

Video Title: Hurricane Preparations

Target Audience: Company employees that are new to the Gulf Coast/Hurricane region of the United States

Learning Objectives:

1. **Develop a Comprehensive Emergency Plan**

Learners will be able to create a personalized emergency plan that includes evacuation routes, family communication strategies, and arrangements for pets.

2. **Assemble a Well-Stocked Emergency Kit**

Learners will be able to identify and gather essential supplies, such as water, non-perishable food, medical items, and important documents, to sustain themselves during and after a hurricane.

3. **Enhance Home Readiness for Hurricanes**

Learners will be able to implement measures to secure their home; such as installing storm shutters, clearing gutters, and elevating valuable items to reduce potential damage from high winds and flooding.

Outline:

I. Create an Emergency Plan

● **A. Establish Evacuation Routes and Destinations**

- Identify multiple evacuation routes to avoid congested or flooded areas.
- Select safe destinations, such as homes of friends or family members -outside the hurricane zone or designated shelters.
- Familiarize yourself with local evacuation zones and shelters provided by New Orleans authorities.

● **B. Assign Family Responsibilities**

- Delegate specific tasks to each family member (e.g., gathering supplies, managing pets, securing the home).
- Create a communication plan, including a meeting point if separated.
- Plan for special needs of vulnerable individuals (e.g., elderly, disabled, or infants).

● **C. Prepare Essential Documents**

- Gather important items such as:
 - Identification (driver's license, passports, Social Security cards)
 - Insurance policies (home, renters, and flood)
 - Medical records and prescriptions
 - Financial documents (bank account numbers, deeds, etc.)

- Store documents in a waterproof and portable container.
 - Keep digital backups of critical documents on a secure cloud service or USB drive.
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II. Assemble an Emergency Kit

- **A. Essential Supplies for 3-5 Days**

1. Water: At least 1 gallon per person per day for drinking and sanitation.
2. Food: Non-perishable items like canned goods, protein bars, and dried fruits, along with a manual can opener.

- **B. Health and Safety Items**

1. Medications: Prescriptions, over-the-counter medicines, and a first aid kit.
2. Hygiene: Personal hygiene products (toothpaste, soap, feminine hygiene supplies, etc.).

- **C. Tools and Equipment**

1. Flashlights with extra batteries.
2. Portable chargers and power banks for electronics.
3. Multipurpose tool or knife for emergencies.

- **D. Cash and Miscellaneous**

1. Cash in small denominations (ATMs may be inoperable).
 2. Local maps in case GPS systems fail.
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III. Prepare Your Home

- **A. Strengthen Your Home**

1. Inspect and secure roofs, doors, and windows.
2. Install storm shutters or use plywood to cover windows.

- **B. Prevent Water Damage**

1. Clear gutters, downspouts, and storm drains to ensure proper water flow.
2. Use sandbags or flood barriers around doors and low entry points.

- **C. Protect Valuables**

1. Elevate appliances, furniture, and electronics to higher ground.
 2. Move outdoor items like patio furniture indoors to prevent them from becoming projectiles.
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IV. Review Insurance and Document Home Condition

- **A. Insurance Coverage**

1. Verify your homeowners' or renters' insurance policies, ensuring they include flood coverage (standard policies often exclude it).
2. Understand deductibles and coverage limits for hurricane-related damage.

- **B. Home Inventory Documentation**

1. Take photos or videos of your home and belongings to document their condition.
2. Maintain an updated inventory list with serial numbers for electronics and other valuables.

- **C. Contact Information**

1. Save contact numbers for your insurance company, agent, and local emergency services.

Characters: Nola and Tenda Foot

Color Palette: Purple, Green and Gold



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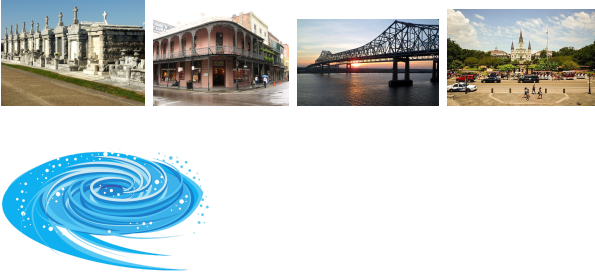
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Seat Time: 4 minutes

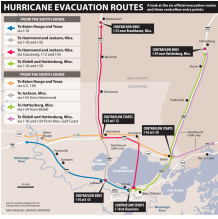
Directions for Reviewer(s): Please submit your comments and suggested revisions within four days of receiving this to allow time for changes.

Global Comments:

- There will be closed captioning throughout the video
- A transcript of the video content is available
- Colors have been checked for accessibility

Scene # 1	Title: Welcome
Thumbnail	FX / Action / Animation / Media / B-Roll
	Avatar - Nola on the left of the screen gesturing as images of sites fade in followed by the image of a weather map hurricane, then the 3 objectives for this video
On Screen Text (OST)	Script / Audio
Develop a Comprehensive Emergency Plan Assemble a Well-Stocked Emergency Kit Enhance Home Readiness for Hurricanes [Closed Captioning of all audio]	New Orleans has many wonderful things to offer, but moving here means you will need to prepare for the possibility of a hurricane. This video will help you begin those preparations by helping you Develop a Comprehensive Emergency Plan, Assemble a Well-Stocked Emergency Kit, and Enhance Home Readiness for Hurricanes.

Scene # 2a	Title: Create an Emergency Plan - evacuation Routes & Destinations
Thumbnail	FX / Action / Animation / Media / B-Roll

	Avatar - Nola on the left of the screen and a contraflow map to the right followed by images of a home and friendly people waving as a car drives up
On Screen Text (OST)	Script / Audio
Identify multiple evacuation routes to avoid congested or flooded areas. Select safe destinations, such as the homes of friends or family members, outside the hurricane zone or designated shelters. Familiarize yourself with local evacuation zones and shelters provided by New Orleans authorities. [Closed Captioning of all audio]	Start by creating an emergency plan. This means identifying multiple evacuation routes that avoid congested or flooded areas. Be aware that all lanes on major highways will go out of the city. Select safe destinations, such as the homes of friends or family members outside the hurricane zone, or designated shelters, and be sure to familiarize yourself with local evacuation zones and shelters provided by New Orleans authorities.

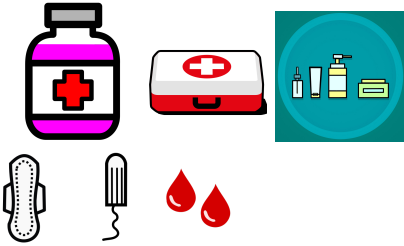
Scene # 2b	Title: Create an Emergency Plan - Family Responsibilities
Thumbnail	FX / Action / Animation / Media / B-Roll
	Avatar - Nola is on the left of the screen and the bullet points appear on the right accompanied by matching images of supplies, pets and home, as well as a phone and map, and images of the elderly, disabled and infants.

On Screen Text (OST)	Script / Audio
Tasks: gather supplies, manage pets, secure the home. Create a communication plan, including a meeting point if separated. Plan for special needs of vulnerable individuals [Closed Captioning of all audio]	Assign responsibilities to everyone, set an emergency meeting place, and plan for the special needs of vulnerable individuals such as the elderly, disabled, or infants.

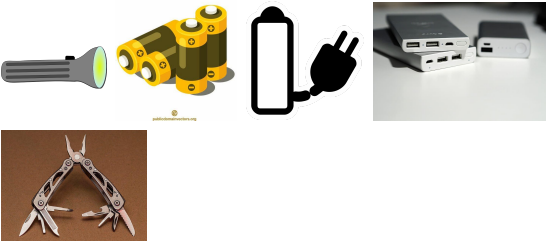
Scene # 2c	Title: Create an Emergency Plan - Prepare Essential Documents
Thumbnail	FX / Action / Animation / Media / B-Roll
	Avatar - Nola is on the left of the screen while images of driver's licenses, passports, Social Security cards, insurance policies, medical records, prescriptions, financial documents and of birth and marriage certificates appear, accompanied by bullet points listing them
On Screen Text (OST)	Script / Audio
Identification Insurance policies Medical records and prescriptions	Have all essential documents on hand store them in a waterproof and portable container and keep digital backups.

Financial documents	
[Closed Captioning of all audio]	

Scene # 3a	Title: Assemble an Emergency Kit - Essential Supplies for 3-5 Days
Thumbnail	FX / Action / Animation / Media / B-Roll
	Avatar - Nola is on the left of the screen while a  followed by  /day non-perishable food images should appear as they are spoken of as well.
On Screen Text (OST)	Script / Audio
Water Food [Closed Captioning of all audio]	If sheltering in place make sure you have essential supplies for 3-5 days. You need at least 1 gallon of water per person, per day for both drinking and sanitation. Have non-perishable food items such as canned and dry goods and a manual can opener.

Scene # 3b	Title: Assemble an Emergency Kit - Health and Safety
Thumbnail	FX / Action / Animation / Media / B-Roll
	Avatar - Nola is on the left of the screen and images of medications, first aid kit, hygiene products and menstrual supplies appear
On Screen Text (OST)	Script / Audio

Medications Hygiene Products [Closed Captioning of all audio]	Make sure you have a week's worth of all needed medications. Have a well-stocked first aid kit and hygiene products such as toothpaste, soap, menstrual supplies, and the like.
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Scene # 3c	Title: Assemble an Emergency Kit - Tools and Equipment
Thumbnail	FX / Action / Animation / Media / B-Roll
	Avatar - Nola is on the left of the screen as the names of the items listed in the audio appear along with the bullet points
On Screen Text (OST)	Script / Audio
Flashlights with extra batteries. Portable chargers and power banks for electronics. Multipurpose tool or knife for emergencies. [Closed Captioning of all audio]	There are several other things you'll want to keep handy, whether you're evacuating or sheltering in place.

Scene # 3d	Title: Assemble an Emergency Kit - Cash and Miscellaneous
Thumbnail	FX / Action / Animation / Media / B-Roll

	Avatar - Nola is on the left of the screen as the names of the items listed in the audio appear along with the bullet points
On Screen Text (OST)	Script / Audio
Cash Maps Bedding Pet Supplies Clothing Emergency Contacts [Closed Captioning of all audio]	There are several other things you'll want to keep handy, whether you're evacuating or sheltering in place. Have some cash on hand, as ATMs may not be operational. Stick with small bills for easier transactions. Have physical maps of the local area in case GPS systems fail or internet service is unreliable. Bring: bedding, pet supplies for your animals, clothing for all family members and a list of emergency contacts.

Scene # 4a	Title: Prepare Your Home - Strengthen Your Home
Thumbnail	FX / Action / Animation / Media / B-Roll
	Avatar - Nola is on the left of the screen as the names of the items listed in the audio appear along with the bullet points
On Screen Text (OST)	Script / Audio
Inspect and secure roofs, doors, and windows.	Prevent damage to your home by inspecting and securing roofs, doors, and windows. Install storm shutters or plywood over your windows.

Install storm shutters or use plywood to cover windows.	
[Closed Captioning of all audio]	

Scene # 4b	Title: Prepare Your Home - Prevent Water Damage
Thumbnail	FX / Action / Animation / Media / B-Roll
	Avatar -Nola is on the left of the screen as the names of the items listed in the audio appear along with the bullet points
On Screen Text (OST)	Script / Audio
Clear gutters, downspouts, and storm drains Use sandbags or flood barriers [Closed Captioning of all audio]	Prevent water damage by clearing gutters, downspouts, and storm drains, and using sandbags or flood barriers around low entry points.

Scene # 4c	Title: Prepare Your Home - Protect Your Valuables
Thumbnail	FX / Action / Animation / Media / B-Roll
	Avatar - Nola is on the left of the screen as the names of the items listed in the audio appear along with the bullet points

On Screen Text (OST)	Script / Audio
Elevate valuables Move outdoor furniture indoors [Closed Captioning of all audio]	Make sure that you protect your valuables by elevating them, and move any outdoor furniture indoors in order to prevent them from becoming projectiles.

Scene # 5a	Title: Review Insurance and Document Home Condition - Insurance Coverage
Thumbnail	FX / Action / Animation / Media / B-Roll
	Avatar - Nola is on the left of the screen as we see a character talking on the phone with an insurance agent
On Screen Text (OST)	Script / Audio
Verify your insurance policies Understand deductibles and coverage limits for hurricane-related damage. [Closed Captioning of all audio]	Ahead of the storm verify your homeowners' or renters' insurance policies, check if they include flood coverage. Be sure you understand the deductibles and coverage limits for hurricane-related damage.

Scene # 5b	Title: Review Insurance and Document Home Condition - Home Inventory Documentation
Thumbnail	FX / Action / Animation / Media / B-Roll

	We see the same character from the previous scene making a recording and taking photos. The image then fades to a cloud and a USB drive
On Screen Text (OST)	Script / Audio
Take photos or videos of your home and belongings Maintain an updated inventory list [Closed Captioning of all audio]	Have documentation of the valuables in your home. Take photos or videos of your home and belongings to record their condition. Maintain an updated inventory with serial numbers for electronics and other items.

Scene # 5c	Title: Review Insurance and Document Home Condition - Contact Information
Thumbnail	FX / Action / Animation / Media / B-Roll
	Avatar - Nola is on the left of the screen as a list appears with the heading “Emergency Contacts”
On Screen Text (OST)	Script / Audio
Contact Information [Closed Captioning of all audio]	Store your inventory electronically. And make sure you save the contact numbers for your insurance company, agent, and all local emergency services, as well as other important contacts.

Scene # 6	Title: Close
Thumbnail	FX / Action / Animation / Media / B-Roll
	Avatar - Nola is on the left of the screen and the evacuation help number and text will appear on the right. Followed by the NOLA Ready website

On Screen Text (OST)	Script / Audio
EVACNOLA to 77295 for evacuation assistance https://ready.nola.gov/plan/hurricane/ [Closed Captioning of all audio]	Be sure to check in on friends and neighbors to see if they need a ride to safety. If you need assistance evacuating the city, don't hesitate to text EVACNOLA to 77295. I hope that this video has started you on your road to being prepared for hurricanes in New Orleans. Please go to https://ready.nola.gov/plan/hurricane/ for additional information.