

Documents

Keep records in a waterproof, portable container:

- Will, insurance policies, contracts, deeds, stocks and bonds
- Passports, Social Security cards, immunization records
- Bank account numbers and companies, credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage and death certificates)

Special Needs Items

Formula, diapers, bottles, powdered milk, medications, prescription drugs, denture needs, contact lenses and supplies, extra eyeglasses

Create Emergency Communication Plan

This list will help family members reconnect if separated during a disaster:

- List all phone numbers for each family member: work, school, home and cell.
- Designate a contact person for family members to check in with if they can't reach each other. It's ideal if your contact person lives outside your area because after a disaster, it's often easier to call outside than locally.
- Each family member and the contact person should keep a copy of the list at home, work and in their cars.



Are You Prepared For a Hurricane?

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Build Your Disaster Supplies Kit

Water

- Store one gallon of water per person per day (two quarts for drinking, two quarts for food preparation/sanitation).
- Keep at least a seven day supply of water for each person in your household.

Food

- Ready-to-eat canned meats, fruits and vegetables
- High-energy foods: peanut butter, jelly, crackers, granola bars, trail mix
- Food for infants, elderly persons or persons on special diets

Tools and Supplies

- Paper cups, plates and plastic utensils
- Battery-operated radio or TV and extra batteries
- Flashlight and extra batteries
- Fully charged cell phone and extra batteries
- First aid kit
- Cash or traveler's checks, change
- Non-electric can opener, utility knife
- Matches in a waterproof container
- Insect repellent
- Aluminum foil, plastic storage containers
- Signal flare
- Paper, pencil, needles, thread and medicine dropper
- Shut-off wrench (to turn off household gas and water)
- Whistle
- Plastic sheeting
- Map of area (for locating shelters)

Sanitation

- Toilet paper, towelettes, soap, liquid detergent, feminine supplies, personal hygiene items, plastic garbage bags, ties (for personal sanitation uses)

Clothing and Bedding

- Extra clothing, sturdy shoes/boots, rain gear, hat and sunglasses
- Blankets or sleeping bags

ConocoPhillips Updates

eStream and www.conocophillips.com

ConocoPhillips will issue daily storm updates via e-mail and *eStream* until a storm makes landfall, and after as appropriate. Some pre- and post-storm information will also be posted on the ConocoPhillips web site, www.conocophillips.com.

Houston Office Status—Phone (281) 293-4636

For a recorded message on the current status of the ConocoPhillips Center office, call the ConocoPhillips Center Employee Information Line at (281) 293-4636. Also, tune into KHOU-TV Channel 11 or News Radio KTRH 740 AM for office status updates.

Post Storm Check-in—Phone (866) 397-3822

After a storm passes, Houston-based employees should call (866) 397-3822 and provide ConocoPhillips with an update on their status, location and contact information. This allows the company to account for all employees.

Other Important Numbers

HR Connections – call (800) 622-5501, (918) 661-5500, or e-mail hrconnections@conocophillips.com

Employee Assistance Program (Workplace Solutions) – call (800) 628-1103



What To Do Now

- Decide where you plan to go if you are requested to evacuate. You may go to a hotel or motel, stay with friends or relatives in a safe location or go to a Red Cross shelter.
- Put together your disaster supplies kit as recommended in this guide. Do it now. If you wait until a storm approaches, stores may be out of needed items.
- Create your Emergency Contact List as recommended in this guide.
- Plan for pets. Pets are not allowed in public shelters. To make arrangements for your pet, contact your vet, local SPCA or Humane Society.

As the Storm Approaches

- Monitor TV and radio for the latest storm developments. Hurricanes are unpredictable.
- Have your car ready. Fill it up and check oil, water and maintenance.
- Check your emergency evacuation supplies.
- Make sure you have some cash on hand. Power could be out for days and ATM machines won't work.
- Board up or put storm shutters on windows.
- Turn the refrigerator and freezer controls to the coldest settings.
- Fill empty freezer spaces with reusable ice containers, or fill empty milk containers about four-fifths full of water, cap containers loosely and place in empty space.
- If food in freezer does defrost, use it within one or two days. Never refreeze food that has thawed completely.
- Clean your yard of loose objects, bicycles, lawn furniture, trash cans, etc.
- Secure your boat.
- Leave swimming pools filled. Super-chlorinate the water and cover pump and filtration systems and intakes.

If You Stay Home

- Obtain and mark clean containers for storing water for drinking and cooking. You should have a minimum of one gallon per person per day for seven days. Store water in the bathtub for flushing toilets.
- Have a week's supply of non-perishable foods. Have a manual can opener.
- Stay inside, away from windows.
- Wait for official word that the danger is over before going outside. Don't be fooled by the storm's calm eye.
- If the power goes out, keep spoiling and thawing of food to a minimum by opening the refrigerator or freezer as seldom as possible. Food will stay frozen for up to 48 hours if a freezer is full and tightly packed and the door is kept closed. Food in a partly filled freezer may keep for 24 hours.
- How do you tell if food has gone bad? The rule of thumb is, "If in doubt, throw it out!"

If You Must Evacuate

- Leaving early will shorten your travel time. Leaving later may not allow you enough time to reach safe shelter.
- Pack necessities: plenty of water and non-perishable food, disaster supplies kit, emergency contact list, proof of residency, cash, extra clothing and sleeping bags or bedding.
- Bring games, puzzles and books to keep children entertained.
- Turn off water and electricity at the main valve, breakers or fuses.
- Turn off propane gas tanks that serve individual appliances like a stove or grill. Do not turn off natural gas unless local officials advise to do so.
- If bringing pets, pack pet food, carriers for each, vaccination records, any medications and strong leashes.

After a Storm

- If you evacuate, have valid identification. You will not be allowed back into your area unless you can show proof of residency.
- When reentering your home, proceed with caution.
- Be aware of the potential for fires. Do not strike matches until you are certain there are no gas leaks.
- If at home, stay there and avoid sightseeing, which can impede emergency and recovery response from officials.
- If a power outage occurs, turn off or disconnect all motor-driven appliances and fixtures to avoid damage from sudden surges when power is restored. It's safer to use flashlights than candles.
- Beware of snakes, insects and animals driven to higher ground.
- Avoid downed or dangling utility wires.



For More Information:

American Red Cross
www.redcross.org

Greater Houston Area Red Cross
www.houstonredcross.org
(713) 526-8300

Texas Department of Transportation
(Road Conditions)
www.dot.state.tx.us

Texas Emergency Portal
(Evacuation Routes)
www.texasonline.com

ConocoPhillips
www.conocophillips.com