

# 緊急事件計劃

## Plan for an Emergency

An emergency may be a tornado, house fire, flood or bombing. Plan ahead to help protect you and your family and limit the effects of an emergency.

Use these three steps to prepare:

1. **Make a plan** for you and your family.
2. **Prepare an emergency kit** of supplies for your home, work and car.
3. **Listen for information** about what to do and where to go during an emergency.

### Step 1. Make a Plan

Make an emergency plan for you and your family. Talk to your family about this plan. Your family may need to stay home or they may need to leave to go to a safer place. Decide how your family members will contact each other. You may decide to have each member of your family contact one person by phone or e-mail. An out of town contact may be best since a local contact may also be involved in the disaster or local phone services may not be working. Plan a meeting place for your family and how each person will get there.

Your plan should also include:

- An emergency phone and e-mail contact list. Share it with family members, work, schools and child care centers.
- Someone to care for your children at home in case you cannot be there or you become ill.
- A local and an out of town emergency contact.

緊急事件可能是龍卷風、房屋失火、水災或爆炸。請提前計劃以幫助保護你和你的家庭並限制緊急事件的影響。

使用此三步驟作準備：

1. 給你和你的家人**制定一個計劃**。
2. 為你的家中、工作地和車上**準備一個緊急事件用品包**。
3. **請收聽**緊急事件期間該做什麼和該去哪裡**的資訊**。

### 第1步. 制定一個計劃

為你和你的家庭制定一個緊急事件計劃。對你的家人說一說這個計劃。你的家人可能需要呆在家中，或可能需要離家到一個更安全的地方。請定好你的家庭成員將如何彼此聯絡。你可決定每一家庭成員通過電話或電子郵件和一個人聯絡。一個外地聯絡人可能是最好的，因為當地聯絡人可能也被捲入災害之中，或當地電話服務可能會中斷。為你的家人計劃一個碰頭的地方，以及每個人將如何到達碰頭地點。

你的計劃也應該包括：

- 一個緊急事件電話和電郵聯絡單。請給家人、工作地、學校和托兒所各一份。
- 某個當你萬一不能在場或你生病時可在家照顧你孩子的人。
- 一個當地和外地的緊急事件聯絡人。

- Health information for each member of the family including date of birth, blood type, allergies, past and current medical problems, current medicines and dosages, medical equipment and copies of medical insurance cards.
- Doctors' names and phone numbers.
- Locations of hospitals near work, school and home and their phone numbers.
- Locations of local and state health departments and their phone numbers.
- Pharmacy name and phone number.
- Religious or spiritual information.
- Someone to care for your pets in case you cannot be there or you become ill. Keep your pets up to date on vaccines and have a copy of your pets' vaccine records in case they need to go to a shelter.
- Pets' veterinarian name and phone number.
- 每位家人的健康資訊,包括生日、血型、過敏反應、過去和現在的病況、目前用藥和劑量、醫用器具以及醫療保險卡副本。
- 醫生名字和電話號碼。
- 靠近工作地、學校和住家的醫院地點和其電話號碼。
- 當地和州衛生部門的地點和電話號碼。
- 藥店名和電話號碼。
- 宗教或信仰方面的資訊。
- 某個當你萬一不能在場或你生病時可照顧你寵物的人。及時給你寵物打疫苗,準備一份寵物疫苗記錄的副本,以防萬一寵物需要去一個看護所。
- 獸醫名字和電話號碼。

## Plan Ahead for Special Situations

- **Children in child care centers or schools** – Most schools and child care centers have emergency plans and practice fire, earthquake and tornado drills. Make sure the child care center or school has your current work, home and cell phone numbers and e-mail address. Be sure to ask:
  - How parents will be contacted in an emergency.
  - What steps will be taken to protect your children.
  - If extra water, food and first aid supplies are stored on site.
  - How the school plans to keep exposed children away from other children.
  - Where the children will be taken if they must evacuate.

## 為特殊情形提前計劃

- **托兒所或學校的孩子** – 大多數學校和托兒所都有緊急事件計劃以及火災、地震和龍卷風演習。請保證托兒所或學校有你目前的工作地、家和手機的電話號碼和電郵地址。請務必詢問：
  - 家長在緊急事件中將如何得到聯絡。
  - 會採取哪些步驟保護你的孩子。
  - 現場是否儲存了額外的水、食物和急救用品。
  - 學校計劃如何使暴露的孩子遠離其他的孩子。
  - 如必須疏散,孩子將會被帶去哪裡。

- **Work** – Check with your employer about work policies and emergency plans. Make plans for your family if you have to go to work.
- **People with special needs** – Wear a medical alert tag or bracelet that lists your health care needs. Make a plan for someone to help during an emergency. This person will need to get into your home and know how to provide care.
  - For those who are living at home, keep extra medicines and supplies.
  - For those who need dialysis or other life-sustaining treatment, know the location of more than one facility where you can get care.
  - For those who are living in a special care center, the facility should have an emergency plan.
- **Safe shelter** – If there is an emergency where poisons are in the air, you may be told to stay inside. Turn off all furnaces, air conditioners and fans. Close vents. Close and lock all doors and windows. Listen to the television or a battery powered radio for information.
- **Pets** – Make a supply kit for your pet that includes food, water, medicine, a carrier, leash and litter (for cats). Be prepared to bring your pet with you, or to have someone care for your pet. Keep your pets' vaccines up to date and keep their tags on their collars.
- **工作地** –就工作政策和緊急事件計劃詢問你的僱主。如果你必須去上班，請為你的家人制定一個計劃。
- **有特殊需要的人** –戴一個列出你醫護需求的醫用警示標籤或腕帶。制定一個某人可在緊急事件期間幫忙的計劃。此人將需要進入你家並知道如何提供護理。
  - 那些住在家中的人，請備好額外藥物和用品。
  - 那些需要做透析或其他維持生命治療的人，請了解多個你能得到護理的醫療地的地點。
  - 那些住在特別護理中心的人，此地應有一個緊急事件計劃。
- **安全庇護所** –如是毒物散在空氣中的緊急事件，你可能會被告知呆在室內。關掉所有火爐、空調和電扇。關閉排氣口。關閉並鎖上所有門窗。收聽電視或以電池作電源的收音機，以得到資訊。
- **寵物** –為你的寵物準備一個用品包，應包括食物、水、藥、一個搬運箱、拴狗帶和吸收粗沙粒(用於貓)。準備好要帶上你的寵物，或讓某人照顧你的寵物。及時給你寵物打疫苗，將其標籤掛在其脖子上。

## Step 2. Prepare an Emergency Kit

If an emergency happens, you may not be able to get food or water for days or weeks and your electricity may not work. Keep emergency supplies in a container that you can take with you if you need to leave home, such as a large bag or plastic container. Check your supplies every few months for freshness.

Have a **3 day supply** of these items for **each person and pet**.

### Food and Other Items

- Water in clean, sealed plastic containers – store one gallon for each person and pet for each day
- Ready to eat canned meats, fruits and vegetables
- Manual can opener
- Protein and fruit bars
- Dry cereal, granola, nuts and crackers
- Peanut butter
- Dried foods such as dried fruits and dehydrated meals
- Canned juices
- Powdered milk or cans of evaporated milk
- Cans or jars of baby food and baby formula
- Pet food

### Basic Supplies

- Flashlight and extra batteries
- Battery powered radio and extra batteries
- Sleeping bags or blankets
- Baby supplies such as diapers and bottles
- Paper towels and a disinfectant cleaner or a cleaner with bleach. You can mix your own water and bleach solution. Mix ten parts water with one part bleach.

## 第 2 步. 準備一個急救包

如有緊急事件發生，你可能好幾天或好幾周都得不到食物或水，也有可能停電。你若需要離家出外，請將緊急用品包裝在一個你可帶走的容器中，如一個大袋子或塑膠容器。每隔幾個月查看一下用品是否仍新鮮。

**為每人和每個寵物就各項準備3天的供給。**

### 食物和其他項

- 水裝在乾淨、密封塑膠容器中 – 為每人每寵物每天儲存 1加侖水
- 打開即食的罐頭肉類、水果和蔬菜
- 手動開罐器
- 蛋白質或水果條棒
- 乾麥片、格蘭諾拉麥片、堅果和餅乾
- 花生醬
- 乾食物，如乾果和脫水餐
- 罐裝果汁
- 奶粉或罐裝煉乳
- 罐裝或瓶裝嬰兒食品和嬰兒配方奶
- 寵物食品

### 基本用品

- 手電筒和備用電池
- 用電池作電源的收音機和備用電池
- 睡袋或毯子
- 嬰兒用品，如尿布和奶瓶
- 擦手紙和消毒清潔劑或含漂白水的清潔劑。你能自己混合水和漂白劑溶液。混合十份水和一份漂白劑。

- Tissues and toilet paper
- Feminine hygiene supplies
- Paper plates, plastic silverware and napkins
- Matches in a waterproof container
- Plastic sheets and heavy tape such as duct tape or electrical tape
- Trash bags
- Plastic bucket with tight lid
- Prescription medicines
- Copies of important family documents stored in a waterproof container including identification, health information for each family member, insurance information and birth certificates
- Extra batteries for equipment such as a wheelchair or hearing aids

### First-aid Kit

- Digital thermometer
- Adhesive bandages in different sizes, two and four inch gauze pads, triangular bandages and sterile rolled bandages
- Bandage tape
- Soap and alcohol-based hand sanitizer
- Washcloths and moistened towelettes
- Antibiotic ointment
- Latex gloves
- Scissors, tweezers, a needle and thread and safety pins
- Cotton swabs
- Over the counter medicines to treat fever, pain, stomach problems, coughs, colds and diarrhea

- 紙巾和廁所用紙
- 女性衛生用品
- 紙盤、塑膠餐具和餐巾
- 裝在防水容器中的火柴
- 塑膠布和強力膠帶，如管道膠帶或電工膠帶
- 垃圾袋
- 有嚴實蓋子的塑膠桶
- 處方藥
- 裝在防水容器中的重要家庭文件，包括每個家庭成員的身份、健康資訊、保險資訊和出生證副本
- 輪椅或助聽器等裝備的備用電池

### 急救包

- 數字溫度計
- 不同尺寸的創口貼、兩英寸和四英寸薄紗墊、三角繃帶和消毒繃帶卷
- 繃帶條
- 肥皂和酒精基的手清潔劑
- 清洗巾和濕清潔巾
- 抗生素軟膏
- 乳膠手套
- 剪刀、鑷子、針線和別針
- 棉籤
- 治療發燒、疼痛、胃病、咳嗽、傷風感冒和腹瀉的櫃檯即買藥

### **If you need to leave your home, also include these supplies:**

- Clothes and sturdy shoes
- Coats, hats, rain gear and gloves
- Toothpaste, toothbrush and other toiletries
- Prepaid, long-distance calling card
- Keys for your car and house
- Money and a credit card
- Books, playing cards and board games

### **Car Supplies**

Keep a small emergency supply kit in your car at all times with:

- A flashlight with extra batteries
- A sleeping bag or blanket
- Road maps
- First-aid supplies
- Tire repair kit, jumper cables and flares

### **Step 3. Listen for Information**

Local and state officials have plans to protect the public. Stay calm and listen for reports on the television, radio, social media or Internet. Have a radio with extra batteries in case there is no electricity. If there is limited communication, you may need to decide what is best for you and your family.

### **如你需要離開家,也要包括這些用品:**

- 衣服和結實的鞋
- 外衣、帽子、雨具和手套
- 牙膏、牙刷和其他梳洗用品
- 已預付的長途電話卡
- 你的車和家的鑰匙
- 錢和一張信用卡
- 書、紙牌和棋盤紙牌遊戲

### **車上用品**

任何時候總是在你的車裡放一個小緊急用品包,內裝:

- 一個帶備用電池的手電筒
- 一個睡袋或毯子
- 公路地圖
- 急救用品
- 輪胎修理包、跨接纜線和閃光件

### **第 3 步. 收聽資訊**

地方和州官員制定了保護公眾的計劃。保持鎮靜、聽電視、廣播、社群媒體或互聯網上的報導。如果沒有電,請使用帶備用電池的收音機。如果溝通有限,您可能需要決定最適合您和您的家人的事物。