

# How do I protect my family?

Fact Sheet: Stay calm.  
Follow your plan.  
Use your kit.  
Shelter In Place.

AN OFFICIAL PUBLICATION OF THE JOINT INFORMATION CENTER (JIC). THIS IS A COORDINATED EFFORT WITH THE CNMI HOMELAND SECURITY AND EMERGENCY MANAGEMENT, AND GUAM HOMELAND SECURITY AND SUPPORTED AND BY MULTIPLE GOVERNMENT ORGANIZATIONS DEALING WITH HEALTH AND SAFETY.

## How to talk with you kids about your emergency plan

*We have coloring books and fact sheets for kids about the information included here.*

Some easy steps to talk to your family about this include:

- ✓ Play a game to learn about and describe different types of situations CNMI may encounter (typhoon, earthquake, fire, etc.).
- ✓ Make your family plan with your children so they help in putting it together.
- ✓ Practice how your family would contact each other during an emergency.
- ✓ Remind them where the emergency kit is at.

## More Information

More fact sheets about how to respond during an emergency are available at the Office of the Governor, CNMI Homeland Security and Emergency Management or online at [www.cnmihomelandsecurity.gov.mp](http://www.cnmihomelandsecurity.gov.mp)

## The first steps you can take are easy

### Stay calm. Use common sense.

The best action you can take is staying calm. Staying calm gives you the chance to think and use common sense to choose the best option for your family.

Some tips to stay calm include:

- ✓ Take a deep breath.
- ✓ Review your family plan and your disaster kit.
- ✓ Focus on what you have to do for your family

### Make a plan. Follow family safety plan. [Page 2]

Before an emergency happens, fill out your family plan and make sure there are copies in easy-to-find locations like on your fridge, or in your purse, in the car in your emergency kit.

### Make a kit. Make sure it has supplies. [Page 3]

Having a kit with supplies can make it easier for you to be safe during an emergency. The better your kit is, the better prepared you will be during an emergency situation.

### Know what to do. Practice and know how to respond correctly. [Page 4]

Practice. Practice. Practice. *The best way to stay calm is to know what to do without question.* Practicing your family plan, calling to make sure phones work and having the entire family practice response will help keep everyone calm.



## EMERGENCY CALLS 911

CNMI DISPATCH CENTER (24/7)  
Tel. No. (670) 237-8000 Fax No. (670) 322-9500



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FACT SHEET 1: Make a Plan. Build a Kit. Shelter in Place.

# Make a plan for your family

## How will you communicate with everyone?

### How will we contact each other?

Family member who will contact all other family members using texting or landline phones:

Family member: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Family member: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Family member: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Family member: \_\_\_\_\_

Phone #: \_\_\_\_\_

### Where will we meet?

Where are places people may possibly be coming from?

Family member: \_\_\_\_\_ Location: \_\_\_\_\_

Where will our family meet if something happens?

\_\_\_\_\_

Number for that location: \_\_\_\_\_

### Who do we need to call off island?

There may be some members of our family that live off island that we need to contact during an emergency. This will help reassure everyone in our family that we in CNMI are okay.

Family member: \_\_\_\_\_

Off island phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

## Local Emergency Contacts

The best number for any emergency is 911. If the 911 Dispatch Center is flooded with calls and overwhelmed, use the following numbers:

Police Station: \_\_\_\_\_

Fire Station: \_\_\_\_\_

## Doctor and Hospital Information

Commonwealth Health Center Corporation (CHCC): 670-234-8950

CHCC Emergency Operation Center: 670-236-8787/ 670-236-8798

Family Doctor: \_\_\_\_\_

Clinical Information: \_\_\_\_\_

## CNMI

### Emergency Operations Center

670-237-8000

### CNMI Homeland Security and Emergency Management (HSEM)

670-664-2216

### Possible shelter locations other than our designated meeting place

Shelter Possibility 1:

\_\_\_\_\_

Shelter Possibility 2:

\_\_\_\_\_

*Note: During an emergency, there is a chance that phone services may be out. If this happens, do not panic. Stick to your family plan and stay informed through the radio and news sources. Find more information sources in Fact Sheet 1*

*If an emergency happens, stay calm and use your plan.*

# Know what to do

# Shelter in place

## Stay informed

Listen to island news sources, visit [cmmihomelandsecurity.gov.mp](http://cmmihomelandsecurity.gov.mp) or call 670-237-8000 for the latest. Keep a radio with you at all times

## Stay where you are

### If you are at home and told to shelter in place

- Close and lock all windows and doors going outside. Shut your typhoon shutters if you have time.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans and air conditioning systems.
- Get your family kit and a working battery-powered radio.
- Go to an interior room without windows.
- Bring your pets with you. Be sure to bring additional food and water supplies for them.
- Have a landline telephone in the room you select. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Keep listening to your radio or TV until you are told all is safe or you are told to evacuate.

### If you are at work and told to shelter in place

- Close the business. Bring everyone inside. Shut and lock doors to the outside. Close and lock all the windows. If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- If there are customers, clients, or visitors in the building, ask them to stay – not leave.
- Ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- If the business has voice mail, change the recording to indicate that the business is closed, and that staff and visitors will be in the building until authorities advise it is safe to leave.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems.
- Select a room, with the fewest windows or vents. The room(s) should have adequate space for everyone to sit in. Pick 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

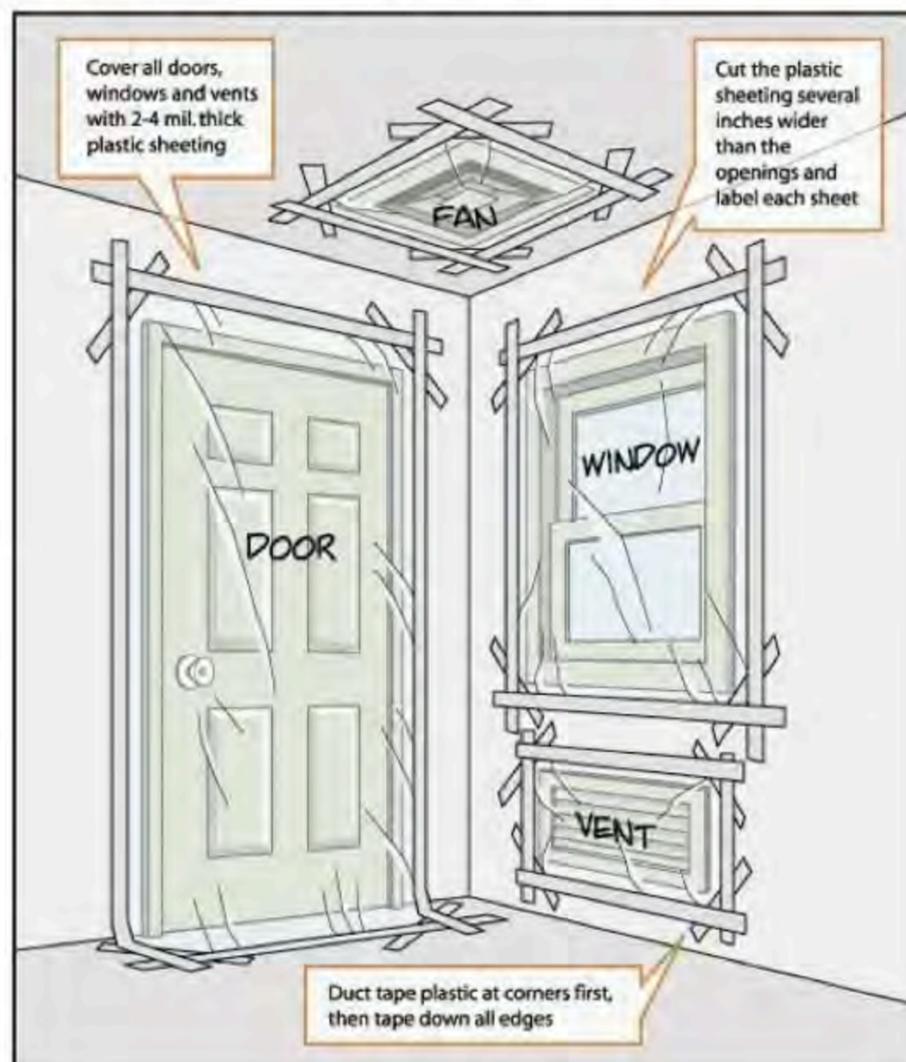
## What is Shelter In Place?

- Sheltering in place is an easy way to keep people safe during an emergency situation.
- Shelter-in-place means going to a small, interior room, with no or few windows during the emergency.
- It **does not** mean sealing off your entire home or office building.

## Why you may need to shelter in place?

- Shelter in place is the best way to protect people during emergency situations that might include chemical, biological, or radiological contaminants in the environment.

## How to seal your windows



# Make a kit for your family

## How do we store our kit?

Use a plastic bucket or a cooler to store your kit. These items can also be used during times of an emergency for other needs.

If you have a small family you can also use a backpack for your kit.

## Where do we put our kit?

Your kit should be kept in the meeting location so you have immediate access to the items inside.

## Do we need more than one kit?

Make your kit for the size of your family. You can make multiple types of kits including one travel kit, an individual kit, one for your car and one for your workplace.

## You may need additional supplies

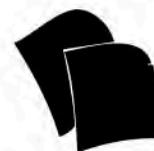
- Portable gas stove
- Paper cups, plates, forks, spoons
- Moist towelettes
- Change of clothing
- Rain gear
- Sturdy shoes for all family members
- 1 comfort item per child (teddy bear, blanket)
- If you have pets, you need supplies for each of the animals



## What are the most important parts of a kit?

### Keep in touch with these

- Have a phone and charger.
- Have your family plan
- Have a crank radio or battery-powered radio. (This is important because the power may go out).
- Copies of insurance papers
- List of prescriptions needed by family members
- Family health records and other important, non-replaceable documents



### Critical supplies needed

- Cash
- First aid kit
- Any prescription medicines
- 3 gallons of water per person
- 7 days supply of food (canned fruit, vegetables, meat)
- Can opener
- Flashlight and batteries
- Candles and matches
- Wrench and/or pliers
- Blankets
- Sunscreen and insect repellent
- Plastic trash bags
- Extra pair of glasses or contacts
- Whistle



If an emergency happens, stay calm and use your kit.