

*Dear Neighbors:*

The events of September 11, 2001, the direct attack on the World Trade Center and the Pentagon, and the subsequent bioterrorist activities, have made us all keenly aware of the need to be prepared in case of emergency. Many were affected by these events.

Others are aware of friends, relatives and neighbors who were touched by these tragedies.

Local governments routinely work together throughout the year to evaluate and update their emergency response plans. Recent events remind us all that home emergency preparedness is a must for everyone and should be carefully planned.

This Home Guide to Emergency Preparedness is designed to help you do just that. It does not cover every conceivable emergency. However, it does offer information and resources to help you plan for most emergency situations. We hope you find it helpful.

Wayne County

# Home Guide To Emergency Preparedness

## Preparing a Plan for Emergency Events

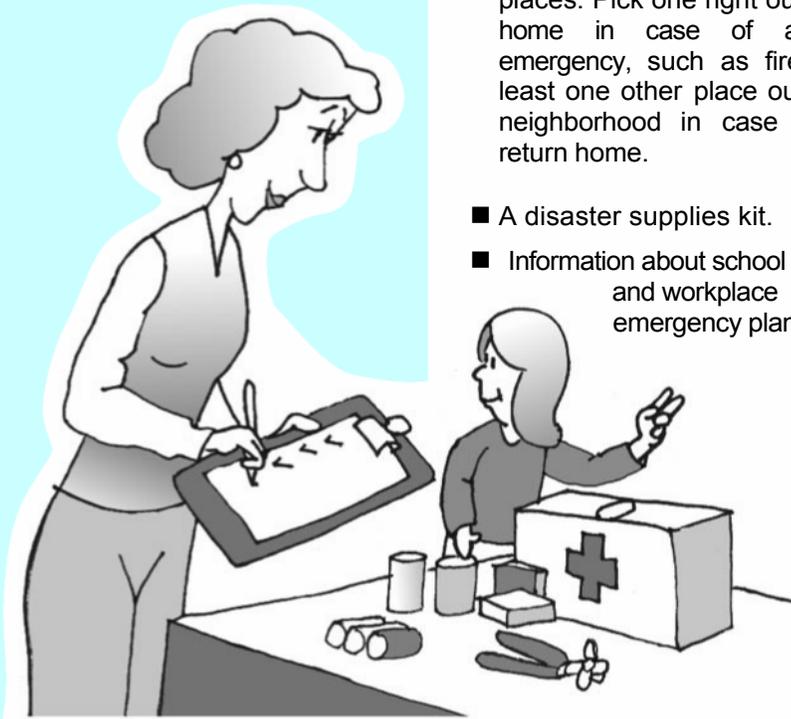


## Preparing for an Emergency

Emergency events can occur quickly and without warning. Planning for any emergency requires considering all likely scenarios. If you are able to stay at home, electricity, water, heat, air conditioning, telephone service and transportation could be disrupted or lost for a considerable amount of time. Most emergency management planners suggest having enough food, water and other essentials on hand to last your family for three to five days for weather-related events, for example.

In other types of emergencies, you may have to evacuate your home or community. In any case, it is important to develop a household disaster plan that includes:

- An emergency communications plan. Choose an out-of-town person to be your contact point for family members to call if you are separated. Make sure everyone has the number.
- At least two emergency meeting places. Pick one right outside your home in case of a sudden emergency, such as fire. Pick at least one other place outside your neighborhood in case you can't return home.
- A disaster supplies kit.
- Information about school and workplace emergency plans.



## Your Emergency Preparedness Kit

The basic items that should be stored in your home are water, food, first-aid supplies, clothing and bedding, tools, emergency supplies and specialty items. Keep the items that you would most likely need at home in one easy to-carry container such as a trashcan, camping backpack or duffel bag. Store it in a convenient place, and put a smaller version in your car. Keep items in airtight plastic bags. Remember to change the stored water and rotate the food supplies every six months (place dates on containers). Check the supplies and re-think your needs every year. Consult your physician or pharmacist about storing prescription medications, and maintain a list of your prescription needs.

### Water

Purchase bottled water, or store water in plastic containers. Avoid containers that will decompose or break, such as glass bottles. Plan for one gallon of water per person per day. Water should be stored in a cool, dark place with the date labeled on the container. Having some water purification tablets on hand could be useful in the event of an extended water service outage.

### Food

Store a three- to five-day supply of nonperishable food per person. Foods should require no refrigeration, preparation, or cooking, and little or no water. Examples include: ready-to-eat canned meats, fruits and vegetables; canned or boxed juices, milk and soup; condiments such as sugar, salt and pepper; high-energy food like peanut butter, jelly, low-sodium crackers, granola bars and trail mix; vitamins; foods for infants or persons on special diets; cookies; hard candy; instant coffee and sweetened cereals. Bulk food items



such as wheat, powdered milk, corn and soybeans can be stored for long periods of time.

## First-Aid Kit

Assemble a first-aid kit for your home and each vehicle. Items should include sterile adhesive bandages in assorted sizes, gauze pads, hypoallergenic adhesive tape, triangular bandages, sterile gauze roll bandages, Ace bandages, scissors, tweezers, needle, moistened towelettes, antiseptic, thermometer, tongue depressors, tube of petroleum jelly or other lubricant, safety pins, cleansing soap, latex gloves and sunscreen. Other items include aspirin or other pain medication, anti-diarrhea medication, Syrup of Ipecac, activated charcoal (in case of poisoning) and laxatives.

## Tools and Supplies

Keep the following items handy for all-around use: battery-powered radio, flashlight, extra batteries of assorted sizes (check shelf life before purchasing), duct tape, aluminum foil, rope, bow saw, mess kits or paper cups, plates and plastic utensils, cash (include change) and/or traveler's checks, nonelectric can opener and utility knife, small ABC fire extinguisher, tube tent, pliers, adjustable wrench, compass, waterproof matches, plastic storage containers, signal flares, paper and pencil, needles and thread, medicine dropper, whistle, plastic sheeting and local map. For sanitation, pack toilet paper, soap and liquid detergent, feminine supplies, plastic garbage bags with ties, a plastic bucket and lid, disinfectant and household chlorine bleach.

## Clothing and Bedding

Assemble one or two complete changes of clothing per person, sturdy shoes or work boots, rain gear, blankets or sleeping bags, hat and gloves, thermal underwear and sunglasses.

## Specialty Items

**Babies**—formula, diapers, bottles, powdered milk and medication.

**Adults**—medications, prescriptions, denture needs, eyeglasses and/or contact lenses and related supplies, personal hygiene items.

**Entertainment**—games, books and several quiet toys for children.

**Important Family Documents**—wills, insurance policies, contracts, deeds, passports, stocks and bonds, immunization records, important phone numbers, credit card accounts, Social Security cards and other personal family records.

## Emergency Planning for Pets

Emergency planning is for all members of the family, including pets. With the exception of service animals, most shelters do not accept pets. Prepare a list of kennels, friends or family members who may be able to care for your pet in an emergency.

If you plan to place your pet in a kennel, make sure that the facility meets all requirements for long-term care and has an adequate disaster plan itself. If your family must relocate to a shelter or other site and there is no

place for your pet to go, as a last resort, confine your pet to a specific room in the house and provide plenty of food and water to sustain the animal while you are away.

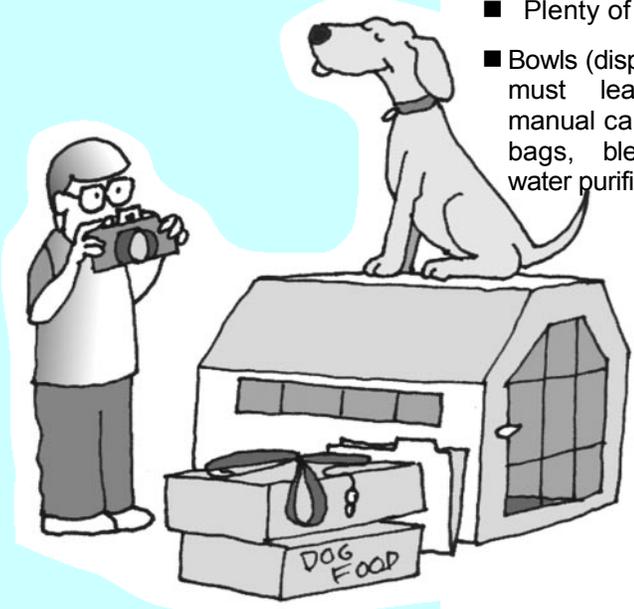
Put together a basic disaster kit for your pets in case you must leave your residence quickly. Recommended items include:

- An airline-approved carrier for each dog, cat or other pets, with ID, photo, vaccination records, registrations, special needs list, sufficient medicines and a muzzle/leash.

## Emergency Kit Checklist

- Water
- Non-perishable food
- First aid supplies
- Medications
- Battery-powered radio
- Flashlight
- Duct tape
- Cash/Traveler's Checks
- Clothing
- Bedding
- Tools
- Toiletry items
- Special needs items
- Important documents

**Does your family have an Emergency Preparedness Kit? Use our Disaster Supplies Calendar on pages 5 & 6 to help get your family ready for emergencies.**



- An extra supply of pet food (for dogs, a lower protein dog formula will produce less stool, a benefit when kept indoors).
- Plenty of clean water.
- Bowls (disposable containers if you must leave your residence), manual can opener, kitchen trash bags, bleach (disinfectant and water purification), blankets, towels, paper towels and other waste disposal supplies.

For more information on emergency preparedness for pets, call the Humane Society of the United States at 202-452-1100 or visit their Web site at [www.hsus.org](http://www.hsus.org).

## Making Financial Preparations

Whether you own your home or rent, there are many things you can do to protect your home and possessions. You can increase your safety and reduce your insurance costs by:

- Installing safety equipment such as smoke detectors and carbon monoxide detectors to alert you to potentially deadly conditions.
- Securing large or heavy items that could fall and cause damage during storms.
- Covering windows, turning off utilities, or moving possessions to a safer location if you have adequate warning of something like a hurricane or flood.
- Having your house inspected by a building inspector or architect to find out what structural improvements could prevent or reduce major damage from disasters.

- Conducting an inventory of your household possessions to help you prove the value of what you own for insurance purposes if those possessions are damaged or destroyed and to provide documentation for tax deductions you claim for your losses. Make a visual or written record of your possessions. Include photographs of cars, boats, and recreational vehicles. Get professional appraisals of jewelry, collectibles, artwork, or other items that are difficult to value. Update the appraisals every two to three years.

- Keeping the originals of all important financial and family documents, such as birth and marriage certificates, wills, deeds, tax returns, insurance policies, and stock and bond certificates in a safe place. Store copies elsewhere. You'll need accessible records for tax and insurance purposes.

- Photographing the exterior of your home. Include the landscaping—that big tree in the front yard may not be insurable, but it does increase the value of your property for tax purposes.

- Making copies of receipts and canceled checks for more valuable items.

- Updating your inventory list annually and putting a copy in a safe place.
- Buying insurance.

Even with adequate time to prepare for a disaster, you still may suffer significant, unavoidable damage to your property. That's when insurance for renters or homeowners can be a big help. Yet, many people affected by recent disasters have been underinsured—or worse—not insured at all. Homeowner's insurance doesn't cover floods and some other major disasters. Make sure you buy the insurance you may need to protect against the perils you may face.

<p><b>Week 13</b> <b>Hardware Store</b></p> <ul style="list-style-type: none"> <li>•••• Whistle</li> <li>• ABC fire extinguisher</li> <li>• Pliers</li> <li>• Vise grips</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Take a first aid/CPR class.</li> </ul>	<p><b>Week 14</b> <b>Grocery Store</b></p> <ul style="list-style-type: none"> <li>•••• 1 can fruit*</li> <li>•• 1 can meat*</li> <li>• 1 can vegetables*</li> <li>• Paper plates</li> <li>• Eating utensils</li> <li>• Paper cups</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Make a plan to check on a neighbor who might need help in an emergency.</li> </ul>	<p><b>Week 15</b> <b>Hardware Store</b></p> <ul style="list-style-type: none"> <li>•••• Extra batteries</li> <li>•• Masking tape</li> <li>• Hammer</li> <li>• Assorted nails</li> <li>• Wood screws</li> <li>• “L” brackets to secure furniture to walls</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Brace shelves and cabinets.</li> </ul>	<p><b>Week 16</b> <b>Grocery Store</b></p> <ul style="list-style-type: none"> <li>• 1 can meat*</li> <li>• 1 can vegetables*</li> <li>• heavy duty garbage bags</li> <li>• Kleenex</li> <li>• Quick energy snacks (raisins, granola bars)</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Find out if you have a neighborhood safety organization and join it!</li> </ul>
<p><b>Week 17</b> <b>Grocery Store</b></p> <ul style="list-style-type: none"> <li>• Graham crackers</li> <li>• Assorted plastic containers with lids</li> <li>• Dry cereal</li> <li>• Safety pins</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Arrange for a friend or neighbor to help your children if you are at work.</li> </ul>	<p><b>Week 18</b> <b>Hardware Store</b></p> <ul style="list-style-type: none"> <li>• “Child-proof” latches for your cupboards</li> <li>• Double sided tape or Velcro-type fasteners to secure moveable objects</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Pack a “go-pack” in case you have to evacuate.</li> </ul>	<p><b>Week 19</b> <b>Grocery Store</b></p> <ul style="list-style-type: none"> <li>• Heavy duty garbage bags</li> <li>• Quick energy snacks (raisins, granola bars)</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Have an earthquake drill at home.</li> </ul>	<p><b>Week 20</b> <b>Hardware Store</b></p> <ul style="list-style-type: none"> <li>• Camping or utility knife</li> <li>• Extra radio batteries</li> </ul> <p>Also: purchase an emergency escape ladder for second story bedrooms, if needed.</p> <hr/> <ul style="list-style-type: none"> <li>• Find out about your workplace disaster plans.</li> </ul>
<p><b>Week 21</b> <b>Hardware Store</b></p> <ul style="list-style-type: none"> <li>•••• Heavy work gloves</li> <li>•• Disposable dust masks</li> <li>• Screwdriver</li> <li>• Plastic safety goggles</li> <li>• Plastic Sheeting</li> <li>• Duct Tape</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Find out about chemical hazards near your home.</li> <li>• Cut plastic sheeting to fit over inside of windows &amp; doors for shelter in-place.</li> </ul>	<p><b>Week 22</b> <b>Grocery Store</b></p> <ul style="list-style-type: none"> <li>• Extra hand operated can opener</li> <li>• 3 rolls paper towels</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Find out about flood hazards that could affect your home.</li> <li>• Have a flood plan if flooding occurs.</li> </ul>	<p><b>Week 23</b> <b>Hardware Store</b></p> <ul style="list-style-type: none"> <li>• Battery powered camping lantern with extra battery or extra flashlights</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Find out what to do in a power outage.</li> </ul>	<p><b>Week 24</b> <b>Grocery Store</b></p> <ul style="list-style-type: none"> <li>• Large plastic food bags</li> <li>• Plastic wrap</li> <li>• Aluminum foil</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Review family emergency plans every 6 months.</li> <li>• Practice Fire, Tornado, Earthquake drills, etc. (Monthly) (One a month)</li> </ul>



## Your Family Disaster Supplies Calendar

The Family Disaster Supplies Calendar is intended to help you prepare for disasters before they happen. Using the calendar, your family can assemble an emergency kit in the small steps over a six-month period. Check off each week as you gather the contents. Supplies may be stored all together in a large plastic garbage can or food may be kept on kitchen shelves. Remember to rotate your perishable supplies and change water every six months.

### To get started:

- Check your house for supplies that you already have on hand.
- Decide where you will store supplies.
- Meet with your family to plan.
- Explain how to prepare; explain when and how to respond.
- Discuss what to do if you need to evacuate.
- Practice your plan.

**Select foods based on your family’s needs and preferences. Pick low-salt, water-packed varieties when possible. Canned meats may include tuna, chicken, raviolis, chili, beef stew, Spam, corned beef, etc.**

<p align="center"><b>Week 1</b></p> <p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li>◦ 1 gal. water *</li> <li>◦ 1 sm jar peanut butter *</li> <li>◦ 1 lrg can juice *</li> <li>◦ 1 can meat *</li> <li>◦ hand-operated can opener</li> <li>◦ instant coffee, tea, powdered soft drinks</li> <li>◦ permanent marking pen</li> <li>◦ 1 gallon of water per pet</li> </ul> <p>Also: pet food, diapers and/or baby food if needed.</p> <hr/> <ul style="list-style-type: none"> <li>◦ Make a family plan</li> <li>◦ Date each perishable food item using marking pen.</li> <li>◦ Identify tornado shelter areas in your home &amp; at work.</li> </ul>	<p align="center"><b>Week 2</b></p> <p><b>Hardware Store</b></p> <ul style="list-style-type: none"> <li>◦ Crescent wrench</li> <li>◦ Heavy rope</li> <li>◦ Duct tape</li> <li>◦ 2 flashlights with batteries</li> <li>◦ “bungee” cords</li> </ul> <p>Also: a leash or carrier for your pet, if needed.</p> <hr/> <ul style="list-style-type: none"> <li>◦ Check your house for hazards. Secure loose objects that may fly.</li> <li>◦ Locate your gas meter and water shutoffs and attach a wrench near them for emergency use.</li> </ul>	<p align="center"><b>Week 3</b></p> <p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li>◦ 1 gal. water *</li> <li>◦ 1 can fruit *</li> <li>◦ 1 can meat *</li> <li>◦ sanitary napkins</li> <li>◦ video tape</li> <li>◦ 1 gallon of water per pet</li> </ul> <p>Also: pet food, diapers and/or baby food if needed.</p> <hr/> <ul style="list-style-type: none"> <li>◦ Use a video camera to tape the contents of your home for insurance purposes.</li> <li>◦ Store tape with friend/family member who lives out of town.</li> </ul>	<p align="center"><b>Week 4</b></p> <p><b>Hardware Store</b></p> <ul style="list-style-type: none"> <li>◦ Plumber’s tape</li> <li>◦ Crowbar</li> <li>◦ Smoke detector with battery</li> </ul> <p>Also: extra medications or a prescription marked “emergency use” if needed.</p> <hr/> <ul style="list-style-type: none"> <li>◦ Install or test your smoke detector.</li> <li>◦ Tie water heater to wall studs using plumber’s tape.</li> </ul>	<p align="center"><b>Week 5</b></p> <p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li>◦ 1 gal. water *</li> <li>◦ 1 can fruit *</li> <li>◦ 1 can meat *</li> <li>◦ 1 can vegetables *</li> <li>◦ 2 rolls toilet paper *</li> <li>◦ extra toothbrush *</li> <li>◦ travel size toothpaste</li> </ul> <p>Also: special food for special diets, if needed.</p> <hr/> <ul style="list-style-type: none"> <li>◦ Identify an outside meeting location for Fire Emergencies.</li> <li>◦ Make sure all family members know the meeting location.</li> <li>◦ Have a fire drill at home.</li> </ul>	<p align="center"><b>Week 6</b></p> <p><b>First Aid Supplies</b></p> <ul style="list-style-type: none"> <li>◦ Aspirin and/or acetaminophen</li> <li>◦ Compresses</li> <li>◦ Rolls of gauze or bandages</li> <li>◦ First aid tape</li> <li>◦ Adhesive bandages- assorted sizes</li> </ul> <p>Also: extra hearing aid batteries, if needed.</p> <hr/> <ul style="list-style-type: none"> <li>◦ Check with your child’s day care or school to find out about their disaster plans.</li> <li>◦ Have a tornado drill at home.</li> </ul>
<p align="center"><b>Week 7</b></p> <p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li>◦◦◦◦ 1 gal. water *</li> <li>◦ 1 can ready to eat soup *</li> <li>◦ 1 can fruit *</li> <li>◦ 1 can vegetables *</li> </ul> <p>Also: extra plastic baby bottles, formula and diapers, if needed.</p> <hr/> <ul style="list-style-type: none"> <li>◦ Establish an out-of-state contact to call in case of emergency.</li> </ul>	<p align="center"><b>Week 8</b></p> <p><b>First Aid Supplies</b></p> <ul style="list-style-type: none"> <li>◦ Scissors</li> <li>◦ Tweezers</li> <li>◦ Antiseptic</li> <li>◦ Thermometer</li> <li>◦ Liquid hand soap</li> <li>◦ Disposable hand wipes</li> <li>◦ Sewing kit</li> </ul> <p>Also: extra eyeglasses, if needed.</p> <hr/> <ul style="list-style-type: none"> <li>◦ Place a pair of shoes and a flashlight under your bed so that they are handy during an emergency.</li> </ul>	<p align="center"><b>Week 9</b></p> <p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li>◦ 1 can ready to eat soup *</li> <li>◦ Liquid dish soap</li> <li>◦ Plain liquid bleach</li> <li>◦ Heavy duty garbage bags</li> </ul> <p>Also: saline solution and a contact lens case, if needed.</p> <hr/> <ul style="list-style-type: none"> <li>◦ Send some of your favorite family photos (or copies) to family members out of state for safekeeping.</li> </ul>	<p align="center"><b>Week 10</b></p> <p><b>Hardware Store</b></p> <ul style="list-style-type: none"> <li>◦ Waterproof portable plastic container (with lid) for important papers</li> <li>◦ Portable am/fm radio (with batteries)</li> <li>◦ Purchase a NOAA weather radio/receiver</li> </ul> <p>Also: blankets or sleeping bag for each family member</p> <hr/> <ul style="list-style-type: none"> <li>◦ Make photocopies of important papers and store safely.</li> </ul>	<p align="center"><b>Week 11</b></p> <p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li>◦ 1 lrg can juice *</li> <li>◦ large plastic food bags</li> <li>◦ 1 box quick energy snacks</li> <li>◦ 3 rolls paper towels</li> </ul> <p>Also: sunscreen, if needed.</p> <hr/> <ul style="list-style-type: none"> <li>◦ Store a roll of quarters for emergency phone calls.</li> <li>◦ Go on a hunt with your family to find a pay phone near home.</li> </ul>	<p align="center"><b>Week 12</b></p> <p><b>First Aid Supplies</b></p> <ul style="list-style-type: none"> <li>◦ Anti-diarrhea medicine</li> <li>◦ Rubbing alcohol</li> <li>◦ Latex gloves</li> <li>◦ Ipecac syrup and activated charcoal</li> <li>◦ Vitamins</li> </ul> <p>Also: items for denture care, if needed.</p> <hr/> <ul style="list-style-type: none"> <li>◦ Take your family on a field trip to gas and water meter shut off valves. Show them what to do in an emergency.</li> </ul>

Items marked with \* should be purchased for each member of the household.

## Emergency Planning for Businesses

Businesses are just as vulnerable to emergency situations as individuals. Business owners should develop emergency plans for the sake of their employees as well as the survival of their businesses. Emergency planning includes:

- Maintaining a list of emergency numbers of employees so their families can be contacted if necessary.
- Having a plan in place to evacuate staff and customers quickly and safely.
- Practicing the plan with staff.
- Backing up computer data regularly and storing it offsite.
- Purchasing ample insurance coverage to minimize losses.
- Identifying crucial business operations and developing plans to ensure their continuation in the event of an emergency.

Employees need to know what to do in an emergency. The time to think about what you need to do in the event of a disruption to your business is before you face a crisis. Your employees depend on you now for direction and leadership. They will depend on you even more should there be an emergency situation.

## Handling Mail Safely

Each day the U.S. Postal Service (USPS) handles 600 million pieces of mail. The USPS urges people to report suspicious letters or packages such as mail that:

- Has excessive postage, no postage, or non-canceled postage.
- Has no return address or a fictitious return address.
- Has an improper spelling of addressee names, titles, or locations.

- Looks lumpy or has a lopsided appearance.
- Is sealed with excessive amounts of tape.
- Is unexpected and is from a foreign country.
- Has a postmark showing a different location than the return address.
- Displays distorted handwriting or cut-and-paste lettering.

If you receive a suspicious letter or package:

- Do not open it.
- Do not shake, bump or sniff it.
- Cover it or place it in a plastic bag.
- Wash your hands thoroughly with soap and water.
- Call the police non-emergency number.

The police are interested in suspicious mail that displays any of these signs. If you have opened the letter or package and detected an unknown substance, such as white powder, cover it, wash your hands and call 911. Do not attempt to move the suspicious item. Do not shake it, sniff it or taste the substance.

In most cases the police will be dispatched for a report of an unopened suspicious letter or package and will advise you what to do with it after investigating it. If the letter or package does not meet specific criteria, they may simply advise you to dispose of the suspicious letter or package if you are uncomfortable opening it.

The fire department will respond to reports of suspicious substances for evaluation and proper disposal. When in doubt, however, call the police non-emergency number or 911.

**“Your employees depend on you now for direction and leadership. They will depend on you even more should there be an emergency situation.”**



## Coping with Emergencies

People react to emergencies in different ways. Typical reactions may include:

- Anger
- Restless sleep
- Nightmares
- Emotional numbness
- Need to talk
- Loss of appetite
- Weight loss or gain
- Headaches
- Mood swings

### ■ Try These Strategies:

- Maintain good health practices
- Talk with family and friends
- Assure children they are safe
- Answer children's questions simply, directly, and honestly
- Encourage children to express their feelings
- Reach out to others

If additional help is needed, contact the Dunn Center toll free at 888-983-8000.

## Chemical/Biological Emergencies

A major chemical or biological emergency can happen when hazardous amounts of toxins are released into the environment. You can be exposed to chemical and biological toxins by:

- Inhaling them.
- Swallowing contaminated food, water or medication.
- Touching or coming into contact with contaminated items.

Many times you cannot see or smell anything unusual. In the event of a hazardous chemical or biological emergency, you will be given instructions by authorities. You may be told to evacuate, to move uphill and upwind of the release, to shelter in place, or to go to a designated facility.

## Reporting Suspicious Activity

Occasionally, the federal government may call for a heightened state of alert on the part of local law enforcement and residents. When the police go to a higher state of alert, they may add extra patrols in various locations, increase staffing, carry extra protective equipment and maintain more frequent communication with federal, state and other local law enforcement agencies.

Residents should also increase their awareness of their surroundings and report any suspicious activity to the police. Many people fail to act because they are not sure if what they are observing is worth reporting. When in doubt, call the police immediately. Don't lose precious time discussing the event with friends and neighbors first.

Types of activity that residents should report include people, vehicles,

or circumstances that appear unusual or out of place, such as:

- A stranger around your neighborhood or a strange vehicle parked in your neighborhood for a long period of time.
- Someone looking into houses or vehicles.
- Recurring appearances of strange vehicles in the neighborhood.
- Someone tampering with the electrical, gas, or sewer system without an identifiable company vehicle and uniform.
- An unusually large amount of traffic coming to a house or apartment building.
- Houses or buildings where extreme security measures seem to have been taken.
- Houses or buildings where no owner or primary renter is apparent, and no home activities—yard work, painting, maintenance, etc.—seem to go on.
- Strange odors coming from around houses or buildings.
- Door-to-door solicitors without solicitor permits, or any stranger knocking at doors.
- Persons standing around, possibly acting as lookouts.

If you suspect a crime is being or is about to be committed, call 911.

Do not panic and do not put yourself at risk. If the activity simply appears suspicious, call the police non-emergency number and describe the activity in detail. You need not give your name in either case. However, if you want a police officer to contact you, be prepared to give your name, address and telephone number, and ask that the officer contact you. This information is kept confidential.



## Signs of a Biological, Chemical or Radiological Attack

An explosion or vapor cloud dispersing liquids, mists or gases.

An explosion appearing to destroy nothing but the package.

Many sick or dead fish, birds, or other animals.

Unusual odor (sweet, fruity, pepper, rotten eggs.)

Mass casualties without obvious trauma.

Victims salivating, tearing, having uncontrolled muscle twitching or trouble breathing, redness of skin.

## Responding to Chemical Attacks:

Time, distance and shielding keep you safer. Move away quickly, uphill and upwind, and find shelter. When emergency workers arrive, seek medical screening. If inside a nearby building that is in no danger of collapse, stay and listen for instructions.

If you think you have liquid or aerosol chemical agents on your skin or clothes, minutes count- Simply removing exposed outside clothing will remove up to 80% of the chemical agent.

Remember: Help yourself before professional help arrives.

## Evacuate Or Seek Shelter?

- After an attack, hazardous materials may be in the air. Exposure may be higher on foot or in a car than in a sheltered room.
- If not in immediate danger, stay inside and listen to the radio for instructions.

## Preparing A Safe Room: (Shelter-In-Place)

- Pick an interior room with few or no windows. Higher stories are better because chemical agents sink.
- If feasible, pick a room with a toilet, water and phone.
- Set aside duct tape and plastic sheeting for windows, doors and vents.
- Prepare a disaster supply kit, so that you do not have to leave the room for at least three days. Most important is water, a gallon per person per day. Also include battery-powered radio and flashlight, extra batteries, first aid supplies, prescription medicines, and long-lasting food that does not need cooking.
- Choose meeting points (one nearby, one farther) and tell all family members how you will make contact if separated. Decide on an out-of-town phone contact for messages.
- Consider inexpensive HEPA filter masks, rated N95 or better, for each family member. This is controversial, and the federal government has not recommended it for the general public. Research shows masks reduce exposure to some airborne agents, including anthrax. For more information on filter masks see [www.labsafety.com](http://www.labsafety.com) or [www.orsafety.com](http://www.orsafety.com)

## Taking Shelter:

- Lock doors and windows.
- Turn off heating/air conditioning, close vents and fireplace dampers.
- Use tape and plastic over windows, doors, vents, electrical outlets and holes around pipes and fixtures. Use duct tape to seal the crack under the door.
- Keep radio tuned to emergency alert system.

## Family Evacuation Plan:

- Make "go packs" in advance including water, flashlight, food and a change of clothes and shoes. Adults should carry radio, cash, identification, car and house keys.
- Become familiar with alternate routes out of your area.
- Plan to take pets. Assemble carry case, ID tags, food, newspaper or litter, and veterinary records.

## Evacuating:

- Unless in immediate danger, or if an incident is inside, do not evacuate unless instructed.
- Use routes suggested by authorities. Others may be blocked, jammed or close to danger.
- If possible, go uphill and upwind.



## Emergency Shelter

When conditions warrant, local officials may instruct residents to seek shelter in their homes or establish community-based shelters for local residents. Normally, shelters are set up in public schools, recreation centers or other appropriate facilities where residents can seek refuge as well as sleep and eat. Persons needing shelter are asked to bring a change of clothing, bathing and sanitary supplies, pre-filled prescription and other medical needs, denture and eye care materials, and special dietary supplies or requirements. With the exception of service animals, pets are generally not permitted in the shelters.

If local officials advise you to “shelter in place,” they mean for you to remain indoors and protect yourself there. Take your children and pets indoors immediately. Get your disaster supplies kit, and make sure the radio is working. Go to an interior room without windows that’s above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.

While gathering your family, you should:

- Close all windows, exterior doors and fireplace dampers.
- Turn off all fans, heating, and air conditioning systems.
- Use wet towels and/or duct tape to fill the cracks under the doors.
- Tape around the doors, windows, exhaust fans and vents.
- Use plastic garbage bags to cover windows, outlets, and heat registers.
- Close the window shades, blinds or curtains if you are told there is

a danger of explosion.

- Stay inside and keep listening to your radio or television until you are told all is safe or you are told to evacuate.

## When Electrical Power is Lost

Disruption of electrical service can occur as a result of many things, including lightning, high winds,

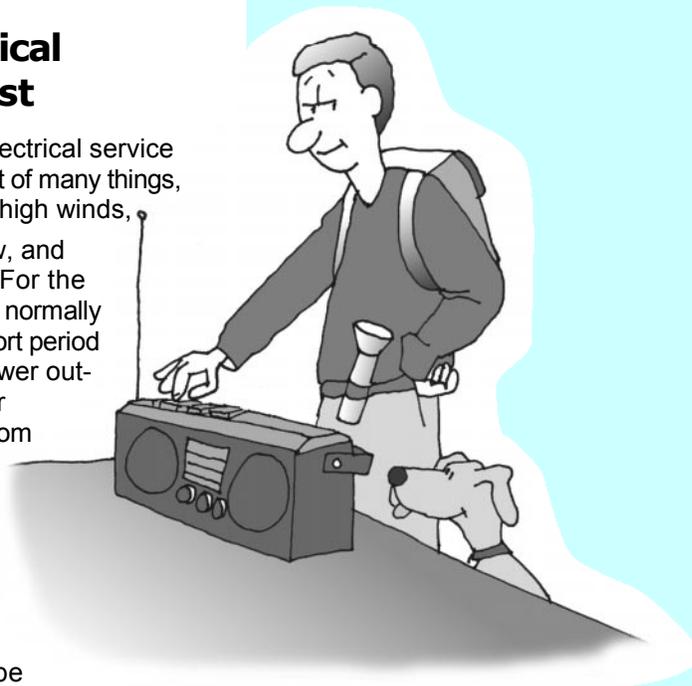
ice and heavy snow, and equipment failure. For the most part, service is normally restored within a short period. However, major power outages can happen for extended periods from time to time. When power is lost, you should:

- Check to see if your neighbors have power. The power loss may be only in your home, due to a blown fuse or a tripped circuit. If your neighbors also are without service, call your local power company (see page 12). If you must go outside to assess the situation, take a flashlight and watch for downed power lines that could still be energized. If downed lines are located, don’t go near them or touch anything that they may be in contact with. Report downed power lines immediately.

- Use flashlights or battery-operated lanterns for lighting. Candles and kerosene lanterns are not recommended for lighting because of the inherent fire safety hazards.

- Turn off all major appliances.

When major appliances—refrigerators, electric water heaters, air conditioners and pumps—are left on, they could overload electric lines when power is restored causing a second outage.



Additional information on preparing for emergencies can be found at the following Web sites:

American Red Cross:  
[www.redcross.org](http://www.redcross.org)

Centers for Disease Control  
Public Health Emergency  
Preparedness:

Federal Emergency  
Management Agency:

[www.fema.gov](http://www.fema.gov)

Indiana Department of  
Homeland Security

Indiana State Department of Health  
[www.in.gov/isdh](http://www.in.gov/isdh)

- Keep refrigerator and freezer doors closed as much as possible. Food can be kept cold for a day or two if the doors are kept closed. During the winter, you may be able to store some items outside in a proper container. If temperatures are below freezing, it's possible to freeze water outside in containers and place them inside your refrigerator to help keep food cold. Try to consume perishable foods first. When in doubt, throw it out.
- Use portable generators cautiously. They can be used to provide limited electrical power during an outage. But, take care to ensure that they do not pose a threat to you and your family. Never fuel or run a portable generator in the home or garage, as gas-powered generators pose a serious fire and carbon monoxide threat. Generators should be installed in compliance with your local power company's guidelines. Always operate according to the manufacturer's instructions. For additional information on the proper use of emergency generators, call your power company.
- Be prepared to use alternate sources of water until power is restored if your water system uses electric pumps—such as for wells or cisterns—which will not operate when the power is out.
- Be aware that gas appliances may not work if the electricity is off because the equipment may require electricity for ignition or valve operation.
- Drain pumps, supply lines, water heaters, boilers and traps in drains of tubs, sinks, commodes, washing machines and dishwashers. Plumbing can freeze when power is lost during cold weather periods. To avoid major flooding when temperatures rise, turn off supply lines to outside spigots. Water heaters that are drained to prevent damage from freezing must have their power circuits shut off as well. Failure to do so could result in loss of the heating element when power is restored. Never turn on a water heater unless the tank is full.
- List life support equipment required for family members who depend on these devices (respirators, ventilators, oxygen equipment or other life-sustaining devices) with the power company. You should have a contingency plan that always includes an alternate power source for the device and relocating the person.



## Keeping Warm

Select a single room in the home in which the entire family can live – ideally a room that gets sunlight during daylight hours. Use fireplaces and wood-burning stoves with care, and always supervise them when burning. Make sure the fireplace is in proper working condition and has been

inspected regularly. Wear layers of clothing, including sweaters and coats, which hold warm air and help to maintain body heat for longer periods. For homes with natural gas heaters, keep meters and vents clear of ice and snow.

## Checking on Relatives and Neighbors

During storms and other emergency events, check to see how your relatives and neighbors are coping, especially senior citizens and persons with disabilities. If possible, help them plan or locate resources from which to obtain assistance. Contact your local department of human services for information on services available for the elderly and residents with disabilities.

## Evacuation

Local officials may call for evacuation in specific areas at greatest risk in your community. If you are told to evacuate, it is important to stay calm, listen carefully and follow all instructions. If you're sure you have time, call your family contact to tell them where you are going and when you expect to arrive. Shut off water and electricity, but leave natural gas ON unless local officials advise you otherwise. Only a professional can restore gas service once it's turned off, and this could take weeks in a disaster situation. If you must choose quickly what to take with you, grab these things and go: medical supplies, disaster supplies (flashlight, batteries, radio, first-aid kit, bottled water), a change of clothes, sleeping bag or bedroll and pillow for each family member and car and house keys.

## Children in School

In the event of a community or national emergency or ordered evacuation, parents should check the local media for announcements about changes in school openings and closings. News about changes in school schedules is routinely disseminated through most metropolitan radio and television stations and local school system cable stations, hotlines and Web sites.

While parents can

always pick up their children from school during the school day, the best place for children during a regional crisis might very well be the school itself, where they will remain under supervision and be protected from hazards outside. If parents do go to school to pick up a child, they should be prepared to present the identification required by the school system—usually a photo ID.

Generally, unless evacuation of a particular school is ordered, students will be kept at school until school officials can safely transport them home. Relying on the schools to transport students home on normal bus routes will help avoid gridlock in and around schools and help keep roads clear for essential emergency vehicles.

Under extreme circumstances buses may be delayed, and the schools may ask parents to assist with picking up their children. Parents should check the local media for announcements about school decisions.

## Keeping Updated

Getting information during an emergency situation is vital, especially at the height of the event when evacuation may be required. Radio and television stations provide the quickest means to obtain information. Have a battery-operated radio tuned to a local all-news or talk-radio station. Consider purchasing a battery-operated weather alert radio.



**“...the best place for children during a regional crisis might very well be the school itself...”**



## Severe Weather

When conditions are favorable for severe weather to develop, a severe thunderstorm or tornado WATCH is issued.

Weather service personnel use information from weather radar, spotters, and other sources to issue severe thunderstorm and tornado WARNINGS for areas where severe weather is imminent.

Severe thunderstorm warnings are passed to local radio and television stations and are broadcast over local NOAA Weather Radio stations serving the warned areas. These warnings are also relayed to local emergency management and public safety officials who can activate local warning systems to alert communities.

NOAA Weather Radio is the best means to receive warnings from the National Weather Service. They continuously broadcast updated weather warnings and forecasts that can be received by NOAA Weather Radios sold in many stores. The average range is 40 miles, depending of topography. Your National Weather Service recommends purchasing a radio that has both a battery backup and a tone-alert feature which automatically alerts you when a watch or warning is issued.

### *What to Listen For .....*

**Tornado Watch:** Tornadoes are possible in your area. Remain alert for approaching storms.

**Tornado Warning:** A tornado has been sighted or indicated by weather radar. If a tornado warning is issued for your area and the sky becomes threatening, move to your pre-designated place of safety.

**Severe Thunderstorm Watch:** Severe thunderstorms are possible in your area.

**Severe Thunderstorm Warning:** Severe thunderstorms are occurring.

Remember, tornadoes occasionally develop in areas in which a severe thunderstorm watch or warning is in effect. Remain alert to signs of an approaching tornado and seek shelter if threatening conditions exist.

## Environmental Clues

### *Look Out For*

Dark, often greenish sky  
Wall Cloud (a low-hanging, rotating cloud attached to the base of a thunderstorm cloud)  
Large Hail  
Loud Roar; similar to a freight train

**CAUTION:** Some tornadoes appear as a visible funnel extending only partially to the ground. Look for signs of debris below the visible funnel.

Some tornadoes are clearly visible while others are obscured by rain or nearby low-hanging clouds.

### *Other Dangers .....*

Flash Floods; Lightning; Damaging Straight Line Winds; Large Hail



### Other Dangers:



Center Photo by Bill Dunlap

# Tornado Safety

## What YOU can do.....

### Before the Storm:

- Develop a plan for you and your family for home, work, school, and when outdoors.
- Have frequent drills.
- Know the county in which you live, and keep a highway map nearby to follow storm movement from weather bulletins.

### If a Warning is issued or if threatening weather approaches:

- In a home or building, move to a pre-designated shelter, such as a basement.
- If an underground shelter is not available, move to an interior room or hallway on the lowest floor and get under a sturdy piece of furniture.
- Stay away from windows.
- Get out of automobiles.
- Do not try to outrun a tornado in your car; instead, leave it immediately.
- If caught outside or in a vehicle, lie flat in a nearby ditch or depression.
- Mobile Homes, even if tied down, offer little protection from tornadoes and should be abandoned.

- Have a NOAA Weather Radio with a warning alarm tone and battery back-up to receive warnings.
- Listen to radio and television for information.
- If planning a trip outdoors, listen to the latest forecasts and take necessary action if threatening weather is possible.

## FLASH FLOODS

When a flash flood WATCH is issued - Be alert to signs of flash flooding and be ready to evacuate on a moment's notice.

When a flash flood WARNING is issued for your area, or the moment you realize that a flash flood is imminent, act quickly to save yourself. You may have only SECONDS!

Go to Higher Ground- Climb to Safety!

- Get out of areas subject to flooding. This includes dips, low spots, canyons, washes, etc.
- Avoid already flooded and high velocity flow areas. Do not attempt to cross flowing streams.
- If driving, be aware that the road bed may not be intact under flood waters. Turn around and go another way. NEVER drive through flooded roadways!
- If the vehicle stalls, leave it immediately *and*

*seek higher ground.*  
Rapidly rising water may engulf the vehicle and its occupants and sweep them away. Remember, it's better to be wet than dead!

- Be especially cautious at night when it is harder to recognize flood dangers.
- Do not camp or park your vehicle along streams and washes, particularly during threatening conditions.

## NOAA Weather Radio Frequency for Wayne County

**162.500 MHz (KHB52)**

Local FIPS Codes for SAME (Specific Area Message Encoding)

SAME equipped weather radio receivers allow users to program the radio to receive critical weather information for selected counties only. This is usually done by programming the selected county FIPS code into the radio according to manufacturers instructions.

Wayne County- 018177  
Henry County- 018065  
Randolph County- 018135  
Rush County- 018139  
Union County- 018047  
Fayette County- 018041  
Preble County- 039135  
Darke County – 039037



## Jurisdiction Phone Numbers:

### City of Richmond

Emergency .....	911
Non-Emergency:	
Fire .....	765-983-7266
Police .....	765-983-7247
General Information .....	765-983-7200
Human Services .....	765-983-7202
Web Site .....	<a href="http://www.richmondindiana.gov">www.richmondindiana.gov</a>
School Information .....	765-973-3300
School Web Site .....	<a href="http://www.rcs.k12.in.us">www.rcs.k12.in.us</a>

### Centerville

Emergency .....	911
Non-Emergency:	
Fire .....	765-855-3889
Police .....	765-855-5222
City Building .....	765-855-5105
Water Works .....	765-855-3261
School Information .....	765-855-3475
Library .....	765-855-5223

### Abington

Emergency .....	911
Non-Emergency:	
Fire .....	765-855-3950
Police .....	765-973-9393

### Dublin

Emergency .....	911
Non-Emergency:	
Fire .....	765-478-1266
Police .....	765-478-3302
Clerks Office .....	765-478-4878
Water Works .....	765-478-4878

### Boston

Emergency .....	911
Non-Emergency:	
Fire .....	765-935-2494
Police .....	765-973-9393

### Economy

Emergency .....	911
Non-Emergency:	
Fire .....	765-886-5594
Police .....	888-720-8402
City Building .....	765-886-5594

### Cambridge City

Emergency .....	911
Non-Emergency:	
Fire .....	765-478-3856
Police .....	765-478-1231
Public Works .....	765-478-3522
Water Works .....	765-478-3626
City Building .....	765-478-3522

### Fountain City

Emergency .....	911
Non-Emergency:	
Fire .....	765-847-5305
Police .....	765-847-2233
City Building .....	765-847-2412
Water Works .....	765-847-2412



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**Greens Fork**

Emergency.....	911
Non-Emergency:	
Fire.....	765-886-1292
Police.....	888-720-8402
City Building.....	765-886-1292

**Williamsburg**

Emergency.....	911
Non-Emergency:	
Fire.....	765-886-6122
Police.....	888-720-8402

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**Hagerstown**

Emergency.....	911
Non-Emergency:	
Fire.....	765-489-5322
Police.....	765-489-4711
City Building.....	765-489-6171
Utilities.....	765-489-6171
Library.....	765-489-5632

**Wayne County**

Emergency.....	911
Non-Emergency:	765-973-9355
Sheriff.....	765-973-9393
	888-720-8402
Administration Building.....	765-973-9200
Cambridge City Residents.....	1-888-720-8402
Greens Fork Residents.....	1-888-720-8402
Hagerstown Residents.....	1-888-720-8402
Emergency Management Agency.....	765-973-9399
LECP...spill report line.....	765-973-9208
Health Department.....	765-973-9245
Building Inspector.....	765-973-9297
Extension Office.....	765-973-9281
Assessor- County.....	765-973-9254
Assessor- Wayne Township.....	765-973-9395
Auditor.....	765-973-9317
Coroner.....	765-962-0335
County Commissioners.....	765-973-9237
Crime Stoppers..... toll free.....	877-935-7867

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**Milton**

Emergency.....	911
Non-Emergency:	
Fire.....	765-478-1215
Police.....	765-478-3818
City Building.....	765-478-3818
Water Works.....	765-478-9261

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**Webster**

Emergency.....	911
Non-Emergency:	
Fire.....	765-935-1585
Police.....	765-973-9393

This Home Guide to  
Emergency Preparedness  
is brought to you through  
the cooperation of  
the following  
Wayne County local  
Governments  
working together.

Abington

Boston

Cambridge City

Centerville

Dublin

Economy

Fountain City

Greens Fork

Hagerstown

Milton

Richmond

Webster

Williamsburg

Wayne County

## Utilities Serving Wayne County:

### Electricity

Whitewater Valley REMC  
1-800-529-5557

Richmond Power & Light  
765-973-7200

Duke Energy  
1-800-521-2232  
Power Outages & Repair  
1-800-343-3525

Henry Co. REMC  
1-800-248-8413

### Telephone:

Frontier- 800-483-1000- business  
Frontier- 800-837-4966- residential

### Water: (Richmond)

Indiana/American Water Company  
765-962-2541

### Gas:

Vectren Energy  
1-800-777-5144

Ohio Valley Gas  
1-765-584-5501

### Sewer:

Richmond Sanitary District 765-983-7450

Dublin- 765-478-4878

Fountain City- 765-847-2412

Hagerstown- 765-489-6171

Milton- 765-478-3818

## Transportation Serving Wayne County:

### Air Transportation:

Dayton International Airport 937-454-8200  
Richmond Airport 765-983-7297  
Indianapolis Airport 317-487-7243

### Ground Transportation:

Lakefront Lines Bus Service 800-638-6338  
Rose View Transit 765-983-7227

### County Website:

[www.co.wayne.in.us](http://www.co.wayne.in.us)



This information is provided as a public service for the citizens, business leaders, local government, educational institutions and other organizations of Wayne County, Indiana. Although all reasonable efforts have been made to present accurate information, much of the information provided has been summarized from various disaster preparedness publications and should be considered as suggested guidelines to improve individual, business and organizational preparedness. We hope you find this information helpful.