



# NALC Disaster Relief Foundation



## Member's Guide







# **NALC Disaster Relief Foundation**

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100 Indiana Ave. NW  
Washington, DC 20001

202-423-2443

[www.nalc.org/disaster](http://www.nalc.org/disaster)  
[DisasterReliefFoundation@nalc.org](mailto:DisasterReliefFoundation@nalc.org)

## **Dear Sisters and Brothers,**

As announced at the 2018 NALC Convention in Detroit, the National Association of Letter Carriers (NALC) has established the NALC Disaster Relief Foundation (NALCDRF) to aid in alleviating the suffering of members affected by natural disasters such as devastating storms, earthquakes and wildfires.

The concept of a disaster relief foundation came from branches expressing a desire to help their sisters and brothers by creating response teams, providing desperately needed supplies, and in some cases offering financial assistance, but there wasn't a structure in place to fill that need. That's why this foundation was created to reflect the will of the members and make it easy for them to help others in need quickly and effectively.

In 2018, the Foundation responded in the aftermath to assist NALC members affected by hurricanes that devastated parts of North Carolina, Florida, South Carolina and Alabama. Our members were offered physical assistance from removing water-logged furniture to tearing out soaked drywall. Additionally, basic supplies including uniforms, drinking water and food were made available. Emotional assistance was also provided to individuals who had been overwhelmed by the storms' aftermath.

The generosity of letter carriers never ceases to amaze me. We hope that the Foundation will become an invaluable lifeline for our sisters and brothers in need, in the true spirit of solidarity. A donation to this foundation eases the suffering of your fellow members when disaster strikes, and 100 percent of NALC Branch and members donations will be used to provide supplies and award grants to NALC members.

In solidarity,



Fredric V. Rolando  
NALC President

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**Help your NALC family affected by natural disasters**

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# INTRODUCTION

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The NALCDRF was created for NALC regular members with oversight from the NALC Executive Council. The purpose of the Foundation is to fill a need identified by many branches who have faced disasters, including wildfires, hurricanes and floods, to name a few.

The concept is simple. When disasters occur, the Foundation will immediately assess the situation and react accordingly to provide assistance to our members. Members affected by natural disasters need only to reach out to their branch president, National Business Agent (NBA) or NALC Headquarters for assistance. Teams of volunteers throughout the country will be available to respond to sites in the aftermath of a natural disaster within their designated zones.

The Foundation provides aid, including hands-on relief, basic necessities, emotional support and financial assistance based on availability of funds and qualifying criteria.

If you wish to volunteer for the disaster response team, you will receive training from the Foundation that aligns with existing programs provided by charitable organizations and government agencies, such as the American Red Cross, the Federal Emergency Management Agency (FEMA) and the Occupational Safety and Health Administration (OSHA). Volunteers may be available to provide assistance and distribute basic necessities, such as food, water and clothing to NALC members and family living in the same household who are affected by natural disasters.

Any NALC regular member who has faced hardship as a result of a natural disaster can apply for assistance by completing the Application for Relief Grant, found on page 19 of this guide. The eligibility requirements are outlined in the application. The Foundation's board of directors will consider the applications and will issue grants on an objective basis to eligible individuals as funds are available. Job performance or history of donations to the foundation will not be considered as part of the selection process.

Financial support for the Foundation will be provided by NALC, branch fundraising events and donations from members and corporate sponsors. The Foundation is a 501(c)(3). Your contribution to the NALC Disaster Relief Foundation may be eligible for a tax deduction. It is recommended you seek further advice from your tax advisor.

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## NALCDRF ASSISTANCE AFTER A DISASTER

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- The NALCDRF will monitor weather reports for potential disasters. When a disaster occurs or is forecasted to occur, the president can contact the NBAs office and zone director to begin the deployment process.
- The Foundation will ready the team leader and volunteers.
- Team leaders will begin communication with the local NALC leadership to assess impact of the disaster and coordinate a plan.
- The Foundation will rely in part on assistance from local leadership to contact members (active and retired) who were affected by the disaster, to compile necessary information (what members were affected, to what extent they were affected, if they are displaced from their residence, if they have uniforms to continue working, etc.).
- Volunteers may help remove debris, clean out flooded houses, install tarps on damaged roofs, or other physical tasks.
- Basic necessities such as food, drinking water and uniforms may also be made available for distribution to NALC members and those living in their household.
- For assistance, contact your branch president, NBA or Headquarters at: [DisasterReliefFoundation@nalc.org](mailto:DisasterReliefFoundation@nalc.org), [www.nalc.org/disaster](http://www.nalc.org/disaster) or 202-423-2443



# DONATING TO THE NALCDRF



Branches and members who wish to donate supplies and/or uniforms should contact the NALCDRF at either the email or phone number below. The NALCDRF will contact the affected branch to obtain an address for the donations.

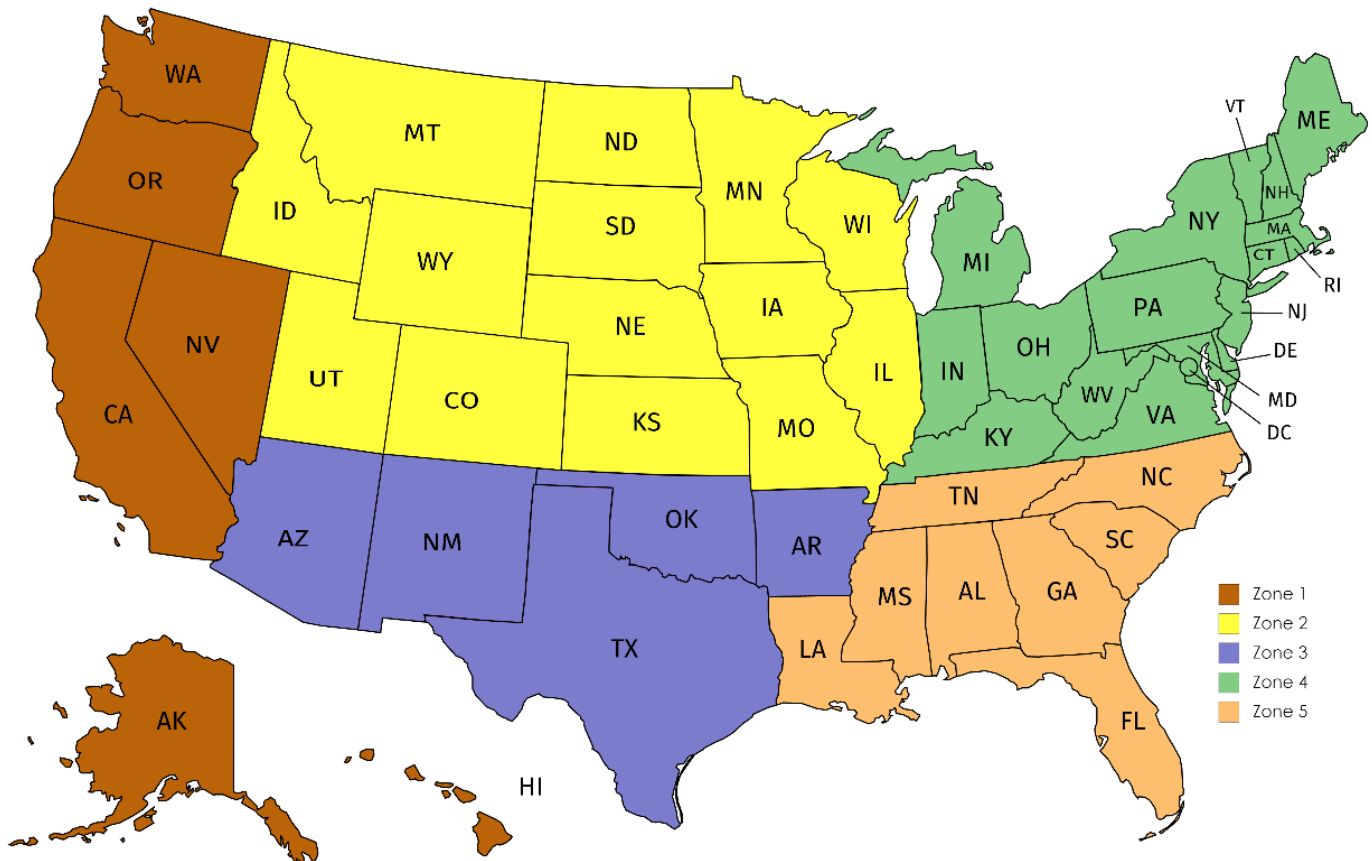
Monetary donations may be made by check or money order and mailed to the address below. The foundation is a 501(c)(3). Your contribution to the NALC Disaster Relief Foundation may be eligible for a tax deduction. It is recommended you seek further advice from your tax advisor.

100 Indiana Ave. NW  
Washington, DC 20001-2144  
DisasterReliefFoundation@nalc.org  
www.nalc.org/disaster  
202-423-2443

## NALCDRF ZONES

Each of the 50 states and U.S. territories represented by our membership have been placed in one of five zones based on geographical location.

- **Zone 1:** Washington, Oregon, Nevada, California, Alaska, Hawaii and Guam
- **Zone 2:** Idaho, Montana, Wyoming, North Dakota, South Dakota, Nebraska, Minnesota, Wisconsin, Illinois, Iowa, Missouri, Kansas, Colorado and Utah
- **Zone 3:** Arizona, New Mexico, Texas, Oklahoma and Arkansas
- **Zone 4:** Michigan, Indiana, Kentucky, Ohio, West Virginia, Virginia, Pennsylvania, Maryland, District of Columbia, Delaware, New Jersey, Connecticut, Rhode Island, Massachusetts, New York, Vermont, New Hampshire and Maine
- **Zone 5:** Louisiana, Mississippi, Tennessee, Alabama, Georgia, South Carolina, North Carolina, Florida, Puerto Rico and the U.S. Virgin Islands





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# NATURAL DISASTERS

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Generally, a natural disaster is an event beyond the control of the affected individuals that results in great harm, suffering, destruction and damage. Natural disasters involve the forces of nature—flood, windstorm, fires caused by lightning, tornado, earthquakes, etc. They disrupt personal and community life, involve a significant number of people and cause physical, emotional, economic and social crisis. A disaster damages a

community's ability to sustain life without outside assistance.

In a natural disaster, every second counts. The NALCDRF is not a first responder in the event of a natural disaster.

FEMA, local and state first responders and other non-governmental organizations (NGOs) will be the first to arrive on the scene. Planning what to do before a disaster strikes provides the best protection for the families in your community. This guide is intended to be your resource to help your family stay safe in an earthquake, wildfire, tornado, hurricane, flood or other natural disaster until help arrives.



## EARTHQUAKES

An earthquake is the sudden, rapid shaking of the earth, caused by the breaking and shifting of underground rock. Earthquakes can cause buildings to collapse and cause heavy items to fall, resulting in injuries and property damage. Earthquakes can:

- Occur in all 50 states, five U.S. territories and the District of Columbia—though higher risk areas include California, Alaska and the Mississippi Valley.
- Happen without warning.
- Cause fires and damage roads.
- Cause tsunamis, landslides and avalanches.

**If an earthquake happens, protect yourself right away. Drop, cover, then hold on!**

- If in a vehicle, pull over and stop.
- If in bed, stay there.
- If outdoors, stay outdoors.
- Do not get in a doorway.
- Do not run outside.

## HOW TO STAY SAFE WHEN AN EARTHQUAKE THREATENS

### Prepare now

- Sign up for your community's warning system. The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts. These and other emergency alert systems are available at [www.ready.gov/alerts](http://www.ready.gov/alerts).
- Having an evacuation plan in place before an earthquake occurs can help avoid confusion and prevent injuries. Details and suggestions can be found at [www.ready.gov/evacuating-yourself-and-your-family](http://www.ready.gov/evacuating-yourself-and-your-family).
- Create a family emergency communications plan that has an out-of-state contact. Plan where to meet if you get separated.
- Know your community's evacuation plans and find several ways to leave the area. Drive the evacuation routes and find shelter locations. Have a plan for pets and livestock.
- Gather emergency supplies and make a disaster supplies kit. See pages 29 to 30 for recommendations.

- Secure items, such as televisions and objects that hang on walls. Store heavy and breakable objects on low shelves.
- Practice **drop, cover, then hold on** with family and coworkers. Drop to your hands and knees. Cover your head and neck with your arms. Crawl only as far as needed to reach cover from falling materials. Hold on to any sturdy furniture until the shaking stops.
- Consider obtaining an earthquake insurance policy. Standard homeowner's insurance does not cover earthquake damage.
- Consider a retrofit of your building to correct structural issues that make it vulnerable to collapse during an earthquake.

### Survive during an earthquake

- **Drop, cover, then hold on** like you practiced. Drop to your hands and knees. Cover your head and neck with your arms. Hold on to any sturdy furniture until the shaking stops. Crawl only if better cover can be reached without going through an area with more debris.
- If in bed, stay there and cover your head and neck with a pillow.
- If inside, stay there until the shaking stops. **DO NOT** run outside.
- If in a vehicle, stop in a clear area that is away from buildings, trees, overpasses, underpasses or utility wires.
- If in a high-rise building, expect fire alarms and sprinklers to go off. Do not use elevators.
- If near slopes, cliffs or mountains, be alert for falling rocks and landslides.



### Be safe after an earthquake

- Expect aftershocks to follow the largest shock of an earthquake. Aftershocks are smaller earthquakes that follow the main shock and can cause further damage to weakened buildings.
- Check for injury and provide assistance to others if properly trained.
- If in a damaged building, go outside and quickly move away from the building.
- Do not enter damaged buildings.
- If trapped, cover your mouth. Send a text, bang on a pipe or wall or use a whistle instead of shouting so that assist rescuers.
- If in an area that may experience tsunamis, go inland or to higher ground immediately after the shaking stops.
- Save phone calls for emergencies.
- Once safe, monitor local news reports via battery operated radio, TV, social media and cell phone text alerts for emergency information and instructions.
- Use extreme caution during post-disaster cleanup of buildings and around debris. Do not attempt to remove heavy debris. Wear protective clothing, including a long-sleeved shirt, long pants, work gloves and sturdy, thick-soled shoes during cleanup.



Magnitude and Intensity Comparison		
Magnitude	Abbreviated Modified Mercalli Intensity Scale	
1.0-3.0	I	Not felt except by a very few under especially favorable conditions.
3.0-3.9	II	Felt only by a few persons at rest, especially on upper floors of buildings.
	III	Felt quite noticeably by persons indoors, especially on upper floors of buildings. Many people do not recognize it as an earthquake. Standing motor cars may rock slightly. Vibrations similar to the passing of a truck. Duration estimated.
4.0-4.9	IV	Felt indoors by many, outdoors by few during the day. At night, some awakened. Dishes, windows, doors disturbed; walls make cracking sound. Sensation like heavy truck striking building. Standing motor cars rocked noticeably.
	V	Felt by nearly everyone; many awakened. Some dishes, windows broken. Unstable objects overturned. Pendulum clocks may stop.
5.0-5.9	VI	Felt by all, many frightened. Some heavy furniture moved; a few instances of fallen plaster. Damage slight.
	VII	Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable damage in poorly built or badly designed structures; some chimneys broken.
6.0 and Higher	VIII	Damage slight in specially designed structures; considerable damage in ordinary substantial buildings with partial collapse. Damage great in poorly built structures. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture overturned.
	IX	Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb. Damage great in substantial buildings, with partial collapse. Buildings shifted off foundations.
	X	Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundations. Rails bent.
	XI	Few, if any (masonry) structures remain standing. Bridges destroyed. Rails bent greatly.
	XII	Damage total. Lines of sight and level are distorted. Objects thrown into the air.

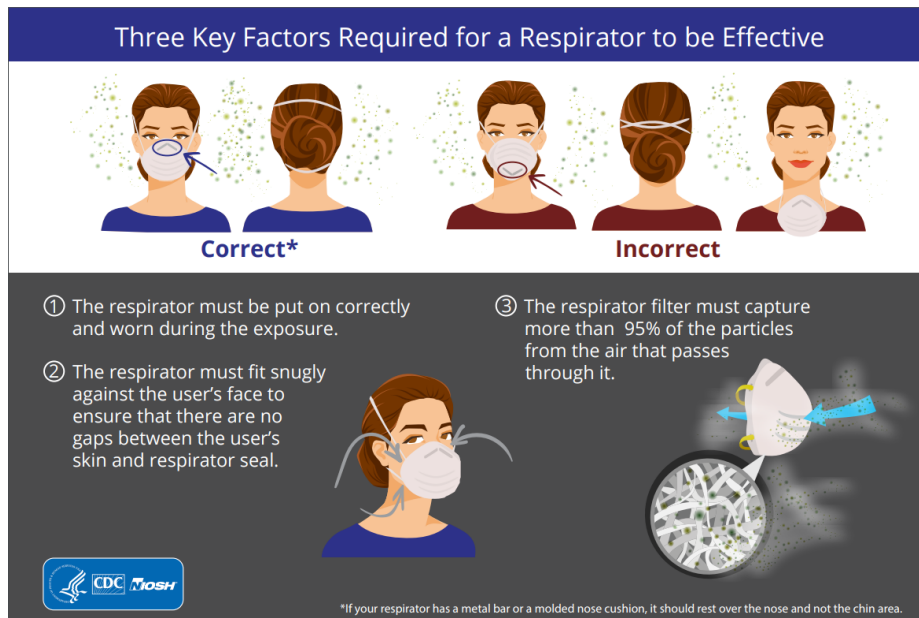
## WILDFIRES

Wildfires can ruin homes and cause injuries or death to people and animals. A wildfire is an unplanned fire that burns in a natural area such as a forest, grassland or prairie. Wildfires can:

- Often be caused by humans or lightning,
- Cause flooding or disrupt transportation, gas, power and communications.
- Happen anywhere, anytime. Risk increases with in periods of little rain and high winds.
- Cost the federal government billions of dollars each year.

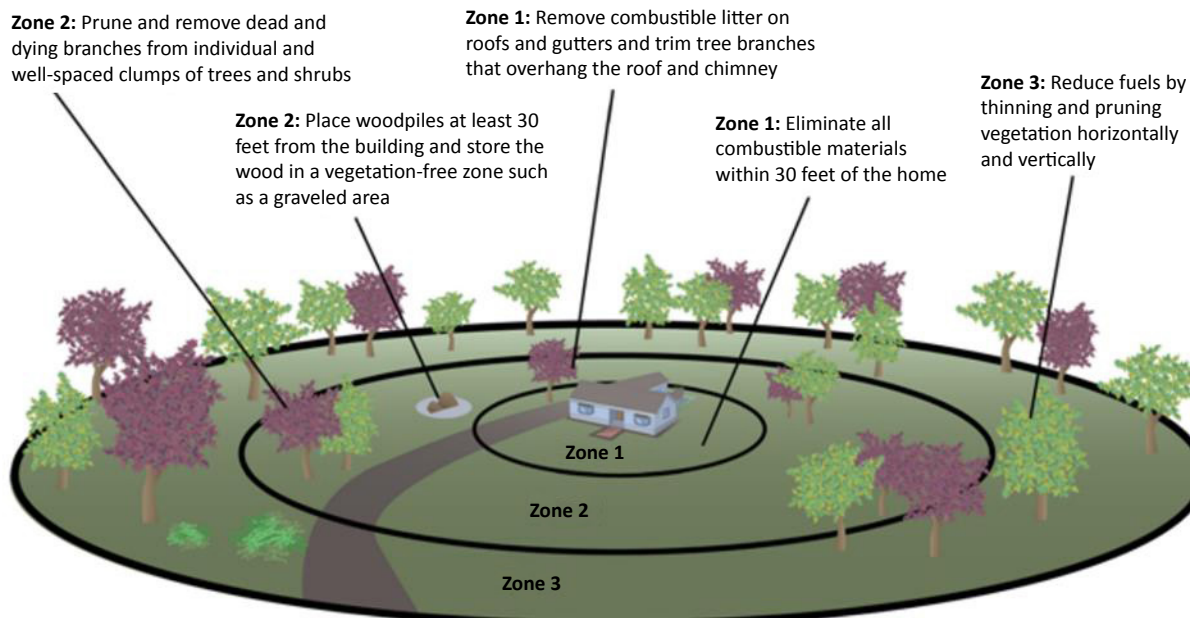
### **IF YOU ARE UNDER A WILDFIRE WARNING, GET TO SAFETY RIGHT AWAY**

- Leave if told to do so.
- If trapped, call 911.
- Listen for emergency information and alerts.
- Use N95 masks to keep particles out of the air you breathe.



## Prepare now

- Sign up for community's warning system. The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts. These and other emergency alert systems are available at [www.ready.gov/alerts](http://www.ready.gov/alerts).
- Having an evacuation plan in place before a wildfire occurs can help avoid confusion and prevent injuries. Details and suggestions can be found at [www.ready.gov/evacuating-yourself-and-your-family](http://www.ready.gov/evacuating-yourself-and-your-family).
- Create a family emergency communications plan that has an out-of-state contact. Plan where to meet if you get separated.
- Know your community's evacuation plans and find several ways to leave the area. Drive the evacuation routes and find shelter locations. Have a plan for pets and livestock.
- Gather emergency supplies and make a disaster supplies kit. See pages 29 to 30 for recommendations.
- Designate a room that can be closed off from outside air. Close all doors and windows. Set up a portable air cleaner to keep indoor pollution levels low when smoky conditions exist.
- Keep important documents in a fireproof, safe place. Create password-protected digital copies.
- Use fire-resistant materials to build, renovate or make repairs.
- Find an outdoor water source with a hose that can reach any area of your property.
- Create a fire-resistant zone that is free of leaves, debris or flammable materials for at least 30 feet from your home. (See example below)



- Review insurance coverage to make sure it is enough to replace your property.
- Pay attention to air quality alerts. Visit [www.airnow.gov/index.cfm?action=topics.smoke\\_events](http://www.airnow.gov/index.cfm?action=topics.smoke_events) for more information.

Recommended Actions for Public Health Officials		
Air Quality Index (AQI) Category (AQI Values)	Level of Fine Particles in the Air measured in micrograms per cubic meter	Recommended Actions
Good (0 to 50)	0-12	<ul style="list-style-type: none"> <li>• If smoke event forecast, implement communication plan</li> </ul>
Moderate (51 to 100)	12.1-35.4	<ul style="list-style-type: none"> <li>• Prepare for full implementation of School Activity Guidelines (<a href="https://www3.epa.gov/airnow/flag/school-chart-2014.pdf">https://www3.epa.gov/airnow/flag/school-chart-2014.pdf</a>)</li> <li>• Issue public service announcements (PSAs) advising public about health effects, symptoms and ways to reduce exposure</li> <li>• Distribute information about exposure avoidance</li> </ul>
Unhealthy for Sensitive Groups (101 to 150)	35.5-55.4	<ul style="list-style-type: none"> <li>• Evaluate implementation of School Activity Guidelines</li> <li>• If smoke event projected to be prolonged, evaluate and notify possible sites for clean air shelters</li> <li>• If smoke event projected to be prolonged, prepare evacuation plans</li> </ul>
Unhealthy (151 to 200)	55.5-150.4	<ul style="list-style-type: none"> <li>• Full implementation of School Activity Guidelines</li> <li>• Consider canceling outdoor events (e.g., concerts and competitive sports), based on public health and travel considerations</li> </ul>
Very Unhealthy (201 to 300)	150.5-250.4	<ul style="list-style-type: none"> <li>• Schools move all activities indoors or reschedule them to another day.</li> <li>• Consider closing some or all schools</li> <li>• Cancel outdoor events involving activity (e.g., competitive sports)</li> <li>• Consider cancelling outdoor events that do not involve activity (e.g. concerts)</li> </ul>
Hazardous (> 300)	>250.5-500	<ul style="list-style-type: none"> <li>• Consider closing schools</li> <li>• Cancel outdoor events (e.g., concerts and competitive sports)</li> <li>• Consider closing workplaces not essential to public health</li> <li>• If PM level is projected to remain high for a prolonged time, consider evacuation of at-risk populations</li> </ul>

### Survive during a wildfire

- Evacuate immediately if authorities tell you to do so.
- If trapped, call 911 and give your location, but be aware that emergency response could be delayed or impossible. Turn on lights to help rescuers find you.
- Listen to EAS, NOAA Weather Radio or local alerting systems for current emergency information and instructions.
- Use an N95 masks to keep harmful particles out of the air you breathe.
- If not ordered to evacuate but smoky conditions exist, stay inside in a safe location or go to a community building where smoke levels are lower.



## Be Safe after a wildfire

- Listen to authorities to find out when it is safe to return and whether water is safe to drink.
- Avoid hot ash, charred trees, smoldering debris and live embers. The ground may contain heat pockets that can burn or spark another fire. Consider the danger to pets and livestock.
- Send text messages or use social media to reach out to family and friends. Phone systems are often busy following a disaster. Make calls only in cases of emergencies.
- Wear a National Institute for Occupational Safety and Health (NIOSH) certified respirator and wet debris down to minimize breathing dust particles.
- Document property damage with photographs. Conduct an inventory and contact insurance companies for assistance.
- Wildfires dramatically change landscape and ground conditions, which can lead to increased risk of flooding due to heavy rains, flash flooding and mudflows. Flood risk remains significantly higher until vegetation is restored—up to five years after a wildfire. Consider purchasing flood insurance to assure financial protection from future flooding.



## TORNADOES

Tornadoes can destroy buildings, flip cars and create deadly flying debris. Tornadoes are violently rotating columns of air that extend from a thunderstorm to the ground. Tornadoes can:

- Happen anytime and anywhere.
- Bring intense winds, over 200 mph.
- Look like funnels.

### IF UNDER A TORNADO WARNING, FIND SAFE SHELTER RIGHT AWAY

- If available, immediately get to safety in a sturdy building.
- Go to a safe room, basement or storm cellar.
- If in a building with no basement, get to a small interior room on the lowest level.
- Stay away from windows, doors and outside walls.
- Do not get under an overpass or bridge. It is safer in a low, flat location.
- Watch out for flying debris that can cause injury or death.
- Use arms to protect the head and neck.

## HOW TO STAY SAFE WHEN A TORNADO THREATENS

### Prepare now

- Sign up for your community's warning system. The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts. If a community has sirens, become familiar with the warning tone. These and other emergency alert systems are available at [www.ready.gov/alerts](http://www.ready.gov/alerts).
- Create a family emergency communications plan that has an out-of-state contact. Plan where to meet if separated.
- Gather emergency supplies and make a disaster supplies kit. See pages 29 to 30 for recommendations.
- Know an area's tornado risk. In the U.S., the Midwest and the Southeast have a greater risk for tornadoes.
- Know the signs of a tornado, including a rotating, funnel-shaped cloud; an approaching cloud of debris; dark, often greenish clouds or sky; large hail; or a loud roar—similar to a freight train.
- Pay attention to weather reports. Meteorologists can predict when conditions might be right for a tornado.
- Identify and practice going to a safe shelter in the event of high winds, such as a safe room built using FEMA criteria or a storm shelter built to ICC 500 standards. The next best protection is a small, interior, windowless room on the lowest level of a sturdy building.
- Consider constructing a safe room that meets FEMA or ICC 500 standards.

### Warning Systems

**Tornado Watch** - Tornadoes are likely to occur in the watch area. Be ready to act quickly and take shelter, and check supply kits. Monitor radio and television stations for more information.

**Tornado Warning** - Imminent threat - A tornado has been sighted in the area or has been indicated by radar. Take shelter immediately.

Your local emergency management office can provide information about your community's tornado warning system.

## Survive during a tornado

- Identify and immediately go to a safe location.
- Take additional cover by shielding your head and neck with your arms and putting materials such as furniture and blankets around you.
- Listen to EAS, NOAA Weather Radio or local alerting systems for current emergency information and instructions.
- Do not try to outrun a tornado in a vehicle. If in a car or outdoors and unable to get inside a building, cover your head and neck with your arms and cover your body with a coat or blanket, if possible.

## Be safe after a tornado

- Keep listening to EAS, NOAA Weather Radio and local authorities for updated information.
- If trapped, cover your mouth with a cloth or mask to avoid breathing dust. Try to send a text, bang on a pipe or wall or use a whistle instead of shouting.
- Stay clear of fallen power lines or broken utility lines.
- Do not enter damaged buildings until being told that they are safe.
- Save phone calls for emergencies. Phone systems are often down or busy after a disaster. Use text messaging or social media to communicate with family and friends.
- Be careful during cleanup. Wear thick-soled shoes, long pants and work gloves.



# HURRICANES

Hurricanes are massive storm systems that form over warm ocean waters and move toward land. Potential threats from hurricanes include powerful winds, heavy rainfall, storm surges, coastal and inland flooding, rip currents, tornadoes and landslides. The Atlantic hurricane season runs from June 1 to November 30. The Pacific hurricane season runs May 15 to November 30. Hurricanes:

- Can happen along any U.S. coast or in any territory in the Atlantic or Pacific oceans.
- Can affect areas more than 100 miles inland.
- Are most active in September.



Category	Sustained Winds	Types of Damage Due to Hurricane Winds
1	74-95 mph	<b>Very dangerous winds will produce some damage:</b> Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.
2	96-110 mph	<b>Extremely dangerous winds will cause extensive damage:</b> Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.
3 (major)	111-129 mph	<b>Devastating damage will occur:</b> Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.
4 (major)	130-156 mph	<b>Catastrophic damage will occur:</b> Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.
5 (major)	157 mph or higher	<b>Catastrophic damage will occur:</b> A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

## IF YOU ARE UNDER A HURRICANE WARNING, FIND SAFE SHELTER RIGHT AWAY

- Determine how best to protect yourself from high winds and flooding.
  - Evacuate if told to do so.
  - Take refuge in a designated storm shelter or an interior room for high winds.
- Listen for emergency information and alerts.
- Only use generators outdoors and away from windows.
- Turn Around, Don't Drown! Do not walk, swim or drive through flood waters.

### Prepare now

- Know an area's risk of hurricanes.
- Sign up for your community's warning system. The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts. These and other emergency alert systems are available at [www.ready.gov/alerts](http://www.ready.gov/alerts).
- Having an evacuation plan in place before a hurricane occurs can help avoid confusion and prevent injuries. Become familiar with the evacuation zone, the evacuation route and shelter locations. Details and suggestions can be found at [www.ready.gov/evacuating-yourself-and-your-family](http://www.ready.gov/evacuating-yourself-and-your-family).
- Create a family emergency communications plan that has an out-of-state contact. Plan where to meet if separated.
- Know the community's evacuation plans and find several ways to leave the area. Drive the evacuation routes and find shelter locations. Have a plan for pets and livestock.
- Gather emergency supplies and make a disaster supplies kit. See pages 29 to 30 for recommendations.
- If at risk for flash flooding, watch for warning signs such as heavy rain.
- Practice going to a safe shelter for high winds, such as a FEMA safe room or ICC 500 storm shelter. The next best protection is a small, interior, windowless room in a sturdy building on the lowest level that is not subject to flooding.
- Keep important documents in a safe place or create password-protected digital copies.
- Protect your property. Declutter drains and gutters. Install check valves in plumbing to prevent backups. Consider hurricane shutters. Review insurance policies.



## When a hurricane is 36 hours from arriving

- Turn on the TV or radio in order to get the latest weather updates and emergency instructions.
- Restock the emergency preparedness kit. Include food and water sufficient for at least three days, medications, a flashlight, batteries, cash and first aid supplies.
- Plan how to communicate with family members if power is lost (call, text, email or use social media). Remember that during disasters, sending text messages is usually reliable and faster than making phone calls because phone lines are often overloaded.
- Review the evacuation zone, evacuation route and shelter locations. Plan with family. Plan ahead; evacuation time may be limited.
- Keep a vehicle in good working condition and keep the gas tank full. Stock the vehicle with emergency supplies and a change of clothes.
- FEMA's National Flood Insurance Program (NFIP) may cover up to \$1,000 in loss avoidance measures, such as sandbags and water pumps, to protect insured property. Keep copies of all receipts and a record of the time spent performing the work. They should be submitted to your insurance adjuster when filing a claim to be reimbursed. Visit [www.fema.gov/media-library/assets/documents/137860](http://www.fema.gov/media-library/assets/documents/137860) to learn more.

## When a hurricane is 18 to 36 hours from arriving

- Bookmark the city or county website for quick access to storm updates and emergency instructions.
- Bring loose, lightweight objects inside that could become projectiles in high winds (e.g., patio furniture, garbage cans); anchor objects that would be unsafe to bring inside (e.g., propane tanks); and trim or remove trees close enough to fall on the building.
- Cover all of a home's windows. Permanent storm shutters offer the best protection for windows. A second option is to board up windows with 5/8" exterior grade or marine plywood, cut to fit and ready to install.

## When a hurricane is six to 18 hours from arriving

- Turn on the TV/radio or check the city/county website every 30 minutes in order to get the latest weather updates and emergency instructions.
- Charge a cell phone now so it will have a full battery in case of power loss.

## When a hurricane is six hours from arriving

- If in an area that is recommended for evacuation, plan to stay at home or where friends and family know current locations.
- Close storm shutters and stay away from windows. Flying glass from broken windows could injure.
- Turn refrigerators or freezers to the coldest setting and open only when necessary. If power is lost, food will last longer. Keep a thermometer in the refrigerator to be able to check the food temperature when the power is restored.
- Turn on the TV/radio or check the city/county website every 30 minutes in order to get the latest weather updates and emergency instructions.

## Survive during a hurricane

- If told to evacuate, do so immediately. Do not drive around barricades.
- If sheltering during high winds, go to a FEMA safe room, ICC 500 storm shelter or a small, interior, windowless room or hallway on the lowest floor that is not subject to flooding.
- If trapped in a building by flooding, go to the highest level of the building. Do not climb into a closed attic. Rising flood water may cause one to become trapped.
- Listen for current emergency information and instructions.
- Use a generator or other gasoline-powered machinery outdoors ONLY and away from windows.
- Do not walk, swim or drive through flood water. **Turn Around, Don't Drown!** Just six inches of fast-moving water can knock a person down and one foot of moving water can sweep a vehicle away.
- Stay off of bridges over fast-moving water.

## Be safe after a hurricane

- Listen to authorities for information and special instructions.
- Be careful during cleanup. Wear protective clothing and work with someone else.
- Do not touch electrical equipment if it is wet or if you are standing in water. If it is safe to do so, turn off electricity

at the main breaker or fuse box to prevent electric shock.

- Avoid wading in flood water, which can contain dangerous debris. Underground or downed power lines can also electrically charge the water.
- Save phone calls for emergencies. Phone systems are often down or busy after a disaster. Use text messages or social media to communicate with family and friends.
- Document any property damage with photographs. Contact insurance companies for assistance.

## FLOODS

Failing to evacuate flooded areas, entering flood waters or remaining after a flood has passed can result in injury or death. Flooding is a temporary overflow of water onto land that is normally dry. Floods are the most common natural disaster in the United States. Floods may:

- Result from rain, snow, coastal storms, storm surges and overflows of dams and other water systems.
- Develop slowly or quickly. Flash floods can come with no warning.
- Cause outages, disrupt transportation, damage buildings and create landslides.



### IF UNDER A FLOOD WARNING, FIND SAFE SHELTER RIGHT AWAY

- Do not walk, swim or drive through flood water. **Turn Around, Don't Drown!**
- Just six inches of moving water can knock a person down and one foot of moving water can sweep a vehicle away.
- Stay off of bridges over fast-moving water.
- Determine how best to protect yourself based on the type of flooding.
  - Evacuate if told to do so.
  - Move to higher ground or a higher floor.
  - Stay in the same place.

### HOW TO STAY SAFE WHEN A FLOOD THREATENS

#### Prepare now

- Know types of flood risk in the area. Visit FEMA's Flood Map Service Center at [msc.fema.gov/portal/home](https://www.fema.gov/portal/home) for information.
- Sign up for your community's warning system. The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts. These and other emergency alert systems are available at [www.ready.gov/alerts](https://www.ready.gov/alerts).
- Having an evacuation plan in place before a flood occurs can help avoid confusion and prevent injuries. Details and suggestions can be found at [www.ready.gov/evacuating-yourself-and-your-family](https://www.ready.gov/evacuating-yourself-and-your-family).
- Create a family emergency communications plan that has an out-of-state contact. Plan where to meet if separated.
- Know the community's evacuation plans and find several ways to leave the area. Drive the evacuation routes and find shelter locations. Have a plan for pets and livestock.
- Gather emergency supplies and make a disaster supplies kit. See pages 29 to 30 for recommendations.
- If flash flooding is a risk in the area, monitor potential signs such as heavy rain.
- Purchase or renew a flood insurance policy. It typically takes up to 30 days for a policy to go into effect. Homeowner's policies do not cover flooding. Get flood coverage under the National Flood Insurance Program (NFIP) at [www.fema.gov/national-flood-insurance-program](https://www.fema.gov/national-flood-insurance-program).

#### Warning Systems

**Flood Watch:** Flooding is possible. Monitor radio and television stations for more information.

**Flash Flood Watch:** Flash flooding is possible. Be prepared to move to higher ground; monitor radio and television stations for more information.

**Flood Warning:** Imminent threat - Flooding is occurring or will occur soon; if advised to evacuate, do so immediately.

**Flash Flood Warning:** Imminent threat - A flash flood is occurring or will occur soon; seek higher ground on foot immediately.

- Keep important documents in a waterproof container. Create password-protected digital copies.
- Protect your property. Move valuables to higher levels. Declutter drains and gutters. Install check valves. Consider a sump pump with a battery.

### Survive DURING

- Depending on location, impact and warning time of the flood, go to a safe location previously identified.
- If told to evacuate, do so immediately. Never drive around barricades. Local responders use them to safely direct traffic out of flooded areas.
- Listen to EAS, NOAA Weather Radio or local alerting systems for current emergency information and instructions.
- Do not walk, swim or drive through flood waters. **Turn Around, Don't Drown!**
- Stay off bridges over fast-moving water. Fast-moving water can wash bridges away without warning.
- If a vehicle is trapped in rapidly moving water, stay inside. If water is rising inside the vehicle, seek refuge on the roof.
- If trapped in a building, go to its highest level. Do not climb into a closed attic. Rising flood water may cause one to become trapped. Go on the roof only if necessary. Once there, signal for help.



### Be Safe AFTER

- Listen to authorities for information and instructions. Return home only when authorities say it is safe.
- Avoid driving, except in emergencies.
- Snakes and other animals may be in the house. Wear heavy gloves and boots during cleanup.
- Be aware of the risk of electrocution. Do not touch electrical equipment if it is wet or if standing in water. If it is safe to do so, turn off the electricity to prevent electric shock.
- Avoid wading in floodwater, which can contain dangerous debris and be contaminated. Underground or downed power lines can also electrically charge the water.
- Use a generator or other gasoline-powered machinery ONLY outdoors and away from windows.



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# MAKE A PLAN

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Make a plan today. Your family may not be together if a disaster strikes, so it is important to know which types of disasters could affect your area. Know how you'll contact one another and reconnect if separated. Establish a family meeting place that's familiar and easy to find.

## Put together a plan.

Discuss these four questions with your family, friends and branch to start your emergency plan:

### Step #1: How will I receive emergency alerts and warnings?

Sign up for your community's warning system. The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts. These and other emergency alert systems are available at [www.ready.gov/alerts](http://www.ready.gov/alerts).

### Step #2: What is my shelter plan?

Choosing to take shelter is necessary in many emergencies. Taking appropriate shelter is critical in times of disaster. Sheltering is appropriate when conditions require that you seek protection in your home, place of employment or other location when disaster strikes. Sheltering outside the hazard area could include staying with friends and relatives, seeking commercial lodging or staying in a mass care facility operated by disaster relief groups.

To effectively shelter, you must first consider the hazard and then choose a place in your home or other building that is safe for that hazard. For example: For a tornado, a room should be selected that is in a basement or an interior room on the lowest level away from corners, windows, doors and outside walls.

There may be situations, depending on your circumstances and the nature of the disaster, when it's simply best to stay where you are and avoid any uncertainty outside by "sheltering in place."

During extended periods of sheltering, you will need to manage water and food supplies to ensure that you and your family have the required supplies and quantities. It is important that you stay sheltered until local authorities say it is safe to leave. Additionally, you should take turns listening to radio broadcasts and maintain a 24-hour safety watch.

Search for open shelters by texting **SHELTER** and a **Zip Code** to **43362**. Ex: Shelter 01234

### Step #3: What is my evacuation route?

Having an evacuation plan in place before a natural disaster occurs can help avoid confusion and prevent injuries. Details and suggestions can be found at [www.ready.gov/evacuating-yourself-and-your-family](http://www.ready.gov/evacuating-yourself-and-your-family). Know your community's evacuation plans and find several ways to leave the area. Drive the evacuation routes and find shelter locations. Have a plan for pets and livestock. Always follow the instructions of local officials and remember that your evacuation route may be on foot depending on the type of disaster.

### Step #4: What is my family/household communication plan?

Create a paper copy of the contact information for your family and other important people/offices, such as medical facilities, doctors, schools or service providers. Make sure everyone carries a copy in his or her backpack, purse or wallet. If you complete your family emergency communication plan online at [www.ready.gov/make-a-plan](http://www.ready.gov/make-a-plan), you can print it onto a wallet-sized card. You should also post a copy in a central location in your home, such as your refrigerator or family bulletin board. Practice your plan with your family/household.

## Consider specific needs in your household.

As you prepare your plan, tailor your plans and supplies to your specific daily living needs and responsibilities. Discuss your needs and responsibilities and how people in the network can assist each other with communication, care of children, business, pets or specific needs like the operation of durable medical equipment. Create your own personal network for specific areas where you need assistance. Keep in mind some these factors when developing your plan:

- Different ages of members within your household
- Responsibilities for assisting others
- Locations frequented
- Dietary needs
- Medical needs including prescriptions and equipment
- Disabilities or access and functional needs including devices and equipment
- Languages spoken
- Cultural and religious considerations
- Pets or service animals
- Households with school-aged children

# CREATING A DISASTER SUPPLIES KIT

## Build a kit

Make sure the emergency kit is stocked with the items on the checklist below. Most of the items are inexpensive and easy to find. Once you take a look at the basic items, consider what unique needs the family might have, such as supplies for pets or seniors.

After an emergency, it may be necessary to survive for several days alone. Being prepared means having food, water and other supplies to last for at least 72 hours. If possible, prepare a kit for longer durations. A disaster supplies kit is a collection of basic items a household may need in the event of an emergency.

## Basic disaster supplies kit

To assemble a kit, store items in airtight plastic bags and put the entire disaster supplies kit in one or two easy-to-carry containers such as plastic bins or a duffel bag.

A basic emergency supply kit could include the following recommended items:

- Water—one gallon of water per person per day for at least three days, for drinking and sanitation
- Food—at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- N95 or other appropriate respirator mask to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Manual can opener for food
- Local maps
- Cell phone with chargers and a backup battery



## Additional emergency supplies

Consider adding the following items to the emergency supply kit based on individual needs:

- Prescription medications
- Non-prescription medications such as pain relievers, anti-diarrhea medication, antacids or laxatives
- Glasses and contact lens solution
- Infant formula, bottles, diapers, wipes, diaper rash cream
- Pet food, medication and extra water for the pet
- Cash or traveler's checks
- Important family documents such as copies of insurance policies, identification and bank account records saved electronically or in a waterproof, portable container
- Sleeping bag or warm blanket for each person
- Complete change of clothing appropriate for the climate and sturdy shoes
- Household chlorine bleach and medicine dropper to disinfect water
- Fire extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates, paper towels and plastic utensils
- Paper and pencil
- Books, games, puzzles or other activities for children

## Maintaining your kit

After assembling a kit remember to maintain it so it's ready when needed. Rethink the needs every year and update the kit as the family's needs change.

## Kit storage locations

As locations will vary when an emergency occurs, prepare supplies for home, work and vehicles. Keep this kit in a designated place and have it ready in case the need to leave home is urgent. Make sure all family members know where the kit is kept.

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# GUIDELINES FOR DISASTER ASSISTANCE

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For FEMA to provide assistance, the president must declare that an emergency or major disaster exists. The declaration establishes the designated areas, incident period, type of incident, types of assistance and federal cost share. Before starting an application for FEMA and other assistance, please have the information below and a pen and paper ready:

- **Social Security Number (SSN)**—Adult members or minor child in the household must have a SSN. You or they must also be a U.S. citizen, non-citizen national or qualified immigrant.
- **Insurance Information**—Compile insurance coverage documentation like homeowners, flood, automobile or mobile home insurance policies.
- **Damage Information**—Describe the damage caused by the disaster. Include the type of disaster (like flood, hurricane or earthquake) and the type of dwelling or vehicle (like a condo, mobile home or house, or a car or truck).
- **Financial Information**—Provide the total annual household income, before taxes, at the time of the disaster.
- **Contact Information**—Provide the address and phone number of the property where the damage occurred and the current address and phone number.
- **Direct Deposit Information (optional)**—If approved, funds can be deposited directly into a bank account. Compile the following banking information:
  - Bank name
  - Type of account (like checking or savings)
  - Routing number
  - Account number

## For help with applications or to apply by phone for FEMA assistance, call:

- 1-800-621-3362 (also for 711 and VRS)
- TTY 1-800-462-7585

To apply for other assistance, visit [DisasterAssistance.gov](https://DisasterAssistance.gov) and follow the instructions provided for each program. This may require going to other agency websites.

## FEMA Assistance to Disaster Survivor

Housing assistance funds are available through the FEMA Individuals and Households Program. The following can be provided through the Individuals and Households Program:

- **Housing Needs**
  - Financial assistance may be available to homeowners or renters to rent a temporary place to live. If no rental properties are available, a government housing unit may be provided, but only as a last resort.
  - Reimbursement of hotel expenses for homeowners or renters may be available for short periods of time due to inaccessibility or utility outage if not covered by insurance or any other program.
  - Financial assistance may be available to homeowners to repair disaster-caused damage to their primary residence that is not covered by insurance. The goal is to make the damaged home safe, sanitary or fit to occupy.
  - Financial assistance may be available to homeowners to replace their home destroyed in the disaster that is not covered by insurance. The goal is to help the homeowner with the cost of replacing their destroyed home.
  - Direct assistance or money for the construction of a home. This type of help occurs only in insular areas or other locations specified by FEMA, where no other type of housing assistance is possible.
- **Other Needs**
  - Disaster-caused child care expenses
  - Disaster-caused medical and dental expenses
  - Disaster-caused funeral and burial expenses
  - Disaster-caused damages to essential household items (room furnishings, appliances); clothing; tools (specialized or protective clothing and equipment) required for employment; necessary educational materials (computers, school books, supplies)
  - Fuel for the primary heat source (heating oil, gas)
  - Cleanup items (wet/dry vacuum, dehumidifier)
  - Disaster-caused damage to an essential vehicle
  - Moving and storage expenses caused by the disaster (moving and storage of personal property while repairs are being made to the primary residence and returning property to the primary address)



- Other necessary expenses or serious needs as determined by FEMA
- Other expenses that are authorized by law

### **Tracking Disaster-Related Expenses**

Remember to keep all receipts and photograph all damages. Some expenses may require payment up-front with FEMA reimbursement at a later date. Some FEMA assistance may arrive in time to pay for things directly. FEMA recommends keeping receipts for three years. Be careful to use FEMA funds only for approved purposes.

### **What If I Have Insurance?**

Insurance information must be submitted within 12 months from the date you registered with FEMA. FEMA cannot provide money to individuals or households for losses already covered by insurance; however, insurance claim information should not cause a delay in filing for FEMA assistance.

File insurance claims as soon as possible. Failure to file a claim with the insurance company may affect eligibility for assistance.

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# APPLYING FOR A NALCDRF RELIEF GRANT

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An application for NALCDRF assistance is not an application for FEMA or any other disaster assistance. Relief grants are only considered for property damage sustained to a “primary residence,” vehicle or personal property, such as but not limited to an earthquake, wildfire, tornado, hurricane, flood or severe storm.

Damage declared by applicant will be verified.



**NALC  
Disaster  
Relief  
Foundation**

- All applicants must be a NALC member as defined by the NALC Constitution: Article 2, Section 1 (a).
- Members do NOT have to wait for emergency relief or insurance claims to apply.
- All members having been temporarily displaced from their primary residence due to it being deemed uninhabitable MUST submit a signed, personal narrative detailing the specific reasons for and the anticipated duration of the displacement.
- Applications for grants from NALCDRF must be received **no later than 120 days from the date that the natural disaster occurred** unless the applicant can provide sufficient reason(s) why they were unable to complete and submit their application prior to this deadline. Requests for exceptions will be ruled on by the NALCDRF directors on a case-by-case basis.

Complete the Application for Relief Grant found in the back of this book. The application contains three pages including the eligibility requirements and must be completed in full. The following types of documentation must be submitted with your Application for Relief Grant.

## Damage Information

On the third page of the Application for Relief Grant, the member must legibly detail the specific reasons for the anticipated duration of their displacement from their primary residence (inhabitable or damaged). The member must establish if they are a renter or a homeowner. The member must specifically state and document any property or vehicle loss or damage.

## Proof of Displacement

- If the member rents, they should provide statements from a landlord establishing property uninhabitability.
- If the member is a homeowner, they should provide documents establishing your primary residence (i.e., insurance policy, property tax statement, etc.).
- If the member incurs expenses due to the displacement, they should provide hotel receipts or other documents to show these costs.

## Documentation of Property Loss

- Include photos of damaged property. If the member rents the property, please explain if the photos contain property owned by the landlord.
- If the member is a homeowner, they should provide receipts for labor, services and supplies to repair the residence.
- In cases of vehicles, the member should provide photos and receipts for labor, services and supplies to repair the vehicle. If the vehicle is a total loss, the member should submit the assessment from the auto appraiser.
- The president of the member’s local branch may want to prepare a statement documenting the members who were affected by the disaster.



**NALC  
Disaster  
Relief  
Foundation**

100 Indiana Ave. NW  
Washington, DC 20001-2144  
DisasterReliefFoundation@nalc.org  
[www.nalc.org/disaster](http://www.nalc.org/disaster)  
202-423-2443

# APPLICATION FOR RELIEF GRANT

*For NALC members only*

Mail directly, along with supporting required documentation to  
NALC Disaster Relief Foundation  
100 Indiana Ave., NW  
Washington, DC 20001-2144

**PERSONAL INFORMATION (PLEASE PRINT):**

DATE OF LOSS: \_\_\_\_\_ NATURAL DISASTER TYPE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_ BRANCH: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CURRENT MAILING ADDRESS: \_\_\_\_\_

It is the member's responsibility to ensure NALCDRF is advised of any change in your mailing address or other listed contact information.

**ATTACH SUPPORT DOCUMENTATION**

Type of loss/damage:

( ) Primary Residence ( ) Vehicle ( ) Personal Property

ADDRESS OF "PRIMARY" RESIDENCE:

PRIMARY RESIDENCE: \_\_\_\_\_

NALC STATUS ON DATE OF LOSS:      [ ] ACTIVE                      [ ] RETIRED

\*\*\*\*\*

**MEMBER MUST SIGN AND DATE THE FOLLOWING STATEMENT:**

*I hereby certify that the information provided herein is true and accurate. I am also aware that any statements made herein which are willfully false are subject to penalty, including fines and imprisonment under applicable state and federal laws. Such statements will require me to making full restitution to NALCDRF for any NALCDRF relief grant received under this application and render me ineligible to any future NALCDRF grant. I understand that submission of this application merely constitutes a request for assistance.*

SIGNATURE OF MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_



## **Eligibility Criteria**

*(Effective for natural disasters occurring on or after July 20, 2018)*

Relief grants are only considered for property damage sustained to a primary residence, vehicle or personal property; by a hurricane, flood, tornado, wildfire, earthquake, severe storm, etc. Damage declared by the applicant will be verified.

1. **Must be a NALC member as defined by the NALC Constitution: Article 2 Section1 (a).**
2. **Members do NOT have to wait for emergency relief or insurance claims to apply.**
3. **All members having been temporarily displaced from their primary residence “uninhabitable” MUST submit a signed, personal narrative detailing the specific reasons for the anticipated duration of the displacement.**
4. **Applications for grants from NALCDRF must be received no later than 120 days from the date that the natural disaster occurred, unless the applicant can provide sufficient reason(s) why they were unable to complete and submit their application prior to this deadline. Requests for exceptions will be ruled on by the NALCDRF Directors on a case-by-case basis.**





## **Primary Residence, Vehicle and/or Personal Property Loss Narrative**

Submit with application and other required documentation to:

NALC Disaster Relief Foundation  
100 Indiana Ave., NW  
Washington, DC 20001-2144

email: [DisasteReliefFoundation@nalc.org](mailto:DisasteReliefFoundation@nalc.org)  
website: [www.nalc.org/disaster](http://www.nalc.org/disaster)  
phone: 202-423-2443

**In the space provided below, member must legibly detail the specific reasons for the anticipated duration of their displacement from their primary residence (inhabitable or damage), vehicle or personal property loss. Attach additional pages if necessary.**

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**MEMBER MUST ALSO SIGN AND DATE THE FOLLOWING STATEMENT:**

**I hereby certify that the information stated within my personal narrative describing in detail the specific reasons for the displacement from my primary residence, vehicle and/or personal property loss, true and accurate. I am aware that any statements made herein which are willfully false are subject to penalty, including fines and imprisonment under applicable state and federal law. Such statements will require me to making full restitution to NALCDRF for any NALCDRF relief grant received under this application and render me ineligible to any future NALCDRF grant.**

**SIGNATURE OF MEMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## **NALC DISASTER RELIEF FOUNDATION**

CHRISTINA VELA DAVIDSON  
**PRESIDENT**

MANUEL L. PERALTA JR.  
**VICE PRESIDENT**

ANTONIA SHIELDS  
**SECRETARY-TREASURER**

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MIKE BIRKETT (REGION 5)

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TROY D. FREDENBURG (REGION 7)

STEVE LASSAN (REGION 8)

LYNNE PENDLETON (REGION 9)

JAVIER BERNAL (REGION 10)

MARK CAMILLI (REGION 11)

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VADA PRESTON (REGION 13)

RICHARD J. DICECCA (REGION 14)

LARRY CIRELLI (REGION 15)

# **NALC Disaster Relief Foundation**

**100 Indiana Ave. NW  
Washington, DC 20001**

**202-423-2443**

**[www.nalc.org/disaster](http://www.nalc.org/disaster)  
[DisasterReliefFoundation@nalc.org](mailto:DisasterReliefFoundation@nalc.org)**

