

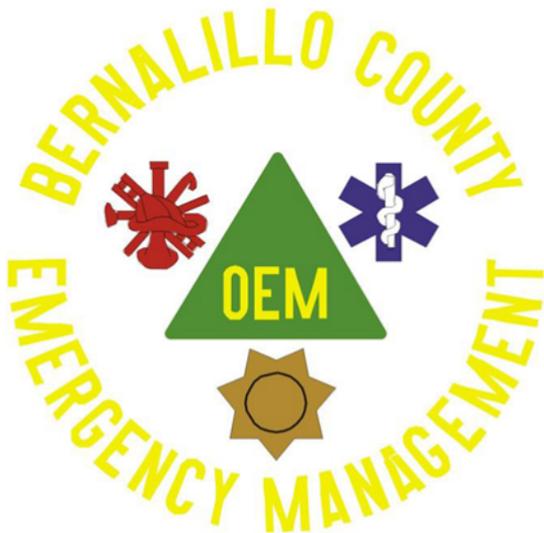


BERNALILLO COUNTY OFFICE OF EMERGENCY MANAGEMENT

6840 Second Street NW Suite 259

Albuquerque NM 87107

PHONE # 505 761 4225 FAX # 761 4276



BERNALILLO COUNTY  
OFFICE OF  
EMERGENCY MANAGEMENT

HOW TO BE PREPARED  
FOR AN EMERGENCY



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### VISION STATEMENT

A state-of-the-art Emergency Management program that has the required resources and competencies needed to provide comfort, care and confidence to Bernalillo County citizens affected by a hazardous event.

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### PURPOSE

- Bernalillo County is exposed to natural hazards such as wildfires and severe weather as well as hazardous material accidents as a result of the transportation and/or storage of chemicals.
- The Office of Emergency Management is responsible for coordinating the County's preparation and response to all-hazard emergency situations.
- The Office of Emergency Management also plans and prepares for conventional, chemical, nuclear, biological, incendiary or explosive incidents.
- The purpose of this booklet is to inform the public on what to do, and how to be prepared for an emergency.

**BE PREPARED!**

### RESPONSIBILITIES OF THE BERNALILLO COUNTY OFFICE OF EMERGENCY MANAGEMENT

Potential threats are addressed by:

- Publishing and updating an All-Hazard Emergency Operations Plan. (available at [www.bernco.gov](http://www.bernco.gov))
- Planning and conducting training exercises with County divisions and outside agencies.
- Activating the Emergency Operations Center during a hazardous event.
- Coordinating with Local, State and Federal entities.
- Working closely with the amateur radio groups, the American Red Cross, Volunteer Organizations Active in Disaster and other groups essential to emergency operations.
- Providing information to County employees and Bernalillo County citizens.
- Complying with new Federal programs
- Acquiring appropriate equipment.
- Providing training to County personnel.

The Office of Emergency Management uses Federal Homeland Security and Emergency Planning funds to improve the County's overall disaster and terrorism mitigation prevention, preparedness, response and recovery activities to help protect those who live, work, and visit here.

Bernalillo County has also established a Metro Area Emergency Management Working Group to provide regional collaboration in Emergency Management. This working group includes: City of Albuquerque, City of Rio Rancho, Sandia National Labs, Kirtland Air Force Base, Torrance County, Valencia County, Santa Fe County, Sandoval County and Bernalillo County.



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# WHAT IS A DISASTER?

A disaster:

- Involves the destruction of infrastructure, property, injury or loss of life
- Is relatively sudden
- Adversely affects a relatively large group of people
- Is "public" and shared by members of more than one family
- Is out of the realm of the ordinary experience
- Involves the coordination of help provided by local, State and Federal Agencies





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# HOW TO BE PREPARED

- For evacuation purposes, know all escape routes within your home.
- Designate a family meeting place and make sure everyone is accounted for.
- Make a list of your emergency contacts, including out of state relatives/friends to advise them of your current status and location.
- Know how to turn off water, gas and electricity.
- Listen to radio news broadcasts on a battery-operated radio
- Prepare an emergency kit that you can carry with you
- Don't forget your pets and their supplies. (More information about animals care on page 11).

## KID CARD

Important information for kids to have with them

My name: \_\_\_\_\_

My Parent (s) or caregiver (s) phone numbers:

Name \_\_\_\_\_

Phones: Home: \_\_\_\_\_

Work: \_\_\_\_\_ Cell: \_\_\_\_\_

=====fold here=====

Dr. \_\_\_\_\_ Ph.# \_\_\_\_\_

Neighbor \_\_\_\_\_ Ph. # \_\_\_\_\_

In-town relative or friend \_\_\_\_\_

Phone number \_\_\_\_\_

Out-of-town relative or friend: \_\_\_\_\_

Ph. # \_\_\_\_\_ Meeting Place: \_\_\_\_\_

Address: \_\_\_\_\_ Ph. # \_\_\_\_\_

## ADULT CARD

My kids school phone number (s)

Name \_\_\_\_\_ Ph. # \_\_\_\_\_

===== fold here =====

Dr. \_\_\_\_\_ Ph. # \_\_\_\_\_

Neighbor \_\_\_\_\_ Ph. # \_\_\_\_\_

In-town relative or friend \_\_\_\_\_

Phone number \_\_\_\_\_

Out-of-town relative or friend: \_\_\_\_\_

Ph. # \_\_\_\_\_ Meeting Place: \_\_\_\_\_

Address: \_\_\_\_\_ Ph. # \_\_\_\_\_



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# HOME READINESS KIT

A Home Readiness Kit is a vital precaution for every family in case of an emergency.

Assemble the following items to last **THREE DAYS FOR EACH MEMBER OF YOUR FAMILY** and store them in a portable bin for use at home or to take with you.



**WATER:** One gallon per person per day. Store water in sealed, unbreakable containers. Identify the storage date and replace every six months. Have purifying agents available.



**FOOD:** Non perishable, packaged or canned food that will not spoil, and a manual can opener. Powdered or canned milk. Hard candy, sugar, salt and pepper. Canned heat (sterno). Don't forget pet food if you have pets.



**CLOTHING:** A change of clothing, rain gear, sturdy shoes, hats, gloves, sunglasses, rubber boots, extra blankets or sleeping bags.



**SUPPLIES:** A battery-powered radio, matches and lighter, candles, flashlight and plenty of extra batteries. Plastic plates, utensils, plastic storage containers, paper, pencils and duct tape.



**FIRST AID KIT:** Bandages, gauze, tape, alcohol and/or peroxide, aspirin or non-aspirin pain relief, antacid, laxative, anti-diarrhea medication, antiseptic and eye wash.



**MONEY:** Credit cards and cash



**DOCUMENTS:** Essential family documents, vital records, physician contact information, and contact names and telephone numbers, placed in a fireproof, waterproof container.



**SPECIAL NEEDS:** Baby items, formula, medication, toys and books. Items for the elderly and those with special needs.



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## PROTECTION OF THE PUBLIC FROM LARGE SCALE THREATS

By: Don Scott, Deputy Chief

Bernalillo County Office of Emergency Management

Certain threats to the public such as wild land fires, hazardous materials events, riots, etc., can't be stopped prior to their contact with the public. Emergency Management, in coordination with Public Safety (Fire and Law Enforcement) routinely plans for such events. Plans are adjusted according to location, direction of travel and type of population. Due to the large number of variables quick on-scene decisions must be made by on-scene commanders on how to best protect the public.

Certain types of threats are best handled by advising the public (**shelter in place**), while others may require the movement (**evacuation**). Each type of evacuation has advantages depending on the type of the threat. In each incident, the public needs to be ready to follow instructions as directed by the Public Safety Division.

### SHELTER IN PLACE

- Notification of the event
- Notice of what to do (Instructions on securing of your home)
- Notice of how to monitor for further instructions

### EVACUATION

- Notification of the Event
- Notice of proper routes to take and which routes to avoid
- Notice of where to go (collection points)
- Notice of how to monitor for further instructions



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### NOTIFICATION TO THE PUBLIC

The Emergency Management Office will notify the public via:

- ♦ Television News Reports
- ♦ Radio News Reports
- ♦ Emergency Alert System (scroll bar on the top of your TV set)
- ♦ Auto dial emergency phone system (Dispatch center to call several hundred homes per minute giving each home critical information).
- ♦ Home emergency alert unit activated by National Oceanic Atmospheric Administration (NOAA) This system will alert you of any large-scale events (weather, Hazmat, wild land fire, etc.)

In critical events, all of these methods will be used and law enforcement will conduct house-to-house notification.

The effectiveness of protection to the public in emergency events is a product of cooperation of the Public and Public Safety Agencies.

For Further information go to:

[www.bermco.gov](http://www.bermco.gov)

[www.ready.gov](http://www.ready.gov)

[www.fema.gov](http://www.fema.gov)



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# BE PREPARED TO EVACUATE

You may be asked to prepare to evacuate if a situation has the potential of escalating to the point where evacuation is required. During this time, authorities will take action to alleviate the emergency and will prepare for an orderly evacuation, should it become necessary.

Listen to news broadcasts on radio and/or television for further evacuation information. If you are at home, you should gather any clothing and medication you will need for a few days away from home. **You do not need to leave your home at this stage.**

The following is an example of the type of announcement you may hear:

"At (time) today, local officials reported a potentially serious condition involving (description of situation). The incident is occurring at (location). All persons in (names of areas) should stay indoors and prepare to evacuate. If you are in your home, gather all necessary medications and clothing. You do not need to evacuate at this time. Stay tuned for further instructions." The next report will be given at prescribed intervals as necessary. This message will be repeated until conditions change.

### EVACUATION

**An evacuation will be ordered if the community is threatened and there is time to evacuate safely and in an orderly manner. Make sure that this order applies in your area.**

Radio and Television broadcasts will specify which areas of the community must evacuate. The following is an example of the type of message you may hear at the evacuation stage:

At (time) today, officials reported an incident involving (description of situation and ORDER OF EVACUATION). The incident occurred at (location). If you have children in school, they will be taken to the reception center for their school, as specified in their school's emergency response plan. Lock your house, the area where you live will be guarded while you are away. Use your own car if you can. Take neighbors who need a ride, if you have room. If you have no ride, ask one of your neighbors for a ride. If you cannot do that, go to one of the pickup points along a main road. You can get a ride there. Keep all car windows and vents closed and drive (or walk) to the nearest main route in your area. Turn on your car radio for information. Authorized personnel will be stationed along main routes to direct

you away from the emergency area toward a reception area. When permitted, police will patrol the evacuated areas to prevent looting, vandalism, etc. You may return to your home as soon as the emergency is declared over and it is safe to return. If the emergency involved a hazardous material spill, at the instructions of authorities, open the windows and doors, ventilate the building and go outside.

### SPECIAL HELP

If you are bedridden, wheelchair bound, handicapped, or medically unable to evacuate and you are without the assistance or need help evacuation, please call 911 and request assistance for evacuation during an emergency. (please be ready to provide information about medical condition or mobility problem).

Source: [www.phila.gov/ready/evacuation.bt.n1](http://www.phila.gov/ready/evacuation.bt.n1)

Local government officials, not the Red Cross, issue evacuation orders when disaster threatens. Listen to local radio and television reports. If local officials ask you to leave, **do so immediately!**

If you have only moments before leaving, grab these things and go!

- Medical supplies: prescription medications and dentures.
- Disaster supplies: flashlight, batteries, radio, first aid kit, bottled water
- Clothing and bedding: a change of clothes and a sleeping bag or bedroll and pillow for each household member
- Car keys and keys to the place you may be going (friend's or relative's home)

### If local officials haven't advised an immediate evacuation:

If there's a chance the weather may get worse or flooding may happen, take steps now to protect your home and belongings. **Do this only if local officials have not asked you to leave.**

### PROTECT YOUR HOME

**Bring things indoors.** Lawn furniture, trash cans, children's toys, garden equipment, clotheslines, hanging plants, and any other objects that may fly around

- Information template: **FAMILY DISASTER PLAN LINK**
- <http://extension.missouriedu/howell/Disaster%20Info/Family%20Disaster%20PlanTemplate.doc>
- Write your information and keep it handy



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**Leave trees and shrubs alone.** If you did not cut away dead or diseased branches or limbs from trees and shrubs, leave them alone. Local rubbish collection services will not have time before the storm to pick anything up.

**Turn off electricity and water.** Turn off electricity at the main fuse or breaker, and turn off water at the main valve.

**Leave natural gas on.** Unless local officials advise otherwise, leave natural gas on because you will need it for heating and cooking when you return home. If you turn gas off, a licensed professional is required to turn it back on, and it may take weeks for a professional to respond.

**Turn off propane gas service.** Propane tanks often become dislodged in disasters.

**If high winds are expected, cover the outside of all windows of your home.** Use shutters that are rated to provide significant protection from windblown debris, or fit plywood coverings over all windows. Tape does not prevent windows from breaking. All tape does is prevent windows from shattering. Using tape on windows is not recommended.

**If flooding is expected, consider using sand bags to keep water away from your home.** It takes two people about one hour to fill and place 100 sandbags, giving you a wall one foot high and 20 feet long. Make sure you have enough sand, burlap or plastic bags, shovels, strong helpers, and time to place them properly.

**REMEMBER:** Houses do not explode due to air pressure differences. Damage happens when wind gets inside a home through a broken window, door, or damaged roof.

### PROTECT YOUR VALUABLES

**Move objects that may get damaged by wind or water to safer areas of your home.** Move television sets, computers, stereo and electronic equipment, and easily moveable appliances like a microwave oven to higher levels of your home and away from windows. Wrap them in sheets, blankets, or burlap.

**Make a visual or written record of all of your household possessions. Record model and serial numbers.** This list could help you prove the value of what you owned if those possessions are damaged or destroyed, and can assist you to claim deductions on taxes.

Do this for all items in your home, including expensive items such as sofas, chairs, tables, beds, chests, wall units, and any other furniture too heavy to move. Store a copy of the record somewhere away from home, such as in a safe deposit box.

**If it's possible that your home may be significantly damaged by impending disaster, consider temporarily storing your household furnishings elsewhere.**

### GATHER ESSENTIAL SUPPLIES AND PAPERS

You will need the following supplies when you leave your home; put them all together in a duffle bag or other large container in advance:

- Flashlight with plenty of extra batteries
- Battery-powered radio with extra batteries
- First aid kit
- Prescription medications in their original bottle, plus copies of the prescriptions
- Eyeglasses (with a copy of the prescription)
- Water (at least one gallon per person is recommended; more is better)
- Foods that do not require refrigeration or cooking
- Items that infants and elderly household members may require
- Medical equipment and devices such as dentures, crutches, prostheses, etc.
- Change of clothes for each household member
- Sleeping bag or bedroll and pillow for each household member
- Checkbook, cash, and credit cards
- Map of the area

### Important papers to take with you:

- Driver's license or personal identification
- Social Security card
- Proof of residence (deed or lease)
- Insurance policies
- Birth and marriage certificates
- Stocks, bonds, and other negotiable certificates
- Wills, deeds, and copies of recent tax returns

**REMEMBER:  
DISASTERS HAPPEN  
UNEXPECTEDLY  
BE PREPARED !**



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### CARING FOR ANIMALS

Animals also are affected by disasters. Use the guidelines below to prepare a plan for caring for pets and large animals.

#### Guidelines for Pets

Plan for pet disaster needs by:

- Identifying shelter.
- Gathering pet supplies.
- Ensuring your pet has proper ID and up-to-date veterinarian records.

• Providing a pet carrier and leash.

Take the following steps to prepare to shelter your pet:

- Call your local animal shelter, or animal control office to get advice and information.
- Keep veterinary records to prove vaccinations are current.
- Find out which local hotels and motels allow pets and where pet boarding facilities are located. Be sure to research some outside your local area in case local facilities close.

Know that, with the exception of service animals, pets are not typically permitted in emergency shelters as they may affect the health and safety of other occupants.

#### Guidelines for Large Animals

If you have large animals such as horses, cattle, sheep, goats, or pigs on your property, be sure to prepare before a disaster. Use the following guidelines:

1. Ensure all animals have some form of identification.
2. Evacuate animals whenever possible. Map out primary and secondary routes in advance.
3. Make available vehicles and trailers needed for transporting and supporting each type of animal. Also make available experienced handlers and drivers. (Note: It is best to allow animals a chance to become accustomed to vehicular travel so they are less frightened and easier to move.)
4. Ensure pets have food, water, veterinary care, and handling equipment when they reach their destination.

If evacuation is not possible, animal owners must decide whether to move large animals, shelter, or turn them loose.

Contact Bernalillo County Animal Control at [animak@bemco.gov](mailto:animak@bemco.gov)  
Phone Number 314-0260

Source: [http://www.fema.gov/areyouready/emergency\\_planning.shtm](http://www.fema.gov/areyouready/emergency_planning.shtm)

### ADDRESS AND PHONE NUMBERS OF OTHER AGENCIES

#### AMERICAN RED CROSS ALBUQUERQUE MAIN OFFICE

142 Monroe NE  
Albuquerque NM 87110  
24-hour phone # 505 265-8514

NATIONAL WEATHER SERVICE  
Albuquerque Weather Forecast Office  
2341 Clark Carr LP SE  
Albuquerque, NM 87106  
Phone # 505 243 0702  
[www.srh.noaa.gov/abq/](http://www.srh.noaa.gov/abq/)

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION  
1720 Louisiana Blvd NE  
Albuquerque, NM 87110  
24-hour phone # 505 232-9905

Name of Non-government Web Sites	Web Site Address
American Red Cross	<a href="http://www.redcross.org">www.redcross.org</a>
Institute for Business and Home Safety	<a href="http://www.ibhs.org">www.ibhs.org</a>
National Fire Protection Association	<a href="http://www.nfpa.org">www.nfpa.org</a>
National Mass Fatalities Institute	<a href="http://www.nmfi.org">www.nmfi.org</a>
National Safety Compliance	<a href="http://www.osha-safety-training.net">www.osha-safety-training.net</a>



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### Disaster Public Education Web Sites

You can broaden your knowledge of disaster preparedness topics presented in this guide by reviewing information provided at various government and non-government web sites. Provided below is a list of recommended sites.

Name of Government Web Sites	Web Site Address	Name of Government Web Sites	Web Site Address
Be Ready Campaign	<a href="http://www.ready.gov">www.ready.gov</a>	Food and Drug Administration	<a href="http://www.fda.gov">www.fda.gov</a>
Agency for Toxic Substances and Disease Registry	<a href="http://www.atsdr.cdc.gov">www.atsdr.cdc.gov</a>	National Oceanic and Atmospheric Administration	<a href="http://www.noaa.gov">www.noaa.gov</a>
Centers for Disease Control and Prevention	<a href="http://www.cdc.gov">www.cdc.gov</a>	National Weather Service	<a href="http://www.nws.noaa.gov">www.nws.noaa.gov</a>
Citizen Corps	<a href="http://www.citizencorps.gov">www.citizencorps.gov</a>	Nuclear Regulatory Commission	<a href="http://www.nrc.gov">www.nrc.gov</a>
Department of Commerce	<a href="http://www.doc.gov">www.doc.gov</a>	The Critical Infrastructure Assurance Office	<a href="http://www.ciao.gov">www.ciao.gov</a>
Department of Education	<a href="http://www.ed.gov">www.ed.gov</a>	The White House	<a href="http://www.whitehouse.gov/response">www.whitehouse.gov/response</a>
Department of Energy	<a href="http://www.energy.gov">www.energy.gov</a>	U.S. Department of Agriculture	<a href="http://www.usda.gov">www.usda.gov</a>
Department of Health and Human Services	<a href="http://www.hhs.gov/disasters">www.hhs.gov/disasters</a>	U.S. Fire Administration	<a href="http://www.usfa.fema.gov">www.usfa.fema.gov</a>
Department of Homeland Security	<a href="http://www.dhs.gov">www.dhs.gov</a>	U.S. Fire Administration Kids Page	<a href="http://www.usfa.fema.gov/kids">www.usfa.fema.gov/kids</a>
Department of Interior	<a href="http://www.doi.gov">www.doi.gov</a>	U.S. Geological Survey	<a href="http://www.usgs.gov">www.usgs.gov</a>
Department of Justice	<a href="http://www.justice.gov">www.justice.gov</a>	U.S. Office of Personnel Management	<a href="http://www.opm.gov/emergency">www.opm.gov/emergency</a>
Environmental Protection Agency	<a href="http://www.epa.gov">www.epa.gov</a>	U.S. Postal Service	<a href="http://www.usps.gov">www.usps.gov</a>
Federal Emergency Management Agency (FEMA)	<a href="http://www.fema.gov">www.fema.gov</a>	USDA Forest Service Southern Research Station	<a href="http://www.wildfireprogram.com">www.wildfireprogram.com</a>

### SOURCES AND REFERENCES

AMERICAN RED CROSS	<a href="http://www.redcross.org">www.redcross.org</a>
FEMA	<a href="http://www.fema.gov">www.fema.gov</a>
READY	<a href="http://www.ready.com">www.ready.com</a>
DISASTERHELP	<a href="http://www.disasterhelp.gov">www.disasterhelp.gov</a>
NEW MEXICO DEPARTMENT OF HEALTH OFFICE OF HEALTH EMERGENCY MANAGEMENT	<a href="http://www.nmhealth.org">www.nmhealth.org</a>
BERNALILLO COUNTY PUBLIC INFORMATION OFFICE OFFICE OF EMERGENCY MANAGEMENT	

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Office of Emergency Management.

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Bernalillo County Office of Emergency Management  
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