

HURRICANE PREPAREDNESS

A PLANNING MANUAL FOR COUNTY FARM BUREAUS

TABLE OF CONTENTS

Message From the President	3
Contact Lists and Information Sources	4
Preparing the Office, Property and Records	6
Meeting Members' Needs	9
Communication After a Disaster	12
Appendices	14
Website References	47

Appendices

A. Cooperative Extension County Offices	14
B. Florida Emergency Management Contacts	15
C. Protecting Financial Records in a Hurricane	17
D. Protecting Computer Equipment in a Storm	18
E. Claims Information	19
F. Presidential/Secretarial Federal Disaster Relief Process	20
G. Farm Bureau Hurricane Preparedness Checklist	23
H. FEMA Checklist	24
I. Recovering Emotionally From Disaster	25
J. Managing Traumatic Stress: After the Hurricane	27
K. Grainger Hurricane Preparedness Guide	30

MESSAGE FROM THE PRESIDENT

In the state of Florida, we are keenly aware that hurricanes are one of nature's most powerful and destructive events. They are capable of producing high winds, tornadoes, heavy rainfall and flooding that could potentially cause severe property damage and loss of life.

Each hurricane season brings a renewed awareness of the need to be prepared. As you evaluate your individual emergency plan, please utilize this resource as a guide to identify your needs.

In the event of a hurricane, Florida Farm Bureau is committed to working on behalf of our members' recovery efforts through assisting county Farm Bureaus in collecting and disseminating critical information on available resources for those affected. We will also facilitate coordinated relief efforts with local, state and national agencies and officials to secure disaster assistance as quickly as possible.

To learn more about emergency and disaster preparation for this storm season, visit the Florida Disaster website at www.floridadisaster.org. For a county-by-county list of emergency management contact information, visit [County EM Managers](#).

Sincerely,



Jeb S. Smith
President
Florida Farm Bureau Federation



CONTACT LISTS AND INFORMATION SOURCES

Identifying local government agency personnel whose responsibilities include assisting citizens in emergency management preparation and recovery efforts is vital. County Farm Bureaus should look to the following groups for guidance when preparing for a disaster.

COUNTY EXTENSION OFFICE

See Appendix A

The University of Florida Institute of Food and Agricultural Sciences ([UF/IFAS](#)) administers the Florida Cooperative Extension Service. Extension is a partnership between federal, state and county governments that provides scientific knowledge and expertise to the public, which is included in your county's government emergency plan.

In the event of an emergency, your local Extension office will provide information regarding agricultural preparations and needs. The Extension office should be able to relay information to and from your county government concerning agriculture's unique needs while also serving as a major point of contact for agricultural producers. Communicating with your county Extension office during the development of your emergency plan may help identify a role for your county Farm Bureau in helping agricultural producers who face storm damage.



LOCAL EMERGENCY MANAGEMENT OFFICE

See Appendix B

Your local Emergency Management office is an important resource. This office will have information on the local government's plan for evacuation, infrastructure repair and distribution of food and supplies. Contact your county Emergency Management Director before a storm hits to discuss their emergency plan and how the county Farm Bureau can be involved in that plan.

The Florida Division of Emergency Management provides a website (www.floridadisaster.org), which includes an emergency management plan for each county. In most cases, the individual county website includes early notification systems, local shelter sites and other disaster preparedness resources.

Additional important contacts to keep for reference are:

- County Law Enforcement
- County Fire and Rescue
- Local Hospitals
- Local Utilities
- Local American Red Cross
- Local TV/Radio Stations

PREPARING THE COUNTY OFFICE, PROPERTY AND RECORDS

PROTECTING FINANCIAL RECORDS

See Appendix C

PROTECT THE EXTERIOR OF THE BUILDING

All county Farm Bureaus need to establish a plan on how they will prepare their building(s) for a hurricane. When developing a plan, a county Farm Bureau should consider the following steps to better protect their office from storm damage.

Preparing Windows

Windows broken by flying debris, or by the sheer force of wind, can be a cause of extensive damage during a hurricane. Be prepared to protect the windows with plywood, storm shutters or other window protection. Make sure that you have the proper installation materials on hand and know how to use them.

Assess Surrounding Trees

Fallen trees and limbs can cause major damage to your building. Remove limbs or trees that could threaten your building in a hurricane.

Plan for Rising Waters

Keep in mind that major rain events can cause flooding in areas that may seem unlikely. If there is any potential for flooding, have a plan to protect equipment, records and organizational documents.



POWER

Power outages are common during and after a hurricane. To ensure the county Farm Bureau office can operate in the aftermath of a storm, the following items can be useful during a power outage.

Generators

Immediately after the storm, the Florida Farm Bureau Insurance Company will be working with your agency manager to determine if a generator is needed. If so, they will take the necessary actions to have one in place until power is restored. If you decide to purchase a generator, be sure that it is able to meet your needs. Determine what you will need powered by the generator (how many lights, computers, freezers, fans, air conditioning, etc.) and purchase one powerful enough to do the job. If you own a generator, check it several times during the year and ensure that it is in good working condition before hurricane season. Fuel availability can be in low supply after a storm. Be sure to have enough fuel on hand to run the generator for 3-5 days. Identify members who have fuel stored on their property that might be used as a back-up supply.

Power Converters/Inverters

For small applications (powering laptop computers, small appliances, battery chargers, etc.) you can purchase a power converter that will plug into the DC power port on most automobiles. These converters may be useful on a short-term basis until a generator can be set up.

Click here for a [**Generator Wattage Guide**](#)

PROTECT COMPUTERS

See Appendix D

The records and computer equipment housed in a county Farm Bureau office are critical to the organization and must be protected. The Farm Bureau Information Technology (IT) Department and Federation Accounting have suggestions that will help you protect your computers and records:

- **Use a Surge Protector.** Every computer owned by Farm Bureau was sent with a surge protector. All PC components should be plugged into this protector.
- **Cover and Store Computers in a High Place.** To protect computers from rising water, place them in a waterproof bag or container on desks or tables.

PROTECT YOUR COMPUTER FILES

Follow these guidelines to protect all important computer files:

- Product/license information purchased by the county Farm Bureau should be kept in a safe place so they can be reinstalled if computers are damaged.
- Backups should be made for all important computer files (Quick Books, important word documents, etc.).
- One backup should be kept in a secure place in the county office; another should be mailed or shipped out of the disaster area if a storm is approaching.

PROTECT YOUR IMPORTANT HARD DOCUMENTS

It is difficult, and sometimes impossible, to recover hard documents lost in a disaster. These documents often have significant legal or historical value. Seal all important documents in large plastic bags, water and fireproof boxes or cabinets. Covering filing cabinets with plastic can offer additional protection.

Make sure that the following documents are well protected:

- All corporate minute books and corporate charter
- Tax records from the last three years
- Bank statements, general ledgers, receipts and sales tax records

MEETING MEMBERS' NEEDS

Since 1941, Florida Farm Bureau has been committed to supporting the growth of Florida agriculture through its grassroots efforts. Today, Florida Farm Bureau is the state's largest general agricultural organization with more than 132,000 member- families. We are proud to advocate on behalf of farm families at the local, state and national levels and dedicated to assisting our members in good times and in bad.

When a natural disaster threatens our state, Farm Bureau will be prepared to help meet the needs of members in the affected areas. Our county Farm Bureau and insurance offices will serve as the initial point of contact for our members.

FILING A CLAIM

See Appendix E

Florida Farm Bureau's insurance services are extremely important following a hurricane. The insurance adjusters constitute as Florida Farm Bureau's first responders. County Farm Bureaus should be prepared at all times to provide the very best service possible to our policy holders. Here are some things to keep in mind as you prepare to meet the needs of those impacted by a hurricane:

Be Aware of the Claims Department's Hurricane Preparations

The damage associated with these powerful storms can leave our members with questions about processing a claim. Our Claims Department will work with these members to inform them on the steps taken prior to and after a storm to address their needs.

The initial steps taken to meet members' needs include:

- Adjusters are put on call to be in the area as soon as safety warrants
- A call center is established
- Pre-made claim files have been developed and are ready for loss
- notices

- Additional manpower will be secured to handle the large influx of claims
- Claims offices are assessed to determine whether they are equipped to handle the anticipated number of losses or if the losses are expected to be over a wide geographical area requiring multiple offices
- Plans have been developed to assure that adjusters have sufficient fuel to allow for inspection of losses

Be Ready to Provide the Claims Telephone Numbers

For members, the first step in the aftermath is to report a claim. County Farm Bureaus should provide the toll-free insurance claims numbers prior to the hurricane season, and have these numbers readily available so they can be provided quickly. The Claims Department can be reached at (866) 275-7322.

Use the Media

After a hurricane has hit, the county Farm Bureau can use local media outlets as a tool to provide Public Service Announcements (PSAs) on radio and television stations and in local publications to inform their members of pertinent information regarding a claim.

Be Prepared to Work Without Power

In the aftermath of a hurricane, the loss of electricity should be expected. County office staff should prepare in advance to work around this obstacle. Think of all the items that may be needed to do business after the storm (i.e. portable chargers, pads of paper, forms, pens, clipboards, staplers, paperclips, etc.). Prepare a waterproof hurricane kit with all these items and store it in a safe place.

MEETING PERSONAL NEEDS

After a disaster, some members will go to county Farm Bureau offices for help. Depending on the situation, county Farm Bureaus may not have the capacity to do much beyond handling insurance issues. However, as a membership organization, Farm Bureau has a responsibility to help its members begin the recovery process. Consider having volunteer help at your county office to distribute emergency items as members come in. After a devastating hurricane, county offices can be hectic. The administrative staff will have their hands full dealing with claims and their own personal situations and problems. Having volunteers available can be helpful. Remember that the office staff may have been affected by the storm, just like the members they are working to help.

The following are ways a county office can help meet the needs of members:

Water

Florida Farm Bureau encourages county Farm Bureaus to have a sufficient supply of bottled water readily accessible for office use and to supply to members in an emergency situation. As we identify the possible landfall of a hurricane, Florida Farm Bureau will attempt to source bottled water for county Farm Bureaus. If we can not deliver before the hurricane, we will get it delivered as soon as the hurricane has passed. This water should be distributed to members as they come into the office and to the Claims staff so they can distribute it as they call on members to settle claims.

Other Essential Supplies

Depending on your county's situation and the availability of volunteer help, county leaders may choose to store and hand out additional, essential supplies like ice, food, toilet paper, baby diapers, baby formula and baby food, paper goods and so on. If your county Farm Bureau would be willing to serve as a distribution point for your members, you should contact the Florida Farm Bureau state office. We will help coordinate the delivery of necessary supplies to your office.

VOLUNTEER BANK

After a storm, county Farm Bureaus can help their members' needs by arranging for volunteers to help begin the recovery process. County Farm Bureaus can develop a list of volunteers who are willing to assist other members who are in need.

A county Farm Bureau volunteer should be designated as the person who connects members of the volunteer bank with those who need help. The volunteer list should contain the members' names, contact information and what resources they can provide.

Resources include (but are not limited to) the following:

- Tractors with front-end loaders
- Generators
- Chainsaws
- Livestock trailers and portable panels
- Fencing materials



COMMUNICATION AFTER A DISASTER

CONTACT THE STATE OFFICE

Florida Farm Bureau's effectiveness in a disaster situation is based on accurate information. We will be working with other agricultural groups, the Florida Department of Agriculture and Consumer Services (FDACS), United States Department of Agriculture (USDA) and other agencies to consolidate loss estimates and document the needs for our members. Farm Bureau's District Field Representatives serve as the liaison between the state office and areas affected by the storm. District Field Representatives will assist counties in assessing damage and by providing a report to the state office. Florida Farm Bureau will stay in constant contact with county representatives to help identify needs and develop strategies for government aid.

As members come into the office, ask them about the problems they are facing and forward that information to the state office. The county Farm Service Agency (FSA) committee will be preparing "flash" reports for the state FSA office to send to Washington. Identifying some of your FSA committee's concerns and the general level of losses that they are reporting will help Florida Farm Bureau as the disaster relief process begins.

What information to provide:

- Damage assessment for county office
- Overall county damage assessment, especially agricultural damage
- Any special needs expressed by your county Farm Bureau or members

WHO TO CONTACT AT THE FFBF STATE OFFICE

Jeb Smith, President	(904) 669-6648
Cody Lyon, Chief Operating Officer	(352) 858-0401
Liza Bradford, Chief Financial Officer	(352) 538-1479
Jaime Jerrels, Senior Director of Policy and Outreach	(352) 672-0872
Geoffrey Patterson, Director of Agricultural Policy	(352) 359-2471
Jared Lanier, Director of Field Services	(352) 359-5268
Curt Williams, Director of Gov't & Community Affairs	(352) 316-2685
Rachael Smith, Director of Public Relations	(352) 316-9213

DISTRICT FIELD REPRESENTATIVES

District 1, Olivia Cornwell	(352) 538-3182
District 2, Shayn Baggett	(352) 810-0170
District 3, Caraline Boudreau	(352) 538-6501
District 4, Scot Eubanks	(352) 514-8600
District 5, Greg Harden	(352) 538-3346
District 6, Morgan Blommel	(352) 317-0902
District 7, Kyndall Bauer	(352) 317-6535
District 8, Andy Neuhofer	(352) 318-2506
District 9, Sam Phares	(352) 672-5234

HOW DO YOU MAKE THE CALL

In the event that land lines and/or cell phones are not working, consider utilizing these options:

- The county Farm Bureau office may have phone service restored more rapidly than rural areas
- Go to the county Emergency Management office

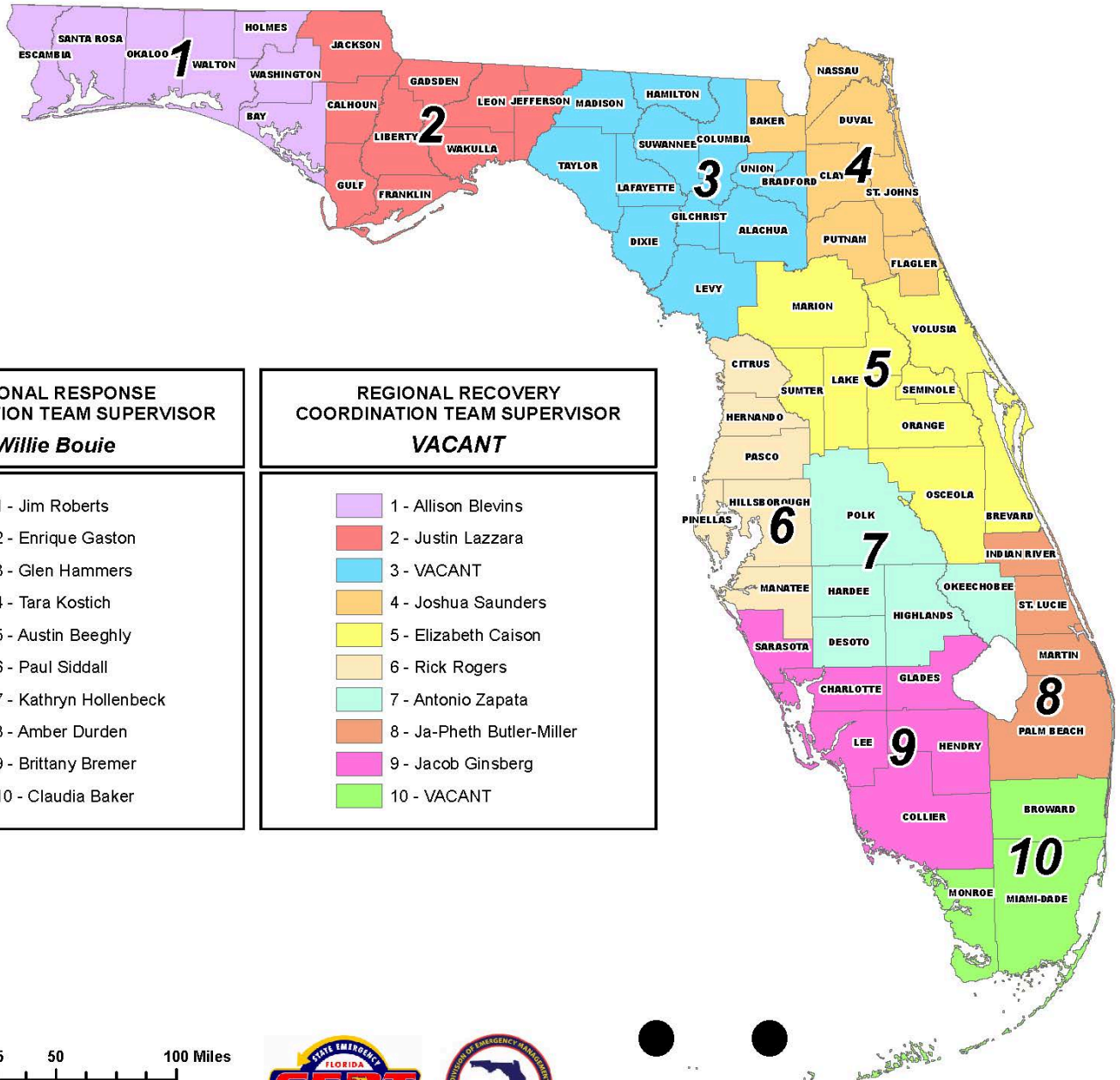
APPENDIX A: COOPERATIVE EXTENSION COUNTY OFFICES

FIND YOUR COUNTY'S EXTENSION OFFICE

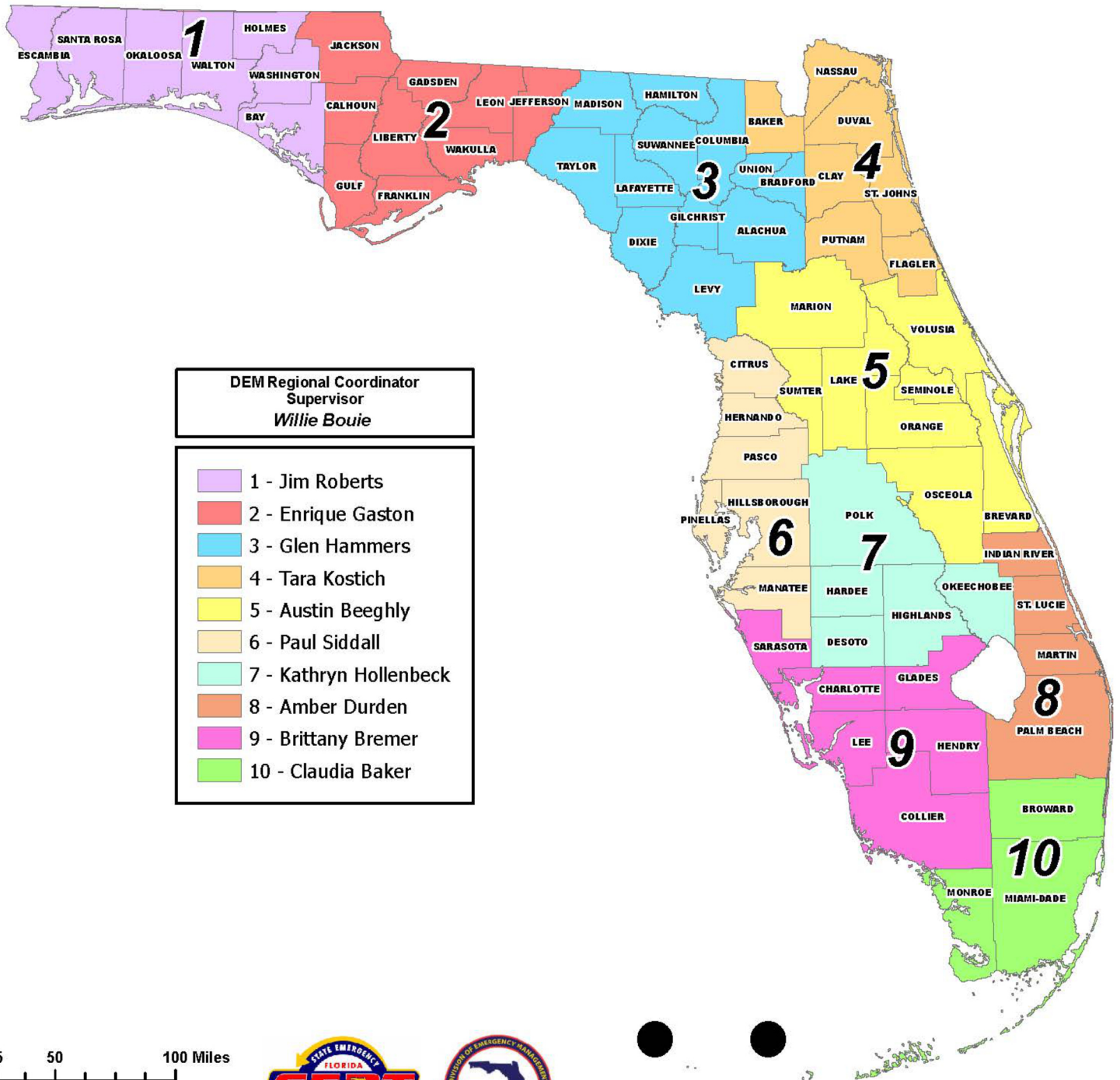
UF/IFAS Extension has offices in all 67 Florida counties. Lists categorized by region can be found on the [UF/IFAS Extension website](#) to quickly locate and contact UF/IFAS Extension staff in your county.



APPENDIX B: FLORIDA EMERGENCY MANAGEMENT CONTACTS



Regional Response Coordinators



APPENDIX C: PROTECTING FINANCIAL RECORDS IN A HURRICANE

If a hurricane is approaching, several necessary steps need to be taken to protect financial records:

1. Make a good backup of all computer files. Send backup information to the state office or ensure that the copies have been sent out of the disaster area. If your computer is destroyed, this will help to assure no unnecessary recovery work will be needed.
2. Protect paper records with sealed plastic containers or bags. All corporate minute books, corporate charter and tax records for at least three years, bank statements, general ledgers, receipts, sales and tax records.
3. Cover the file cabinets with plastic.
4. Move items out of areas most likely to flood.
5. Think of what is required to do business after the storm. Prepare a waterproof hurricane kit with those items and store it in a safe place. This can include pads of paper, forms, pens, clipboards, staplers, paper clips, receipt books and office documents.
6. Leave everything protected until the utilities are restored and the environment is dry.
7. Have bottled water for employees and customers.
8. Be prepared to work manually. Remember, computer systems will be slow returning to normal.
9. Place the computer on a desk or in a high place and cover with plastic for protection.

APPENDIX D: PROTECTING COMPUTER EQUIPMENT IN A STORM

If your county office is in the path of an approaching storm or if flooding is possible, please follow these procedures to protect computer equipment from electrical or water damage:

1. Please remember that your safety comes first. Do not attempt to drive to an office as a storm approaches.
2. Make a current copy of QuickBooks on an external hard drive or flash drive and take off-site to a secure location.
3. Prior to leaving the office for a storm, turn off all computers, monitors, network equipment and unplug electrical connection from the wall. Most offices have network equipment plugged into battery backup unit; the power button can be held down for three seconds to turn off all the network equipment.
4. In the event of a flood, please unplug and elevate any computers off the floors by placing them on desktops or counters.
5. Place large plastic bags on computers and monitors to protect from water damage.
6. It is critical that covered equipment be turned off and unplugged from electrical outlets to prevent overheating.
7. Please take laptops home or off-site.
8. Unplug cable/phone and/or internet service cords from the wall, such as cable modems or DSL modems.

APPENDIX E: CLAIMS INFORMATION

As another hurricane season begins, know that just as you prepare in advance for a storm, so does the Claims Department. Our members should be aware of what is occurring as the storm approaches. The Claims Department will be securing additional adjusters to assist in handling the large influx of claims. We will be managing the logistics of setting up a catastrophe office, adjuster housing and supplies required to accommodate this staff. The Southern Farm Bureau Call Center in Jackson, MS, will be preparing to handle the increased claim reporting volume.

HOW DO YOU AS MEMBERS PREPARE:

- Make sure your family is safe. Take steps to protect your family and property.
- Secure your property as well as you can. Listen to local news and radio stations for more information about the storm. If an evacuation is ordered, put your plan into action. Review the [FEMA Evacuation Guidelines](#).
- The [FEMA Flood Map Service Center \(MSC\)](#) is the official public source for flood hazard information produced in support of the National Flood Insurance Program (NFIP). Use the MSC to find your official flood map, access a range of other flood hazard products, and take advantage of tools for better understanding flood risk.
- Make sure you have provisions to last at least one week after the storm. www.ready.gov offers a guide for putting together a disaster supplies kit.
- Secure your policy information so that it is readily available when you call to report your claim (1-866-275-7322) or report your claim online at <https://www.floridafarmbureau.com/>.
- You can make temporary repairs to protect your property. Photograph the damage and maintain receipts to document your loss. Provide this information to the adjuster when he or she arrives.
- It will be our intention and goal to serve our members with the greatest needs first. If your house is uninhabitable, or your business is lost or severely damaged, please contact your local Farm Bureau agent to ensure we get to those with the greatest needs as soon as possible.
- Preparations ahead of the storm, and good communication after, will assist us in a quick recovery from the effects of the storm. Our Claims Department staff, who are also members of your community, will be working hard to show our members that helping you is what we do best.

APPENDIX F:

PRESIDENTIAL/SECRETARIAL FEDERAL DISASTER RELIEF PROCESS

1. A disaster occurs.
2. A state makes a direct request to the appropriate FEMA Regional Office for a Preliminary Damage Assessment (PDA). Officials thoroughly assess extent of disaster, impact on individuals and public facilities and type of federal assistance needed. Florida's regional FEMA office is located in Atlanta, GA (Region IV).
3. Upon completion of PDA and determination that "damage exceeds [state] resources," the Governor of the state submits declaration request to the President via the regional FEMA office. For urgent or catastrophic scenarios, a Governor may submit a declaration request before PDA conclusion.
4. There are two types of federal disaster declarations:

Emergency Declarations, which are used "for any occasion or instance when the President determines federal assistance is needed"; and,

Major Disaster Declarations, which are reserved for "any natural event, including hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought, or, regardless of cause, fire, flood, or explosion."
5. The Governor's request must occur within 30 days of the disaster. It must detail the steps the state has taken, the damage incurred and the federal response needed.
6. FEMA can offer public assistance and/or individual assistance, dependent upon the Governor's request and the agency's assessment. For **Public Assistance**, estimated cost, localized impacts, insurance coverage in force, hazard mitigation, recent disasters and other relief programs are considerations taken into account. For **Individual Assistance**, concentration of damage, trauma, special populations, presence of volunteer agencies, insurance and number and severity of damaged residences are considered.
7. From this analysis, coupled with the Governor's request, FEMA makes a recommendation to the President.
8. If a declaration request is denied, an appeal with additional information can be submitted by the governor within 30 days of the denial.
<https://www.fema.gov/disaster-declaration-process>.



DISASTER ASSISTANCE

Emergency Disaster Designation and Declaration Process

Overview

Agriculture-related disasters and disaster designations are quite common. Many counties in the United States have been designated as disaster areas in the past several years, even in years of record crop production.

The Secretary of Agriculture is authorized to designate counties as disaster areas to make emergency (EM) loans available to producers suffering losses in those counties and in counties that are contiguous to a designated county. In addition to EM loan eligibility, other emergency assistance programs, such as Farm Service Agency (FSA) disaster assistance programs, have historically used disaster designations as an eligibility trigger.

Types of Disaster Designations

FSA administers four types of disaster designations:

1. U.S. Department of Agriculture (USDA) Secretarial disaster designation;
2. Presidential major disaster and Presidential emergency declaration;
3. FSA Administrator's Physical Loss Notification (APLN); and
4. Quarantine designation by the Secretary under the Plant Protection Act or animal quarantine laws.

USDA Secretarial disaster designations must be requested of the Secretary of Agriculture by a governor or the governor's authorized representative, by an Indian Tribal Council leader or by an FSA State Executive Director (SED). The Secretarial disaster designation is the most widely used. There is an expedited process for drought. The general process and the expedited process are described in further detail under "Secretarial Disaster Designation Process."

Presidential major disaster declarations, which must be requested of the President by a governor, are administered through the Federal Emergency Management Agency (FEMA). A Presidential major disaster declaration can be made within days or hours of the initial request. FEMA immediately notifies FSA of the primary counties named in a presidential declaration.

An FSA APLN is for physical losses only, such as a building destroyed by a tornado. Livestock-related losses are considered physical losses. An APLN is requested of FSA's Administrator by an FSA SED. A quarantine designation is requested of the Secretary of Agriculture by an FSA SED. A quarantine designation authorizes EM loans for production and physical losses resulting from quarantine.



What Does a Disaster Designation Specify?

A disaster designation specifies:

- The disaster that resulted in the designation;
- The incident period (dates) of that disaster and
- The specific counties included in the designation.

Secretarial Disaster Designation Process

USDA's Secretarial disaster declaration process is streamlined to reduce paperwork and documentation requirements at the local FSA level, making the process more efficient and timely for agricultural producers. The process includes Fast Track Secretarial disaster designations for severe drought, which provide for a nearly automatic designation when, during the growing season, any portion of a county meets the D2 (Severe Drought) drought intensity value for eight consecutive weeks or a higher drought intensity value for any length of time as reported in the U.S. Drought Monitor (<http://droughtmonitor.unl.edu>).

For all other natural disaster occurrences, including drought conditions that do not trigger a Fast Track designation, the county must have a 30 percent production loss of at least one crop or a determination must be made by surveying producers that other lending institutions will not be able to provide emergency financing. The process for those Secretarial disaster designations is described below.

Process

STEP 1

The governor, Indian Tribal Council leader or FSA SED makes a request in writing to the Secretary of Agriculture within three months of the ending date of the disaster.

STEP 2

FSA county offices assemble required agricultural loss information for the Loss Assessment Report.

STEP 3

The County Emergency Board reviews the Loss Assessment Report to determine if a 30 percent production loss of at least one crop occurred, and makes a recommendation to approve, defer or reject the request.

STEP 4

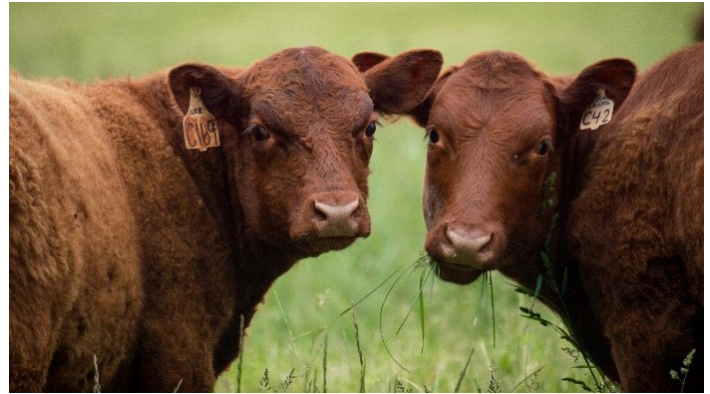
The State Emergency Board reviews the request and the County Emergency Board's recommendation. The State Emergency Board's recommendation is submitted to FSA's national headquarters.

STEP 5

FSA national headquarters reviews the loss information on the Loss Assessment Report, determines eligibility and prepares a package, including the letter of approval or disapproval, to be signed by the Secretary.

Eligible Natural Disasters

Eligible natural disasters are disasters in which damaging weather conditions or other adverse natural occurrence phenomena have substantially affected farmers causing severe production losses. Eligible natural disaster conditions include, but are not limited to, drought, flooding, excessive rain and humidity, severe storms, lightning, hail, mudslides and landslides, snow, ice, blizzards, frost, freeze, below-normal temperatures, wind, tornadoes, hurricanes, typhoons, tropical storms, fire, excessive heat, volcanoes, pests and disease.



FSA Programs Initiated by Designations and/or Declarations

All types of designation or declaration (Secretarial disaster designations, Presidential disaster declarations, APLNs and quarantine designations) immediately trigger the availability of low-interest FSA EM loans to eligible producers in all primary and contiguous counties. More information about EM loans is available at www.fsa.usda.gov/programs-and-services/farm-loan-programs/emergency-farm-loans/index.

FSA borrowers located in designated disaster areas or contiguous counties, who are unable to make their scheduled payments on any debt, may be authorized to have certain set asides. Under Section 331A of the Consolidated Farm and Rural Development Act, FSA is authorized to consider setting aside certain payments owed by FSA borrowers to allow the operation to continue.

Various other programs may reference designations or declarations as is determined appropriate in program development.

Regulation Governing Disaster Designation Process

The regulation governing disaster designations is at 7 CFR Part 759.

For More Information

This fact sheet is for informational purposes only; other restrictions may apply. For more information about FSA disaster programs, visit <http://disaster.fsa.usda.gov> or contact your local FSA office. To find your local FSA office, visit <http://offices.usda.gov>.

APPENDIX G: FARM BUREAU HURRICANE PREPAREDNESS CHECKLIST

- ☐ Protect the exterior of the building
- ☐ Protect computers and other equipment
- ☐ Secure alternative power sources
- ☐ Back up all computer files and mail to the state office
- ☐ Protect hard documents
- ☐ Insurance claims contact information
- ☐ Federation staff contact information
- ☐ Cooperative Extension Office contact information
- ☐ Department of Emergency Management information
- ☐ Secure volunteers to help in recovery efforts

APPENDIX H: FEMA CHECKLIST



Additional Items to Consider Adding to an Emergency Supply Kit:

- ☐ Prescription medications and glasses
- ☐ Infant formula and diapers
- ☐ Pet food and extra water for your pet
- ☐ Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- ☐ Cash or traveler's checks and change
- ☐ Emergency reference material such as a first aid book or information from www.ready.gov
- ☐ Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- ☐ Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- ☐ Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- ☐ Fire Extinguisher
- ☐ Matches in a waterproof container
- ☐ Feminine supplies and personal hygiene items
- ☐ Mess kits, paper cups, plates and plastic utensils, paper towels
- ☐ Paper and pencil
- ☐ Books, games, puzzles or other activities for children



Recommended Items to Include in a Basic Emergency Supply Kit:

- ☐ 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 and extra batteries for both
- ☐ Flashlight and extra batteries
- ☐ First aid kit
- ☐ Whistle to signal for help
- ☐ Dust 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
- ☐ Can opener for food (if kit contains canned food)
- ☐ Local maps



Prepare. Plan. Stay Informed.®



Emergency Supply List



FEMA

www.ready.gov

Through its *Ready Campaign*, the Federal Emergency Management Agency educates and empowers Americans to take some simple steps to prepare for and respond to potential emergencies, including natural disasters and terrorist attacks. *Ready* asks individuals to do three key things: get an emergency supply kit, make a family emergency plan, and be informed about the different types of emergencies that could occur and their appropriate responses.

All Americans should have some basic supplies on hand in order to survive for at least three days if an emergency occurs. Following is a listing of some basic items that every emergency supply kit should include. However, it is important that individuals review this list and consider where they live and the unique needs of their family in order to create an emergency supply kit that will meet these needs. Individuals should also consider having at least two emergency supply kits, one full kit at home and smaller portable kits in their workplace, vehicle or other places they spend time.



FEMA

APPENDIX I:

RECOVERING EMOTIONALLY FROM DISASTER

Disasters such as hurricanes, earthquakes, transportation accidents or wildfires are typically unexpected, sudden and overwhelming. For many people, there are no outwardly visible signs of physical injury, but there can be an emotional toll. It is common for people who have experienced disaster to have strong emotional reactions. Understanding responses to distressing events can help you cope effectively with your feelings, thoughts and behaviors, and help you along the path to recovery.

What Are Common Reactions and Responses to Disaster?

Following disaster, people frequently feel stunned, disoriented or unable to integrate distressing information. Once these initial reactions subside, people can experience a variety of thoughts and behaviors. Common responses can be:

- Intense or unpredictable feelings. You may be anxious, nervous, overwhelmed or grief-stricken. You may also feel more irritable or moody than usual.
- Changes to thoughts and behavior patterns. You might have repeated and vivid memories of the event. These memories may occur for no apparent reason and may lead to physical reactions such as rapid heartbeat or sweating. It may be difficult to concentrate or make decisions. Sleep and eating patterns also can be disrupted. Some people may overeat and oversleep, while others experience a loss of sleep and loss of appetite.
- Sensitivity to environmental factors. Sirens, loud noises, burning smells or other environmental sensations may stimulate memories of the disaster creating heightened anxiety. These “triggers” may be accompanied by fears that the stressful event will be repeated.
- Strained interpersonal relationships. Increased conflict, such as more frequent disagreements with family members and coworkers, can occur. You might also become withdrawn, isolated or disengaged from your usual social activities.
- Stress-related physical symptoms. Headaches, nausea and chest pain may occur and could require medical attention. Preexisting medical conditions could be affected by disaster-related stress.

How Do I Cope?

Fortunately, research shows that most people are resilient and able to bounce back from tragedy over time. It is common for people to experience stress in the immediate aftermath, but within a few months, most people are able to resume functioning as they did prior to the disaster. It is important to remember that resilience and recovery are the norm, not prolonged distress.

There are a number of steps you can take to build emotional well-being and gain a sense of control following a disaster, including the following:

- Give yourself time to adjust. Anticipate that this will be a difficult time in your life. Allow yourself to mourn the losses you have experienced and try to be patient with changes in your emotional state.
- Ask for support from people who care about you and who will listen and empathize with your situation. Social support is a key component to disaster recovery. Family and friends can be an important resource. You can find support and common ground from those who've also survived the disaster. You may also want to reach out to others not involved who may be able to provide greater support and objectivity.
- Communicate your experience. Express what you are feeling in whatever ways feel comfortable to you — such as talking with family or close friends, keeping a diary or engaging in a creative activity (i.e. drawing, molding clay, etc.).
- Find a local support group led by appropriately trained and experienced professionals. Support groups are frequently available for survivors. Group discussion can help you realize that you are not alone in your reactions and emotions. Support group meetings can be especially helpful for people with limited personal support systems.
- Engage in healthy behaviors to enhance your ability to cope with excessive stress. Eat well-balanced meals and get plenty of rest. If you experience ongoing difficulties with sleep, you may be able to find some relief through relaxation techniques. Avoid alcohol and drugs because they can be a numbing diversion that could detract from as well as delay active coping and moving forward from the disaster.
- Establish or reestablish routines. This can include eating meals at regular times, sleeping and waking on a regular cycle, or following an exercise program. Build in some positive routines to have something to look forward to during these distressing times, like pursuing a hobby, walking through an attractive park or neighborhood, or reading a good book.
- Avoid making major life decisions. Switching careers or jobs and other important decisions tend to be highly stressful in their own right and even harder to take on when you're recovering from a disaster.

When Should I Seek Professional Help?

If you notice persistent feelings of distress or hopelessness and you feel like you are barely able to get through your daily responsibilities and activities, consult with a licensed mental health professional such as a psychologist. Psychologists are trained to help people address emotional reactions to disaster such as disbelief, stress, anxiety and grief and make a plan for moving forward.

To find a psychologist in your area, go to: <https://locator.apa.org/>

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APPENDIX J:

MANAGING TRAUMATIC STRESS: AFTER THE HURRICANE

It is common for people to experience very strong emotional reactions with the arrival of a hurricane and its accompanying damage to homes and community infrastructures. If you are experiencing distress in the wake of the recent hurricanes, you are not alone. Understanding common responses to extreme events can help you to cope effectively with your feelings, thoughts and behaviors. Putting into practice some of the tips in this guide can help you along the path to managing the storm's aftermath and feeling better. There are a number of steps you can take to help restore emotional well-being and a sense of control in the wake of the hurricane or other traumatic experience, including the following:

- **Recognize that this is a challenging time** but one that you can work to manage. You've tackled hardships at other times in your life. Tap into the skills you used to get through past challenges.
- **Allow yourself to mourn the losses you have experienced.** Recognize that you may experience a variety of emotions and their intensity will likely less over time.
- **Take a news break.** Watching replays of footage from the hurricane can make your stress even greater. Often, the media tries to interest viewers by presenting worst case scenarios. These may not be representative of your home or community.
- **Ask for support** from people who care about you and who will listen and empathize with your situation. But keep in mind that your typical support system may be weakened if those who are close to you also have experienced or witnessed the hurricane.
- **Find ways to express yourself when ready.** Communicating your experience through talking with family or close friends, keeping a diary, or other forms of self-expression may be a source of comfort. Find out about local support groups led by appropriately trained and experienced professionals. Support groups are often available in communities following large-scale disasters. People can experience relief and comfort connecting with other hurricane survivors who have had similar reactions and emotions. These can be especially helpful for people with limited personal support systems.

- **Engage in healthy behaviors** to enhance your ability to cope with excessive stress. Eat well-balance meals and get plent of rest. If you experience difficulties sleeping, you may be able to find some relief through relaxation techniques. Avoid alcohol and drugs since these can increase a sense of depression and/or impeded you from doing what is necessary to be resilient and cope with events.
- **Establish or reestablish routines** such as eating meals at regular times and following an exercise program. Take some time off from the demands of daily life by pursuing hobbies or other enjoyable activities.
- If possible, **avoid major life decisions** such as switching jobs because these activities tend to be highly stressful.

How Psychologists Can Help

Individuals with prolonged distress related to the hurricane that disrupt their daily functioning may consult with a trained and experienced mental health professional. Psychologists and other appropriate mental health providers help educate people about normal responses to extreme stress and make a plan for moving forward. Psychologists can help by providing evidence-based treatments to help people manage their emotions around traumatic events. Most commonly, psychologists use therapy (sometimes referred to as psychotherapy or talk therapy). There are many different styles of therapy, but the psychologist will choose the type that best addresses the person's problem and best fits the patient's characteristics and preferences.

Some common types of therapy are cognitive, behavioral, cognitive-behavioral, interpersonal, humanistic, psychodynamic or a combination of a few therapy styles. Therapy can be for an individual, couples, family or other group. Some psychologists are trained to use hypnosis, which research has found to be effective for a wide range of conditions including pain, anxiety and mood disorders.

For some conditions, therapy and medication are a treatment combination that works best. For people who benefit from medication, psychologists work with primary care physicians, pediatricians and psychiatrists on their overall treatment. Two states, New Mexico and Louisiana, have laws allowing licensed psychologists with additional, specialized training to prescribe from a list of medications that improve emotional and mental health disorders, such as depression and anxiety.

To find a psychologist in your area, go to: <https://locator.apa.org/>

Disaster Distress Helpline: 1-800-985-5990

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Managing traumatic stress: After the hurricanes: <https://www.apa.org/helpcenter/hurricane-stress>

Florida Farm Bureau Federation Mental Health Resources

The Florida Farm Bureau website has a mental health resource page with links to help farmers, ranchers and their families who may be dealing with mental health issues.

→ <https://floridafarmbureau.org/mental-health-resources>



988 It's Ok

A toolkit with various resources has been created to empower county Farm Bureaus throughout Florida to destigmatize conversations around mental health by working with local equipment businesses to have decals with the 988 suicide and crisis lifeline featured on every tractor purchased. The toolkit can be [downloaded on our Dropbox.](#)

MIND YOUR MELON

Mind Your Melon is a Florida-based nonprofit dedicated to mental health advocacy and awareness for farmers and ranchers. Its mission is to create community with farmers, ranchers and agricultural families facing complex stressors through research, advocacy and outreach.

Mind Your Melon supports mental wellbeing across agricultural communities by:

- **Providing local leaders with suicide prevention training** so they can recognize warning signs, start difficult conversations and offer peer support.
- **Sharing real stories** to reduce the stigma surrounding mental health in agriculture communities
- **Providing tools, language and confidence** to speak up early before challenges become crises.

Learn more by visiting <https://mindyourmelon.org/>

WEBSITE RESOURCES

American Psychological Association www.apa.org/helpcenter

American Red Cross www.redcross.org

Department of Homeland Security www.ready.gov

Federal Emergency Management Agency (FEMA) www.fema.gov

FEMA Flood Map Service Center www.msc.fema.gov/portal/home

Find a Psychologist in your area www.locator.apa.org

Florida Disaster website www.floridadisaster.org

Florida Farm Bureau Federation www.floridafarmbureau.org

Florida Farm Bureau Insurance www.floridafarmbureau.com

Generator Wattage Guide www.absolutegenerators.com

Grainger Hurricane Preparedness www.grainger.com/hurricane

The National Oceanic & Atmospheric Administration www.noaa.gov

USDA Disaster Resource Center www.usda.gov/about-usda/disaster-resource-center

Weather Channel www.weather.com

Contact by Phone

Department of Homeland Security (202) 282-8000

Disaster Distress Helpline (800) 985-5990

Farm Service Agency State Office (352) 379-4500

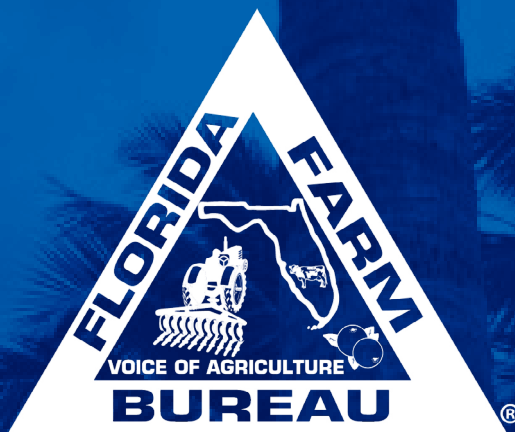
Federal Emergency Management Agency (FEMA) - General Operator (202) 646-2500

Florida Division of Emergency Management (850) 815-4000

Florida Farm Bureau Claims Department (866) 275-7322

Florida Farm Bureau Federation – General Operator (352) 378-8100

Grainger Emergency Phone Line (800) 225-5994



FLORIDAFARMBUREAU.ORG

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