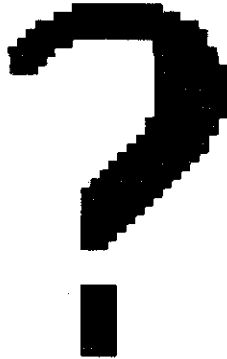


Provided Courtesy of the Campaign to Elect John Graziani State Representative

Community

Family

Preparedness



PREPAREDNESS

WORKBOOK

City of
Sterling Heights,
Michigan
Office of Emergency Management

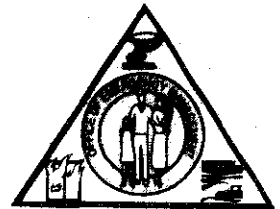
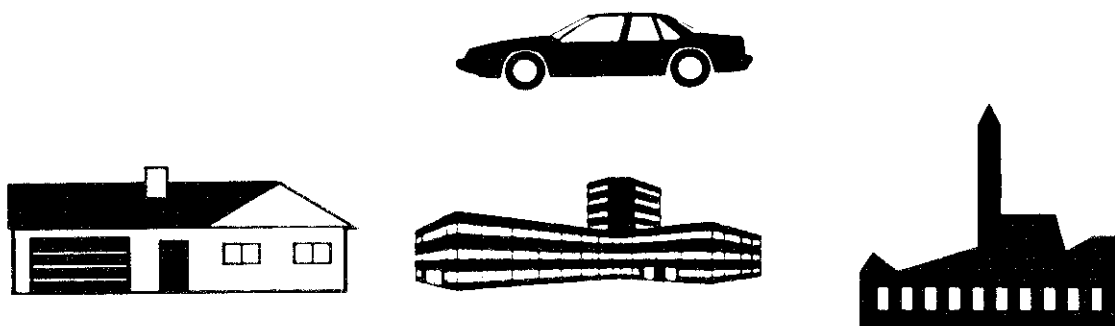


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WHY PREPARE?

- Most disasters do not make national headlines.
- Neither government nor voluntary emergency response organizations can be everywhere helping everyone who needs assistance immediately following a disaster.
- There are preparedness actions people can take to increase their chances of survival and ability to cope in a range of disaster situations.
- As individual citizens, families and neighborhoods are always the first line of protection in a disaster, people have the responsibility to learn about the hazards they face and how to prepare for them.
- A prepared family can reduce the fear, panic, inconvenience and losses surrounding a disaster. They can save each other's lives.



YOUR FAMILY EMERGENCY ACTION PLAN WILL:

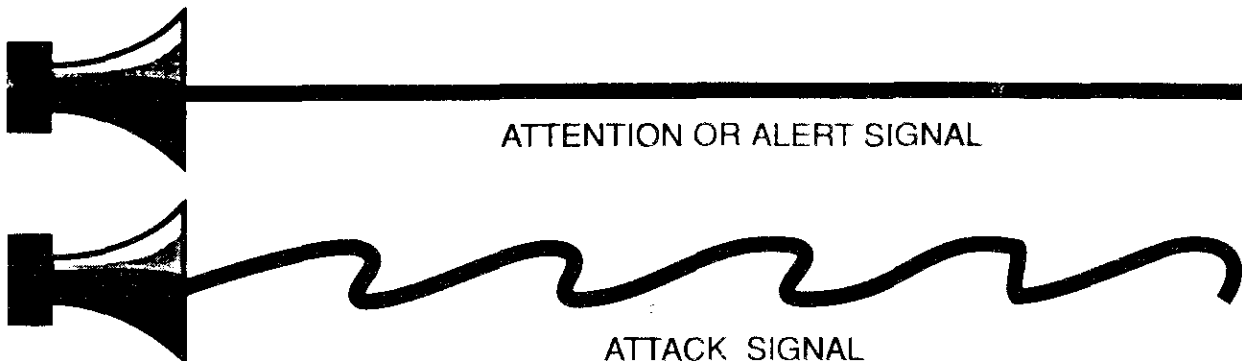
- ⊗ Help you develop an emergency plan showing family members how to get out of the house in case of a fire,
- ⊗ Assist you in identifying who to contact and where to go in case of an emergency,
- ⊗ Explain how to provide for your family in case you are trapped in your car, asked to evacuate your residence, or compelled to stay in your home for an extended period of time.

OUTDOOR SIREN WARNING SIGNALS

ATTENTION/ALERT (TORNADO WARNING) SIGNAL:

This three to five minute **STEADY** siren blast is used to get the attention of residents outside.

- There are no "all-clear" siren signals. All-clears come from the television or radio stations.
- The sirens are tested the first Saturday of each month, except for times when the City is under a severe weather watch or warning.



TORNADO FACTS

TORNADO WATCH:

A Tornado or Severe Thunderstorm Watch is issued whenever conditions exist for severe weather to develop. This is the time for you to prepare. LISTEN TO YOUR LOCAL RADIO OR TELEVISION STATION FOR WEATHER UPDATES.

TORNADO WARNING:

A Tornado or Severe Thunderstorm Warning is issued whenever a tornado or severe thunderstorm has actually been sighted or strongly indicated by radar. THIS IS THE TIME TO TAKE APPROPRIATE COVER IMMEDIATELY.

WHAT KIND OF SHELTER IS AVAILABLE FOR YOU?

IN YOUR HOME:

A basement offers the greatest safety. In homes without basements, take cover in the center of the house, on the lowest floor, in a small room such as a closet or bathroom. In either case, seek shelter under sturdy furniture if possible.

IN A MOBILE HOME:

Go to a prearranged substantial shelter.

DRIVING A VEHICLE:

Get out of and away from the vehicle, seeking shelter in a basement, ditch, or ravine.

AT WORK OR SCHOOL:

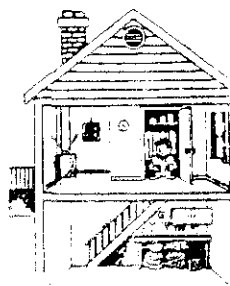
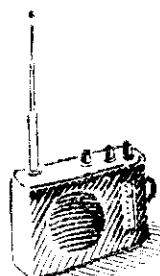
Follow advance plans to move into interior hallways or small rooms on the lowest level. Avoid areas with glass and wide, freespan roofs. (Schools, factories, and office buildings should designate someone to monitor the weather channels and initiate an alarm if needed.)

IN OPEN COUNTRY:

Get into a sturdy building if possible, or lie flat in a nearby ditch or depression. If possible, hold on to something on the ground, otherwise use your hands to shield your head.

LIGHTNING:

Lightning is the greatest natural destroyer of property. WHEN SEVERE THUNDERSTORMS ARE ACTIVE, TAKE EXTREME CAUTION AND BE AWARE THAT LIGHTNING BOLTS OCCUR FROM SEVERE THUNDERSTORM ACTIVITY.



FLOODING AND FLASH FLOODS

BEFORE THE FLOOD

- Find out if you live in a floodprone area from your local engineering office.
- If you live in a frequently flooded area, you should stockpile emergency building materials.
- Have check valves installed in building sewer traps to prevent flood waters from backing up in sewer drains.
- **BUY FLOOD INSURANCE.**
- Plan and practice an evacuation plan.
- Have emergency supplies on hand.
- Develop an emergency communication plan.
- Make sure that all family members know how to respond after a flood or flash flood.

IF IN A CAR

- Don't drive over flooded roads.
- If your car stalls, abandon it immediately and climb to higher ground.

CREATE AN EMERGENCY ACTION PLAN

Meet with your family and discuss why an Emergency Action Plan is needed. Explain the dangers of fire and severe weather. Plan to share responsibility and work together.

Fill out, copy and distribute to all family members.

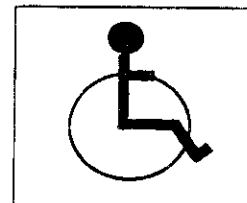
Family Protection Plan _____
Emergency Meeting Place if possible _____
Meeting Place _____ Phone _____
Address _____
Family Contact _____
Phone () _____ Phone () _____ day evening

REMEMBER TO HELP OTHERS

There may be physically or mentally challenged, or elderly residents of your neighborhood that could use special attention during an emergency.

- ✓ Make a list of those neighbors.
- ✓ Ask for their phone number and addresses, if they are comfortable with you having them.
- ✓ If disaster strikes, contact that neighbor and see if they are okay.

Name: _____	Telephone: _____
Name: _____	Telephone: _____
Name: _____	Telephone: _____
Name: _____	Telephone: _____



HAZARDOUS MATERIALS / IN-PLACE SHELTERING

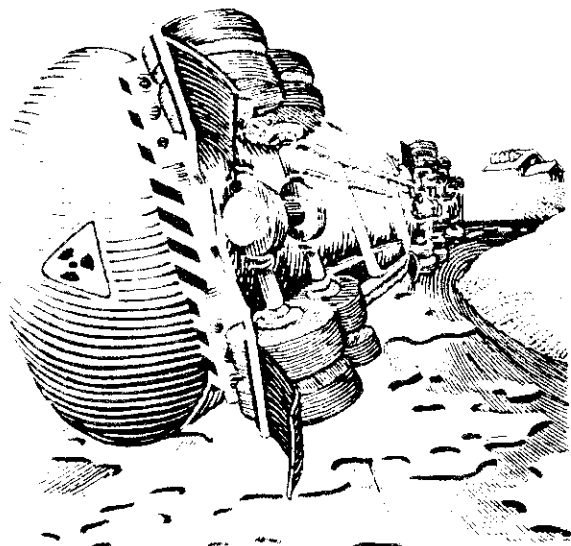
IF YOU ARE OUTSIDE:

1. Stay upstream, uphill, and upwind - hazardous materials can be quickly transported by water and wind.
2. Move so the wind is blowing left to right or vice versa, NOT into your face or back.
3. Try to get at least one-half mile from the danger area.
4. Follow the instructions of local authorities.

IF YOU ARE INSIDE:

1. Turn on your radio, television, or local cable station and be prepared to follow all instructions given by emergency authorities.
2. To reduce the possibility of toxic vapors entering your home, seal all entry routes as efficiently as possible.
 - * Close and lock all doors.
 - * Seal gaps under doorways and windows with wet towels and duct tape.
 - * Close all fireplace dampers.
 - * Turn off all ventilation systems (furnaces, air conditioners, vents, fans)
3. Stay inside.
4. If you suspect vapors have entered your home, take shallow breaths through a wet cloth or towel.

IF YOU ARE ASKED TO EVACUATE, DO SO IMMEDIATELY.



Hazardous Materials Incidents

The Chemical Manufacturers Association estimates that in an average year, one out of every three trains and one out of every 10 trucks is carrying hazardous materials.

A DISASTER KIT FOR YOUR HOME

The following supplies should be stocked within your home in case an emergency confines you and your family. Other emergencies may require that you evacuate your home, in which case the following supplies should be taken with you.

— WATER - ONE GALLON PER PERSON, PER DAY

- ✓ For cooking, washing, and sanitation
- ✓ Store in non-breakable containers (milk jugs, plastic pop bottles)

- ✓ Ice cubes, milk, soft drinks, fruit & vegetable juices
- ✓ Water in the hot water tank (20-60 gallons)

- ✓ Water in the flush tank (not the bowls) of home toilets
- ✓ Fill bathtub A.S.A.P, then turn off intake valve to home



- ✓ Waterbeds can hold 400 gallons, but may contain toxins. To use as a water resource, drain yearly & refill with 2 oz. bleach per 120 gallons.

— WATER PURIFYING AGENTS TO PURIFY "SUSPICIOUS" WATER

- ✓ Always drink uncontaminated water first

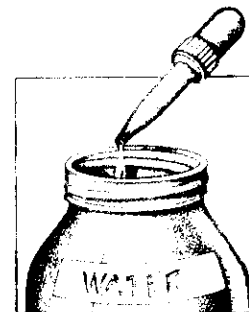
Method #1 - To Purify Water:

- ✓ Strain water or allow to settle for 24 hours to remove dirt
- ✓ Boil water for 10 minutes
- ✓ Add oxygen to improve the taste of water by pouring it back and forth between two containers

Method #2 - To Purify Water:

- ✓ Strain water or allow to settle for 24 hours to remove dirt
- ✓ Add ONE of the following purifying agents PER GALLON of water:
 1. Four water purifying tablets
 2. 12 drops of tincture of iodine
 3. 8 drops of liquid chlorine bleach

- ✓ If the water is cloudy, double these amounts



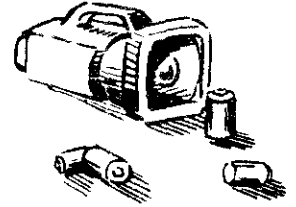
A DISASTER KIT FOR YOUR HOME (CONTINUED)

___ CLOTHING



___ FIRST AID KIT AND MANUAL

- ✓ Home medicine chest should be well stocked at all times
- ✓ Periodically check expiration dates of medications



___ BATTERY POWERED RADIO, FLASHLIGHT, EXTRA BATTERIES

- ✓ If you suspect a gas leak, do not use a flashlight. The light itself could cause an explosion.

___ FIRE EXTINGUISHER

- ✓ A hand-pumped 5 gallon water type for use in small spaces
- ✓ Buckets of sand, ladder, garden hose

___ TOOLS AND EQUIPMENT

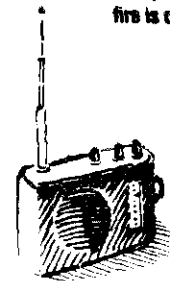
- ✓ Hammer, pliers, screwdriver, wrench, nails, screws
- ✓ Shovel, axe

___ CANDLES

- ✓ Do not forget matches!

___ CITIZEN'S BAND RADIO

- ✓ Maintain a 24 hour communications & safety watch



___ KNOW HOW TO TURN UTILITIES OFF AND ON

- ✓ Make sure you have the tools you need to do this

Easy To Use.



1. Pull pin to unlock handle.



2. Standing 6 feet back, aim nozzle at base of fire.



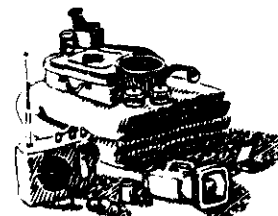
3. Squeeze handles to spray, sweeping side to side until fire is out.

EVACUATION

Hundreds of times each year, people are forced to leave their homes because of hurricanes, transportation or industrial accidents releasing harmful substances, fires, or floods. You may have only moments to leave, and should be prepared. Evacuation periods can last for hours or several days. For part or all of this time, you may be completely responsible for yourself and your family.

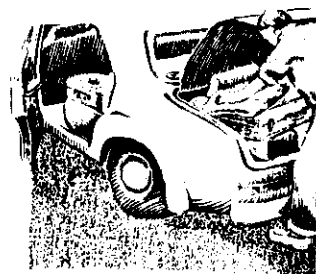
IF YOU ARE TOLD TO EVACUATE:

1. Turn on your radio, television, or local cable station and be prepared to follow all instructions given by emergency authorities.
2. Take your Disaster Supplies Kit.
3. Lock your home as you leave.
4. Post a note on the door telling others where you have gone.
5. Use travel routes specified by emergency authorities only. Other routes may be impassable or dangerous.



IF YOU HAVE TIME:

1. Shut off the water, gas, and electricity before leaving.
2. Turn off the main water valve.
3. Tie a white ribbon or cloth on the front doorknob so emergency authorities can easily identify which homes have been evacuated.
4. Make arrangements for your pets, who will not be allowed in shelters.



HOME ESCAPE PLAN

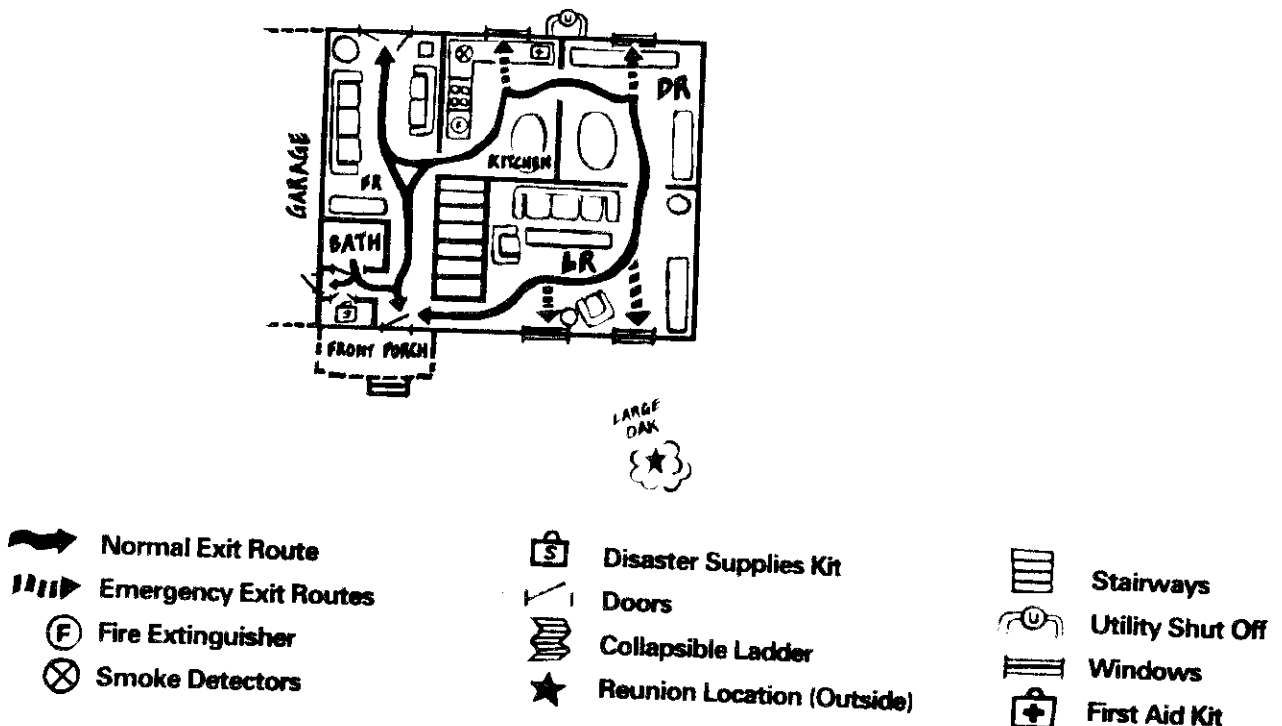
DEVELOP AN ESCAPE PLAN FOR YOUR HOME:

1. Draw the location of doors, windows, stairways, and large furniture.
2. Draw a broken line charting at least two escape routes from each room.

AND REMEMBER, IF THERE IS A FIRE:

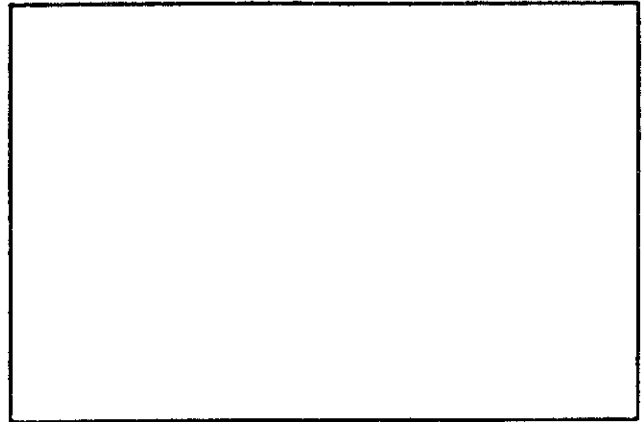
- Do not open a hot door; try your second escape route.
- Smoke rises; crawl close to the floor and out of the house.
- Call the Fire Department from another location.
- If your clothes catch fire:
STOP, DROP & ROLL UNTIL THE FIRE IS OUT

EXAMPLE:

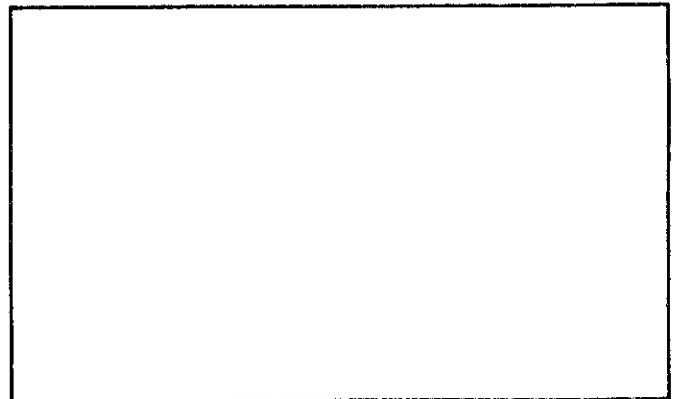


HOME FLOOR PLAN

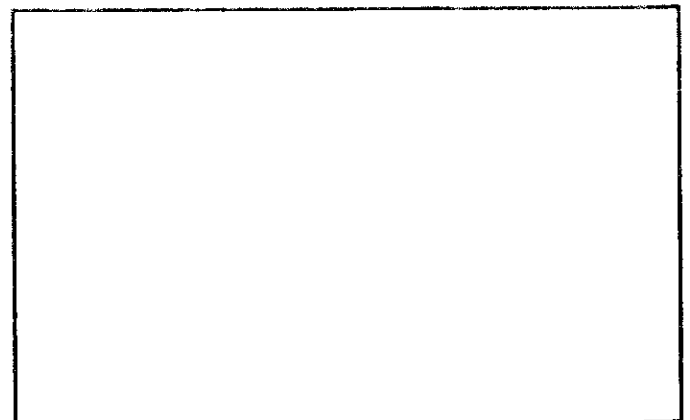
BASEMENT OR LOWEST LEVEL



FIRST FLOOR OR GROUND LEVEL



SECOND FLOOR

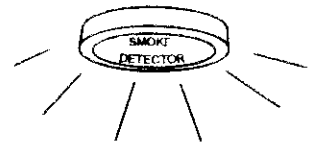


HOME ESCAPE PLAN

- ✓ Quiz family members every six months on disaster and evacuation procedures.
- ✓ Test all smoke detectors and change the batteries yearly.
- ✓ Test and recharge fire extinguisher according to the manufacturer's instructions.

SMOKE DETECTOR TESTING DATES

January _____	July _____
February _____	August _____
March _____	September _____
April _____	October _____
May _____	November _____
June _____	December _____



CONDUCT FIRE AND TORNADO DRILLS

YEAR	DATE OF DRILL	DATE OF DRILL
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



In a fire, crawl to your escape. Smoke and heat rise, and the air near the floor is cooler and clearer.

A DISASTER KIT FOR YOUR CAR

Keep your car equipped with supplies useful in any emergency. Always have a full tank of fuel in the car. If there is an emergency, gas stations may be closed.

___ **Battery powered radio and extra batteries**

___ **Flashlight and extra batteries**

___ **Blanket**

___ **Jumper Cables**

___ **Fire Extinguisher**

* Make sure everyone knows how to use it

___ **First Aid Kit and Manual**

___ **Maps**

___ **Shovel**

___ **Tire Repair Kit and Pump**

___ **Flares**

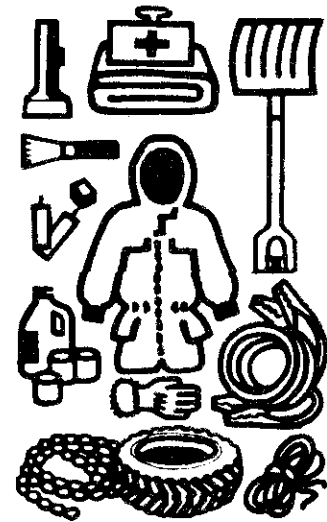
___ **Bottled water**

___ **Non-perishable, high energy foods**

crackers
canned nuts

hard candy
granola bars

trail mix
peanut butter



AN EVACUATION KIT FOR YOUR HOME

A fire or other emergency may require immediate exit of your home. The following items should be in a portable container, accessible so it can be snatched as you run out the door.

- ___ **Battery powered radio and extra batteries**
- ___ **Flashlight and extra batteries**
- ___ **Cash, Traveler's checks, change, a credit card**
- ___ **Extra pair of eye glasses**
- ___ **Extra set of car keys**
- ___ **Important family documents in portable, fireproof container**
 - * Social Security cards
 - * Marriage and death records
 - * Insurance Policies
 - * Birth Certificates
 - * Wills
 - * Deeds
 - * Stocks & Bonds
 - * Savings & checking account numbers
 - * Inventory of household goods, valuables (with picture, if possible)



RECOVERY FROM A DISASTER/EMERGENCY

- Listen to local radio or television stations for information and instructions.

AFTER A TORNADO:

- Use caution when entering a building, making sure that the walls, ceiling and roof are in place and that the structure rests firmly on the foundation.
- Watch for broken glass and downed power lines.
- Check for injuries and if necessary, call for help immediately.

AFTER A FIRE:

- If you are the homeowner, see that your home is secured.
- If you are a tenant, secure your personal belongings and contact your landlord. It is the responsibility of the property owner to prevent further loss or damage to the site.
- Contact your insurance agent about estimates and loss coverage.
- Contact the Red Cross or Salvation Army if you need temporary housing or food.
- Have an electrician check your wiring before the current is turned back on. Do not attempt to reconnect any utilities yourself.
- Discard food, beverages, and medicines that have been exposed to heat, smoke, or soot.
- Immediately after the fire, collect receipts for any money you spend. These are important for both insurance and income tax claims.
- Do not open a fire proof box until it has cooled. If the box has not cooled, the entering air combined with the high internal temperature may cause the contents to burst into flames.

AFTER A HAZARDOUS MATERIALS INCIDENT:

- Do not return home until local authorities say it is safe.
- Upon returning home, open windows to provide ventilation.
- Find out from local authorities how to clean up your land and property.
- Check food and water supplies for contamination and spoilage before using them.

AFTER A FLOOD:

Flood waters do not end when the water begins to recede. Listen to the local radio station

Do not enter buildings if flood waters recede around the building.

- **When you have to enter buildings use extreme caution.**
- **Look for fire hazards.**
- **Do not use water or eat food that has come in contact with flood waters.**
- **Pump out flooded basements gradually (about one-third of the water per day) to avoid structural damage.**
- **Service damaged septic tanks, cesspools, pits and leaching systems as soon as possible. Damaged sewage systems are health hazards.**

BABYSITTER / VISITOR INFORMATION

We use babysitters often. Whether they are people from our family or recruited from the community, most are not familiar with our home and where emergency information can be obtained. When we place trust of our loved ones with others, it is only appropriate to all concerned to know how to take care of emergencies when they occur.

- LOCATION ADDRESS WHERE I AM BABYSITTING:

- THIS PHONE NUMBER IS:

- THE NUMBER FOR : Hearing Impaired Number: **977-3616**

POLICE	=	9-1-1
FIRE	=	9-1-1
AMBULANCE	=	9-1-1
- THE PARTENTS ARE AT: _____ PHONE: _____
- THEY WILL RETURN APPROXIMATELY: _____ AM /PM
- THE HOME EMERGENCY PLAN IS LOCATED IN THE:

- THE EMERGENCY KIT IS LOCATED:

- REMINDERS:
 - **Don;t open door for anyone until you are sure you know who they are.**
 - **Keep all doors locked.**
 - **Know where the children are playing whether outside or inside.**
- MESSAGES:

(Make copies of this page for future use)