reach higher ground quickly and on foot.
3. Build/restock your Emergency Preparedness Kit: Include a flashlight, batteries, cash and first aid supplies (medications).

Prepare Your Home

1. Bring in your outdoor furniture and move important indoor items to the highest possible floor. This will help protect your belongings from damage.
2. Disconnect electrical appliances and do not touch electrical equipment; if you are wet or standing in water. You could be electrocuted.
3. If instructed: turnoff our gas and electricity at the main switch or valve. This helps prevent fires or explosions.

Flood Warning

Flood Warning=Act! Flooding is either occurring or will occur shortly.

Steps to Take

1. Move immediately to higher ground or stay on high ground.
2. Evacuate as directed.

3. Avoid walking or driving through flood waters. Turn around. Don't Drown. Just 6 inches of moving water can knock you down and one foot of moving water can sweep your vehicle away.

After a Flood

1. Return Home only when authorities say; **"it is safe."**
2. Be aware of locations where flood waters have receded and watch for debris. Flood waters often erode roads and walkways.
3. Do not attempt to drive through the areas that remain flooded.
4. Avoid standing in water as it may be electrically charged from underground or downed power line.
5. Photograph damage for your property for insurance claims.



Tornadoes

This explains what actions to take when you receive a tornado watch or warning alert from the National Weather Service for the Pima County and surrounding areas: what to do before, during and after a tornado.

Know Your Risk

What

A tornado is a violently rotating column of air that extends from a thunderstorm to the ground and is often visible as a funnel cloud. Lightning and hail are common in thunderstorms that produce tornadoes. Tornadoes cause extensive damage to structures and disrupt transportation, power, water, gas, communications and other services in its direct path and in neighboring locations. Related thunderstorms can cause heavy rains, flash flooding and hail.

Where

About 1,200 tornadoes hit the United States every year. Most tornadoes in the U.S. occur east of the Rocky Mountains with concentrations in the central and southern plains; the Gulf Coast and Florida.

When

Tornadoes can strike in any season; but occur most often in the spring and summer months. They can occur at all hours of the day and night but are most likely to occur between 3:00 PM. and 9:00 PM.

Before a Tornado

1. Identify safe rooms built to FEMA criteria or ICC500 storm shelters or other potential protective locations in sturdy buildings near your home, NSI Nursing Service Office, NSI patient homes and other locations frequented by NSI Employees. Establish a plan: where you can go quickly for safety when there is a Warning or an approaching tornado.
2. For schools, malls and other buildings with long-span roofs or open space plans or many occupants: ask the building manager to identify the best available refuge.
3. **Build an Emergency Kit and ensure all NSI patients, families and NSI Employees have been educated and instructed on "How to Build and Emergency Kit"**
4. **Listen to NOAA Weather Radio or to Commercial Radio or Television news for the latest information concerning weather conditions. Always listen to instructions provided by the Pima County Emergency Management Officials.**
5. Be alert for changing weather conditions. Look for approaching storms.
6. Look for the following danger signs:
 - a. Dark, often greenish sky
 - b. Large hail
 - c. A large, dark, low-lying cloud (particularly; if rotating)
 - d. Loud roar; sounding like a freight train
 - e. If you see approaching storms or any of the danger signs; be prepared to take shelter immediately.

Tornado Facts

The extent of destruction caused by tornadoes depends on the tornado's intensity, size, path, time of day and duration it takes for the tornado to be on the ground. Wind from tornadoes can reach more than 300 miles per hour and damage paths more than 1 mile wide and 50 miles long. Wind from tornadoes can destroy buildings and trees, transform debris into deadly projectiles and roll vehicles.

1. They may strike quickly, with little or no warning.
2. They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
3. The average tornado moves Southwest to Northeast; but tornadoes have been known to move in any direction.
4. Tornadoes can accompany tropical storms and hurricanes as they move onto land.
5. Waterspouts are tornadoes that form over water.

Know the Terms

Familiarize yourself with these terms to identify a tornado hazard:

Tornado Watch: Tornadoes are possible. When there is a **Watch:** move close to a shelter or sturdy building: to facilitate the ability to travel to the shelter rapidly (in a few minutes). If you observe signs of a tornado approaching: Remain Alert for approaching storms. Watch the sky and stay tuned to the **NOAA Weather Radio; Commercial Radio or Television information.**

Tornado Warning: A tornado has been sighted or indicated by weather radar. Take shelter immediately.

During a Tornado

If you are under a tornado warning; seek shelter immediately! Most injuries associated with high winds are from flying debris; remember to protect your (patient's) head.

If you are in school, nursing home, hospital, factory, shopping center, high-rise building pre-identified best available refuge then:

1. Go to pre-designated location: safe room built to FEMA criteria, or a small interior windowless room on the lowest level, below ground in a basement or storm cellar (best) or closet, interior hallway: Away from windows, doors and outside walls. Place as many walls as possible between you and the outside. Get under a sturdy table and cover your head and neck with your arms and cover your body as best as you can with: a heavy coat, blankets or pillows.
2. In a high-rise building; go to a small interior room or hallway on the lowest floor possible.
3. Do Not open windows.
4. A sturdy structure (e.g. residence, small building), school, nursing home, hospital, factory, shopping center or high-rise building.

Manufactured Home or Office

1. Get out immediately: Go to a pre-identified location such as the lowest floor of a sturdy, nearby building or a storm shelter. **Mobile homes; do not offer protection from tornadoes.**

The outside with No Shelter

1. If you are not in a sturdy building; there is no single recommendation for: last-resort action plans.
2. Possible actions include:
 - a. Immediately get into a vehicle; buckle your seat belt and drive to the closest sturdy shelter; if possible. If your vehicle is hit by flying debris while driving; pull over and park.
 - b. Take cover in a stationary vehicle. Apply the seat belt and cover your head with your arms and a blanket; coat or cushion, if possible.
 - c. **In all situations:**
 - **Do not get under an overpass or bridge. Seek safety in a low, flat location.**
 - **Never try to outrun a tornado in urban or congested areas in a car or truck; instead; leave the vehicle immediately for protection in a sturdy building.**
 - **Outdoor locations are not protected from flying debris. Flying debris from tornadoes cause most fatalities and injuries.**

After a Tornado

1. If you are trapped; do not move or kick-up dust. **Tap on a pipe or wall or use a whistle: if you are trapped so: you can notify rescuers of your location (recommend placing a pipe and whistle in your Emergency Bag)**
2. Listen to Pima County and surrounding area officials for updates and instructions.

3. Check-in with family and friends by texting or using social media. (NSI patients) should telephone the office to inform agency of their location and safety.
4. Watch out for debris and downed power lines. Report to Pima County Management.
5. Stay out of damaged buildings and homes; until local authorities indicate it is safe.
6. Use extreme caution during the post-disaster clean-up of buildings and around the debris. Do not attempt to remove heavy debris by yourself. Wear protective clothing; including a long-sleeved shirt, long pants, work gloves and sturdy, thick-soled shoes during clean-up.
7. Photograph property damage; to assist with filing of an insurance claim.
8. Try to prevent further damage to your property (placing a tarp over a damaged roof); insurance may not cover additional damage which occurs after the storm.
9. If your home is without power; use flashlights or battery-powered lanterns; do not use candles (prevent accidental fires)

Build a Safe Room

Extreme windstorms pose a serious threat to buildings and their occupants. Your residence may be built “to code” but that does not mean it can withstand winds from extreme events such as tornadoes and major hurricanes. The purpose of a safe room built to the FEMA criteria or a storm shelter built to ICC 500 standards is to provide a space: where you and your family can seek refuge: provides a space where you and your family can seek refuge and provides a higher level of protection. You can build a safe room in one of several locations in your home.

1. Basement
2. Top of a slab foundation or garage floor
3. Interior room (first floor)

Safe rooms built below ground level: provide the greatest protection; a safe room built in a first-floor interior room can provide necessary protection. Below-ground safe rooms: must be designed to avoid accumulating water during the heavy rains which often accompany severe windstorms.

To protect its occupants; a safe room must be built to withstand high winds and flying debris, even if the rest of the residence is severely damaged or destroyed. Consider the following when building a safe room:

1. The safe room must be adequately anchored to resist overturning and uplift.
2. The walls, ceiling and door (shelter) must withstand wind pressure and resist penetration by windborne objects and falling debris.
3. The connections between all parts of the safe room must be strong enough to resist the wind.
4. Sections of either interior or exterior residence walls which are used as walls for the safe room: must be separated from the structure: this will prevent damage to the safe room if the residence receives damage.



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Landslides and Debris Flow

Landslides occur in all U.S. states and can be caused by a variety of factors including: earthquakes, storms, volcanoes, fire and by human modification of land. Landslides occur quickly, often with little notice and the best way to prepare is to stay informed about changes in and around your home that could signal a landslide is likely to occur. In a landslide: masses of rock, earth and other debris move down a slope. Debris and mud flows are rivers of rock, earth, and other debris saturated with water. They develop as water rapidly accumulates in the ground, during heavy rainfall or rapid snowmelt, changing the earth into a flowing river of “mud” or “slurry.” They can flow rapidly, striking with little or no warning at avalanche speeds. They also can travel several miles from their source, growing as they pick-up trees, boulders, cars and other materials.

Landslide problems can be caused by land mismanagement, particularly in mountain, canyon and coastal regions. In areas burned by forest and brush fires; a lower threshold of precipitation may initiate landslides. Land-use zoning, professional inspections and proper design can minimize may landslides, mudflow and debris flow problems

Before a Landslide

The following are things you can do to protect yourself, your family and your property from the effects of a landslide or debris flow:

1. To begin preparing: NSI Nursing Service patients, families, caregivers and NSI employees should build an Emergency Kit and Communication Plan.
2. Prepare for landslides by following proper land-use procedures; avoid building near steep slopes, close to mountain edges, near drainage ways or along natural erosion valleys.
3. Become Familiar with the land around you. Learn whether debris flows have occurred in your location by contacting the Pima County Land Management Office. Slopes where debris flow have occurred in the past and are likely to reoccur in the future.
4. Get a ground assessment of your property.
5. Consult a professional for advice on appropriate, preventative measures for your home or business; such as flexible pipe fittings, which can better resist breakage.
6. Protect your property by planting ground cover on slopes and building retaining walls.

7. In mudflow areas; create channels or deflection walls to direct the flow around buildings. Be aware, if you build walls to divert debris flow and if the flow lands on a neighbor's property: you may be liable for damages.
8. If you are at risk for a landslide: talk to your insurance agent: Debris flow may be covered by flood insurance policies from the **National Flood Insurance Program**.

Recognize Landslide Warning Signs

1. Changes occur in your landscape such as patterns of storm-water drainage on slopes (especially locations where runoff water converges) land movement, small slides, flows or progressively leaning trees.
2. Doors or windows stick or jam for the first time.
3. New cracks appear in plaster, tile, brick or foundations.
4. New cracks appear in plaster, tile, brick or foundations.
5. Outside walls, walks or stairs begin pulling away from the building.
6. Slowly developing, widening cracks appear on the ground or on paved areas such as streets or driveways.
7. Underground utility lines break.
8. Bulging ground appears at the base of a slope.
9. Water breaks through the ground surface in new locations.
10. Fences, retaining walls, utility poles or trees tilt or move.
11. A faint rumbling sound increases (volume); noticeable as the landslide nears.
12. The ground slopes downward in one direction; may begin shifting in that direction under your feet.
13. Unusual sounds, such as trees cracking or boulders knocking together, might indicate moving debris.
14. Collapsed pavement, mud, fallen rocks and other indications of possible debris susceptible to landslides.

During a Landslide

1. During a severe storm; stay alert and awake. Many deaths from landslides occur while people are sleeping.
2. Listen to Pima County and area news stations or weather stations on a battery-powered radio for warnings of heavy rainfall.
3. Listen for unusual sounds that might indicate moving debris; such as trees cracking or boulders knocking together.
4. Move away from the path of a landslide or debris flow; as rapidly as possible. The danger from a mudflow increases near stream channels and with prolonged heavy rains: Mudflow can move faster than you can walk or run. Look upstream before crossing a bridge and do not cross the bridge if a mudflow is approaching the area.
5. Avoid River and Valleys and low-lying locations.
6. If you are near a stream or channel: be alert for any sudden increase or decrease in water flow and notice whether the water changes from clear to muddy. Such changes mean there is debris flow activity upstream: be prepared to move quickly.
7. Curl into a tight ball and protect your head if escape is not possible.

After a Landslide

1. Go to a designated public shelter: if you have been told to evacuate or you feel it is unsafe to remain in your home. Text: **Shelter+zipcode to 43362** (4FEMA) to find the nearest shelter in your location (example: **shelter85747**)
2. Stay away from the Landslide location. There may be danger of additional slides.
3. Listen to local Radio or Television Stations for the latest emergency information.
4. Watch for flooding; which may occur after a landslide or debris flow. Floods at times follow landslides and debris flows because they are initiated by the same event.
5. Listen to Local Radio stations for the latest Emergency Information.
6. Check for injured and trapped persons near the slide; without entering the direct slide area. Direct: First Responders to the Location.
7. Look for and report broken utility lines and damaged roadways and railways to appropriate authorities. Reporting potential hazards will get the utilities turned off as quickly as possible, preventing further hazard and injury.
8. Check the building foundation, chimney and surrounding land for damage. Damage to foundations, chimneys or surrounding land may help you assess the safety of the location.
9. Replant damaged ground as soon as possible since erosion; preventing further hazard and injury.
10. Seek advice from geotechnical expert for evaluating landslide hazards or designing corrective techniques to reduce landslide risk. A professional will be able to advise you of the best ways to prevent or reduce landslide risk; without creating further hazard.



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Home Fires

In just two minutes, a fire can become a life-threatening event. In five minutes a residence can be engulfed in flames.

Learn about Fires (all NSI employees will be educated concerning home fires)

1. **Fire is FAST!!!** In less than 30 seconds a small fire can turn into a major fire. It only takes minutes for thick black smoke to fill a house or for the home to be engulfed in flames.
2. **Fire is HOT!!!** Heat is more threatening than flames. Room temperatures (in a fire) can be 100 degrees at floor level and can rise to 600 degrees at eye level. Inhaling this super-hot air will scorch your lungs and melt your clothes to your skin.
3. **Fire is DARK!!!** Fire starts bright, but quickly produces black smoke and complete darkness.
4. **Fire is DEADLY!!!** Smoke and toxic gases kill more people than flames do. Fire produces poisonous gases which make you disoriented and drowsy. Asphyxiation is the leading cause of deaths, exceeding burns by three-to-one ratio.

Before a FIRE

Create and Practice a FIRE ESCAPE PLAN (NSI Nursing Service's recommends: patients should plan and pro-actively practice their fire escape plan)

In the event of a fire, remember: **every second counts, so the patient and their family must always be prepared.** Escape plans assist you to get out of your home quickly and in a calm manner (when practiced).

It is recommended by NSI Nursing Services that: each patient and their family practice their emergency: home fire escape plan twice each year. Some tips to consider when preparing and creating this plan include:

1. Find two ways to exit out of each room in the event the primary exit is blocked by fire or smoke.
2. A secondary route might be a window onto a neighboring roof or a collapsible ladder for escape from the upper story windows (should be stowed in a closet for exit)
3. Make sure all windows are not stuck, screens can be removed quick and security bars can be properly opened. (Stow the key in the room where the bars are located for quick access)
4. Practice feeling your way (all individuals in the home) out of the house in the dark or with your eyes closed.
5. Teach children not to hide from the firefighters.

Smoke Alarms (a functioning smoke alarm increases your chances of survival from a deadly home fire).

1. Install both ionization and photoelectric smoke alarms; or dual smoke sensor alarms which contain both ionization and photoelectric smoke sensors.
2. Test batteries monthly.
3. Replace batteries in battery-powered and hard-wired smoke alarms at least once a year (except non-replaceable 10 years lithium batteries).
4. Install smoke alarms on every level of your home; including the basement and both inside and outside sleeping areas.
5. Replace smoke alarm units every 8-10 years or according to manufacturer's instructions.
6. Never disable a smoke alarm while cooking (it can be a deadly mistake)

Smoke Alarm Safety for People with Access or Functional Needs

1. Audible alarms for visually impaired people should pause with a small window of silence between each successive cycle so they can listen to instructions or voices of others.
2. Smoke alarms with a vibrating pad or flashing light are available for the hearing impaired. Contact your local fire department (Pima County or surrounding areas) for information to obtain a flashing or vibrating smoke alarm. (NSI Nursing Services Case Managers will recommend these options to their sight and hearing-impaired patients/families)
3. Smoke alarms with a strobe light outside the home to catch the attention of neighbors and emergency responders (emergency call systems for summoning help) are also available.

Additional Fire Safety Tips

1. Make digital copies of valuable documents and records: birth certificates, Social Security Cards, Insurance cards, credit cards, driver's license, etc.
2. Sleep with your door closed (deters fire from entering the bedroom)
3. Contact the Pima County or surrounding areas fire department for information of training on the proper use and maintenance of fire extinguishers. (Recommendation to patients and their caregivers)
4. Consider installing an automatic fire sprinkler system in your home.

During a Fire

1. Crawl low under any smoke to the nearest exit; heavy smoke and poisonous gases collect first along the ceiling.
2. Before opening a door: feel the doorknob and door; if either is hot or if there is smoke coming in around the door; leave the door closed and use the second; determined exit out of the room.
3. If you open a door; open it slowly. Be ready to shut it quickly if heavy smoke or fire is present.
4. If you can't get to someone needing assistance; leave the home and call 911. Tell the emergency operator the location of the person (you are unable to evacuate)
5. If pets are trapped inside the home: inform the fire department and first responders.
6. If you can't get out: close the door and cover vents and crack around the doors with cloth or tape to keep the smoke out. Call 911. State your location and signal for HELP at the window with a light-colored cloth or a flashlight.
7. If your clothes catch fire: **Stop, Drop and Roll Immediately: Drop to the Ground and Cover your Face with your hands. Roll Over and Over or Back and Forth until the Fire is OUT. If you or someone can't stop, drop and roll; smother the flames with a blanket or towel. Use cool water to treat the burn immediately for 3-5 minutes. Cover with a clean cloth. Get Medical Assistance Immediately by calling 911.**

Fire Escape Planning for Older Adults and People with Access or Functional Needs

1. Live near an exit. You'll be safest on the ground floor. If you live in an apartment building or multi-story home; arrange to sleep on the ground floor and near an exit.
2. If you use a walker or wheelchair; check all exits to be sure you can get through the doorways.
3. Make any necessary accommodations; providing exit ramps and widening doorways to facilitate an emergency escape exit.

4. Speak to your family members (Caregivers), building manager or neighbors about your fire safety plan and be proactive and practice the plan with them. Practice assists with remaining calms and being proficient in escape during the real emergency.
5. Contact your local fire department's non-emergency telephone number and explain your special needs. Request Emergency Responders to keep your special needs information on file (for review during an emergency event)
6. Keep a phone near your bed and be ready to call 911 if a fire occurs. Always be **Prepared**.

After a Fire

The following checklist serves as a quick reference and guide for patients/caregivers/families: after a fire occurs.

1. Contact your local disaster relief service: Southern Arizona American Red Cross: if you require temporary housing, food, water, supplies or medicine (contact your Case Manager at NSI Nursing Services to report the location of your temporary residence) so NSI Nursing Services can continue provision of needed care.
2. If you are insured; contact your insurance company for detailed instructions on protecting the property, conducting inventory and contacting the fire damage restoration companies within Pima County or surrounding areas. If you are not insured: contact private organizations for assistance and aid.
3. Check with the fire department to make sure your residence is safe to enter. Be watchful for any structural damage caused by the fire.
4. The fire department should see: utilities are either safe or are disconnected prior to leaving the site. Do Not attempt to **reconnect** utilities yourself.
5. Conduct an inventory of damage property and items. Do Not throw away any damaged goods until after an inventory is completed for insurance purposes. (Reimbursement)
6. Try to locate valuable documents and records.
7. Begin saving receipts for any money you spend related to the fire loss. The receipts may be needed later by the insurance company for verifying losses claimed on income taxes.
8. Notify the mortgage company.

Prevent Home Fires

Home fires are preventable! The following are simple steps that individuals can take to prevent a tragedy.

Cooking

1. Stay in the kitchen when you are frying, grilling or broiling food. If you leave the kitchen even for a short period; turn off the stove.
2. Wear short, close-fitting or tightly rolled sleeves when cooking.
3. Keep children away from cooking areas by enforcing a **"kid-free zone"** of 3 feet around the stove.
4. Position barbecue grills at least 10 feet away from sliding glass doors and deck railings and out from under eaves and over hanging branches.

Smoking

1. Smoke outside and completely stub out cigarette butts (in an ash tray or a can filled with sand)
2. Soak cigarette butts and ashes in water before throwing them in the trash. Never throw hot cigarette butts or ashes in the trash can.
3. Never smoke in a home where oxygen is used; even if it is turned off. Oxygen can be explosive and makes fire burn hotter and faster.
4. Be Alert; don't smoke in bed! If you are sleepy, have been drinking or have taken medication which makes you drowsy: put your cigarette out first.

Electrical and Appliance Safety

1. Frayed wires can cause fires. Replace all worn, old or damaged appliance cords immediately: do not run cords under rugs or furniture.
2. If an appliance has a three-prong plug, use only in a three-slot outlet. Never force a three-pronged plug into a two-slot outlet or extension cord.
3. Immediately shut off; professionally replace, light switches that are hot to touch and lights that flicker.

Portable Space Heaters

1. Keep combustible objects at least three feet away from portable heating devices.
2. Purchase only heaters evaluated by a nationally recognized laboratory; recommended (Underwriters Laboratories (UL)
3. Check to confirm the portable heater has a thermostat control mechanism that will switch off automatically (if the heater falls over)
4. Only use crystal clear K-1 kerosene in kerosene heaters. Never overfill the heater. Use the heater in a well-ventilated room.
5. Always place the heater away from clothes, furniture or other items around the space heater. Never pile other items on top of the unit.

Fireplaces and Woodstoves

1. Inspect and clean woodstove pipes and chimneys annually and check monthly for damage or obstructions.
2. Use a fireplace screen heavy enough to stop rolling logs and big enough to cover the entire opening of the fireplace to catch flying sparks.
3. Make sure the fire is completely out before leaving the house or going to bed.

Children

1. Take the mystery out of playing with fire by teaching children that fire is a tool not a toy.
2. Store matches and lighters out of the reach and sight of children; preferably in a locked cabinet.
3. Never leave children unattended near operating stoves or burning candles; even for a short time. (only takes seconds for a fire to occur)

More Prevention Tips

1. Never use stove range or oven to heat your home.
2. Keep combustible and flammable liquids away from heat sources.
3. Portable generators should **NEVER be used indoors and should only be refueled outdoors or in a well-ventilated location.**



Wildfires

Know your Risk

Wildfires can occur anywhere and can destroy homes, businesses, infrastructures, natural resources and agriculture. **(Pima County and surrounding areas have a high wildfire risk)**

What

A wildfire is an unplanned, unwanted fire burning in a natural area; such as a forest, grassland or prairie. As building development expands into these locations; homes and businesses; located in or near areas susceptible to wildfires. This is called wildland urban interface. Wild fires can cause death or injury to the people and animals, damage and destroy structures and disrupt community services including transportation, gas, power, communications and other services. The impact may cover in large areas with extensive burning, embers traveling more than a mile away from the wildfire and smoke causing health issues for people far away from the fire. Wildfires damage watersheds and leave areas prone to flooding and mudslides for many years.

Where

Wildfires can occur at anywhere in the country. They can start in remote wilderness areas, in national parks or even in your backyard. Wildfires can start from natural causes such as lightning, but most are caused by humans; either accidentally (cigarettes, campfires or outdoor burning) or intentionally.

When

Wildfires can occur at anytime throughout the year; but the potential is always higher during periods with little or no rainfall which increases the dryness of brush, grass and trees which makes the area more vulnerable to wildfires. High winds can also contribute to spreading the fire. **Pima County and the surrounding areas are vulnerable to wildfires.**

Fire Weather Watch

Fire Weather Watch=dangerous weather conditions are possible over the next week: 12-72 hours

Steps to Take

1. Turn on your **television/radio**. You will obtain the latest weather updates and emergency instructions.
2. Know where to go. If you are ordered to evacuate; know the route to take and have a plan of where you will go. Check-in with your friends and family.
3. Keep your car fueled; in good condition and stocked with emergency supplies and a change of clothes.

Before Wildfire Season

Make a Wildfire Plan

1. Know your wildfire risk.
2. Familiarize yourself with local emergency plans. Know where to go and how to get there if evacuation is required.
3. Make a wildfire Emergency Plan including an evacuation plan and a communication plan. Ensure your **Emergency Kit** is stocked and accessible for evacuation.
4. Many communities have text or e-mail alerting systems for emergency notifications. Educate Yourself to find out what alerts are available in Pima County.
5. Build or restock your **Emergency Preparedness Kit**; including a flashlight, batteries, cash and first aid supplies, medications and updated asthma action plan.
6. Stay tuned to your phone alerts, Television or Radio for weather updates, emergency instructions or evacuation orders.
7. Pay attention to air quality reports especially for patients with asthma, COPD and heart disease. Follow your physician's advice. All individuals should remain inside when there are high levels of smoke in the air.

Prepare Your Home

1. Create and maintain an area approximately 30 feet away from your home: free of anything that will burn; such as wood piles, dried leaves, newspapers, brush and other landscaping products. 30-100 feet; reduce or replace flammable vegetation and prune vegetation to diminish the chances of fire. (Create fuel breaks: such as driveways, gravel walkways and lawns). Work with neighbors to create spaces 200 feet around your homes where vegetation is continuous: remove underbrush and tall trees.
2. Regularly clean the roof and gutters.
3. Connect garden hoses long enough to reach any area of the home and fill garbage cans, tubs or other large containers with water.

4. Review homeowner's insurance policy and prepare/update a list of home's contents.
5. Designate a room which can be closed from the outside air. Close all doors and windows. Set-up a portable air cleaner to keep indoor pollution levels low when smoky conditions exist.

During a Wildfire

1. If there is a wildfire (Pima County and surrounding areas); be prepared to evacuate on short notice.
2. If you see a wildfire and haven't received evacuation orders: **call 911**. Don't assume someone has already notified the Emergency Response Team.
3. If ordered to Evacuate during a wildfire, do it immediately; inform someone where you are going and contact the same person once you arrive.
4. If you or another person has been burned; call 911 or seek assistance immediately; cool and cover burns to reduce chances of further injury or infection.
5. Know where to evacuate (be Prepared). If you are ordered to evacuate, know the route to take and have a prepared plan (where you will go) Check-in with your friends and family.
6. Keep your car fueled, in good condition and stocked with emergency supplies and a change of clothes.

After a Wildfire

Returning Home

1. Return home only **when authorities say; "it is safe."**
2. For several hours after a fire; maintain a "fire watch." Check and re-check for smoke, sparks or hidden embers throughout the house, including the roof and the attic.
3. Use caution when entering burned areas as hazards may still exist; including hot spots which can flare up without warning. Evacuate immediately if you smell smoke.

Cleaning Your Home

1. Wear a NIOSH certified-respirator (dust mask).
2. Discard any food that has been exposed to heat, smoke or soot.
3. Do NOT use water which may be contaminated to wash dishes, brush teeth, prepare food, wash hands or to make ice or baby formula.
4. Photograph damage to your property for insurance purposes.



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Earthquakes

Know Your Risk

What

An earthquake is the sudden, rapid shaking of the earth, caused by the breaking and shifting of subterranean rock as it releases strain that has accumulated over a long time. Initial, mild shaking may strengthen and become extremely violent within seconds. Additional earthquakes; called aftershocks may also occur following the initial earthquake. Earthquakes may cause household items to become dangerous projectiles; cause buildings to move off foundations or collapse, damage utilities, roads and structures such as bridges and dams, or cause fires and explosions. They may also trigger landslides, avalanches and tsunamis.

Where

All 50 states and 5 U.S. territories are at risk for earthquakes. The risk is higher in identified seismic zones including the San Andreas Fault in California, the Cascadia Subduction Zone in western Oregon, Washington and Alaska; the New Madrid Fault Zone spanning locations in Missouri, Arkansas, Tennessee and Kentucky and areas on the East Coast including: the mid-Atlantic, Coastal South Carolina and New England areas.

When

Earthquakes can happen at any time of the year and occur without warning; although they usually last less than 1 minute. Aftershocks following the initial earthquake may occur for hours, days or even months. Earthquakes can't be predicted (research continues)

Before an Earthquake

1. Before an earthquake occurs; secure items that could fall or move and cause injuries or damage (bookshelves, mirrors, light fixtures, televisions, computers, hot water heaters). Move beds away from windows and secure any hanging items over beds, couches, cribs or other places people sit or lie.
2. Practice how to: **Drop, Cover and Hold On**
 - a. Plan and practice how to Drop to the ground, cover and hold on. Cover your head and neck with your arms; and if a safer location is close-by: you can get to without exposing yourself to flying debris; crawl to the location and HOLD ON to maintain cover.
 - b. To react quickly; **You must practice frequently. You may only have seconds to protect yourself during an earthquake.**

3. Store critical supplies (water, food, medication and documents) in preparation for an Emergency.
4. **Plan:** how you will communicate to your family members, neighbors, friends and NSI Nursing Services Office by making an emergency communication plan.
5. Consult a structural engineer to evaluate your home and ask about updates to strengthen locations that would be weak during an earthquake. When purchasing your home or business location to rent or buy: check if the building is earthquake resistant per local building codes.

During an Earthquake

If you are inside the building

1. Drop down onto your hands and knees so the earthquake doesn't throw you down. Drop to the ground (prior to the earthquake drops you)
2. Cover your head and neck with your arms to protect yourself from falling debris.
 - a. If you are in danger from falling objects and you can move safely, crawl for additional cover under a sturdy desk or table.
 - b. If no sturdy shelter is nearby; crawl away from windows, next to exterior walls. Stay away from glass, windows, outside door and walls and anything that could fall; such as light fixtures or furniture.
3. Hold on to any sturdy covering so you can move with it until the tremors cease.
4. Remain where you are: until the tremors cease. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects and you may not be able to remain standing.

Inability to safely lower self to floor

1. If getting safely to the floor is difficult: actions prior to the earthquake to secure or remove items that can fall or become projectiles should be a priority to lower to the floor to alleviate the possibility of injury.
2. Identify: a location away from windows and objects that could fall. The Earthquake Country Alliance advises getting as low as possible to the floor. People who use wheelchairs or other mobility devices should lock their wheels, bend over and remain seated until the tremors cease. Protect your head and neck with your arms; a pillow, book or whatever is available

If you are in bed when the tremors occur

1. If you are in bed: stay there and cover your head and neck with a pillow. At night; hazards and debris are difficult to see and avoid; **attempts to move in the dark, result in more injuries than remaining in bed.**

If you are outside when the tremors occur

1. If you are outside when the tremors occur; move away from buildings, streetlights and utility wires. **Once in the open; Drop, Cover and Hold On. Remain there until the tremors cease.**

If you are in a moving vehicle when the tremors occur

1. It is difficult to control a vehicle during the tremors. If you are in a moving vehicle; stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses and utility wires. Proceed cautiously once the earthquake has ceased. Avoid roads, bridges, ramps that the earthquake may have damaged.

After an Earthquake

1. When the tremors cease; look around. If the building is damaged and there is a clear path to safety; leave the building and go to an open space away from damaged locations
2. If you are trapped; do not move about or kick-up dust.
3. If you have a cell phone available; use it to call or text for assistance.
4. Tap on a wall with a pipe or use a whistle to notify 1st responders to your location.
5. Once safe; monitor the Pima County and surrounding areas local news reports via battery-operated radio, television, social media and cell phone text alerts for emergency information and instructions.
6. Check for injuries and provide first-aid (if you are trained). Assist with rescues; if the area is safe.
7. If you are near the coast: learn about tsunamis in your location. If you are in a location that may have tsunamis; when the tremors cease, walk inland and to higher ground immediately. Monitor official reports for more information on the area's tsunami evacuation plans.
8. Use extreme caution during post-disaster clean-up of buildings and around debris. Do not attempt to remove heavy debris alone. Wear protective clothing including; a long-sleeved shirt, long pants, work gloves and sturdy, thick-soled shoes during a clean-up.
9. **Be Prepared to: Drop, Cover and Hold On; during the likely event of aftershocks.**



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Drought

Nearly every part of the country experiences periods of reduced rainfall especially (Pima County and surrounding areas). If we plan for drought, then we can enjoy the benefits of normal or rainy years and not get caught unprepared in dry years. (Preparation)

Before a Drought

Strategies for drought preparedness focus mainly on water conservation. Make these practices a part of your daily life and help preserve this essential resource (water).

Indoor Water Conservation (Tips Prior to a Drought)

General

1. Never pour water down the drain when there may be another use for it. Example: use it to water your indoor or outdoor garden.
2. Repair dripping faucets by replacing washers. One drop per second wastes 2,700 gallons of water per year.
3. Check all plumbing fixtures for leaks and have any leaks repaired by a plumber.
4. Retrofit all household faucets by installing aerators with flow restrictors.
5. Install an instant hot water heater to your system.
6. Insulate your water pipes to reduce heat loss and prevent them from breaking in the cold (freezing) weather.
7. Install a water softening system only when the minerals in your water would damage your pipes. Turn the softener off during vacation.
8. Choose appliances that are more energy and water efficient.

Bathroom

1. Consider purchasing a low-volume toilet that uses less than half the water of older models: note many areas: low volume units are required by law for water conservation.
2. Install a toilet- displacement device which will decrease the amount of water needed to flush. Place a one-gallon plastic jug of water into the tank to displace toilet flow (do not use a brick, it may: dissolve and loose pieces may cause damage to the internal components of the toilet). Be sure installation does not interfere with the functioning of the unit.
3. Replace your showerhead with an ultra-low-flow version.
4. Avoid flushing the toilet unnecessarily. Dispose of tissues, insects and other similar waste in the trash container rather than down the toilet.
5. Avoid taking baths; take short showers; turn on the water only to get wet and lather; then again to rinse.
6. Avoid letting the water run while you are brushing your teeth, washing your face or shaving.
7. Place a bucket in the shower to catch the excess water for watering plants.

Kitchen

1. Start a compost pile as an alternate method of disposing of food waste or simply dispose of food into the garbage. (Kitchen sink disposals require an immense amount of water to operate properly).

Laundry

1. Operate automatic clothes washers only when they are fully loaded or set the water level for the size of your load.

Outdoor Water Conservation (Tips Prior to a Drought)

1. Check your well pump periodically. If the automatic pump turns on and off while water is not being used; you have a leak.

2. Plant native and/or drought-tolerant grasses, ground covers, shrubs and trees. Once established; plants adapted to the Pima County area; do not require water as frequently and usually will survive a dry period without the need for watering. Small plants require less water to become established. Group plants together based on similar water needs.
3. Install irrigation devices that are the most water efficient and proficient for each use; such as micro and drip irrigation, plus soaker hoses.
4. Use mulch to retain moisture in the soil. Mulch also assists with weed control that compete with other landscape plants/trees for water consumption.
5. Avoid purchasing recreational water toys that require a constant stream of water.
6. Avoid installing ornamental water features (such as fountains) unless they use recirculated water.
7. Consider rain water harvesting in locations where practical.
8. Contact your local water provider for additional information and assistance.

Lawn Care

1. Use a broom or blower instead of a hose to clean leaves and other debris from your driveway or sidewalk (will improve the absorption of the water)
2. Avoid leaving sprinklers or hoses unattended. A hose can pour out 600 gallons or more of water in only a few hours.
3. Repair sprinklers: spray a fine mist. Most misting issues result from a pressure problem, properly regulating pressure in an irrigation system will prevent misting.
4. Check sprinkler systems and timing devices regularly to be sure they operate properly.
5. Raise the lawn mower blade to at least three inches or to its highest level. A higher cut encourages grass roots to grow deeper, shades the root system and hold soil moisture (decreases the need for water)
6. Plant drought-resistant lawn seed. Reduce or eliminate lawn areas that are not used frequently.

Pool

1. Install a new water saving pool filter. A single back flushing with a traditional filter uses 180-250 gallons of water.
2. Cover pools and spas to reduce water evaporation.

During a Drought

Always observe state and local restrictions on water conservation during a drought. If restricted, for example: don't water your lawn, wash your car or other non-essential uses to assist with ensuring there is enough water for essential uses.

Outdoor Water Conservation Tips While in a Drought

Car Washing

1. Use a commercial car wash which recycles water.
2. If you wash your own car, use a shut-off nozzle that can be adjusted down to a low spray (hose).

Lawn Care

1. Avoid over watering your lawn and water only when needed. In the desert locations: recommend gravel instead of grass. (Conserves water)
2. A heavy rain eliminates the need for watering for up to two weeks in most areas of the country. Residences in the desert will require watering more frequently.
3. Check the soil moisture levels with a soil probe, spade or large screwdriver. You don't need to water if the soil is still moist. If your grass springs back when you step on it, it doesn't need watering.
4. If your lawn does require watering, do early in the morning or later in the evening when the temperatures are cooler.
5. Position sprinklers so water lands on the lawn and shrubs and not on paved areas. (house, sidewalks or street).
6. Water in several short sessions rather than one long one; your lawn will better absorb moisture and avoid runoff.
7. Use a broom or blower instead of a hose to clean leaves and other debris from your driveway or sidewalk (will improve the absorption of the water)
8. Avoid leaving sprinklers or hoses unattended. A hose can pour out 600 gallons or more of water in only a few hours.
9. In Extreme Drought: allow your lawns to die in favor of preserving trees and large shrubs.

Indoor Water Conservation Tips during a Drought

Bathroom

1. Avoid flushing the toilet unnecessarily. Dispose of tissues, insects and other similar waste in the trash container rather than down the toilet.
2. Avoid taking baths; take short showers; turn on the water only to get wet and lather; then again to rinse.
3. Avoid letting the water run while you are brushing your teeth, washing your face or shaving.
4. Place a bucket in the shower to catch the excess water for watering plants.

Kitchen

1. Operate automatic dishwashers only when they are fully loaded. Use the "light wash" feature, if available to use less water.
2. Hand wash dishes by filling two containers (one with soapy water and one with rinse water containing a small amount of chlorine bleach).
3. Clean vegetables in a pan filled with water rather than running water from the tap.
4. Store drinking water in the refrigerator. Do not let the tap run while you are waiting for water to cool.
5. Avoid wasting water for it to get hot. Capture it for other uses: plant watering or heat it on the stove or in the microwave.
6. Avoid rinsing dishes before placing them in the dishwasher; just remove large particles of food. (Most dishwashers can clean soiled dishes very well).
7. Avoid running water to thaw meat or other frozen foods. Defrost food overnight in the refrigerator or use the defrost setting on the microwave.



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Severe Weather

Severe weather can occur anytime. Severe weather includes hazardous conditions produced by thunderstorms; including damaging winds, tornadoes, large hail, flooding and flash flooding (monsoons) and winter storms associated with freezing rain, sleet, snow and strong winds.

Know Your Risk

Understand the types of hazardous weather which affects the Pima County and surrounding areas.

Actions

1. Make a family emergency plan (create a plan and be proactive and prepared)
2. Be informed about emergency alerts.

Tips and Resources for Online Sharing

1. Share weather preparedness plan with friends, neighbors and family.



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Space Weather

The term "Space Weather" refers to the variable conditions on the sun and in space that can influence the performance of technology we use on Earth.

Extreme Space Weather could potentially cause damage to critical infrastructure; especially the electric grid-highlighting the importance of being prepared.

Learn About Space Weather

To protect people and NSI Nursing Service's Systems that might be at risk from space weather effects; we need to understand the causes of space weather.

The sun is the main source of space weather. Sudden bursts of plasma and magnetic field structures from the sun's atmosphere called coronal mass ejections (CME) together with sudden bursts of radiation, or solar flares, all cause space weather effects here on Earth.

Space weather can produce electromagnetic fields that induce extreme currents in wires, disrupting power lines, and even causing wide-spread blackouts. Severe Space Weather also produces solar energetic particles, which can damage satellites used for commercial communications, global positioning, intelligence gathering and weather forecasting.

Predicting Space Weather (Services in the United States) are provided primarily by: **NOAA's Space Weather Prediction Center (SWPC) and the US Air Force's (USAF) Weather Agency (AFWA)** which work closely together to address the needs of their civilian and military user communities.

Before Space Weather Occurs

Space weather can have an impact on our advanced technologies which has a direct impact on our daily lives. The main area of concern will most likely be our nation's electric power grid. Northern Territories are more vulnerable to these effects than areas farther south. Generally, power outages due to space weather are very rare events, but evidence suggests that significant effect could occur. These power outages may have cascading effects, causing:

1. Loss of water and waste water distribution systems
2. Loss of perishable foods and medications
3. Loss of heating/air conditioning and electrical lighting systems
4. Loss of computer, telephone and communication systems (including disruptions to airline flights, satellite networks and GPS services)
5. Loss of transportation systems
6. Loss of fuel distribution systems and fuel pipelines
7. Loss of all electrical systems that do not have back-up power

To Begin Preparing for Space Weather

1. Build an Emergency Kit and recommend family (patient)
2. Fill plastic containers with water and place them in the refrigerator and freezer if there is room. Leave about an inch of space inside each container; because water expands as it freezes This chilled or frozen water will help keep food cold during a temporary power outage.
3. Be aware that most medication which requires refrigeration can be kept in a closed refrigerator for several hours without a problem. If unsure, check with your physician or pharmacist.
4. Keep your car tank at least half full because gas stations rely on electricity to power their pumps.
5. Know where the manual release of your electric garage door opener is located and how to operate it. Garage doors can be heavy, so know that you may need help to lift it.
6. Keep a key in your house with you if you regularly use the garage as the primary means of entering your home, in case the garage door will not open.

7. Keep extra batteries for your phone in a safe place or purchase a solar-powered or hand crank charger. These devices are good emergency tools to keep your laptop and other small electronic devices working in the event of a power outage. If you own a car: purchase a car phone charger because you can charge your phone if you lose power at your home or office.
8. If you have a traditional landline (non-broadband or VOIP) phone, keep at least one non-cordless phone receiver in your home because it will work even if you suffer from a power outage.
9. Prepare Family or NSI Office Employee Contact Sheet. Patient contact sheet should include one out of town contact that maybe better able to reach family members in an emergency.
10. Make back-up copies of important digital data and information, automatically if possible: or at least weekly.

During Space Weather Occurrence

1. Follow energy conservation measures to keep the use of electricity as low as possible, which can help power companies avoid imposing rolling blackouts during periods when the power grid is compromised.
2. Follow the Emergency Alert System (EAS) instructions carefully.
3. Disconnect electrical appliances if instructed to do so by local officials.
4. Do not use the telephone unless necessary, during emergency situations; keeping the lines open for emergency personnel; to improve response time.

After Space Weather Occurrence

Throw out unsafe Food:

1. Throw away food that has been exposed to a temperature of 40 degrees F (4 degrees C.) or higher for 2 hours or more or that has an unusual odor, color or texture. When in doubt, throw it out!
2. Never taste food or rely on appearance or odor to determine its safety. Some foods may look and smell fine: but if they have been at room temperature too long, bacteria causing food-borne illnesses can start growing quickly. Some types of bacteria produce toxins that cannot be destroyed by cooking.
3. If food in the freezer is colder than 40 degrees F. and has ice crystals on it, you can refreeze it.
4. If you are not sure food is cold enough, take its temperature with a food thermometer.



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PROFILE OF AN ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or tempting to kill people in a confined and populated area: in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10-15 minutes; before law enforcement arrives on the scene. Individuals must be prepared both mentally and physically to deal with an active shooter situation.

GOOD PRACTICES FOR DEALING WITH AN ACTIVE SHOOTER SITUATION

1. Be aware of your environment and any possible dangers
2. Take note of the two nearest exits in any facility you visit
3. If you are in an office stay there and secure the door
4. If you are in a hallway, get into a room and secure the door
5. As a **LAST RESORT; attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.**

CALL 911

WHEN IT IS SAFE TO DO SO!



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PREPARING FOR AND MANAGING AN ACTIVE SHOOTER SITUATION

NSI NURSING SERVICE HUMAN RESOURCES DEPARTMENT AND NSI MANAGERS WILL ENGAGE IN PLANNING FOR EMERGENCY SITUATIONS; INCLUDING THE ACTIVE SHOOTER SCENARIO. THE PLANNING FOR DISASTER (EMERGENCY) SITUATIONS WILL HELP TO MITIGATE THE LIKELIHOOD OF AN INCIDENT BY ESTABLISHING THE MECHANISMS DESCRIBED BELOW:

Human Resource's Responsibilities

1. Conduct effective employee screening and background checks.
2. Create a system for reporting signs of potentially violent behavior
3. Make counseling available to employees
4. Develop an Emergency Management Plan which includes policies and procedures for dealing with an active shooter situation; as well as after action planning.

NSI Nursing Service Management Responsibilities

1. Institute access controls (i.e. keys, security system pass codes)
2. Distribute critical items to appropriate managers, employees, including:
 - a. Floor plans
 - b. Keys
 - c. NSI Nursing Service personnel lists and telephone numbers
3. Assemble crisis kits containing:
 - a. Radios
 - b. Floor Plans
 - c. Staff Roster and Staff Emergency Contact Numbers
 - d. Patient Roster and Emergency Contact Numbers
 - e. First Aid Kits
 - f. Flashlights
4. Place removable floor plans near entrances and exits for emergency responders
5. Activate the emergency notification system when an Emergency Situation occurs whether: natural disaster or human induced.

Reactions of NSI Nursing Service Managers During an Active Shooter Situation

Employees and customers are likely follow the lead of NSI managers during an Emergency (Disaster) situation. During an Emergency: NSI managers should be familiar with their Emergency Management Plan and be PREPARED TO:

1. **Take IMMEDIATE ACTION**
2. **REMAIN CALM**
3. **LOCK AND BARRICADE DOORS**

4. **EVACUATE STAFF and CUSTOMERS VIA PREPLANNED ROUTE TO AN AGREED UPON SAFE AREA.**
 - a. **Unless otherwise instructed by law enforcement or 1st Responders (Fire or Medical Personnel)**

ASSISTING INDIVIDUALS WITH SPECIAL NEEDS AND OR DISABILITIES

1. NSI will ensure individuals with Special needs or Disabilities will have evacuation instructions and any relevant information: addressing their individualized needs and/or disabilities.



Hazardous Materials Incidents

Hazardous materials come in the form of explosives, flammable and combustible substances, poisons and radioactive materials. Hazards can occur during production, storage, transportation, use or disposal. You and Your Community (Pima County and surrounding areas) are at risk if a chemical is used unsafely or released in harmful amounts into the environment where you reside or play.

Before a Hazardous Materials Incident

Many communities have Local Emergency Management Planning Committees (LEPCs) whose responsibilities include: collection of information about hazardous materials in the community and planning made available to the Public upon request.

The following are things that you can do to protect yourself, your family and your property from the effects of a Hazardous Materials incident:

1. Build an Emergency Supply Kit with the addition of plastic sheeting and duct tape.
2. Make a Family Emergency Plan
3. Know how to operate your home's ventilation system.
4. Identify an above-ground shelter room with as few openings as possible.

During a Hazardous Materials Incident

1. Listen to the local (Pima County and surrounding areas radio or television stations for detailed information and instructions; follow carefully. Remember some toxic chemicals are odorless.

If You Are	Then
Asked to Evacuate	<ul style="list-style-type: none"> • Do so Immediately • Stay tuned to a radio or television for information on evacuation routes, temporary shelters and procedures. • If you have time; minimize the contamination in the house by closing all windows, shutting all vents, and turning off attic fans. • Take pre-assembled disaster supplies. • Remember to assist your neighbors who may require special assistance: infants, elderly people and people with access and functional needs.
Caught Outside	<ul style="list-style-type: none"> • Stay upstream, uphill and upwind. In general; try to go at least ½ mile (usually -10 city blocks) from the danger area. • Do not walk into or touch any spilled liquids, airborne mists or condensed solid chemical deposits. Try not to inhale: gases, fumes and smoke. If possible, cover mouth with a cloth or mask while leaving the location. • Stay away from accident victims until the hazardous material has been identified.
In a Motor Vehicle	<ul style="list-style-type: none"> • Stop and seek shelter in a permanent building • If you must remain in your vehicle; keep vehicle's windows and vents closed and shut off the air conditioner and heater.
Requested to stay indoors	<ul style="list-style-type: none"> • Bring pets inside • Close and lock all exterior doors and windows. Close vents, fireplace dampers and as many interior doors as possible. • Turn off the air conditioners and ventilation systems or set ventilation systems to 100% recirculation so that no outside air is drawn into the building. • If gas vapors entered the building: take shallow breaths through a cloth or towel. • Avoid eating or drinking any food or water that may be contaminated. • Go into a pre-selected shelter. • Seal gaps under and around the following areas with wet towels, plastic sheeting, duct tape, wax paper or aluminum foil: <ul style="list-style-type: none"> - Doorways and windows - Air conditioning units - Bathroom and kitchen exhaust fans - Stove and dryer vents with duct tape and plastic sheeting

After a Hazardous Materials Incident

The following are guidelines for the period following a hazardous materials incident:

1. Listen to local (Pima County and surrounding areas) radio or television stations for the latest emergency information.
2. Go to a designated public shelter (if you have been told to evacuate or you feel it is unsafe to remain in your home).
3. Act quickly if you have come in to contact with or have been exposed to the hazardous chemicals.
4. Follow decontamination instructions from the Pima County Emergency Management Authorities.
5. Seek medical treatment for unusual symptoms as soon as possible.
6. Place exposed clothing and shoes in tightly sealed containers.
7. Advise everyone (who is in contact with you that you may have been exposed to a toxic substance)
8. Return Home only when Pima County authorities deem the area safe. Open windows and vents and turn on fans to provide ventilation.
9. Find out from the Pima County Emergency Management Authorities: how to clean your land and property.
10. Report any lingering vapors or other hazards to the Pima County Emergency Management Office.



Chemical Emergencies

Chemical agents are poisonous vapors, aerosols, liquids and solids that have toxic effects on people, animals and plants. While potentially lethal; chemical agents are difficult to deliver in lethal concentrations because they dissipate rapidly outdoors and are difficult to produce.

Before a Chemical Emergency

A chemical attack could come without warning. Signs of a chemical release include:

1. Respiratory Difficulty
2. Eye irritation
3. Loss of coordination
4. Nausea
5. Burning in the nose, throat and lungs

6. The presence of a multiple of dead insects or birds may indicate a chemical agent was released.

What You Should Do to Prepare for a Chemical Threat

1. Build an Emergency Kit
 - a. Duct Tape
 - b. Scissors
 - c. Plastic to cover doors, windows and vents
2. Create a Family Emergency Plan and Communication Plan (Practice; involve all family members or caregivers)

During a Chemical Emergency

What you should do during a Chemical Attack

1. Quickly try to define the impacted area or where the chemical is coming from: if possible
2. Take immediate action to get away.
3. If the chemical is inside a building (where you are located); get out of the building without passing through the contaminated area; if possible.
4. If you can't get out of the building or find clean air without passing through the affected area: move as far away as possible and **shelter-in-place** (<https://www.ready.gov/shelter>).

If you are instructed to remain in your home or office building; you should:

1. Close doors and windows and turn off all ventilation, including furnaces, air conditioners, vents and fans.
2. Seek shelter in an internal room with disaster supplies kit.
3. Seal the room with duct tape and plastic sheeting.
4. Listen to the radio or television for instructions from Pima County, State and Federal Authorities.

If you are caught in or near a contaminated area Outdoors:

1. Quickly decide: what is the fastest way to find clean air:
 - a. Move away immediately; in a direction upwind from the source.
 - b. Find the closest building to **shelter-in-place** (<https://www.ready.gov/shelter>).

After a Chemical Emergency

Do not leave the safety of a shelter to go outdoors to help others until authorities announce it is safe to do so.

A person affected by a chemical agent requires immediate medical attention from a professional. If medical assistance is not immediately available; decontaminate yourself and assist in decontaminating others.

Decontamination Guidelines are as follows:

1. Use extreme caution when assisting others who have been exposed to chemical agents.
2. Remove all clothing and other items in contact with the body
 - a. Cut off clothing (normally removed over-head) to avoid contact with eyes, nose and mouth (mucous membranes)
 - b. Place contaminated clothing and items into a plastic bag and seal it.
 - c. Remove eyeglasses or contact lenses. Place glasses in a pan of household bleach to decontaminate them and then rinse and dry.
3. Wash hands with soap and water.
4. Flush eyes with water.
5. Gently wash face and hair with soap and water: before thoroughly rinsing with water.

Proceed to a medical facility for screening and professional tre



Bioterrorism

Biological agents are organisms or toxins that can kill or incapacitate people, livestock and crops. A biological attack is the deliberate release of germs or other biological substances that can make you sick.

There are three basic groups of biological agents that could be used as weapons:

Bacteria, viruses and toxins. Biological agents can be dispersed by spraying them into the air; person-to-person contact, infecting animals which carry the disease to humans and by contaminating water and food.

Before a Biological Threat

A biological attack may or may not be immediately obvious. In most cases local health care workers will report a pattern of unusual illnesses or there will be a wave of sick people seeking emergency medical attention. The public would be alerted through an emergency radio or television broadcast or some other signal used in your community; such as a telephone or a home visit from an emergency response worker.

The following are things you can do to protect yourself, your family and your property from the effects of a biological threat:

1. Build an Emergency Supply Kit
2. Make a Family Emergency Plan
3. Check with your physician to ensure all required or suggested immunizations have been administered (up to date) for yourself, your children and elderly family members.
4. Consider installing a High-Efficiency Particulate Air (HEPA) filter in your furnace return duct, which will filter most biological agent which may enter your home.

During a Biological Threat

The first evidence of an attack may be when you notice symptoms of the disease caused by the exposure to an agent. In the event of a biological attack, public health officials may not immediately be able to provide information (what to do). It will take time to determine exactly what the illness is; how it should be treated and who is in danger.

Follow these Guidelines during a Biological Threat

1. Watch television; listen to the radio or check the Internet for official news and information including signs and symptoms of the disease, locations in danger, if medications or vaccinations are being distributed and where you should seek medical attention if you become ill.
2. If you become aware of an unusual and suspicious substance; quickly get away.
3. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples: include two - three layers of cotton such as a T-Shirt, handkerchief or towel.
4. Depending on the situation: wear a face mask to reduce inhaling or spreading the germs.
5. If you have been exposed to a biological agent: remove and bag your clothes and personal items. Follow official instructions for disposal of contaminated items.
6. Wash yourself with soap and water and place on clean clothes.
7. Contact authorities and seek medical assistance. You may be advised to stay away from others or even be quarantined.
8. If your symptoms match those described and you are in the group considered at risk: immediately seek emergency medical attention.
9. Follow instructions provided by the physicians and other Public Health Officials.
10. If the disease is contagious: expect to receive a medical evaluation and treatment.
11. For non-contagious diseases; expect to receive a medical evaluation and treatment.
12. In a declared biological emergency or developing epidemic: avoid crowds.
13. Wash your hands with soap and water frequently.
14. Do not share food or utensils.

After a Biological Threat

Pay close attention to all official warnings and instructions on how to proceed. The delivery of medical services for a biological event may be handled differently to respond to increased demand.

The basic Public Health procedures and medical protocols for handling exposure to biological agents are the same as for any infectious disease. It is important for you to pay attention to official instructions via radio, television and emergency alert systems.



Explosions

Explosive devices can be highly portable, using vehicles and humans as a mean of transport. They are easily detonated from remote locations or by suicide bombers. There are steps you can take to prepare for the unexpected.

Before an Explosion

The following are things you can do to protect yourself, your family and your property in the event of an explosion.

1. Build an Emergency Kit
2. Make a Family Emergency Plan
3. Learn what to do in case of bomb threats or receiving suspicious packages and letters.
4. Ensure your employers have up-to-date information about any medical need you may have and how to contact designated beneficiaries or emergency contacts.

Bomb Threats

If you receive a bomb threat via telephone:

1. Obtain as much information from the caller as possible. Try to ask the following questions:
 - a. When is the bomb going to explode?
 - b. Where is the bomb now?

- c. What does the bomb look like?
 - d. What kind of bomb is it?
 - e. What will cause the bomb to explode?
 - f. Did you place the bomb?
2. Keep the caller on the phone for as long as possible and record everything that is said.
3. Notify the police and building management immediately.

Suspicious Packages and Letters

Some typical characteristics postal inspectors have detected over the years; which should trigger suspicion, include the parcels that:

1. Are unexpected or from someone unfamiliar to you.
2. Have no return address; one that doesn't match the postmark or can't be verified as legitimate.
3. Are marked with restrictive endorsements, such as: Personal, Confidential or Do Not X-ray.
4. Have inappropriate or unusual labeling such as threatening language.
5. Have protruding wires or aluminum foil; strange odors or stains.
6. Have excessive postage or packaging material, such as masking tape or string.
7. Are unusual weight given the size of the package or are lopsided or oddly shaped.
8. Are not addressed to a specific person.

During an Explosion

1. Get under a sturdy table or desk; if things are falling around you. When items cease falling; leave quickly, watching for obviously weakened floors and stairways.
2. Do not use elevators.
3. Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.
4. Check for Fire and other hazards.
5. Once you are out of the building; do not stand in front of windows, glass doors or other potentially hazardous locations.
6. If you are trapped in debris, use a flashlight, whistle or tap on pipes to signal your location to the emergency response team.
7. Shout only as a last resort to avoid inhaling dangerous dust.
8. Cover your nose and mouth with anything you have on hand.

After an Explosion

1. There may be significant numbers of casualties or damage to buildings and infrastructure.
2. Heavy law enforcement involvement at local, state and federal levels.
3. Health and mental health resources in the affected communities can be strained to their limits and may be overwhelmed.
4. Extensive media coverage, strong public fear and international implications and consequences may occur.
5. Workplaces and schools may be closed and there may be restrictions on domestic and international travel.
6. You and your family or household may have to evacuate a location; avoiding roads (blocked for your safety)

7. Clean-up may take many months.



Nuclear Explosion

Nuclear Explosions can cause significant damage and casualties from blast, heat and radiation; you can keep your family and NSI Nursing Service patients safe by knowing what to do and being prepared if it occurs.

A nuclear weapon is a device that uses a nuclear reaction to create an explosion.

Nuclear devices range from a small portable device carried by an individual to a weapon carried by a missile.

A Nuclear Explosion may occur with or without a few minutes warning.

Fallout is most dangerous in the first few hours after the detonation when it is giving off the highest levels of radiation. It takes time for fallout to arrive back to ground level; often more than 15 minutes for areas outside of the immediate blast damage zones. This is enough time for you to be able to prevent significant radiation exposure by following simple steps:

GET INSIDE

- 1. Get Inside the nearest building to avoid radiation; Brick or Concrete (BEST).**
- 2. Remove contaminated clothing and wipe off or wash unprotected skin. (if you were outside after the fallout occurred).**
- 3. Go to BASEMENT or MIDDLE of the BUILDING. Stay away from the outer walls and roof.**

STAY INSIDE

- 1. Stay inside for 24 hours unless Pima County Emergency Management or other Local Authorities provide other instructions.**
- 2. Family should stay where they are inside. Reunite later to avoid exposure to dangerous radiation.**
- 3. Keep Pets inside.**

STAY TUNED

1. Tune into any media available for official information such as: when it is safe to exit and where you should go.
2. Battery-operated and hand crank radios will function after a nuclear detonation.
3. Cell phone, text messaging, television and internet services may be disrupted or not available.

WHAT TO DO NOW: PREPARE

How to remain safe in the event of a Nuclear Explosion

1. **Identify shelter locations** (<http://www.ready.gov/shelter>). Identify the best shelter location (where you spend most of your time) such as work and school. The best locations are underground and in the middle of larger buildings.
2. **While commuting: identify appropriate shelters to seek in the event of a detonation.**

Outdoor Areas, vehicles and mobile homes: DO NOT provide adequate shelter. Look for basements, or the center of large multi-story buildings.

3. **Make sure you have an Emergency Supply Kit for places you frequent and might have to stay for 24 hours. It should include bottled water, packaged foods, emergency medicines, a hand-crank or battery-powered radio to get information (in case power is out); a flashlight and extra batteries are essential. If possible; store supplies for three or more days.**

WHAT TO DO DURING: SURVIVE

If warned of an imminent attack: immediately GET INSIDE: the nearest building and move away from the windows. This will HELP provide protection from the blast, heat and radiation of the detonation.

1. **If you are OUTDOORS when a detonation occurs: TAKE COVER from the blast behind anything that might offer protection. Lie face down to protect exposed skin from the heat and flying debris. If you are in a vehicle; stop safely; and duck down within the vehicle.**
2. **After the shock wave passes: GET INSIDE the nearest BEST SHELTER LOCATION for protection from potential fallout. You will have 10 MINUTES or more to find an adequate shelter.**
3. **BE INSIDE BEFORE the FALLOUT ARRIVES. The highest Levels of Radiation (Outdoor) from fallout occur immediately after the fallout arrives and then decrease with time.**

STAY TUNED for updated information and instructions from Emergency Response Officials. If ADVISED to evacuate, listen for information about routes, shelters and procedures.

If you have evacuated: **DO NOT RETURN** until you are told it is safe to do so by local officials.

WHAT TO DO AFTER: BE SAFE

Immediately after you are inside shelter: if you may have been outside after the fallout arrived:

1. Remove your outer layer of contaminated clothing to remove fallout and radiation from your body.
2. **TAKE A SHOWER OR WASH** with soap and water to remove fallout from any skin or hair that was not covered. If you cannot wash or shower, use a wipe or clean wet cloth to wipe away any skin or hair that was not covered.
3. Clean any pets that were outside after the fallout arrived. Gently brush your pet's coat to remove any fallout particles and wash your pet with soap and water; if available.
4. It is safe to eat or drink packaged food items that were inside a building. **DO NOT** consume food or liquids that were outdoors uncovered and may be contaminated with fallout.

If you are sick or injured: listen for instructions on how and where to obtain medical attention when the authorities inform you it is safe to exit.

HAZARDS RELATED to NUCLEAR EXPLOSIONS

1. **Bright Flash:** can cause temporary blindness for less than a minute.
2. **Blast Wave:** can cause death, injury and damage to structures several miles out from the blast.
3. **Radiation:** can damage cells of the body. Exposure can cause radiation sickness.
4. **Fire and Heat:** can cause death, burn injuries and damage to structures several miles out.
5. **Electromagnetic Pulse (EMP):** can damage electrical power equipment and electronics several miles from the detonation and cause temporary disruptions further out.
6. **Fallout:** radioactive, visible dirt and debris raining down for several miles: can cause sickness to those outside (people, animals and vegetation).



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Nuclear Power Plants

Nuclear Power Plants use heat generated from nuclear fission in a contained environment to convert water to steam; which powers generators to produce electricity. Although the construction and operation of these facilities are closely monitored and regulated by the Nuclear Regulatory Commission (NRC); accidents are possible. An accident could result in dangerous levels of radiation that could affect the health and safety of the public living near the Nuclear Power Plant.

Nuclear Power Plants operate in most states and produce 20 percent of the nation's power. Nearly 3 million Americans live within 10 miles of an operating Nuclear Power Plant. Tonopah, Arizona hosts the Palo Verde Nuclear Generating Station. Palo Verde Nuclear Generating Station is not just the largest nuclear plant in the U.S. The 4000 acres plant; boasting three combustion engineering pressurized water reactors, has been the nation's largest energy plant since 1992. Located west of downtown Phoenix, Arizona and near Gila River. This Nuclear Power Plant is one of the most closely monitored nuclear power plants in the U.S.

Before a Nuclear Power Plant Emergency

The following are things the public can do to protect themselves and their property from the effects of a Nuclear Power Plant Emergency:

1. Build an Emergency Supply Kit (<https://www.gov/build-a-kit>) with the addition of plastic sheeting and duct tape and scissors.
2. Create a Family Emergency Plan and Communication Plan (<https://www.ready.gov/make-a-plan>)
3. Obtain public emergency information materials from the power company that operates your local nuclear power plant or the Pima County Emergency Management Office. Pima County is not 10 miles from the power plant; but might receive evacuees from the Palo Verde area.

During a Nuclear Power Plant Emergency

If an accident at a nuclear power plant were to release radiation in your area; Pima County Emergency Management would activate warning sirens or another approved alert method. They also would instruct you through the Emergency Response System (EAS) on Pima County and Surrounding areas television and radio stations on how to protect yourself.

1. Follow the EAS instructions carefully.
2. Minimize your exposure by increasing the distance between you and the source of the radiation. This could be evacuation or remaining indoors to minimize exposure.
3. If you are told to evacuate; keep vehicle windows and vents closed; use re-circulating air.
4. If you are advised to remain indoors; turn off air conditioners, ventilation fans, furnace and other air intakes.
5. Shield yourself by placing heavy, dense material between you and the radiation source. Go to a basement or other underground area; if possible.
6. Stay out of the incident zone. Most radiation loses its strength quickly.

After a Nuclear Power Plant Emergency

The following are Guidelines for the period following a Nuclear Power Plant Emergency

1. Go to a designated public shelter if you have been told to evacuate or you feel it is unsafe to remain in your home. Text **SHELTER** + your ZIP code to **43362** (4FEMA) to find the nearest shelter in your area (example: **shelter 85747**).
2. Act quickly if you are in contact with or have been exposed to hazardous radiation.
3. Follow decontamination instructions from the Pima County, State or Federal Agencies.
4. Change your clothes and shoes; place exposed clothing in a plastic bag; seal it and place out of the way.
5. Seek medical treatment for unusual symptoms; such as nausea (as soon as possible).
6. Listen to Pima County and area radio and television stations for the latest emergency information.
7. Help a neighbor: who requires special assistance (infants, elderly and persons with access and functional needs)
8. Return Home only when the Pima County, State or Federal Officials deem the area safe.

Keep Food in covered containers or in the refrigerator



Radiological Dispersion Device

An RDD (Radiological Device) combines a conventional explosive device (such as a bomb; with radioactive material). It is designed to scatter dangerous and sub-lethal amounts of radioactive material over a general area. Pima County is home to Davis Monthan Air Force Base which could increase the possibility of this type of event.

Such Radio Active Devices appear to terrorists because they require limited technical knowledge to build and deploy compared to a nuclear device. The size of the affected area and the level of destruction caused by an RDD would depend on the sophistication and size of the conventional bomb and other factors. The area affected could be placed off-limits to the public for several months during clean-up efforts.

Before a Radiological Dispersion Device (RDD) Event

There is no way of knowing how much warning time there will be before an attack by terrorists using a Radiological Dispersion Device (RDD). Being **Prepared in Advance** and knowing what to do and when is important. To prepare for an RDD event; you should do the following:

1. Build an Emergency Supply Kit with the addition of duct tape and scissors.
2. Make a Family Emergency Plan
3. Find out from officials if any public buildings (Pima County and surrounding areas) have been designated as fallout shelters. If none have been designated; make your own list of potential shelters near your home, workplace and school: basements, subways, tunnels or the windowless center area of middle floors in high-rise buildings.
4. If you reside (live) in an apartment building or high-rise; talk to the building manager concerning the safest place (in the building) for sheltering and provision or building occupants until it is safe to go outside the building.

Taking Shelter during an RDD event is ABSOLUTELY NECESSARY. There are two kinds of shelters (blast and fallout). The following describes the 2 types of shelters:

1. **Blast Shelters:** Specifically constructed to offer protection against blast pressure, initial radiation, heat and fire. Even a blast shelter cannot withstand a direct hit from a nuclear explosion.
2. **Fallout Shelters:** do not need to be specially constructed for protecting against fallout. They can be any protected space; provided that the walls and roof are thick and dense enough to absorb the radiation given off by fallout particles.

During a Radiological Dispersion Device (RDD) Event

While the explosive blast will be immediately obvious: the presence of radiation will not be known until trained personnel with specialized equipment are on the scene.

If the explosion or radiological release occurs inside, **GET OUT IMMEDIATELY** and seek safe shelter. Otherwise; if you are:

Outdoors

1. Seek shelter indoors immediately (nearest undamaged building)
2. If appropriate shelter is not available; cover your nose and mouth and move as rapidly as possible (safely) upwind, away from the location of the explosive blast. Seek appropriate shelter as soon as possible.

Indoors

1. If you have time; turn off ventilation and heating systems; close windows, vents, fireplace dampers, exhaust fans and clothes dryer vents.
2. Retrieve your disaster supplies kit and a battery-powered radio and take them to your shelter room.
3. Seek shelter immediately, preferably underground or in an interior room of a building; placing as much distance and dense shielding (as possible) between you and the outdoors where the radioactive material may be dispersed.

4. Seal windows and external doors that do not fit snugly with duct tape to reduce infiltration of radioactive particles. Plastic sheeting will not provide shielding from radioactivity nor from blast effects of a nearby explosion.
5. Listen for official instructions and follow directions.

After a Radiological Dispersion Device (RDD) Event

After finding safe shelter; those who may have been exposed to radioactive material should decontaminate themselves. To do this; remove and bag your clothing (and isolate the bag away from you and others); shower thoroughly with soap and water. Seek medical attention after officials indicate: it is safe to leave shelter.

Contamination from an RDD event could affect a wide area; depending on the number of conventional explosives used; the quality and type of radioactive material released and meteorological conditions.

Follow these additional Guidelines after an RDD event

1. Continue listening to the radio or watch the television for instructions from Pima County, State and Federal officials; listen for evacuation instructions.
2. Do not return to an RDD incident location for **Any Reason**.



Pima County Emergency (Disaster) Shelters

Shelter Names	Telephone Number	Addresses
Southern Arizona American Red Cross	520-318-6740	2916 E. Broadway Blvd. Tucson, Az. 85716
Pima County Emergency Management	520-724-9300	3434 E. 22 nd St. Tucson Az. 85713
The Salvation Army Hospitality House	520-622-5411	1002 N. Main Ave. Tucson Az. 85705
The Salvation Army	520-888-1299	218 E. Prince Rd. Tucson Az. 85705
Gospel Rescue Mission (Men’s Shelter)	520-740-1501	312 W. 28 th St. Tucson, Az. 85713 (South Tucson)
Gospel Rescue Mission’s Women’s and Children’s Center	520-740-1501 Ext. 7101	707 W. Miracle Mile Tucson Az. 85705
St. Francis Homeless Center	570-406-5300	601 E. Fort Lowell Rd. Tucson Az. 85705
Sister Jose Women’s Center	520-909-3905	1050 S. Park Ave Tucson Az 85719
Primavera Foundation Men’s Shelter	520-623-4300	200 E. Benson Highway Tucson Az. 85713
Esperanza En Escalante	520-571-8294	3700 S Calle Polar Tucson Az. 85730
Our Family Services	520-323-1708	2590 N. Alvernon Way Tucson Az. 85712

During a Local Disaster (Emergency): the first two numbers listed above: The Southern Arizona American Red Cross and the Pima County Emergency Management Office will have information concerning locations for Temporary Shelters.

NSI Nursing Services recommends each patient or family: arrange to stay with family in another location (if possible).

Names and Numbers of person's available to assist with care of the Individual or provide a location (Residence) to stay during and after the Emergency (Recovery Period) should be: listed (name, telephone number and address) and retained: in the NSI Nursing Service's Chart. Contact should be made immediately for a place to stay and assistance with patient's care.

Once arrangements are completed: the NSI Nursing Service's office should be contacted with this information. (information to be shared with Case Manager and Field Nurses responsible for patient's care).

Transportation is to be arranged by patient or family. If unable to travel due to unpassable roads: Arrangements can be made by: contacting Pima County Management Office or Southern Arizona Red Cross. (Both agencies will have information of: "WHO" to contact



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Shelter in Place

What Shelter-in-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm). Shelter-in-place means selecting a small, interior room, with no or few windows and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place: follow the following instructions:

Why You Might Need to Shelter-in-Place:

Chemical, biological or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur; information will be provided by local authorities on television and radio stations on how to protect you and your family. Because information will most likely be provided on television and radio: it is important to keep a TV or radio on during the workday. The important thing is for you to follow instructions of local authorities and know what to do: if they advise you to shelter-in-place.

How to Shelter-in-Place

At Home:

1. Close and lock all windows and exterior doors.
2. If you are told there is danger of explosion, close the window shades, blinds or curtains.
3. Turn off all fans, heating and air conditioning systems.
4. Close the fireplace damper.
5. Get your family or office's disaster supplies kit and make sure the radio is working.
6. Go to an interior room without windows that's above ground level in case of a chemical threat: an above-ground location is preferable because some chemicals are heavier than air; and may seep into basements even if the windows are closed.
7. Bring your pets with you; and be sure to bring additional food and water supplies for them.
8. It is ideal to have a hard-wired phone in the room (s) you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
9. Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
10. Keep listening to the radio or television until you are told **"All is Safe. Local officials may call for evacuation in specific areas at greater risk in the Pima County Community."**

At Work:

1. Close the business.
2. Bring everyone into the room (s). Shut and lock the doors.
3. If there are customers, clients or visitors in the building; provide for their safety by asking them to stay-not leave. When authorities provide directions to shelter-in-place; they want everyone to take those steps now where they are; and not drive or walk outdoors.
4. Unless there is an imminent threat: ask employees, customers, clients and visitors to call their emergency contact to let them know where they are and that they are safe.
5. Turn off call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant: change the recording to indicate that the business is closed, and staff and visitors are remaining in the building until authorities advise it is safe to leave.
6. Close and lock all windows, exterior doors and any other opening to the outside.
7. If you are told there is danger of an explosion; close the window shades, blinds or curtains.
8. Have employees familiar with your building's mechanical systems; turn off all fans, heating and air conditioning systems. Some systems automatically supply for air exchange of inside air with outside air: these systems need to be turned off, sealed and disabled.
9. Gather essential disaster supplies: such as non-perishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags.
10. Select Interior Room (s) above the ground floor, with the fewest windows or vents. The room (s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and

conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.

11. It is ideal to have a hard-wired telephone in the room (s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
12. Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the doors and vents in the room)
13. Write down the names of everyone in the room and call your business designated emergency contact to report who is in the room with you and their affiliation with your business (employee, visitor, client, customer).
14. **Keep listening to the radio or television until you are told “All is Safe” or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in Pima County.**

In Your Vehicle

If you are driving in your vehicle and hear advice to **“Shelter-in-Place”** on the radio, take the following steps:

1. If you are close to home, your office or a public building; go there immediately and go inside. Follow the shelter-in-place recommendations for the place you pick described above.
2. If you are unable to get to a home or building quickly and safely then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot to avoid being over heated.
3. Turn off the engine. Close windows and vents.
4. If possible, seal the heating and air conditioning vents with duct tape.
5. Listen to the radio regularly for updated advice and instructions.
6. Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed, or traffic detoured. Follow directions of the law enforcement officials.

Local officials on the scene are the best source of information for your situation. Following their instructions during and after emergencies regarding sheltering, food, water and clean up methods is your safest choice.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room which you are taking shelter will run out of oxygen and you will suffocate.



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Safe Room

A safe room is an ultra-secure location within a residence or office. The concept of a safe room (s) is simple: prepare a room within the interior of the home where the family can safely retreat during a home invasion or other terrorist threat and summon help.

Sealing a Safe Room

1. Pick a room with few; or if possible no windows. Higher stories are better because chemical agents sink.
2. If possible; pick a room with water, toilet and phone.
3. Set aside plenty of duct tape for sealing, doors, windows and vents.
4. Prepare a 72 hour: **GO Pack and Keep it in the Safe Room.**
5. Keep inexpensive breathing filters in the room; rated at N95 or better for each family member or employee.

How to Prepare the Sealed Room

All supplies should be already in the room.

To seal a room in a bio-chemistry emergency:

1. Shut off all air intakes into the house (office): heat, air, attic fans, ceiling fans, etc.) If your home is heated with gas or uses gas appliances; shut off the gas.
2. Get into the sealed room and take your gas masks with you in you have one.
3. Run sturdy duct tape along any windows where the glass joins the sill; where the sill meets the frame and over the window seams and joins.
4. Entirely cover the windows with polyethylene sheeting, anchoring the sheeting on every side of the wall around the window and seal the sheeting to the wall thoroughly with duct tape.
5. Once all the family or employees have entered the safe room (s): complete the sealing of the room by using duct tape between the door and the frame and between the frame and the wall. The space between the door and the floor should be covered with a wet towel. Recommend: packing the towel in firmly and seal with duct tape as well.
6. Leave the front door unlocked: as to allow rescue unit to get into the house (office) if needed.
7. The safe room still in not perfectly air tight, but the air intake is quite diminished.
8. Turn on your radio to get information.
9. Everyone needs to sit still, against inner walls or with their back towards the outer walls, heads down on their arms with knees drawn up.
10. **Wait for an "All Clear" from the radio or from local municipal rescue (defense). The wait could last for several hours.**



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Before A Pandemic

1. Store a two-week supply of water and food.
2. NSI patients or family members should check their regular prescription drugs to ensure a continuous supply of medication is available in their home.
3. Have any non-prescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes and vitamins.
4. Obtain copies and maintain electronic versions of health records from doctors, hospitals, pharmacies and other sources and store them; for personal reference.
5. Get help (<http://healthit.gov/bluebutton>) accessing electronic health records.
6. Talk with family members and loved ones about how they would be cared for if they got sick or what will be needed to care for them in your home.

During a Pandemic

Limit the Spread of Germs and Prevent Infection

1. **Avoid close contact with people who are sick.**
2. **When you are sick, keep your distance from others to protect them from getting sick.**
3. **Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.**
4. **Washing your hands often (whenever you think you should wash your hands then you should): this practice will help protect you from germs and decrease the spread of infection.**
5. **Avoid touching your eyes, nose or mouth (decrease the transmission of infection; bacterial or viral)**

Practice other good health practices: Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids and eat nutritious food



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Evacuation (More Common than You Realize)

Evacuation Guidelines

Always	If Time Permits
<p>Keep a full tank of gas in your car if any evacuation seems likely. Gas stations may be closed during emergencies and unable to pump gas during power outages. Plan to take one car per family to reduce congestion and delay on the highways.</p>	<p>Gather your disaster supplies kit (Go Bag)</p>
<p>Make your transportation arrangements with friends or your local government if you don't own a vehicle.</p>	<p>Wear sturdy shoes and clothing that provides some protection, such as long pants, long-sleeved shirts and a cap.</p>
<p>Listen to battery-operated radio and follow local evacuation instructions</p>	<p>Secure your home. Close and lock doors and windows. Unplug electrical equipment, such as radios, televisions and small appliances (toasters, and microwaves. Leave freezers and refrigerators plugged in unless there is a risk of flooding.</p>
<p>Gather your family and to if you are instructed to evacuate immediately.</p>	<p>Inform others where you are going.</p>
<p>Leave early enough to avoid being trapped by severe weather.</p>	
<p>Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.</p>	
<p>Be alert for washed-out roads and bridges. Do not drive into flooded areas.</p>	
<p>Stay away from downed power lines.</p>	



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Food Storage and Preparedness

When Food Supplies are Low

If activity is reduced, healthy people can survive on half their usual food intake for an extended period and without any food for many days. Food, unlike water, may be rationed safely, except for children and pregnant women.

If your water supply is limited try to avoid foods high in fat and protein, and don't stock salty foods; since they will make you thirsty. Try to eat salt-free crackers, whole grain cereal and canned foods with high liquid content.

You don't need to go out and buy unfamiliar foods to prepare an emergency supply. You can use the canned foods, dry mixes and other staples on your cupboard shelves. In fact; familiar foods are important. They can lift morale and give a feeling of security in time of stress. Also, canned foods won't require cooking, water or special preparation. Following are recommended short-term food storage plans.

Special Considerations

As you stock food; assess your family's unique needs and tastes. Try to include foods; they will enjoy and that are also high in calories and nutrition. Foods that require no refrigeration, preparation or cooking are best.

Individuals with special diets and allergies will need attention, as will babies, toddlers and elderly people. Nursing mothers may need liquid formula, in case they are unable to nurse. Canned dietetic foods, juices and soups may be helpful for ill or elderly people.

Make sure you have a manual can opener and disposable utensils and don't forget nonperishable foods for your pets.

How to Cook if the Power Goes Out

For emergency cooking; you can use a fireplace, or a charcoal grill or camp stove can be used outdoors. You can also heat food with candle warmers, chafing dishes and fondue pots. Canned food can be eaten out of the can. If you heat it in the can, be sure to open the can and remove the label first.

Short-Term Food Supplies

Even though it is unlikely that an emergency would cut off your food supply for two weeks; you should prepare a supply that will last at least 2 weeks.

The easiest way to develop a two-week stockpile is to increase the amount of basic foods you normally keep on your shelves.

Storage Tips

1. Keep foods in a dry, cool spot (a dark area if possible).
2. Keep food covered continuously.
3. Open food boxes or cans carefully so that you can close them tightly after each use.
4. Wrap cookies and crackers in plastic bags and keep them in tight containers.
5. Empty opened packages of sugar, dried fruits and nuts into screw-top jars or air-tight cans to protect them from pests.
6. Inspect all foods for signs of spoilage before use.
7. Use foods before they go bad and replace them with fresh supplies, dated with ink or marker. Place new items at the back of the storage area and older ones in front.
8. Consider building a special storage unit for your supplies.

Nutrition Tips

1. During and right after the disaster (Emergency); it will be vital that you maintain your strength.
2. Eat at least one well-balanced meal a day.
3. Drink enough liquid to enable your body to function properly (2 quarts daily)
4. Take in enough calories to enable you to do any necessary work.
5. Include vitamin, minerals and protein supplements in your stockpile to assure adequate nutrition.

How long can food supplies be stored

To judge how long you can store food supplies; look for an “expiration date” or “best if used by” date on the product. If you can not find a date on the product then the general recommendation is to store food products for 6 months and then replace them.

Some households find it helpful to pull food products for their regular meals from their disaster supplies kit and replace them immediately on an ongoing basis, so the food supplies are always fresh.

What Kinds of Food Supplies are recommended to store in case of a Disaster (Emergency)

Try to avoid foods that are high in fat and protein and don't stock salty foods; since they will make you thirsty. Familiar foods can lift morale and give a feeling of security in time of stress. Also, canned foods won't require cooking, water or special preparation. Remember your family's unique needs and tastes. Try to include foods that they will enjoy and that are also high in calories and nutrition.

Store cans of non-perishable foods and water in a handy place. You need to have these items packed and ready in case there is no time to gather food from the kitchen when the disaster strikes. Sufficient supplies to last several days to a week are recommended.

Select foods that require no refrigeration, preparation or cooking and little or no water. Foods that are compact and lightweight and easy to store and carry.

Try to eat salt-free crackers, whole grain cereals and canned food with high liquid content.

Recommended foods include:

1. Ready-to-eat canned meats, fruits and vegetables. (Be sure to include a manual can opener)
2. Canned juices, milk and soup (if powdered; store extra water)
3. High energy foods; such as peanut butter, jelly, crackers, granola bars and trail mix.
4. Comfort foods, such as hard candy, sweetened cereals, candy bars and cookies.
5. Instant coffee, tea bags.
6. Foods for infants, elderly persons or persons on special diets; if necessary.
7. Compressed food bars. They store well, are lightweight, taste good and are nutritious.
8. Trail mix. It is available as a prepackaged product or you can assemble it on your own.
9. Dried foods. They can be nutritious and satisfying, but many have a high salt content which promotes thirst. Read the label.
10. Freeze-dried foods. They are tasty and lightweight but will require water for reconstitution.
11. Instant meals. Cups of noodle or cups of soup are a good addition although they need water for reconstitution.
12. Snack-sized canned goods. Good because they generally have pull-top lids or twist open keys.
13. Prepackages beverages. Those in foil packets and foil-lined boxes are suitable because they are tightly sealed and will keep for a long time.

Food Options to Avoid:

1. Commercially dehydrated foods. They can require a great deal of water for reconstitution and extra effort in preparation.
2. Bottled foods. They are generally too heavy and bulky and break easily.
3. Meal-sized canned foods. They are usually too heavy and bulky and break easily.
4. Whole grains, beans, pasta. Preparation could be complicated under the circumstances of a disaster).

Shelf-life of Foods for Storage

Here are some general guidelines for rotating common emergency foods.

Use within six months:

1. Powdered milk (boxed)
2. Dried fruit (metal container)
3. Dry, crisp crackers (metal container)
4. Potatoes

Use within one year:

1. Canned condensed meat and vegetable soups.
2. Canned fruits, fruit juices and vegetables.
3. Ready to eat cereals and uncooked instant cereals (metal containers)
4. Peanut Butter
5. Jelly/Jam
6. Hard candy and canned nuts
7. Vitamin C

May be stored Indefinitely (proper containers and conditions)

1. Wheat
2. Vegetable oils
3. Dried Corn
4. Baking Powder
5. Soybeans
6. Instant Coffee, tea and cocoa
7. Salt
8. Noncarbonated soft drinks
9. White Rice
10. Bouillon products
11. Dry pasta
12. Powdered milk (nitrogen-packed cans)



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Heat, Light and Cooking in An Emergency

To conserve your cooking fuel storage needs always do your emergency cooking in the most efficient manner possible. Don't boil more water than you need, extinguish the fire as soon as you finished, plan your meals ahead of time to consolidate as much cooking as possible; during the winter cook on top of your heating unit while heating your home, and cook in a pressure cooker or other fuel-efficient container as much as possible. Keep enough fuel to provide outdoor cooking at least 7-10 days.

It is even possible to cook without using fuel at all. For example, to cook dry beans you can place them inside a pressure cooker with the proper amount of water and other ingredients needed and place it on your heat source until it comes up to pressure. Then turn off the heat, remove the pressure cooker and place inside a large box filled with newspapers, blankets or other insulating materials. Leave it for two and a half hours and then open it; your meal will be done, having cooked for 2.5 hours with no heat. If you don't have a large box in which to place the pressure cooker: simply wrap it in several blankets and place it in a corner.

Matches

Store matches in a water proof airtight tin with each piece of equipment that must be lit with a flame.

Sterno

Sterno (jellied petroleum product): an excellent source of fuel for inclusion in your back pack as part of your 72 hours kit. Sterno is very light weight and easily ignited with a match or a spark from flint and steel but is not explosive. It is also safe for use indoors.

Sterno Stove

A Sterno Stove can be purchased at any sporting goods store and will retain between \$3 and \$8; depending upon the model you choose. They fold up into a very small, compact unit ideal for carrying in a pack. The fuel is readily available at all sporting goods stores and many drug stores. One can of Sterno Fuel; about the diameter of a can of tuna fish and twice as high, will allow you to cook six meals if used frugally. Chafing dishes and fondue pots can also be used with Sterno.

Sterno is not without some problems: it will evaporate easily, even when the lid is securely fastened. If you use Sterno in your kit; you should check it every 6-8 months to insure; it has not evaporated beyond the point of usage. Because of this problem it is not a good fuel for long-term storage. It is very expensive fuel to use compared to other fuels available but is extremely convenient and portable.

Coleman (White Gas)

When used with a Coleman Stove: this is another excellent and convenient fuel for cooking. It is not as portable nor as lightweight as Sterno; but produces a much greater BTU Value. Like Sterno, Coleman fuel tends to evaporate even when the container is tightly sealed so it is not a good fuel for long-term storage. Unlike Sterno, it is highly volatile; it will explode under the right conditions and should never be stored in the home. Because of its highly flammable nature; great care should always be exercised when lighting stoves and lanterns that use Coleman fuel. Many serious burns have been caused by carelessness with this product. Always store Coleman fuel in the garage or shed (outdoors).

Charcoal

Charcoal is the least expensive fuel per BTU that the average family can store. Remember that I must always be use out of doors because the vast amounts of poisonous carbon monoxide it produces. Charcoal will store for extended periods of time if it is stored in air tight containers. It readily absorbs moisture from the surrounding air so do not store in the paper bags it comes in for more than a few months or it may be difficult to light. Transfer it to airtight metal or plastic containers and it will keep almost forever.

Fifty or sixty dollars of charcoal will provide all the cooking fuel a family will need for a year (if used sparingly). The best time to buy briquettes inexpensively is at the end of the summer. Broken or torn bags of briquettes are usually sold at the largest discount. You will also want to store a small amount of lighter fluid (or kerosene). Newspapers will also provide an excellent ignition source for charcoal when used in a funnel type of lighting device.

To light charcoal using newspapers: use two or three sheets, crumpled up and a #10 tin can. Cut both ends out of the can. Punch holes every 2 inches around the lower edge of the can with a punch-type can opener (for opening juice cans). Set the can down so the punched holes are on the bottom. Place the crumpled newspaper in the bottom of the can and place the charcoal briquettes on top of the newspaper. Lift the can slightly and light the newspaper. Prop a small rock under the bottom edge of the can to create a good draft. The briquettes will be ready to use in about 20-30 minutes. When the coals

are ready: remove the chimney and place them in your cooker. Never place burning charcoal directly on concrete or cement because the heat will crack it. A wheelbarrow or old metal garbage can lid makes an excellent container for this type of fire.

One of the nice things about charcoal is that you can regulate the heat you will receive from them. Each briquette will produce about 40 degrees of heat. If you are baking bread and need 400 degrees of heat for your oven; simply use 10 briquettes.

To conserve heat and thereby get the maximum heat value from your charcoal; you must learn to funnel the heat where you want it rather than letting it dissipate into the air around you. One excellent way to do this is to cook inside a cardboard oven. Take a cardboard box; about the size of an orange crate and cover it with aluminum foil inside and out. Be sure the shiny side is visible, so the maximum reflectivity is achieved. Turn the box on its side so the opening is no longer on the top but is on the side. Place some small bricks or other noncombustible material inside upon which you can rest a cookie sheet about 2-3 inches above the bottom of the box. Place 10 burning charcoal briquettes between the bricks (if you need 400 degrees); place the support for your cooking vessels, and then place your bread pans or whatever else you are using on top of the cookie sheet. Prop a foil-covered cardboard lid over the open side, leaving a large crack for air to get in (charcoal needs a lot of air to burn) and bake your bread, cake, cookies, etc. just like you would in your regular oven. The results will amaze you.

To make your own charcoal; select twigs, limbs and branches of fruit, nut and other hardwood trees; black walnuts, peach or apricot pits may also be used. Cut wood into desired size, place in a large can which has a few holes punched in it; put a lid on the can and place the can in a hot fire. When the flames from the holes in the can turn yellow-red; remove the can from the fire and allow it to cool. Store the briquettes in a moisture-proof container. Burn charcoal only in a well-ventilated area.



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Sanitation and Hygiene in An Emergency

The lack of sanitation facilities following a major disaster can quickly create secondary problems unless basic guidelines are followed.

If the water lines are damaged or if damage is suspected, do not flush the toilet. Avoid digging holes in the ground and using these. Untreated raw sewage can pollute fresh ground water supplies. It also attracts flies and promotes the spread of diseases.

1. Store a large supply of heavy-duty plastic bags, twist ties, disinfectant and toilet paper.

2. A good disinfectant that is easy to use is a solution of 1-part liquid bleach to 10-parts water. Dry bleach is caustic and not safe for this type of use.
3. If the toilet is unable to be flushed; it can still be used. This is less stressful for most people than using some other container. Remove all the water from the toilet bowl. Line it with a heavy-duty plastic bag. When finished, add a small amount of deodorant or disinfectant; securely tie the bag and dispose of it in a large trash can with a tight-fitting lid. This large trash can should also be lined with a sturdy trash bag. Eventually; the city will provide a means to dispose of these bags.
4. 4. Portable-camp toilets, small trash cans or sturdy buckets lined with heavy-duty plastic bags can also be used. Those with tight fitting lids are the best.

Tips for staying Clean in an Emergency Situation

As much as possible, continue regular hygiene habits such as brushing your teeth, washing your face, combing your hair and even washing your body with a wet washcloth. This will help prevent the spread of disease and irritation as well as help relieve stress.

1. Keep your fingers out of your mouth. Avoid handling food with your hands.
2. Purify your drinking water. Use Chlorine Bleach, purification tablets (check bottle for expiration date) or by boiling water for 10 minutes.
3. Sterilize your eating utensils by heat. You can also rinse dishes in purified water that has additional chlorine bleach added to it. (2.5 teaspoons bleach per gallon of purified water).
4. Keep your clothing as clean and dry as possible, especially under-clothing and socks.

If you develop vomiting or diarrhea; rest and stop eating solid foods until the symptoms ease up. Take fluids (water) in small amounts (frequent intervals). As soon as possible; resume eating semi-solid foods. Normal salt intake should be maintained.

Keep basic hygiene supplies available. These basic supplies should be kept in your safe room, Go Pack Bag and vehicle.

1. Cornstarch
2. Fingernail clippers and files
3. Sanitary Napkins
4. Insect repellent
5. Toilet Paper
6. Moistened Towelettes or Baby Wipes
7. Bath Towels
8. Small hand-held mirror
9. Liquid all purpose-soap
10. Vaseline Petroleum Jelly
11. Liquid Chlorine Bleach
12. Ammonia (disinfecting aid)

Emergency Sewage Disposal

Water flush toilets cannot be used when water service is interrupted. The water remaining in the fixture is not sufficient to flush the wastes down the sewer. Clogging; may occur and your living conditions will become more uncomfortable.

Even if water is available, local authorities may ask you not to use for flushing toilets, wash basins and other fixtures connected with soiled pipes. The sewer mains may be broken or clogged, which would make it impossible to carry off such waste; or water may be needed for firefighting or other emergencies. It is necessary for every family to know emergency methods of waste disposal in case such conditions exist.

Failure to properly dispose of human wastes can lead to epidemics of such diseases as typhoid, dysentery and diarrhea. At the same time; sewage must be disposed of in ways that will prevent contamination of water supplies used for drinking, cooking, bathing, laundering and other domestic purposes. Here are simple steps that any family can take to prevent such dangers and discomforts.

Temporary Toilet Provisions

Right after a Disaster (Emergency) or during one; you will probably not have the time and tools to prepare a complex emergency sanitation system. If there is a delay of several days in restoring sewage service to your neighborhood, you may find that disposal is a big problem. Your first task is to make some temporary toilet provision for your family, especially children. Almost any covered metal or plastic container will do. You can use a covered pail, a 5 gallons bucket or a small kitchen garbage container with a foot operated cover for an emergency toilet. Anything that has a cover and will hold the contents until you can dispose of them will serve for sanitary purposes at first.

Emergency Sewage Storage

Keep on the premises at least one extra 10 gallons garbage can or waterproof container with a tight cover. This should be lined with paper and/or plastic bag. And the lid should be fastened to the can to prevent loss. Such a can may be used for the emergency storage of body wastes until the public sewage system can be put back into action, or until other arrangements can be made. Empty your emergency toilet into this storage can as often as necessary. A small amount of household disinfectant should be added after each use. If you live in an apartment, you may not have a large garbage can or room to keep one. In that case, two smaller covered pails or other containers will do just as well.

Solutions for Apartment Dwellers

Persons in city apartments, office buildings or homes without yards should keep a supply of waterproof paper containers on hand for emergency waste disposal. Where flush toilets are not accessible and open ground is not available for the construction of privies, such disposable containers offer a practical method of emergency waste collection and disposal. Building managers should plan for the collection of such containers and for their final disposal. Before collection, the used containers may be stored in tightly covered garbage cans or other water tight containers fitted with lids. Homemade soil bags for this purpose can be prepared very easily by putting one large grocery bag inside another, and a layer of shredded newspaper or other absorbent material between. You should have sufficient grocery bags on

hand for possible emergencies. A supply of old newspapers will come in handy for other sanitary uses; such as wrapping garbage and lining large containers.

Controlling Odors and Insects

Insecticides and deodorants should be used when necessary to control odors and insects breeding in containers that cannot be emptied immediately. At least 2 pints of household bleach solution should be kept on hand for disinfecting purposes.

Other Supplies

Keep on hand an extra supply of toilet tissue, plus a supply of sanitary napkins. If there is illness in the house that requires rubber sheeting or other special sanitary equipment; make sure that adequate supplies are available. At least a week's accumulation of daily newspapers will come in handy for insulating bedding from floors and lining clothes against cold, as well as for the sanitary uses already mentioned.

Babies

If you have a baby in your home, you may find diaper laundering a problem under emergency conditions. It is best to keep an ample supply of disposable diapers on hand for emergency use. Or, any moisture resistant material can be cut and folded to diaper size and lined with absorbent material.



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Tips on Managing Intense Emotions

DO

Promote Safety

1. Provide simple and accurate information on how people may be able to meet their basic needs for food and shelter and medical assistance.
2. Repeat information often. Stress may alter how people process information.

Promote Calm

1. Listen to people who wish to share their stories and emotions. Remember there is no wrong or right way to feel.
2. Be friendly and compassionate even if people are being difficult.
3. Help survivors understand the situation as accurately as possible. Obtain and offer information about the shelter-in-place emergency and the relief efforts underway.

Promote Connectedness

Help people contact friends or loved ones. If possible, keep families together. Keep children with parents or other close relatives/friends.

Promote Self-Confidence

1. Give practical suggestions on how people can help themselves (see previous tips).
2. Help people regain their sense of control by engaging in activities, which help them meet their own needs.

Promote Hope

1. Remind people (if you know) that more help and services are on the way when they express fear or worry.
2. Emphasize that many individuals have survived shelter-in-place emergencies without encountering any long-term adverse physical and/or emotional effects.

DON'T

1. Do not force people to share their stories with you, especially very personal details.
2. Do not give simple reassurances like "it will be O.K." or "at least you survived."
3. Do not tell people what they should be thinking, feeling doing or should have done.
4. Do not make promises that may not be kept such as "help will be here soon."
5. Do not criticize existing services or relief activities in front of people in need of these services.



Mental and Emotional Coping Skills during Shelter-in-Place Emergencies

Typical Emergency Reactions to Shelter-in-Place Situations

1. Anxiety, particularly when separated from loved ones.
2. Uncertainty regarding how long you will need to shelter-in-place.
3. Concerns for the physical safety of ourselves and others.
4. Distress about physiological needs such as: food, water, medications and/or nicotine.
5. Guilt about not fulfilling personal responsibilities such as work, parenting or caring for dependents.

Remember feelings of fear, stress, uncertainty or anxiety are normal reactions to an abnormal event.

What You Can Do

Focus on positive actions you can take right away

1. Take an inventory of Disaster (Emergency) supplies.
2. Make a list of names and skills of those who are sheltering.
3. Provide support to others.

Stay Informed

If media sources are available; try to stay informed but avoid overexposing yourself.

Monitor your physical health needs

When sheltering in place for more than a few hours; remember to eat and rest.

Try to maintain contact with family, friends and those around you

The telephone and the Internet can be helpful when physical separations become necessary. Try text messages, e-mails and social media if phone service is unavailable or sporadic.

Hold a picture in your mind of the BEST possible outcome

Make a list of your personal strengths and use these to help yourself and others stay emotionally strong.