

# MacDill AFB Family Disaster Planning Guide August 2018



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Reliable sources of accurate, timely information are critical to developing and implementing your plans. The resources in this guide have been developed to assist in developing your plans and keeping you informed. Information is also available at you city and county emergency management offices, local fire departments, government offices and public libraries.

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Before an emergency happens, be sure to sit down with your family and decide how you will get in contact with each other, where you will go, and what you will do in an emergency. Write down where your family spends the most time, such as work, school, and other places you frequent. Schools, daycare providers, workplaces, and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

## BASIC PREPAREDNESS & EMERGENCY PLANNING CHECKLIST

YES	NO	N/A	INSPECT YOUR HOME (SECURITY/FIRE/WEATHER)
			House numbers are easily visible from the street
			Outside lights work properly
			Trim trees/bushes near your home
			Maintain 30 foot fire buffer around your home
			Clean gutters
			Inspect roof – from top (shingles, tiles, vents, etc.)
			Inspect roof – from attic (roof anchors, sheathing, etc.)
			Inspect storm shutters or window protection (include tools)
			Inspect garage door and bracing (include tools)
			Identify utility shut offs and how to operate them (include tools)
			Identify any special tools required and their location
			Identify a shelter room in the house
YES	NO	N/A	CREATE YOUR PLAN(S) AND PREPARE YOUR KIT
			Review or develop your family FIRE SAFETY plan
			Review or develop your family HURRICANE plan
			Review or develop your family COMMUNICATION plan
			Share contact information with your neighbors
			Consider developing a neighborhood emergency plan
			Secure waterproof containers for documents and supplies
			Secure coolers for food and ice (wheels and pull handles help)
			Purchase a landline (old fashioned) phone if you don't have one
			Rotate and replace items from your supply kit to current use
YES	NO	N/A	INVENTORY HOUSEHOLD CONTENTS AND REVIEW INSURANCE
			Make an itemized inventory of your belongings
			Photograph/video tape your possessions (with date if possible)
			Review and update your insurance policies as needed
			Record policy numbers and claims telephone number
			Copy important records for your supply kit
YES	NO	N/A	OTHER SPECIAL CONSIDERATIONS
			Plan for any special medical needs you may have
			Review or develop your PET plan
			Review or develop your BOAT & RV pan

## FIRE SAFETY PLAN

Fires are one of the most common major home emergencies, so a fire safety plan is one of the most important parts of your preparedness efforts. With preparation and practice you can survive a fire and return to normal more easily. Practice your plans at least once per year and anytime something changes with your home or family.

One of the most important pieces of safety equipment you can own is a working smoke detector. Treat all alarms as real until proven otherwise. If you smoke detector sounds, evacuate quickly. Entire houses can become involved in fire in minutes. Plan for and practice evacuations.

Your local fire department may have additional resources and programs that can assist you in developing your fire safety plans. Contact them on their business line to find out about these additional resources.

DRAW/INSERT HOME FIRE ESCAPE ROUTES MAP			
YES	NO	N/A	CONSIDERATIONS
			Inspect and test smoke detectors at least monthly.
			Replace smoke detector batteries every six months.
			Inspect fire extinguishers (condition and location).
			Consider escape ladder(s) in second floor locations.
			Trained to use fire extinguishers and escape ladders.
			Create an evacuation plan for anyone with limited mobility.
			Identify a meeting location if you evacuate.

### RALLY POINT & COMMUNICATION PLANS

Families could get separated during an emergency. List a local place to meet if you can't get back home. What should your children do if they are separated and cannot return home? Where should they go? Do you have good quality, recent pictures of your children with you?

<b>DRAW/INSERT RALLY POINT MAP</b>	

**PRIMARY AND SECONDARY EVACUATION LOCATION AND TRAVEL ROUTE**

Primary Evacuation Destination:	
Primary Evacuation Address:	
Primary Destination Travel Route:	
Secondary Evacuation Destination:	
Secondary Evacuation Address:	
Secondary Destination Travel Route:	

**EMERGENCY CONTACTS**

Local Contact Name:	
Telephone Number:	
Relationship:	
Address:	
Out-Of-State Contact Name:	
Telephone Number:	
Relationship:	
Address:	

**IMPORTANT DOCUMENTS CHECKLIST**

HAVE	NEED	N/A	<b>IMPORTANT DOCUMENTS FOR EVERYONE</b>
			Driver’s License / Personal Identification
			Military ID / DD214
			Birth Certificates
			Passports / Green Card / Naturalization Documents
			Social Security Cards
			Health and Medical Insurance Documents
			Disabilities Services Documentation
			Marriage Certificates
			Will / Power of Attorney
			Deed or Lease (for proof of residence)
			Vehicle Registration / Titles / Proof of Insurance
			Property Insurance Documents
HAVE	NEED	N/A	<b>IMPORTANT DOCUMENTS FOR CHILDREN</b>
			Birth Certificates
			Social Security Cards / Identification Cards
			Good Quality, Recent Photograph (digital preferred)
			Immunization Records
			Health and Medical Insurance Documents
			Child custody documents (if applicable)
			Last Report Card
HAVE	NEED	N/A	<b>IMPORTANT MISCELLANEOUS DOCUMENTS</b>
			Inventory of Household Items
			Backup Computer Data
			Map of the area and places you could go if you evacuate
			Local telephone directory
			Your list of telephone numbers and addresses
			Contact information for you primary doctor and dentist
HAVE	NEED	N/A	<b>SPARE KEYS AND COMBINATIONS</b>
			House
			Vehicles

HOUSEHOLD FINANCIAL CHECKLIST

<b>BANK ACCOUNT - CHECKING</b>	
Name:	Account Number:
Telephone Number:	Web Site:
<b>BANK ACCOUNT - SAVINGS</b>	
Name:	Account Number:
Telephone Number:	Web Site:
<b>BROKERAGE ACCOUNT / IRA</b>	
Name:	Account Number:
Telephone Number:	Web Site:
<b>401 K / IRA</b>	
Name:	Account Number:
Telephone Number:	Web Site:
<b>CREDIT CARD 1</b>	
Name:	Account Number:
Telephone Number:	Web Site:
<b>CREDIT CARD 2</b>	
Name:	Account Number:
Telephone Number:	Web Site:
<b>MORTGAGE COMPANY</b>	
Name:	Account Number:
Telephone Number:	Web Site:
<b>POWER COMPANY</b>	
Name:	Account Number:
Telephone Number:	Web Site:
<b>WATER / SEWAGE</b>	
Name:	Account Number:
Telephone Number:	Web Site:
<b>GAS COMPANY</b>	
Name:	Account Number:
Telephone Number:	Web Site:
<b>HEALTH AND MEDICAL INSURANCE</b>	
Name:	Account Number:
Telephone Number:	Web Site:

## INSURANCE PLAN & CHECKLISTS

Flood insurance is a good idea even if it is not required by your mortgage company. You may need two separate policies. One covers the structure and the other covers the contents.

<b>CONSIDERATIONS</b>	
What is the estimated market value of your home?	
What is the full replacement value for your home?	
What is your total deductible amount (This will be your out-of-pocket cost.)	
Have you reviewed your insurance coverage within the last two years?	
What is the full replacement value of the contents of your home?	
Does your policy provide full replacement cost for your contents?	
What documentation is required for your contents and property?	
Do you have a list of your belongings with pictures and documentation?	
<b>FLOOD INSURANCE- STRUCTURE</b>	
Company Name:	Agent's Name:
Policy Amount:	Policy Number:
Deductible Amount:	Telephone Number for Claims:
Web Site:	E-mail Address:
<b>FLOOD INSURANCE- CONTENTS</b>	
Company Name:	Agent's Name:
Policy Amount:	Policy Number:
Deductible Amount:	Telephone Number for Claims:
Web Site:	E-mail Address:
<b>HOMEOWNER'S INSURANCE</b>	
Company Name:	Agent's Name:
Policy Amount:	Policy Number:
Deductible Amount:	Telephone Number for Claims:
Web Site:	E-mail Address:
<b>RENTER'S INSURANCE</b>	
Company Name:	Agent's Name:
Policy Amount:	Policy Number:
Deductible Amount:	Telephone Number for Claims:
Web Site:	E-mail Address:
<b>HOMEOWNER'S INSURANCE - HURRICANE (IF SEPARATE)-</b>	
Company Name:	Agent's Name:
Policy Amount:	Policy Number:
Deductible Amount:	Telephone Number for Claims:
Web Site:	E-mail Address:



## SUPPLIES & EQUIPMENT CHECKLISTS

HAVE	NEED	N/A	BASIC SAFETY EQUIPMENT
			NOAA Weather Radio
			First Aid Kit and Instruction Book
			Landline Telephone (does not require electricity or batteries)
			Battery Powered Television with Antenna, Radio and Clock
			Flashlights (LED type saves batteries)
			Battery Power LED Lanterns or Chemical Light Sticks (no candles)
			Extra Batteries and Car Chargers for all electronics
			Whistle (to signal for help if needed)
			Cell phone / battery charger (Solar / Hand-Crank Type)

HAVE	NEED	N/A	BASIC TOOLS
			Basic Tool Kit (hammer, wrenches, screwdrivers, pliers, etc.)
			Specialized Tools (for water or gas valves, etc.)
			Plastic Tarps (with grommets) or Roll Plastic Sheeting
			Assorted Screws, Nails and Other Fasteners
			Duct Tape
			Canvas or Leather Work gloves

HAVE	NEED	N/A	SANITATION / CLEAN UP SUPPLIES
			Unscented Bleach (for clean-up and to disinfect water)
			Water for Cleaning
			Assorted Cleaners, Sanitizers and Disinfectants
			Rubber Gloves
			Brushes, Brooms and Mops
			Towels and Rags
			Plastic Garbage Bags
			Bucket (with tight fitting lid) for Emergency Toilet
			Toilet Paper / Paper Towels / Sanitary Supplies
			Wet Wipes and Waterless Hand Sanitizer

HAVE	NEED	N/A	PET / SERVICE ANIMALS
			Water (one gallon per day for seven days for each animal)
			Collar, leash and lead
			Cage or Carrier for Each Animal (Attach Pet's Photo and Mark with Name)
			Food / Treats
			Toys / Comfort Items
			Clean Up Supplies
			Medications
			Identification / Immunization Records / Photographs

HAVE	NEED	N/A	PERSONAL ITEMS
			Sleeping Bags and/or Pillows and Blankets
			Lawn Chairs / Folding Chairs
			Hot and Cold Weather Clothing
			Sturdy Closed-toe Work Shoes (not sandals or flip-flops)
			Raingear
			Personal Hygiene (toothbrush, toothpaste, soap, deodorant, etc.)
			Medications (Prescription and Over-The-Counter)
			Spare Eyeglasses or Contacts and Cleaning Solution
			Hearing Aid (spare batteries)
			Entertainment (cards, books, quiet games, MP3 player, batteries)
			Baby / Infant Needs (Diapers, Formula, Baby Food, Cereal)

HAVE	NEED	N/A	FOOD SERVICE NEEDS
			Drinking Water (one gallon per day per person for 7 days)
			Non-perishable Food
			Manual Can Opener
			Juice / Soft Drinks / Instant Coffee or Tea / Dry Milk
			Camp Stove, Grill (with fuel) Outdoor Use Only
			Lighter/Waterproof Matches
			Pots / Pans / Cooking Utensils
			Aluminum Foil
			Disposable Plates, Cups and Cutlery
			Plastic Wrap / Zip Lock Bags / Garbage Bags
			Cooler for Food Storage (Wheels make moving easier)
			Cooler to Transport Ice. (Wheels make moving easier)
			Freeze water in jugs or zip lock bags to keep food cool

HAVE	NEED	N/A	MISCELLANEOUS ITEMS
			Spare Keys (complete set for home, vehicles and boats)
			Pens / Pencils and Paper
			Important Papers
			Keepsakes / Significant Photos
			Coins, Cash, Credit Cards and/or Travelers Checks
			Prepaid Telephone Card(s)
			Maps and Evacuation Information
			Books, games and other quiet entertainment

# CHILD CARE CHECKLIST

Use the table to calculate how much you need. Keep at least a one week supply on hand

BABY FORMULA		
Amount Used Daily:	Multiply by 7 Days:	Amount Needed Per Week:
BABY BOTTLES / NIPPLES		
Amount Used Daily:	Multiply by 7 Days:	Amount Needed Per Week:
BABY FOOD		
Amount Used Daily:	Multiply by 7 Days:	Amount Needed Per Week:
STERILE WATER / WATER		
Amount Used Daily:	Multiply by 7 Days:	Amount Needed Per Week:
BABY DIAPERS		
Amount Used Daily:	Multiply by 7 Days:	Amount Needed Per Week:
BABY WET WIPES		
Amount Used Daily:	Multiply by 7 Days:	Amount Needed Per Week:

BE SURE TO INCLUDE OTHER IMPORTANT BABY ITEMS		
<input type="checkbox"/> Car Seat	<input type="checkbox"/> Portable Crib / Bedding	<input type="checkbox"/> Stroller / Carrier
<input type="checkbox"/> Blankets	<input type="checkbox"/> Clothing	<input type="checkbox"/> Pacifier / Toys
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# MEDICATION LOG

MEDICATION LOG			
Name of Medication:		Reason for taking:	
Dosage and Times:		Size, Shape, Color:	
Prescribed by Doctor:		Refill Number:	
Doctor telephone:		Pharmacy & telephone:	
Name of Medication:		Reason for taking:	
Dosage and Times:		Size, Shape, Color:	
Prescribed by Doctor:		Refill Number:	
Doctor telephone:		Pharmacy & telephone:	
Name of Medication:		Reason for taking:	
Dosage and Times:		Size, Shape, Color:	
Prescribed by Doctor:		Refill Number:	
Doctor telephone:		Pharmacy & telephone:	
Name of Medication:		Reason for taking:	
Dosage and Times:		Size, Shape, Color:	
Prescribed by Doctor:		Refill Number:	
Doctor telephone:		Pharmacy & telephone:	
Name of Medication:		Reason for taking:	
Dosage and Times:		Size, Shape, Color:	
Prescribed by Doctor:		Refill Number:	
Doctor telephone:		Pharmacy & telephone:	
Name of Medication:		Reason for taking:	
Dosage and Times:		Size, Shape, Color:	
Prescribed by Doctor:		Refill Number:	
Doctor telephone:		Pharmacy & telephone:	
Name of Medication:		Reason for taking:	
Dosage and Times:		Size, Shape, Color:	
Prescribed by Doctor:		Refill Number:	
Doctor telephone:		Pharmacy & telephone:	
Name of Medication:		Reason for taking:	
Dosage and Times:		Size, Shape, Color:	
Prescribed by Doctor:		Refill Number:	
Doctor telephone:		Pharmacy & telephone:	
Name of Medication:		Reason for taking:	
Dosage and Times:		Size, Shape, Color:	
Prescribed by Doctor:		Refill Number:	
Doctor telephone:		Pharmacy & telephone:	
Name of Medication:		Reason for taking:	
Dosage and Times:		Size, Shape, Color:	
Prescribed by Doctor:		Refill Number:	
Doctor telephone:		Pharmacy & telephone:	

### MENU PLANNER PLAN

Plan a 7 day menu for your family. Avoid items that require refrigeration. Create a list of supplies, go shopping and pack in your hurricane kit.

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Breakfast							
Lunch							
Dinner							
Snacks							

## SPECIAL HEALTH NEEDS CHECKLISTS

YES	NO	N/A	CONSIDERATIONS:
			Do you have special dietary needs? If YES, use the MENU PLANNER
			Do health providers have your contact information (routine and emergency)?
			Have you provide your out-of-area contact your contact information?
			Does your medical providers have plans for a disaster? (use notes)
			Have you made prior arrangements with your doctor or hospital for a disaster?
			Do you take any prescription medicines? If YES, use the MEDICATION LOG
			Do you take any over the counter medicines? If YES, use the MEDICATION LOG
			Do you have at least a two week supply of your medicine and a way to replace them?
			What will happen if you are away from home and your regular doctor and pharmacy? What if your doctor or regular pharmacy is effected and not available?
			Does any of your medicine need to be refrigerated?
			Do you use oxygen cylinders? If YES, use the SPECIALIZED MEDICAL EQUIPMENT INFORMATION. (cylinder size, spare cylinders, supply duration)
			Do you use an electric wheelchair or scooter? If YES, use the SPECIALIZED MEDICAL EQUIPMENT INFORMATION.
			Do you have extra batteries for your medical equipment?
			Do you use a manual wheel chair? If YES, use the SPECIALIZED MEDICAL EQUIPMENT INFORMATION.
			Do you rely on other battery powered equipment If YES, use the SPECIALIZED MEDICAL EQUIPMENT INFORMATION. (hearing aids, alarms, phone alerts)
			Do you use any other electrical equipment that is critical to your well-being?
			Do you use disposable or limited use items (i.e. dressings, catheters, cannulas, adult diapers)? If YES, use the SPECIALIZED MEDICAL EQUIPMENT INFORMATION.

DRIVING ASSISTANCE & TRANSPORTATION INFORMATION			
Driver or Company Name:			
Account Number:			
Telephone Number:			
Emergency Telephone Number:			
YES	NO	N/A	CONSIDERATIONS:
			Have you registered with the County Special Needs Program?
			Do you have a Special Needs Shelter assignment?
			Have you informed your caregiver of your Special Needs Shelter? (You must have a care giver)
			Do you have your caregiver's contact them?
			Do you have a service animal? If YES, your shelter may have you complete an SERVICE ANIMAL FORM
Notes:			

### SPECIALIZED MEDICAL EQUIPMENT INFORMATION

Type of Medical Equipment:	
Supplier/Repair Service Name:	
Account Number:	
Telephone Number:	
Emergency Telephone Number:	
Type of Medical Equipment:	
Supplier/Repair Service Name:	
Account Number:	
Telephone Number:	
Emergency Telephone Number:	
Type of Medical Equipment:	
Supplier/Repair Service Name:	
Account Number:	
Telephone Number:	
Emergency Telephone Number:	
Type of Medical Equipment:	
Supplier/Repair Service Name:	
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Supplier/Repair Service Name:	
Account Number:	
Telephone Number:	
Emergency Telephone Number:	
Type of Medical Equipment:	
Supplier/Repair Service Name:	
Account Number:	
Telephone Number:	
Emergency Telephone Number:	
Type of Medical Equipment:	
Supplier/Repair Service Name:	
Account Number:	
Telephone Number:	
Emergency Telephone Number:	

## HURRICANE PREPAREDNESS

**Get a kit...Have a plan...Stay connected & informed!** The Atlantic hurricane season runs from June 1 to Nov. 30. Although weather forecasters are able to provide more warning of an impending storm than ever before, the time to prepare is well before a tropical system even forms. Whether you're a longtime Florida resident or are new to the area, here are valuable tips to help you get ready.

KNOW THE ADVISORIES	
<b>Tropical Storm WATCH</b>	Sustained winds of <b>39 - 73 mph</b> are possible within the specified area in the next <b>48 hours</b> .
<b>Tropical Storm WARNING</b>	Sustained winds of <b>39 - 73 mph</b> are expected within the specified area in the next <b>36 hours</b> .
<b>Hurricane WATCH</b>	Sustained winds of <b>74 mph</b> or higher are expected within the specified area in the next <b>48 hours</b> .
<b>Hurricane WARNING</b>	Sustained winds of <b>74 mph</b> or higher are expected within the specified area in the next <b>36 hours</b> . NOTE: A Warning can remain in effect when dangerously high water and/or waves continue even if winds are less than hurricane force.

KNOW THE HURRICANE CONDITIONS (HURCON)		
HURCON	Criteria	Expected
<b>5</b>	Arrival of sustained >58 mph/ 50 knot winds	96 Hours
<b>4</b>		72 Hours
<b>3</b>		48 Hours
<b>2</b>		24 Hours
<b>1</b>		12 Hours
<b>1C</b>	Caution: Winds of 40-57 mph/35-49 knots sustained are occurring.	
<b>1E</b>	Emergency: Winds of 58 mph/50 knots sustained and/or gusts of 69 mph/60 knots or greater are occurring.	During / After storm passage
<b>1R</b>	Recovery: Destructive winds have subsided and are no longer forecast to occur; survey and work crews are permitted to determine the extent of the damage and to establish safe zones around hazards (e.g. downed power lines, unstable structures).	Life-threatening storm hazards have passed

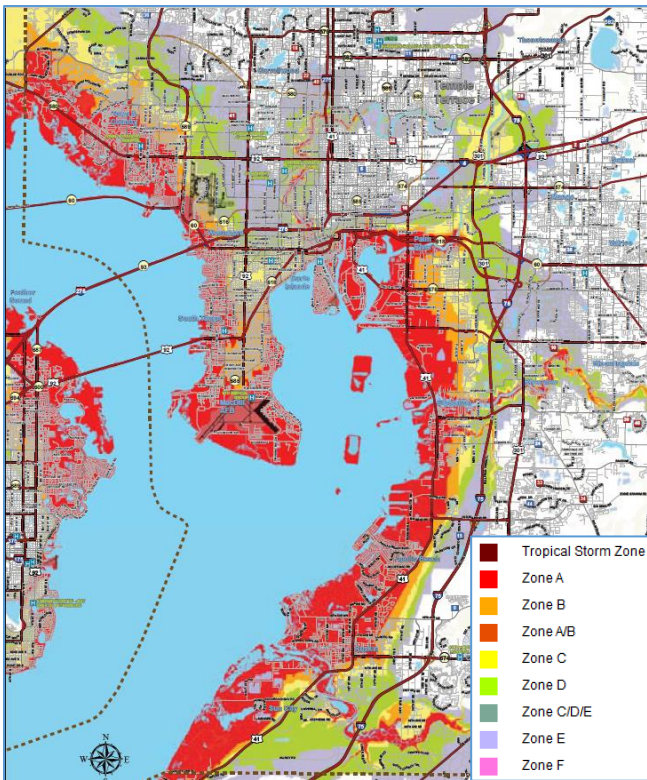
KNOW THE CATEGORIES	
Category	Wind Speed
Tropical Depression	≤38 mph
Tropical Storm	39 - 73 mph
One	74 - 95 mph
Two	96 – 110 mph
Three	111 – 129 mph
Four	130 - 156
Five	≥ = 157 mph



## Flood Zones vs. Evacuation Zones

**Flood zones** and **evacuation zones** measure different conditions and are determined by different methods having different intended purposes that **may not** occur at the same time. A home may be located in a non-evacuation zone...yet still be located in a flood zone because of a nearby stream or pond. Residents must check both zones.

- **Flood zones** are areas mapped by FEMA for use in the National Flood Insurance Program. Each flood zone designation, represented by a letter or letters, tells homeowners exactly what the risk is for flooding at their property over a period of years, regardless of the cause. By law, all homes in high-risk zones carrying a mortgage must be covered by flood insurance. An important thing to remember is that flood losses are not covered by homeowner's insurance policies. The National Flood Insurance Program makes federally backed flood insurance available to residents and business owners. Any flooding damage covered under the policy – whether or not a federal disaster declaration is made – will be reimbursed per the policy limits, which can include structural damage or the loss of contents.
- **Evacuation zones** are based on hurricane storm surge zones determined by the National Hurricane Center using ground elevation and the area's vulnerability to storm surge from a hurricane. The evacuation zones are marked from A through E, plus non-evacuation zones.



Tampa Bay All-Hazards Guide, Hurricane Evacuation maps, and Shelter Lists:

<http://www.tbrpc.org/tampabaydisaster/>

County Hurricane Evacuation Zones:

- [Hillsborough County](#)
- [Manatee County](#)
- [Pasco County](#)
- [Pinellas County](#)
- [Sarasota County](#)
- [Hernando County](#)



Hillsborough County Hurricane Evacuation Assessment Tool (HEAT):

<http://www.hillsboroughcounty.org/en/residents/public-safety/emergency-management/find-evacuation-information>

Pinellas County Know Your Zone:

<http://kyz.pinellascounty.org/>

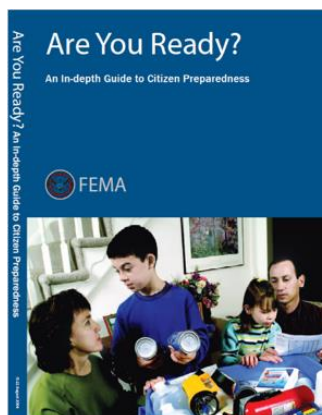
### Get a Kit

Assemble a disaster supply kit for your family and pets. At a minimum, 3 days of supplies. Recommended 7 to 14 days of supplies. If you stay home, expect a loss of power, water, and communications. If you evacuate, think about what items you will need if you can't return home for a while and be sure to bring your own disaster kit as one will not be provided by a shelter or host family.



### Have a Plan

Take into account both yourself and your loved ones, including pets. Know that public shelters aren't comfortable, and most can't take pets or accommodate persons with serious medical needs. If you will stay at home, designate an interior room or closet to take shelter. If you will evacuate, plan where you will go and how long it will take to get there in traffic. Develop a personal checklist for preparing for an impending storm; i.e. – board up windows, turn off power, fill up cars with fuel, etc.



### Stay Connected & Informed

Watch TV and listen for alerts on an all-hazards alert weather radio. Know how you will communicate with family members if cellphones, the internet, and landlines phones don't work. Register for your city and county's official notification system for emergency and urgent messages, including severe weather alerts. Lastly, have some way to communicate to others while relocating.

## HURRICANE RISK EVALUATION

Certain factors may influence whether you decide to stay or leave. Poorly-built structures are more susceptible to wind damage, while homes in low spots or water basins may flood during a tropical storm or hurricane even if they are not in an evacuation zone.

- Safe House** - is a term used to describe homes and locations outside of evacuation zones and flood zones. This applies to individuals and families who live in mobile homes or, reside in flood or evacuation zones. Knowing if you are potential evacuee and the location of your assigned “Safe House” is crucial to this process. All personnel must identify someone living outside the declared evacuation zones, thus becoming a guest to the host family. The Installation Commander or Unit Commander may also decide to place stricter restrictions on Safe House locations.
- Safe Haven** - is a term used to describe homes and locations outside the entire Tampa Bay area. When this evacuation is declared, personnel may have to relocate well outside of the area; possibly even outside of the Florida. This location will be known as your “Safe Haven.” Each individual is responsible for planning this type of evacuation. Safe Haven locations must be with in the continental United States, and you must be able to return to MacDill AFB within 24 hours of a recall. The installation Commander or Unit Commander may also decide to place stricter restrictions on Safe Haven locations.

HOME INFORMATION		
What is the evacuation zone where your home is located?		
What is the elevation for your home’s first floor?		
<b>YES</b>	<b>NO</b>	<b>LOCATION:</b>
		I live in a Storm Surge Evacuation Zone.
		I live in a mobile or manufactured home.
		I live in an RV or onboard a boat.
		I live on the coastline, an offshore island, or near a river/ flood plain.
		I live in a high-rise building as winds are generally stronger at higher elevations.
<b>YES</b>	<b>NO</b>	<b>STRUCTURE:</b>
		Does My home not have storm shutters or window protection?
		Does my home have a hurricane-rated garage door?
		Does my home has a gabled roof?
<b>YES</b>	<b>NO</b>	<b>VULNERABILITY:</b>
		Am I required to purchase flood insurance?
		Was my home was built prior to 2003?
		Are there large trees that could hit my house if they blew over?
		Does my home has two or more stories constructed of different materials? (CBS lower story and wood framed upper story)
		Do I live in a building with an elevator and would have a hard time getting in and out if the elevator did not work?
<b>NOTE:</b> If you answered <b>YES</b> to any of these questions, you or your home may be vulnerable to the impact of a hurricane. If you cannot protect and strengthen those areas, you should consider evacuation.		

## STAY AT HOME OR EVACUATE?

Know your home's vulnerability to **water flooding** and **wind**. Develop your plan is based on this knowledge. The following options will help guide your decision to stay at home or evacuate.

STAY AT HOME OR EVACUATE?	
<b>Option A:</b>	<p><b>Stay at home.</b> If your home can withstand the expected winds, and you are away from the coast and not in a flood prone area, consider staying home.</p> <p><b>Never stay in your home if your area is under an EVACUATION ORDER.</b></p>
<b>Option B:</b>	<p><b>Stay at your "Safe House" location, with a relative, friend, or hotel outside the evacuation area.</b> If you plan to do this, make arrangements far in advance.</p>
<b>Option C:</b>	<p><b>Relocate to your "Safe Haven" location out of the area.</b> Local officials will tell you which evacuation routes to use. Plan your route ahead of time, also plan alternate routes. Include maps and directions in your hurricane kit. Leave early to avoid high winds and flooding.</p>
<b>Option D:</b>	<p><b>Go to a public shelter</b> if you have no safe place to go. Local media will announce which shelters are open. Do not wait until the last minute to learn the route to the shelter.</p> <ul style="list-style-type: none"> <li>▪ Evacuate if ordered.</li> <li>▪ If you live in an older mobile home or on a boat, you must evacuate.</li> <li>▪ Execute your family plan.</li> <li>▪ Respond quickly but without panic.</li> </ul>
<p><b>NOTE:</b> Gather and record important information in this booklet to create your Family Hurricane Plan. This plan will help you and your family prepare for Hurricane Season. After your plan is complete, discuss it with everyone involved and keep a copy in your Hurricane Kit.</p>	

## HURRICANE PREPAREDNESS CHECKLISTS

DONE	N/A	<b>PRIOR TO THE START OF HURRICANE SEASON (1 JUNE):</b>
		Review your tropical storm/ hurricane plan before the start of hurricane season
		Validate Safe House / Haven information contained in AtHoc
		Ensure information on unit recall/notification rosters are current
		Ensure your family plan includes procedures for family preparedness when the sponsor is deployed
		Know your unit's hurricane preparedness plan
		Attend a hurricane awareness briefing
		Know your Hurricane Evacuation Zone
		Get familiar with your evacuation route and preferred location
		Keep your prescriptions full and up-to-date (include OTC meds)
		Pack a First Aid Kit, include sunscreen and insect repellent
		Get a car charger (or solar charger) for your cell phone
		Post emergency numbers by each phone and in your supply kit
		<p>Inspect your home and surrounding areas to detect and remove potential sources of danger such as:</p> <ul style="list-style-type: none"> <li>• Damaged, worn or improperly secured doors and windows.</li> <li>• Gutters and drain pipes on buildings that are clogged, worn or otherwise incapable of normal operation.</li> <li>• Storm drains, sewers, holding ponds and catch basins, which have not been cleaned out and made ready for maximum capacity operation.</li> <li>• Hazardous trees, especially those with rotted limbs or trunks should be inspected and removed.</li> </ul>
		<p>Conduct an inventory / operation check of emergency supplies needed for hurricane preparation and recovery</p> <ul style="list-style-type: none"> <li>• Tools</li> <li>• Plastic sheeting, tarps, garbage bags</li> <li>• Lumber</li> <li>• Plywood</li> <li>• Chainsaws</li> <li>• Generator</li> </ul>
		Check expiration dates of your emergency food supplies, rotating / replacing items that will expire during the upcoming season.
		Ensure any extensive or lengthy maintenance is accomplished on your POV prior to the start of the hurricane season.

<b>DONE</b>	<b>N/A</b>	<b>96 HOURS BEFORE THE STORM (HURCON 4):</b>
		Review family preparedness plans, including evacuation routes, accommodation availability, and current installation hurricane policies and procedures
		Review and update recall rosters and specialized team assignments at work
		Review and update Safe-House / Safe-Haven location(s) and update rosters / AtHoc
		Review pet care plans during and after an evacuation
		Inspect POVs. Lube, oil, replace defective tires, windshield wipers, or lights as needed
		Check serviceability and quantities of your emergency food and other supplies
		Prepare your home: <ul style="list-style-type: none"> <li>• Remove/secure items that may become hazards in high winds.</li> <li>• Trim trees/branches.</li> <li>• Clean gutters, downspouts and drains.</li> </ul>
		Inventory storm preparedness/recovery related materials, supplies, equipment. Consider procuring hurricane protection materials such as plywood, waterproof containers, plastic bags/sheets and tarps.
		Monitor tropical storm/ hurricane forecast
		Keep your vehicles fueled

<b>DONE</b>	<b>N/A</b>	<b>72 HOURS BEFORE THE STORM (HURCON 3):</b>
		Hold a family meeting to discuss your plans and options
		If you plan to go to a hotel, make your reservations. Have a backup plan/ location
		Monitor local TV or radio and listen for evacuation orders
		Maintain contact with duty section and keep them advised of your plans
		Check and ready your emergency food, water, and other supplies
		Withdraw cash from bank
		Pay bills that are due soon
		Fill your car's fuel tank, check tire pressure and fluid levels
		Write down phone numbers of family/friends
		Gather valuables to take with you or put them in a safe place
		Start freezing water in containers or zip lock bags (fill freezer), ready ice chests
		Test and top off home generators (DO NOT use generators inside garage or house)
		Review HURCON 2 actions

DONE	N/A	<b>48 HOURS BEFORE THE STORM (HURCON 2) (HURRICANE WATCH ISSUED):</b>
		Continue to monitor local TV or radio and listen for evacuation orders
		Gather remaining food requirements and other supplies
		Withdraw cash from bank if not already accomplished
		Pay bills that are due soon if not already accomplished
		If you plan to go to a hotel, confirm your reservations
		Fill your car's fuel tank, check tire pressure and fluid levels
		Make final preparations to protect your home from storm's effects
		Gather valuables to take with you or put them in a safe place if not already accomplished
		Start freezing water in containers or zip lock bags (fill freezer) and ice chests
		If evacuating, pack car. Maintain a list of emergency numbers along your projected evacuation route.
		<p>If evacuating to a shelter (not recommended), comply with the following general shelter regulations:</p> <ul style="list-style-type: none"> <li>• No Pets (Service dogs may be allowed).</li> <li>• No Firearms.</li> <li>• No Alcoholic beverages.</li> <li>• No Smoking.</li> <li>• Bring the following items for the shelter stay:               <ul style="list-style-type: none"> <li>○ 72-hour supply of non-perishable food.</li> <li>○ 72-hour supply of food for infants.</li> <li>○ Special, required medicines or foods.</li> <li>○ Adequate clothing for the anticipated period of shelter occupancy.</li> <li>○ Bedding.</li> <li>○ Toiletry articles, plastic water glasses, towels and wash cloths, books and games.</li> <li>○ Inflatable mattresses, sheets, blankets, etc.</li> </ul> </li> </ul>
		Maintain contact with duty section and keep them advised of your plans
		Maintain contact with your friends and family and keep them advised of your situation, location and intentions.
		Keep cell phones full charged in case there is a loss of power.
		Continue to monitor the storm's progress and prepare for changes in the storm's path.

DONE	N/A	<b>24 HOURS BEFORE THE STORM (HURCON 1) (HURRICANE WARNING ISSUED)</b>
		Continue to monitor local TV or radio for storm updates and evacuation route status
		<p>If you are staying in your home:</p> <ul style="list-style-type: none"> <li>• Put supplies in the safe room.</li> <li>• Fill bath tub with water (for sanitary use ... not drinking).</li> <li>• Have a minimum of 1 gallon of water per person /day on hand for drinking. Fill empty sealable containers (e.g., juice, soda, water) with tap water if bottled water isn't available.</li> <li>• Ensure cell phones and rechargeable devices are fully charged.</li> <li>• Make final preparations to secure your home from the approaching storm.</li> <li>• Check on neighbors and lend necessary assistance.</li> </ul>
		Super chlorinate your swimming pool (do not drain it).
		<p>If evacuating:</p> <ul style="list-style-type: none"> <li>• Turn off water/electricity (leave frig / freezer on).</li> <li>• Secure important papers, jewelry and large amounts of money in a safe deposit box or safe location.</li> <li>• Verify considerations are taken for family members with special needs.</li> <li>• Verify residence is secure prior to departing.</li> <li>• Have full tank of fuel prior to departure.</li> <li>• Carry potable drinking water in vehicle.</li> <li>• Carry sufficient money/credit cards to defray cost of meals, gas and other expenses.</li> </ul>
		Maintain communications with your family, unit, and supervisor making sure they know your intent and evacuation plan/route.

DONE	N/A	<b>RECOVERY, AFTER THE STORM (HURCON 1R)</b>
		Continue to monitor local TV or radio for storm updates / status.
		Recovery operations should begin once all danger from the storm has subsided-usually 12-24 hours after storm passage.
		Perform a survey of facilities and the surrounding area; determine the extent of damage and evaluate necessary recovery actions.
		If evacuated, don't return home or to the base until it is determined safe to do so.
		Be cautious of downed power lines and trees, water over washed out roads, animals and insects.



## BOATS / RV PLAN & CHECKLISTS

Do not weather the storm in your boat, RV, or mobile home. Develop a detailed plan to secure your vessel well before hurricane season. Practice your plan. Take action early. The storm’s fringe activity will make preparations more difficult. **Do not weather the storm in your boat, mobile home, travel trailer or RV.**

DONE	BOAT CONSIDERATIONS:
	Consolidate all records (recent photo, registration, insurance policies, equipment inventory, and marina or storage agreement) and important telephone numbers.
	Check your lease or storage rental agreement. Know your responsibilities and liabilities as well as those of the marina.
	If possible, do not leave boats on davits or on a hydro lift.
	Move small boats to safe shelter or put your boat in the garage, if you have room.
	If your boat remains in berth, check the integrity of primary cleats, winches, and chocks. Use substantial backing plates and adequate stainless steel bolts.
	Double all lines with crossing spring lines fore and aft. Attach lines high on pilings to allow for surge. Protect lines from chafing with heavy duty chafing gear.
	Charge batteries for automatic bilge pumps.
	Seal all opening with duct tape to make boat as water tight as possible.
	Use heavy duty dock fenders to reduce dock and piling crash damage.
	Remove loose gear from the deck. Store it securely inside or at home.
	For a boat on a trailer, lash the boat and trailer down in a protected area. Let the air out of the tires before tying the trailer down. Place blocks between the frame and axle, inside each wheel. Secure with heavy lines to fixed objects in all 4 directions. Small boats may be filled with water for added weight after lashing down.
	Remove the outboard motor, battery, electronics and store them.

DONE	MOBILE HOME, TRAVEL TRAILER OR RV CONSIDERATIONS:
	Check tie downs.
	Put up storm shutters.
	Stow / Secure awnings, antennae or other attached items.
	Secure all loose articles in yards and around the unit.
	Inspect your vehicle to ensure it is roadworthy and leave early if evacuating.

BOAT / RV INSURANCE	
Company Name:	Policy Number:
Policy Amount:	Telephone Number:
Deductible:	Web Address:

## PETS / ANIMALS PLAN & CHECKLIST

Obtain and fill out a pet identification form from your county's pet friendly shelter making sure it's attached to your pet carrier or kennel. Information that pet-friendly usually require on their forms will include

YES	NO	N/A	PET CONSIDERATIONS
			Will you take your pet when you evacuate?
			Does your pet have a collar tag or a microchip implant?
			Do you have proof of ownership, veterinary and vaccination records?
			Do you have recent, good quality, pictures from all angles?
			Know your evacuation route and when you will evacuate.
			Check in your planned evacuation County for a list of shelters that allow for pets.
			Ask friends or family living outside of evacuation areas if they can keep your pet.
PET INFORMATION			
Veterinarian's Name:			
Veterinarian's Emergency Telephone #:			
RFID Chip Identification #:			
Tattoo ID # (if applicable):			
Rabies Tag # (for each animal):			
Owner's Name:			
Shelter Name:			
Home Phone #:			
Cell Phone #:			
Work Phone #:			
Address:			
Dog/Cat Breed:			
Sex:			Male /Female
Age:			
Spayed/Neutered?			Yes / No
Weight:			
Height:			
Eye Color:			
Hair Color:			
Hair Length:			
General Disposition:			
Pet's fears:			
Is your pet good around children:			Yes / No
Is your pet good around dogs or cats?			Yes / No
Specify identifying marks and/or features that would help to ID your pet:			

**Pet and Animal Supplies**

Gather the following supplies. Make sure you have separate supplies for each animal. Even animals that normally get along well together should be handled and caged separately:

Yes	No	N/A	
			A sturdy cage or carrier for each animal.
			7-14 day supply of food and water
			Non-spill food and water bowls
			Medications (including heartworm and flea and tick preventative)
			Leash with collar and/or harness and a muzzle for cats and dogs
			Comfort items (favorite toy, blanket, treats)
			Sanitary clean-up supplies (cat litter, pan and scoop, plastic bags, paper towels, newspaper)
			First Aid kit and Manual (contact your vet)

<b>After A Storm:</b>
Walk pets on a leash until they become re-oriented to their home. Often, familiar scents and landmarks may be altered and pets could easily be confused and become lost.
Reptiles brought in with flood water and debris can pose a threat for animals after a disaster.
Bring along a picture of your pet for identification.
After the disaster, animals can become aggressive or defensive. Monitor their behavior.

<b>Post-Disaster Animal Collection Temporary Collection Sites:</b>
After a storm, stray animals will be collected and staged at temporary collection sites prior to transfer to more permanent shelters. The location of these collection sites will be determined based on prevailing conditions. Every effort will be made to inform the public of these locations so that animals can be returned to their owners as quickly as possible.
Once the site(s) have been determined you should look for your pet(s) at the location nearest your home and where you last saw your pet.

<b>To Report a Lost Pet In:</b>	
Hillsborough County: (813) 744-5660	Pasco County: (727) 834-3216
Hernando County: (352) 754-6830	Pinellas County: (727) 582-2600
Lee County: (239)- 533-7387	Sarasota County: (941) 861-9500
Manatee County: 941-742-5933	

**HOUSEHOLD INVENTORY LOG**

<b>HOME ELECTRONICS INVENTORY</b>				
Item	Brand/Model	Serial Number	Date	Price
Television				
Video Receiver				
Receiver/Amplifier				
Speakers				
CD Player				
DVD Player				
Digital Recorder				
CD / DVD				
Game System				
Computer				
Printer / Scanner				
Network Router				
Modem				
Network Adapters				
Software				
Camera – Digital				
Camera – Film				
Camera – Video				

<b>HOME APPLIANCES</b>				
Item	Brand/Model	Serial Number	Date	Price
Refrigerator				
Freezer				
Stove				
Oven				
Microwave				
Mixer				
Food Processor				
Blender				
Toaster				
Toaster Oven				
Can Opener				
Coffee Maker				
Pots and Pans				
Clock				
Telephone				
Washer				
Dryer				

<b>HOME FURNISHINGS - REVIEW EACH ROOM (USE ADDITIONAL PAGES AS NEEDED)</b>				
Item	Brand/Model	Serial Number	Date	Price
Sofas				
Chairs				
Cabinetry				
Bookcase				
Books				
Lamps				
Rugs				
Mirrors				
Curtains/Draperies				
Tables				
Telephone				
Dining Table				
Dining Chairs				
China / Silverware				
China Hutch				
Cabinetry				
Lighting				
Bed Frame				
Mattress / Springs				
Sofas				
Chairs				
Cabinetry				
Lighting				
Bed Frame				
Mattress / Springs				
Dresser / Chests				
Tables				
Curtains / Drapery				
Mirrors				
Bookcase				
Nightstands				

<b>JEWELRY (MAY REQUIRE ADDITIONAL COVERAGE)</b>				
Item	Brand/Model	Serial Number	Date	Price

<b>COLLECTIBLES (MAY REQUIRE ADDITIONAL COVERAGE)</b>				
Item	Brand/Model	Serial Number	Date	Price

<b>SPORTS EQUIPMENT - FIREARMS (MAY REQUIRE ADDITIONAL COVERAGE)</b>				
Item	Brand/Model	Serial Number	Date	Price

<b>ANTIQUES – MUSICAL INSTRUMENTS – FURS – OTHER COLLECTIBLES</b>				
Item	Brand/Model	Serial Number	Date	Price

<b>CARS – TRUCKS – BOATS – RVS</b>				
	<b>Make</b>	<b>Model</b>	<b>Trim Package</b>	
Item	Brand/Model	Serial Number	Date	Price

## INFORMATIONAL WEBSITES

<b>INFORMATIONAL LINKS:</b>	
USAF "Be Ready" Program	<a href="http://www.beready.af.mil">http://www.beready.af.mil</a>
MacDill AFB on Facebook	<a href="https://www.facebook.com/MacDillAirForceBase">https://www.facebook.com/MacDillAirForceBase</a>
MacDill Home Page	<a href="http://www.macdill.af.mil">http://www.macdill.af.mil</a>
MacDill AFB Hurricane Information page	<a href="http://www.macdill.af.mil/Hurricane-Information">http://www.macdill.af.mil/Hurricane-Information</a>
NOAA Tropical Storm Updates	<a href="http://www.nhc.noaa.gov">http://www.nhc.noaa.gov</a>
NOAA Weather Radio:	<a href="http://www.weather.gov/nwr">www.weather.gov/nwr</a>
NWS Flood Safety:	<a href="http://tadd.weather.gov">http://tadd.weather.gov</a>
Flood Zones by Address	<a href="https://msc.fema.gov/portal/search">https://msc.fema.gov/portal/search</a>
Red Cross Preparedness	<a href="http://www.redcross.org/get-help/how-to-prepare-for-emergencies">http://www.redcross.org/get-help/how-to-prepare-for-emergencies</a>
Tampa Electric Outage Map:	<a href="https://www.tampaelectric.com/residential/outages/outagemap">https://www.tampaelectric.com/residential/outages/outagemap</a>
Tampa Bay Disaster Planning Guide	<a href="http://www.tbrpc.org/tampabaydisaster">http://www.tbrpc.org/tampabaydisaster</a>
Find Gas	<a href="https://www.gasbuddy.com/">https://www.gasbuddy.com/</a>
<b>CITY OF TAMPA:</b>	
Tampa Emergency Management	<a href="https://www.tampagov.net/emergency-management">https://www.tampagov.net/emergency-management</a>
ALERT Tampa:	<a href="https://www.tampagov.net/emergency-management/alert-tampa">https://www.tampagov.net/emergency-management/alert-tampa</a>
City of Tampa Web Apps:	<a href="http://www.tampa.maps.arcgis.com/home/">http://www.tampa.maps.arcgis.com/home/</a>
Tampa Bay Real-Time Traffic:	<a href="https://wego.here.com">https://wego.here.com</a>
<b>HILLSBOROUGH COUNTY:</b>	
Hillsborough County Emergency Management:	<a href="http://hillsboroughcounty.org/residents/public-safety/emergency-management">http://hillsboroughcounty.org/residents/public-safety/emergency-management</a>
Hillsborough County ALERT:	<a href="http://hillsboroughcounty.org/en/residents/public-safety/emergency-management/hcfl-alert">http://hillsboroughcounty.org/en/residents/public-safety/emergency-management/hcfl-alert</a>
Pet Disaster Planning:	<a href="http://hillsboroughcounty.org/en/residents/animals-and-pets/pet-ownership/pet-disaster-planning">http://hillsboroughcounty.org/en/residents/animals-and-pets/pet-ownership/pet-disaster-planning</a>
Learn your evacuation zone:	<a href="http://hillsboroughcounty.org/en/residents/public-safety/emergency-management/find-evacuation-information">http://hillsboroughcounty.org/en/residents/public-safety/emergency-management/find-evacuation-information</a>
Emergency Evacuation Bus Services:	<a href="http://www.gohart.org/Pages/maps-emergency-evac.aspx">http://www.gohart.org/Pages/maps-emergency-evac.aspx</a>
<b>PINELLAS COUNTY:</b>	
Emergency Management:	<a href="http://www.pinellascounty.org/resident/disasters.htm">http://www.pinellascounty.org/resident/disasters.htm</a>
Learn your evacuation zone:	<a href="http://www.pinellascounty.org/emergency/knownyourzone.htm">http://www.pinellascounty.org/emergency/knownyourzone.htm</a>
Pinellas Storm Surge Risk:	<a href="http://egis.pinellascounty.org/apps/stormsurgeprotector/index.html">http://egis.pinellascounty.org/apps/stormsurgeprotector/index.html</a>
Flood Information:	<a href="http://www.pinellascounty.org/flooding">http://www.pinellascounty.org/flooding</a>
<b>VIDEOS:</b>	
Video Be Prepared for Hurricane Season:	<a href="https://www.youtube.com/watch?v=l0FeYNYglh0&amp;feature=youtu.be">https://www.youtube.com/watch?v=l0FeYNYglh0&amp;feature=youtu.be</a>
Hurricane Katrina Historic Storm Surge Video:	<a href="https://www.youtube.com/watch?v=-Kou0HBpX4A">https://www.youtube.com/watch?v=-Kou0HBpX4A</a>
Storm Surge Video:	<a href="https://oceantoday.noaa.gov/hurricanestormsurge/">https://oceantoday.noaa.gov/hurricanestormsurge/</a>
TB Catastrophic Plan Project Phoenix Video:	<a href="http://www.tbrpc.org/tampabaycatplan/scenario.shtml">http://www.tbrpc.org/tampabaycatplan/scenario.shtml</a>
Tampa residents flee as Hurricane Irma looms:	<a href="https://www.youtube.com/watch?v=ZCfxUhedgnw">https://www.youtube.com/watch?v=ZCfxUhedgnw</a>
A major storm could destroy Tampa Bay:	<a href="https://www.youtube.com/watch?v=2U8Hugbxxus">https://www.youtube.com/watch?v=2U8Hugbxxus</a>
When the Waves Swell, FEMA Video:	<a href="https://www.youtube.com/watch?v=STiMKEYZ3Q4">https://www.youtube.com/watch?v=STiMKEYZ3Q4</a>
Ready.gov, Severe Weather Videos for Kids:	<a href="https://www.youtube.com/watch?v=kXw1feTnkU4">https://www.youtube.com/watch?v=kXw1feTnkU4</a>
Ready.gov, Intro to Emergency Planning for Kids	<a href="https://www.youtube.com/watch?v=TbzvomQYjPe">https://www.youtube.com/watch?v=TbzvomQYjPe</a>

NOTES & SPECIAL INSTRUCTIONS

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