

# Be Prepared... Just in Case



## Home Front Command Emergency Situation Preparation Guide



Past experience in Israel and across the world demonstrates that dangers and emergency situations might occur without any time for advance preparation. However, people who did prepare, knew how to contend with emergency situations, managed to operate collectively and rescued themselves and their family members.

### **The challenges we confront are familiar to us all We have the power to contend with them!**

The Home Front Command in collaboration with all the emergency and rescue organizations, government ministries, municipal authorities and hundreds of volunteer organizations operating in the rear are prepared to render assistance during an emergency.

Nevertheless your advance preparation and those of your family together with proper action in an emergency situation, volunteering, assistance and mutual responsibility, hold the key to our ability to remain steadfast over the long haul!

### **Advance Preparation Saves Lives!**

**Below are a number of simple actions that you can already take today:**

1. Know how long it takes you to enter the secure space when the alarm is sounded, in the region you are staying
2. Choose the secure space according to the time frame at your disposal
3. Prepare the secure space
4. Be familiar with the self protection directives for the various emergency situations
5. Prepare a family emergency plan
6. Get ready to care for the elderly and people with special needs

**We will select the secure space according to the time available to us from the moment the alarm is sounded, according to the following order of priorities:**

- The **MAMAD** - residential secure space (the responsibility of the apartment's dwellers) or a **MAMAK** story-wide, these are the preferable choices for a secure space
- A shelter in an apartment building provided that the shelter is internal and provided that one can reach it through an internal stairwell without time constraints, because the wrap of the stairwell protects us. This is under the responsibility of the building's tenants or the House Committee
- A public shelter provided one can reach it in the required time from the moment that the alarm is sounded, according to a map of civil defense areas and the times of the alarm. This is under the responsibility of the local authority

**For someone who has no residential secure space, a story - wide secure space or an available shelter:**

- Residents of the top floor in a building of over 3 floors without a protected space, shelter, or reinforced security room should descend two floors down
- Residents of the top floor in a building of 3 floors without a protected space, shelter, or reinforced security room should descend one floor down
- The tenants of the other floors-one should choose a secure internal room with a minimum of external walls and open windows

**One should not select a kitchen, a bathroom or a shower given the apprehension that the tiling, mirrors or glass might shatter as a result of a blast shockwave**



#### 4 What Equipment Is Recommended?

After we've chosen the secure space according to the time frame we have, we will stock it with the equipment specified in the attached list:



**A cell phone**  
a charger  
and a spare battery



**Water in closed bottles**  
One should prepare 3 liters,  
1 per person a day

#### First Aid Kit



Things that will help the time pass pleasantly and will make the stay more agreeable such as: Games, newspapers, books



**A list of telephones**  
for emergency  
organizations, family  
members and neighbors



Food in sealed packages, such as canned food or snacks



**Emergency lighting**  
or a flashlight with batteries



Communication devices that will help us keep updated (computer, television, radio)

**Copies of important documents:** medical documents, identification documents, prescriptions for drugs in regular use, personal documents and financial documents (it is recommended that they be retained in an additional place outside the house for backup purposes).

**A Fire extinguisher**



**Sealing equipment**

Nylon polyethylene sheets of at least 100  $\mu$  in thickness and broad transparent sticking tape at least 30  $\mu$  thick and 50 mm wide that will suffice to seal the openings of the room

**A personal equipment bag**

In the event that evacuation is necessary at the time of an incident. This means all the equipment that is considered vital in case of evacuation from the house for a couple of days (for example, drugs, cash, a tent, matches, candles, multipurpose knife, special food for babies, equipment for people with special needs etc.)

One should perform constant maintenance on the residential secure space and the shelter according to the directives published on the website of the Home

Front Command at the following address:

[www.oref.org.il](http://www.oref.org.il)

## 6 A Map of Civil Defense Regions

The Home Front Command has innovative alarm systems which at times of emergency will provide varying alarm times for every region in the country (as specified on the map).

"Alarm time" is the time we have for entering a secure space from the moment the missile is launched and until hits. The alarm will be operated via alert systems solely in a region in which a danger of missiles or rockets striking exists.

The alarm and the directives of Home Front Command will be provided also via the radio and television.

In the map of the civil defense regions one can see the duration of the alarm time that is provided to residents of the various regions in Israel

### The National Civil Defense Map by Regions

Immediate entry into a secure space
30 seconds
1 min.
A min. and a half
2 min.
3 min.

### A Map of Civil Defense Regions for the Gaza Perimeter Communities

15 seconds
30 seconds
45 seconds
60 seconds



One can receive a detailed list of communities in each region at the Home Front Command Information Center: 1207 from every phone [www.oref.org.il](http://www.oref.org.il)

## How does one protect oneself in a case when conventional missiles are fired?

When one hears an alarm or an explosion, one should enter the secure space, according to the time we have. These are the civil defense guidelines when the alarm is sounded:

- **Someone who is staying in a building:** You should enter the secure space that was selected in advance and in the allotted time frame, and close doors and windows
- **Someone who was staying outside:** You should enter the nearest building in the time frame at one's disposal. If there is no building nearby, you should lie on the ground and protect the head with your hands
- **Someone who is in a vehicle:** You should stop at the side of the road, get out of the vehicle and enter the nearest shelter or building and if one doesn't reach a building or shelter in the allotted time, one should exit the vehicle, lie on the ground and protect the head via one's hands and if it's not possible to

leave the car one should stop at the side of the road and wait for 10 min. One should listen to guidelines from the communications media. One should wait 10 min. and only then emerge from the secure space, unless another guideline from the Home Front Command was provided in the communications media.



### Pay attention:

It's important to get away from unidentified objects, a rocket or missile lying on the ground, in such a case one should move away curious onlookers and contact the police.

## And what does one do in a case in which missiles with chemical warheads are fired?

In the case of non-conventional threats the Home Front Command will update the public with appropriate guidelines for sealing the room and with guidelines for use of the protective kits.

### **Of this sort when the alarm is sounded or an explosion is heard one should operate according to the following guidelines:**

- **Someone who was staying in the building:** You should immediately enter the sealed room, complete the sealing of the room and put on the protective kits
- **Someone who was staying outside:** You should immediately enter the nearest building and put on the protective kits. If there is no building in the vicinity or if you are in an open area, you should put on the protective kits, lie on the ground and protect your head with your hands
- **Someone sitting in a vehicle:** You should stop at the side of the road, turn off the engine, close the windows, doors and ventilation hatches and put on the emergency protective kits

One may exit the sealed room only after an explicit instruction by the Home Front before media.

## **Coping successfully with emergency situations is contingent on advance preparation and groundwork**

Preparation within a family framework is very important and it is recommended that most of the action would be performed in this framework. The first step is to prepare a family emergency plan.

The preparation of a family emergency plan starts by verifying potential dangers and identifying hazardous areas in the home, the school and the workplace and concludes with an action plan that includes: Family role assignments, the purchase of vital equipment and a family talk.

### **Building a family emergency plan yields positive results:**

- An intensifying of the feeling that we are capable of contending and controlling an emergency situation
- Recognizing the threat and understanding its implications on us
- Assigning roles improves the way a family can function in an emergency
- Decision taking in real time is more efficient, when one makes advance preparations
- Diminishes denial when an emergency situation approaches

**A family emergency plan can transform all members of the household, including the children, into an active factor in family preparation for an emergency situation. The more we assign family members clear roles and practice them, they will function and cope better with the emergency situation. It's important to talk with the neighbors about these situations and determine ways of action, collaboration and mutual assistance.**



## The way of preparing a family emergency plan

1. It's important that all family members, including the children, will be familiar with the civil defense guidelines in the various emergency situations and know how to behave and where to enter or exit even when they're not at home or when they are on their own. Talk with family members about preparations for the various threats.
2. Ascertain what is the period of time you have to get to a secure space within the sound of the alarm, according to the map of civil defense regions
3. Choose the secure space that you'll enter at the time of an alarm in conjunction with the children and family members and explain the logic behind the choice (why this is the most secure space at home and why it's important to enter it during an emergency)
4. If the secure space is a joint shelter or a secure residential space, involve the neighbors as well in the preparations
5. Define the assignment of roles between the family members and plan preparations according to your family's unique characteristic and needs
6. Equip yourself with items that will enable you to cope better
7. Prepare a list of telephones of the Israel police, "Magen David Adom", firefighters, Home Front Command. Write the phone numbers and cell phone numbers at your place of occupation, and this way your children and other family members will know who to turn to when needed
8. Talk with family members about preparation for emergencies. The parent will conduct the discussion. It's very important to involve the children in the family discussion

### **It is recommended that you prepare in advance for the discussion:**

- Think about the topics that you will discuss
- Set aside an appropriate time for the discussion and select a place that is comfortable for everybody
- Talk about the various emergency situations and methods of self protection
- Note that in the course of the Second Lebanon war and the confrontation in the Gaza Perimeter communities civilian lives were saved because they obeyed the guidelines
- Allow the children to voice their feelings
- Show your children the guidance videos for children that appear on the Home Front Command website at the address: [www.oref.org.il](http://www.oref.org.il)

This information is directed to people with special needs and its objective is to assist people with handicaps and their family members - caregivers, friends, neighbors, acquaintances and professionals - to prepare properly and act according to required rules of behavior under various emergency situations.

### **Preparing the secure space**

Prepare the secure space in advance and the way to it in a manner that will conform to the needs and capabilities of the handicapped person. Ascertain that all the vital instruments and objects for the use of the handicapped person and the other people with him (such as a television, telephone, fax, computer, tape and cassettes, glasses, contact lenses, ambulatory devices, drugs, guide cane and the like) will be within hands reach and equip yourself with spare batteries. It's recommended to organize a fixed sleeping accommodation adjusted for the handicapped person in the secure space.

A man with glasses and a dark blue button-down shirt is shown from the waist up, looking towards the right. He is holding a blue rectangular box with white text. The background is a solid orange color.

#### **Most important!**

**Check what timeframe is required for the handicapped person to get to the secure space.**

**If he needs more than the allotted timeframe in the region in which he is residing in order to reach the secure space, find a different secure space that is closer.**

## For those suffering from medical problems

Make sure to equip yourself in advance with medical documents signed by the treating physician that note: Health condition, list of drugs and required dosage, a list of routine examinations that you must undergo and an additional prescription.

Make sure to list drugs that you must not use.

Ascertain that you have a sufficient supply of drugs for the entire emergency period.

If you are house ridden ascertain in advance that your name appears in the list of the health offices, welfare offices and the sick funds.

## People with hearing disabilities

- People who are hard of hearing are entitled to a special beeper for receiving an alarm and guidelines in an emergency
- Those entitled to a special beeper - Persons who are 12 years and older whose hearing has declined by at least 50 dB. Details are available in the welfare ministry
- It's recommended that a liaison person and a translator stay with you in the secure space
- Equip the secure space that you've chosen with unique help accessories that you require, such as: Hearing aids, cleaning devices and spare batteries, a TV set with an amplification system (if such exists) a power supply for the amplification system, a fax machine, additional paper and ink, a portable telephone for the dispatch and receipt of SMS notifications a charger, a beeper and batteries, a computer with a connection to the Internet (if one is used to employing it), an electric outlet splitter, writing equipment and a notebook, an identification tag where important messages are written (for example: "I can only lip-read") as well as alarm systems that are at your disposal (for example: baby's crying detector, telephone ringing alarm, fax, alarm, amplifier or blinking lights when the door is knocked or rung, distress button, whistle or bell to summon assistance)

## People with vision disabilities and blind persons

One should organize in advance the secure space and the path to it for maximal accessibility and comfort. One should clear away all the objects that are likely to hinder movement.

### People who are assisted by guide dogs:

- Every blind person must have on his possession a personal ID card that includes: name and surname, ID number, sick fund and treating physician, name of a personal caregiver, list of drugs used, blood type, special needs, sensitivities, medical emphases, telephone numbers of family members and relatives
- One should prepare in the secure space that was chosen equipment for the dog. One should prepare an emergency kit for the dog for at least 7 days. It's desirable to include also the preferred toy, a walking leash and a mouth guard, a folding bowl for food and water and other equipment. Include a photograph of an up-to-date vaccination booklet for the dog as well as a license in force. One should keep a picture of the dog.

### People with motor disabilities

- Organize in advance the secure space and the path to it. For maximal accessibility and comfort clear away all objects that can hinder movement. If you use a wheelchair or a motorized cart, Make sure you have spare batteries available
- Be prepared for the possibility of a puncture in the tire. Prepare a puncture repair kit and for refilling air as needed, alternatively prepare additional inner tubes and a pump
- Equip yourself with a pair of heavy gloves for turning the wheels on rough paths
- Store the emergency kit in a package that can be attached to the wheelchair, the walker the cart and the like



**It is important to create a calm atmosphere  
in the secure space**

## People with mental disabilities

- The infirmaries and rehabilitation units in the community are prepared to provide routine and emergency responses on your behalf
- On every question consult with your regular support person or caregiver
- Have a sufficient stock of drugs on hand for the entire emergency, together with a prescription and documents detailing your treatment regimen

## People who are intellectually and developmentally challenged and autistic persons

- It is desirable to train the handicapped person in activities required for entering and staying in a secure space and the behavior required during an emergency
- It's important that the caregiver prepares an emergency plan in the event of a prolonged stay in the secure space while giving consideration to the nature of the disability and the needs of the handicapped person
- One should prepare in advance drugs, requisite aids and personal equipment
- One should prepare changes of clothing, personal hygiene products and the like
- It's important to create in the secure space a calm atmosphere and assure enjoyable and soothing activity
- **Further recommendations:**
  - It's recommended to approach the relevant organization, the professional framework that you are connected with or to the municipal crisis center to guarantee in advance that there will be someone to assist you when needed
  - Equip yourself in advance with telephone and fax numbers, e-mail addresses and communities

The elderly require assistance while considering the characteristics of the threat and their special needs. They have experience and can assist themselves and those staying in their vicinity. There are independent elderly who are capable of performing more actions as compared to others who are limited in their activity and their comprehension of the situation ,therefore one must act according to the principles provided below considering the capabilities and limitations of the elderly person.



## General principles in providing assistance to the elderly:

- Having the elderly person perform activities by himself is important in instilling a sense that he is in control of the situation. One should explain to the elderly person the actions that he must take so he can perform things by himself (to the extent possible) as well as using him to assist elderly people with lower capabilities than his own
- It is recommended that one uses examples familiar to the elderly person and focus on clear and simple modes of action
- One should make preparations in terms of the unique needs of the elderly person such as: drugs, a spare pair of glasses, batteries for auxiliary devices and the like
- As part of the family emergency plan one should integrate in the order of activities that you are performing a response to the needs of the elderly person as well (for example: call up and update him on the situation, ascertain that he has performed the self protection activities, check on his welfare and so on)
- One should prepare a personal emergency card for every elderly person, and he will wear this during an emergency. The card includes: name and surname, ID number, sick funds and treating physician, name of the personal care giver and a list of drugs in use, blood type, special needs, sensitivities, medical emphases, telephones of family members and relatives.
- One should train the elderly person on how he should act and protect himself in case of an alarm and a prolonged stay in the secure space

In the event of missiles fired towards the State of Israel we will have to enter the secure space in order to protect ourselves against shockwaves and shrapnel. While your parents are busy getting things organized and tidy, you can help as well.

### The division of assignments

Every family has special needs and matters that typify it alone, help mom and dad and jot down, what is the assignment of every family member in an emergency.



Family member	Roles during an emergency
Mom	_____ _____
Dad	_____ _____
Brother	_____ _____
Sister	_____ _____
I myself	_____ _____



**Don't forget!**

There are things that have to be in every secure space (pages 4-5).  
What else would you like to have with you in an emergency?

**My list**

A white sheet of lined paper with the title "My list" at the top, tilted slightly to the right. The paper has 15 horizontal blue lines for writing.

## Emergency Phone Numbers



An emergency situation might occur when not all members of the family are at home together.

Fill in the attached table and place it in a prominent place that the entire family is aware of.



Organization	Phone	Website
Home Front Command	1207	<a href="http://www.oref.org.il">www.oref.org.il</a>
Police	100	<a href="http://www.police.gov.il">www.police.gov.il</a>
Magen David Adom	101	<a href="http://www.mdais.org">www.mdais.org</a>
Firefighter Brigade	102	<a href="http://www.102.co.il">www.102.co.il</a>
Israel Electric Company	103	<a href="http://www.israel-electric.co.il">www.israel-electric.co.il</a>
Environmental Protection	08-9253321	<a href="http://www.sviva.gov.il">www.sviva.gov.il</a>
Local Authority call center	108/107/106	

Father's number at work

Mother's number at work

Brother

Sister

Grandfather

Grandmother

Friend

Neighbor

Find us  
on  
Facebook



## With you in both routine and emergency, the Home Front Command

You can find more information  
at any time in the  
Home Front Command information center:

[www.oref.org.il](http://www.oref.org.il)

1207

