

## Appendix C-1: Individual and Family Preparedness Actions

### Ongoing preparedness actions

- Attend the TAMUQ arrival security briefing and the subsequent briefings conducted at the beginning of each fall semester.
- Keep up with the current security situation. Hold periodic family security meetings.
- Periodically review the TAMUQ notification network procedures and contact lists in HRIS to ensure that your family information is current and accurate. Keep a copy of appropriate contact lists at home.
- Always keep more than one month prescription of critical medications on hand.
- Keep adequate cash on hand at all times in a currency that is widely accepted around the world (U.S. dollars or Euros). A recommended amount is \$1000 for a singles and \$2500 for a family.
- Maintain updated registration with the appropriate embassy.
- Americans should subscribe to receive the U.S. Embassy travel and emergency information through the Smart Traveler Enrollment Program (STEP)  
<http://travel.state.gov/content/passports/english/go/step.html>
- Maintain an inventory of your personal assets in Qatar.
- Maintain a supply of electrical outlet adapters for various locales to include Asia, Europe, United Kingdom, United States
- Learn some of the local language to help you in an emergency. In the local language, post a list of instructions and essential telephone numbers for household employees.
- Get acquainted with your neighbors who might prove helpful in the case of an emergency.
- Keep vehicles well maintained and sufficiently filled with gas.
- Familiarize yourself with landmarks – hospitals, residential compounds with TAMUQ employees, embassies, nearest police station and other Qatar government buildings, malls, etc.
- Know the best routes to get to the airport.
- Keep your own and family passports and residency and exit permits up to date and positioned in a secure location. Each passport should have at least six months validity at all times and contain several spare pages.
- Make back-up copies of important travel documents and keep in separate secure location.
- Keep immunizations up to date and recorded for all family members AND pets.
- Make sure male children, 18 and older, under your sponsorship have up-to-date multiple exit permits.
- If you have children in local schools, check the school's emergency evacuation plan.

- If you have children, choose a guardian and supply that person with a current power of attorney for medical or other emergencies in the event you need them to care for your children unexpectedly. This is especially important for parents who are traveling and leave children behind in Qatar with a local care giver.
- Maintain a separate emergency supply/first-aid kit to be used only for emergency situations. Ensure your TAMUQ supplied Shelter-In-Place/Go Kit is fully stocked. In addition, ensure that you have a 3 -5 day supply of water on hand for every person living with you. Do not forget family pets: ensure you have pet food for 3-5 days as well.
- Decide which necessary items should be taken with you in the event of evacuation.
- Keep pet records up-to-date and on-hand.
- Make sure HRIS is updated with yours and your dependents' contact and travel information. Information that is critical in an emergency includes:
  - Names as they appear on your passports
  - Passport numbers for all passports held by you and your dependents
  - Passport issue dates for all passports held by you and your dependents
  - Passport expiration dates (this date must be longer than 6 months at all times) for all passports held by you and your dependents
  - Nationality for all passports held by you and your dependents
  - Place of Passport issue for all passports held by you and your dependents
  - Date of birth for all family members
  - Telephone number where you can be reach in Qatar and outside of Qatar
  - Email address other than your TAMUQ email address
- Remember to put travel plans and how you can be reached while traveling into HRIS. Tell us who in your family is traveling and who will be left behind in Qatar (and who they are staying with, if applicable).
- Make plans in advance on how you will handle:
  - Non TAMUQ sponsored spouses and family members – plan for obtaining exit permits during a crisis or ensure multiple exit permits have not expired.
  - Sponsored domestic help – plan for obtaining an exit permit early or ensure multiple exit permits have not expired.
  - Family Pets – ensure all vaccinations and travel documents are up-to-date. Know what is needed to ship your pet and how much is needed if evacuation is imminent.
  - Valuables that could be left behind in your villa – TAMUQ is not responsible for your personal items
  - What you will do with your vehicles. TAMUQ is not responsible for your personal vehicles
  - Family and friends who are visiting you. It is best to make travel arrangements for them to leave Qatar as soon as possible during a crisis. Consider purchasing a medical and security evacuation package from Global Rescue for your personal visitors prior to their arrival in Qatar. Packages can be purchased on line at

[www.globalrescue.com](http://www.globalrescue.com) or via a telephone call to +974.4423.0399 (in Qatar) or +1.617.459.4200 (outside of Qatar).

- Dependents with passports from different countries. If you and your dependents do not have passports issued from the same country, notify HR in advance will be critical in a crisis.

#### When an evacuation is a possibility

- Discuss contingency plans with family members.
- Make a list of items to pack in each suitcase. Remember only one suitcase per person will be allowed during an emergency evacuation.
- Make a list of items for carry-on baggage. Only one carry-on bag per person will be allowed.
- Update personal effects inventory.
- Consolidate all personal records, financial documents, school records, etc.
- Prepare your house for departure - secure valuables.
- Plan for pets. Pets may not be able to be evacuated with you. Make advance arrangements to ship them out or plans for their care in Qatar. Keep the pets' records updated.
- Decide how money will be handled. Who will pay bills while away?
- Consider evacuating your personal visitors.
- Fill prescriptions to ensure you have an adequate supply should evacuation become necessary.

#### When there is an authorized or ordered departure

- Pack luggage with suitable clothing and essential items. Remember seasonal changes/weather conditions. Only one piece of luggage will be allowed per person during an emergency evacuation. Watch the weight as well. You may be asked to remove items from a bag that does not meet the weight requirement enforced by commercial airline companies.
- Engage the children in packing their own backpacks or carry-on bags with toys, snacks, water/juice, games, books, and other comforting items.
- Make sure carry-on baggage includes the following:
  - Medications (prescription and over the counter)
  - Medical/dental records, immunization cards
  - Extra glasses, contact, solution, and prescriptions
  - Mobile phones, SIM cards, extra batteries, phone chargers
  - Electrical outlet adapters for various locales including Asia, Europe, United States, United Kingdom.
  - School records, report cards, test scores, and current samples of work
  - Current powers of attorney (e.g. medical proxy and travel proxy for children)

- Birth certificates, naturalization certificates, marriage certificates
  - Passports
  - Driver's license, auto insurance policies, auto registration, and title, if applicable
  - Personal checks, check registers, latest bank statement
  - ATM card
  - Credit cards
  - Bills/financial records
  - Safe deposit box keys
  - Address book
  - List of doctors, dentists, lawyers
  - Cash in a currency that is commonly accepted (U.S. Dollars, Euros, etc.) - \$1000 for singles; \$2500 for families
  - Personal effects inventory
  - Household goods insurance policy if you have one
  - Personal items and change of clothes
  - Snacks, juice, water, books
  - Encrypted Flash Drive with essential and up-to-date copies of critical information
- Prior to departure, notify the EOC (EOC contact info. will be provided through the notification network) with travel itinerary and destination contact info.
  - **Upon arriving at your final destination, check in with the Qatar Support Office at (979) 845-2295. At any time your location changes, notify the QSO.**

*In addition, consider uploading all important documents (copies of passports, medical records, school records, list of assets, etc) to an encrypted flash drive or saved via cloud computing using services such Dropbox. Update this information routinely and keep the flash drive in a convenient location and bring it with you should you need to evacuate.*

## Appendix C-2: Shelter-In-Place Kit/Go Kits

Families/individuals are encouraged to keep an emergency kit located within their residence in case a crisis situation arises. It is suggested that if a safe haven(s) other than residences are to be used, individuals should bring their emergency kits with them. Below is a listing of items that are recommended for inclusion into an emergency kit.

- Enough dry goods to sustain each family member for 3-5 days
- Enough bottled water (3 liters/person/day) for each family member for 3-5 days
- Blankets for each member of the family
- Toilet accessories
- Adequate supply of essential medication
- Candles, matches, flashlights (extra batteries)
- Maps
- Copy of TAMUQ contact list
- Copies of travel, health and personal documents.
- Traveler's checks and U.S. cash reserves in small bills
- A week's worth of extra clothing that is comfortable, easily washed and suitable for the climate
- Tool Kit (pliers, screwdriver, scissors, duct tape)
- Favorite toy or game for children

In addition, TAMUQ provides all employees with pre-packaged 72 hour "Shelter-in-Place/Go Bags that include the following items:

- Light Stick, 12 Hour (Green)
- Plastic whistle with Lanyard
- 37 Piece First Aid Kit
- Duct Tape, 50 yards
- 14 in 1 pocket tool
- 3 way Can Opener
- AM/FM Radio with battery
- D Batteries
- Flashlight, Uses D batteries
- 4x Solar Blanket
- 4x 2400 Calorie Food Ration (5 year shelf life)
- 4x Emergency Poncho
- 4x N95 Respirator mask
- Bio Hazard Bag x2
- Work Gloves, Leather Palm
- Waterproof Matches, Box of 50
- 2x 2 gallon water containers

- Bottle of Water Purification Tablets
- Extra 3600 Calorie Food Ration
- One Slow burning 3 wick candle