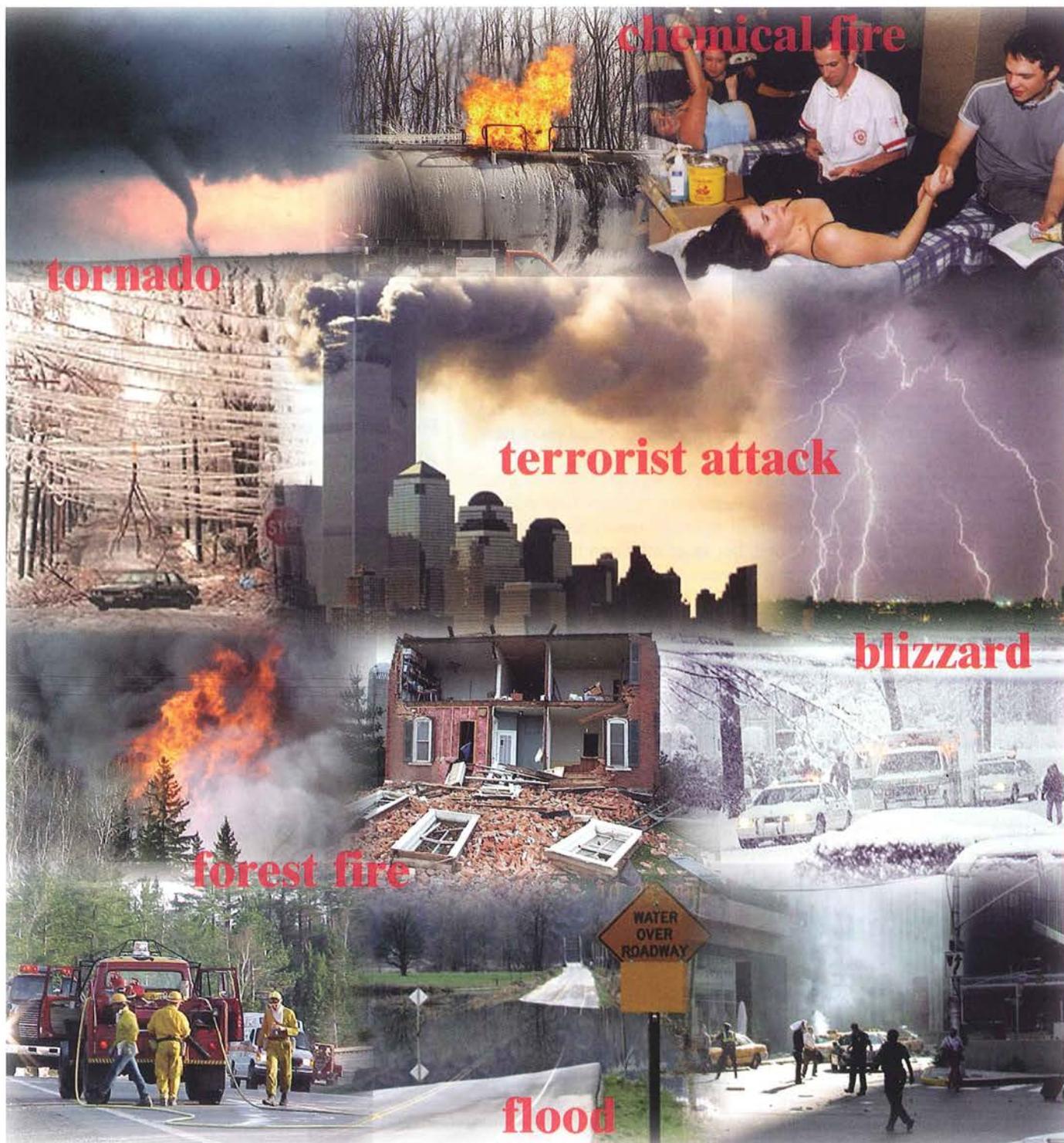


# COMMUNITY EMERGENCY PREPAREDNESS WORKBOOK & GUIDELINES



**WASHTENAW COUNTY OFFICE OF THE SHERIFF**  
EMERGENCY SERVICES DIVISION (734) 973-4900

**A message from the Washtenaw County  
Homeland Security Task Force**

Fellow Citizen,

Washtenaw County is a diverse and rapidly growing community. All indications are that we will continue to grow for decades to come. As more homes are built, local businesses and industry will thrive, and our population will continue to increase.

One thing won't change with time or community growth. Washtenaw County, like every other prosperous community in the country, will always be at some risk for a community-wide emergency or disaster. The risk is real, and always present.

It could come in the form of an outbreak of severe summer or winter weather, or from a tanker truck crash on the freeway. It could be another regional blackout, or another attack on our great nation. Regardless of the hazard, the importance of family and business preparedness is clear.

If you're still not convinced, and before you drop this into the recycle bin, please take just a minute to look at the chart of Washtenaw County's known disaster risks on the right side of this page. Many of these emergencies have happened in Washtenaw County before... and some of them happen right here *every year*.

Consider taking a few minutes today to prepare your family or business for the next crisis... before it happens. This booklet is designed to inform you about many of the systems that are in-place and ready to respond, but most importantly it contains valuable information about what you can do to help your family, friends, and co-workers survive. The time you invest today will be well worth the effort.

Sincerely,

Washtenaw County Homeland Security Task Force

**WASHTENAW COUNTY HAZARD ANALYSIS**

<b>Hazard</b>	<b>Ranking</b>
Convective Weather (Severe Winds, Lightning, Tornadoes, Hailstorms) .....	1
Hazardous Materials Incidents: Transportation .....	2
Hazardous Materials Incidents: Fixed Site .....	3
Severe Winter Weather Hazards (Ice/Sleet Storms and Snow Storms) .....	4
Infrastructure Failures .....	5
Transportation Accidents: Air and Land .....	6
Extreme Temperatures.....	7
Flood Hazards: Riverine/Urban Flooding .....	8
Nuclear Attack .....	9
Petroleum and Natural Gas Pipeline Accidents .....	10
Fire Hazards: Wildfires.....	11
Oil and Gas Well Accidents .....	12
Fire Hazards: Structural Fires .....	13
Flood Hazards: Dam Failures.....	14
Public Health Emergencies .....	15
Sabotage & Terrorism.....	16
Drought.....	17
Earthquakes .....	18
Nuclear Power Plant Accidents.....	19
Civil Disturbances .....	20
Fire Hazards: Scrap Tire Fires .....	21
Infestation (Emerald Ash Borer, Gypsy Moth) .....	22

**EMERGENCY PHONE NUMBERS**

<b>Police.....</b>	<b>DIAL 911</b>
<b>Fire.....</b>	<b>DIAL 911</b>
<b>Ambulance .....</b>	<b>DIAL 911</b>
<b>Washtenaw County Sheriff Emergency Services Division.....</b>	<b>734-973-4900</b>
<b>Ann Arbor Office of Emergency Management.....</b>	<b>734-794-6980</b>
<b>Washtenaw County Public Health Department .....</b>	<b>734-544-6700</b>
<b>American Red Cross .....</b>	<b>734-971-5300</b>
<b>Salvation Army .....</b>	<b>734-668-8353</b>

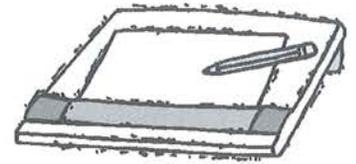
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# FAMILY PREPAREDNESS QUESTIONNAIRE

Answer these 8 questions. If you have answered “no” to any of them, you need to develop or update your Family Emergency Plan.

1. Do you believe that your community is prepared for emergencies?



2. Do you believe that your family is well-prepared to handle most emergencies?

3. Have you discussed emergency planning issues with your family?



4. Do you have a Family Emergency Supplies Kit including:

- a three-day supply of water per person (1 gallon per-person, per-day)
- one change of clothing per person
- one blanket or sleeping bag per person
- first aid kit with current prescription medication enough for four days
- battery powered radio & flashlight, w/extra batteries
- extra set of car keys
- a credit card and a small amount of cash
- sanitation supplies



5. Does your house have operational smoke detectors on every level?

6. Do you have a charged ABC fire extinguisher?



7. Have you trained your family on the proper techniques of fire extinguisher use?

8. Do you know how to turn off your utilities?



# AN INTRODUCTION TO EMERGENCY MANAGEMENT

Under the Michigan Emergency Management Act, Washtenaw County has established an emergency management program responsible for coordinating disaster mitigation, preparation, response and recovery. Several programs are currently underway in Washtenaw County to support this mission including projects that enhance Homeland Security, severe weather tracking and warning, and hazardous materials accident response capabilities... just to name a few.

Washtenaw County has adopted the National Incident Management System (“NIMS”) and participates in both the Emergency Management Performance Grant program administered by the Federal Emergency Management Agency (“FEMA”) and the Homeland Security Grant Program administered by the U.S. Department of Homeland Security (“DHS”). Here are a few of the key components:

- *Emergency Action Guidelines have been established for each key discipline (Fire & HazMat, Public Health, Public Information, etc.) describing the overall role and responsibility for each section of government during a crisis*
- *An Emergency Operations Center has been established to coordinate disaster response activities including public information and resource management during any significant emergency*
- *An Emergency Management Coordinator, staff, and on-call Operations Officers from each key area of government have been appointed to coordinate Washtenaw County’s mitigation, preparedness, response, and recovery activities*

## ABOUT THIS BOOK

This booklet was developed in conjunction with the Washtenaw County Homeland Security Task Force to provide you with the basic information needed to help you prepare for the next community emergency. It provides information that you need to become self-reliant during a disaster by helping you understand our risks, the systems that are already in place to keep you informed, and a section that helps you to create a personalized Family Emergency Action Plan.

If you still have any questions about disaster preparedness after reading this booklet, please contact the Washtenaw County Sheriff Emergency Services Division.

Telephone: (734) 973-4900

E-Mail: [EOC@eWashtenaw.org](mailto:EOC@eWashtenaw.org)

Web Site: <http://emergency.eWashtenaw.org>

## WHAT YOU CAN DO TO PREPARE

Learning what threats you and your family may be exposed to is the first step in emergency planning. The following list identifies the hazards that are present in Michigan. Because we live, work, go to school and play throughout our geographical area, we need to be aware of what can happen all around us. Once you know what can happen, it is important to discuss it with your family so you can begin to develop your Emergency Plan.

Air Pollution	Fuel Shortage	Riverine Flooding
Arson	Hail Storms	Sabotage
Business Interruption	Hazardous Materials	Severe Thunderstorms
Civil Unrest	High Winds	Special Events
Communication Failure	Ice Storms	Strikes
Drought	Lightning Storms	Structural/Chemical Fires

## NEIGHBORS HELPING NEIGHBORS

### There's so much to do . . . so get some help!

To do it right, preparing for emergencies can be a full-time job with a hefty price tag, but it doesn't have to be that way when you make it a collaborative effort among your neighbors. Many of the skills and equipment you will need in an emergency may already exist in your neighborhood. Search them out, and then work with your neighbors on a plan to use them to everyone's best advantage. Getting an agreement ahead of time can save valuable time when it is needed most. Does it still seem like an overwhelming task? Then break it down into these smaller, manageable tasks:

### Start with what you already have

Canvas your neighbors for disaster skills and equipment. Make it a social event. Invite your neighbors out for a block party - if you feed them, they will come. Put neighborhood preparedness as the only thing on your agenda. Most of all, have fun.

### Build on your strengths

Integrate this approach into a Neighborhood Watch Program or your Neighborhood Association. Don't reinvent the organizational "wheel", use what you already have in place and working. Invite knowledgeable neighbors to teach disaster skills at a Neighborhood Watch or Association meeting. Invite guest speakers from your emergency management office, fire/police department or the American Red Cross.

## CREATE AN EMERGENCY COMMUNICATIONS PLAN

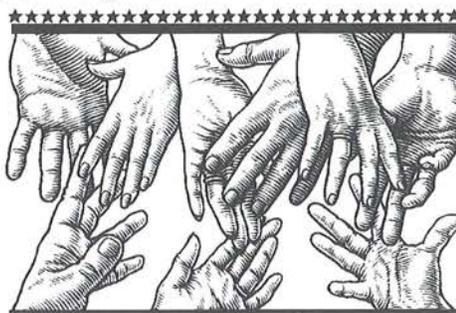
Your family will cope best by preparing for a disaster before it strikes. Peace of mind can only be achieved if you know where every member of your family is, whether it is your immediate family member or someone impacted by disaster out of state. Having a communications plan will help you to maintain contact with your entire family. Follow these simple steps to achieve your “peace of mind.”

- Choose an out-of-town contact that your family members can call to check on each other when a disaster occurs.
- Make sure your family knows these phone numbers. Make a small contact card they can carry for easy reference.
- Test your out-of-town contact regularly and have them call you, too.
- Leave these phone numbers with officials at your child’s school.

### Remember to help others

There may be elderly or handicapped residents living in your neighborhood that could use special attention during an emergency. Include them in your communications checklist to remind you to “communicate” your willingness to help them when disaster strikes.

1. Make a list of those neighbors.
2. Ask for their phone numbers and address, only if they feel comfortable with you having them.
3. When an emergency strikes, make contact with those neighbors and see that their needs are addressed.
4. Help those neighbors in developing their own out-of-town contact.



When a disaster strikes, remember to always dial 911 for emergency service response. Do not use this number to make inquiries, to learn information, or to request non-emergency assistance. During a disaster your 9-1-1 dispatchers are often swamped with calls for help. Make sure your call is of an emergency nature. This will guarantee that those people who really need help will get it.

If you have questions or concerns that are not of an emergent nature, try dialing your local government business phone number or flag down one of the many municipal vehicles that will be driving through your neighborhood.

Teach your children how to place an emergency call, always stressing the importance of using this number only for emergencies.

## PREPARE AN EMERGENCY SUPPLY KIT

You should gather water, food, first-aid supplies, clothing, bedding, tools and other essentials ahead of time and be ready in the event you must evacuate or go without electricity, heat, or water for an extended period. The kit can be put into 5-gallon buckets, duffel bags or backpacks.

### You should consider including the following items in an Emergency Supply Kit:

#### Water - 3 day supply - 1 gal. per person per day.

- Store water in sealed, unbreakable containers  
Replace every 6 months

#### Food - 3 to 5 day supply of non-perishable packaged or canned food per person

- Ready to eat canned meats, fruits & vegetables
- Soups - bouillon cubes or dried soups in a cup
- Milk - powdered or canned
- Stress foods - sugar cookies, hard candy
- Juices - canned, powdered or crystallized
- Smoked or dried meats such as beef jerky
- Vitamins
- High energy foods - peanut butter, trail mix
- Sugar, salt/pepper

#### Clothing & Bedding - 1 complete set of clothing & footwear per person

- Sturdy shoes or work boots
- Warm socks, rain gear
- Blankets or sleeping bags
- Hats, gloves, warm clothing & thermal underwear
- Sunglasses

#### First Aid Kit

- Sterile adhesive bandages
- 3 inch sterile gauze pads (8-12)
- Triangular bandages (3)
- 2 inch sterile gauze pads (8-12)
- Hypoallergenic adhesive tape
- 2 & 3 inch sterile roller bandages
- Scissors & Tweezers
- Needles & Safety razor blade
- Bar of Soap & Antiseptic spray
- Moistened towelettes
- Nonbreakable thermometer
- Latex gloves
- Petroleum jelly
- Assorted sizes of safety pins
- Tongue blades & wooden applicator sticks
- Water purification tablets

#### Tools & Supplies

- Mess kits, paper cups, plastic utensils
- Batteries, battery operated radio
- Flashlight, extra bulbs, extra batteries
- Wooden matches in waterproof container
- Aluminum foil, plastic storage containers
- Signal flare, fire extinguisher
- Paper, pencil & needles, thread
- Shovel & other useful tools
- Plastic sheeting, duct tape
- Maps (state, county, city)
- Money
- Family Emergency Plan
- Can Opener (hand operated)
- Utility Knife, tube tent/tarp
- Medicine dropper
- Dust mask & work gloves

#### Sanitation

- Personal hygiene items
- Plastic garbage bags & ties
- Plastic bucket w/tight lid
- Spray disinfectant
- Towelettes or diaper wipes
- Toilet paper

#### Special Items

##### For baby:

- Formula, juice & powdered milk
- Diapers & wipes
- Bottles & medications

##### For Adults:

- Prescription medications or insulin
- Denture needs
- Contact lenses, supplies & extra eyeglasses
- Entertainment - games, books
- Cell phone
- Prepaid phone card

#### Important Family Documents

- Important phone numbers
- Wills, insurance policies
- Contracts, deeds, stocks & bonds
- Passports, social security cards
- Immunization records
- Family records (birth, marriage, death)
- Inventory of valuable household goods

## AN EVACUATION KIT FOR YOUR HOME

A fire, flood or other emergency may require the immediate evacuation of your home. The following items should be assembled and placed into a small portable container, readily accessible so that it can be grabbed as you flee your home.

- A small battery powered radio (AM/FM) and extra batteries
- Flashlight with extra batteries
- A small amount of cash and change, and a credit card
- An extra set of car and house keys
- Eyeglasses
- Have Critical family documents, in a portable, fireproof container
  - Social Security Cards
  - Insurance policies
  - Wills
  - Deeds
  - Savings and checking account numbers
  - Birth and Marriage Certificates
  - Inventory of household property and valuables/assets (video of your homes contents or pictures are extremely beneficial)

## A DISASTER KIT FOR YOUR CAR

Keep your car equipped with emergency supplies. Never allow the gas tank to drop below half full. If warnings of an impending emergency are being broadcast, fill up because gas stations may be affected by the emergency. Keep these items stored in a portable container.

- A small battery powered radio (AM/FM) and extra batteries
- Flashlight with extra batteries
- Cellular phone and charger
- Blanket
- Jumper Cables
- Fire Extinguisher
- Maps
- Shovel
- Flares
- Bottled Water
- Tire repair kit and pump
- Nonperishable, high energy foods (granola bars, canned nuts, hard candy, trail mix, peanut butter & crackers)

## WASHTENAW COUNTY'S WARNING SYSTEM

Two systems have been established to provide you with critical information during a crisis. The most important one is the Emergency Alert System ("EAS") consisting of NOAA All Hazards Radio, local broadcasters and cable system operators, and Washtenaw County's VHF warning channel for citizens with police scanners. The second method is by hearing outdoor warning sirens. If a siren activates (except for testing), it means everyone should go indoors and immediately tune into one of our local "EAS" outlets for official information. These are the three main reasons for siren activation:

- *Significant severe weather has been detected such as a tornado or a severe thunderstorm with damaging winds confirmed to be in excess of 70 MPH.*
- *There is a hazardous material accident in your community that may require your immediate action*
- *An important announcement about homeland security has been issued that everyone in the community should know about as soon as possible*

Never assume that you automatically know what the threat is when a siren activates. You should always go indoors and tune in to local EAS outlets to find out more.

## THE EMERGENCY ALERT SYSTEM ("EAS")

NOAA All Hazards Radio – These small and relatively inexpensive radio receivers monitor the National Oceanic and Atmospheric Administration's ("NOAA") network of transmitters 24-hours a day. After a short setup process, these radios will immediately alert you about potentially life-threatening events. Washtenaw County is covered by two of NOAA's transmitters:

- If you live generally along and north of I-94 and east of US-23, you should program your NOAA radio for 162.550 MHz. If the signal quality is poor, try the alternate frequency of 162.450 MHz.
- If you live generally along and south of I-94 and west of US-23, you should program your NOAA radio for 162.450 MHz. If the signal quality is poor, try the alternate frequency 162.550 MHz.
- Regardless of the transmitter you select, the Specific Area Messaging Encoding ("SAME") number for Washtenaw County is 026161.

Local EAS Broadcasters – WEMU 89.1 FM and WWWW 102.9 FM

"Quick Call" VHF Warning Channel – For citizens with police-style scanning receivers, Washtenaw County's VHF warning channel is established on 158.760 MHz. All 9-1-1 Centers, hospitals, county buildings, local radio stations, and many schools and businesses monitor this channel 24-hours a day for emergency bulletins from the Washtenaw County Emergency Operations Center.

## SUMMER WEATHER BULLETINS

**Severe Thunderstorm Watch** - Conditions are favorable for the development or approach of severe thunderstorms. Stay tuned to NOAA Weather Radio or local radio stations for possible warnings.

**Tornado Watch** - Conditions are favorable for the development or approach of severe thunderstorms and tornadoes. Stay tuned to NOAA Weather Radio or local radio stations for possible warnings.

**Severe Thunderstorm Warning** - A severe thunderstorm (a storm with winds in excess of 58 miles per hour or with 1" or larger hail, or both) is indicated by Doppler radar or reported by a trained Skywarn spotter. Take cover immediately in a sturdy building. Stay away from doors, windows, and water faucets. Do not use the telephone or appliances unless it is a life-threatening emergency. Listen to a battery powered radio tuned to NOAA Weather Radio, or local EAS broadcaster to keep informed.

**Tornado Warning** - A tornado or mature funnel cloud has been detected by Doppler radar or has been reported by a trained Skywarn spotter. Take cover immediately in a sturdy building. Go to the lowest floor, preferably into a small windowless room and crouch under a sturdy desk or table. Stay away from doors, windows, and water faucets. Do not use the telephone or appliances unless it is a life-threatening emergency. Listen to a battery powered radio tuned to NOAA Weather Radio, or local EAS broadcaster to keep informed.

**Flood Watches and Warnings** - A Flood or Flash Flood (inundation of water within hours) Watch means you should keep aware of local conditions, especially if you are near a flood prone area, river, creek or stream. A Flood Warning means flooding is imminent. If rising water nears, you should immediately evacuate to higher ground. Do not attempt to drive through flooded roadways or underpasses. Listen to a battery powered radio tuned to NOAA Weather Radio, or local EAS broadcaster to keep informed.

## WINTER WEATHER BULLETINS

**Winter Storm Watch** - A major snow and/or ice storm is developing and may arrive within 24 to 48 hours.

**Winter Weather Advisory** - No more than 8" of snowfall over a 24 hour period, sleet, or a mixture of the two is expected.

**Winter Storm Warning** - 6 or more inches of snow or significant ice accumulation is expected.

**Ice Storm Warning** - Significant amounts of freezing rain will create 1/4" or more of ice on outdoor surfaces.

**Blizzard Warning** - Snow with sustained winds of 35 miles per hour is occurring now or can be expected soon.

## LOCAL WINTER TRAVEL BULLETINS

**Travelers Advisory** - Roads are snow and/or ice covered, and hazardous driving conditions are possible with traffic moving at reduced speed. Drivers are urged to use caution and allow for an extended drive time.

**Snow Condition Yellow** - Hazardous driving conditions have been confirmed with heavy snow or ice, drifting snow, and limited visibility. Traffic is moving at reduced speeds with major highways being maintained in fair condition, but local roads may be impassable. Motorists are urged that if they must drive, use extreme care and allow for a significant drive time.

**Snow Condition Red** - Extremely hazardous driving conditions exist on major highways with heavy snow or ice, severe drifting, and very poor visibility. The majority of local roads are impassable. Traffic is stalling in some areas, and the storm is expected to continue or worsen. The entire road system may become completely unusable. Citizens are urged to cancel any travel plans and stay off the roads completely.

## EVACUATION TIPS

Hundreds of times each year, people are forced to leave their homes because of natural disasters, transportation or industrial accidents, fires or floods. You may have only minutes to escape to safety and you should be prepared to leave immediately when notified. Evacuation periods may last for hours or days, dependent on the emergency, so you should be ready to care for yourself and your family for a minimum of three days.

If you are told to evacuate, please follow these simple tips:

- Turn on your radio or television and be prepared to follow all instructions by emergency authorities
- Take your Disaster Supply Kit
- Lock your home as you leave
- Post a note on your door telling others where you have gone. Local police will be patrolling the neighborhoods
- Use only the travel routes established by the authorities. Keep your car radio on for updates
- Select a safe place to go prior to an evacuation

If there is time, try to accomplish these helpful tasks:

- Shut off all utilities before leaving (only if you know how to do so safely). Contact your gas company when you return for service resumption
- Tie a white ribbon or cloth on the front door knob. This will alert emergency authorities that this home has been evacuated

## SHELTER-IN-PLACE

Sheltering in place is what you do when you take cover during a tornado warning, severe weather warning or hazardous material threat that is determined to be an irritant rather than a poison and the risk to health is greater from evacuation than just staying put. Follow these tips for in-place sheltering:

- Close and lock all windows and doors
- Turn off all fans, heating and air-conditioning systems
- Close the fireplace damper
- Turn off all the electrical power if you know the proper procedure
- Go to your basement for a storm, or the most interior room without windows
- With a chemical threat, an above ground location is better because most chemicals are heavier than air and may seep into the basement
- Turn on your battery powered radio and listen for further instructions
- Make sure you have an evacuation plan in place in case an evacuation is ordered

## RECOVERING FROM A DISASTER/EMERGENCY

Stay tuned to your local radio or television for emergency information and instructions.

The most important preparedness activity any citizen can do to prepare for an emergency event is to be sure that you have current and adequate property insurance. Both homeowners and renters need to maintain property insurance to guarantee their family's recovery. Follow these guidelines for the following emergency events:

### Tornado

- Use caution when entering a building, making sure that the walls, ceilings and roof are in place and secure on its foundation
- Be aware of downed power lines, broken gas mains and watch for broken glass
- Check for medical emergencies and if necessary, dial 911 for immediate assistance
- Contact your insurance carrier as soon as possible

### Flood

- Look for fire and utility hazards
- Discard food and water that has come in contact with flood waters
- Pump out flooded basements slowly, about one third of the water per day, to protect the foundation from further damage
- Service damaged septic tanks, cesspools, pits and leaching systems immediately. Damaged sewage systems are health hazards and can intensify the effects of the flood
- Contact your insurance carrier immediately

### Hazardous Material Incidents

- If evacuated, do not return home until local authorities say it is safe
- Upon arriving home, open up all the windows and doors to provide natural ventilation
- Do not attempt to try mechanical ventilation (electric fans), as an explosive threat may be present
- Find out from local authorities how to clean up your land and property
- Discard food and water supplies that were impacted by the hazardous material contamination
- Contact your insurance carrier immediately

## Fire

- If you are the homeowner, secure your property to the best of your ability and contact your insurance carrier immediately
- If you are a tenant, secure your property to the best of your ability and contact your landlord, then your insurance carrier
- Contact the American Red Cross (800-774-6066) or the Salvation Army (734-668-8353) if you need food, clothing or temporary housing
- Have an electrician check your wiring before restoring power. Never try to connect utilities yourself
- Discard all food, beverages and medications that have been exposed to heat, smoke or soot
- Do not open a fire proof safe until it has cooled down
- Maintain a record with receipts of any expenditures you make after the fire. These are important future insurance and income tax claims

## FIRE SAFETY TIPS

### Make Your Home Fire Safe

- Install battery-powered smoke detectors outside each sleeping area and on each additional level of your home.
- Use the test button to check each smoke detector once per month.
- Replace batteries immediately, or at least twice per year.
- Be sure to have a working fire extinguisher in the kitchen and make sure you know how to use it.

### Plan Your Escape Routes

- Determine at least two routes of escape for every room in your home.
- If you must use an escape ladder, be sure everyone knows how to use it.
- Select a location outside your home where everyone would meet after escaping.
- Practice your escape plan at least twice per year.
- Once you are out, STAY OUT!

### Escape Safely

- If you see smoke in your first escape route, use your second way out.
- If you must exit through smoke, crawl low under the smoke to escape.
- Feel all closed doors prior to opening. If the door is hot, use your second way out.
- If smoke, heat, or flames block your exit routes, stay in the room with the door closed.
- If you are unable to escape, signal for help by either using a white or brightly colored cloth at the window or by using a whistle.

## PREPARING FOR TERRORISM

There are many bacterial, viral, toxic, chemical and radiological substances that could be used as weapons against human beings. Although many of these agents are difficult to deliver into an unsuspecting population, it is still a remote possibility when faced with an educated and well-funded terrorist organization. It's much more likely that an industrial or transportation related accident involving one of these substances could occur.

The federal government has drastically increased efforts to detect and disrupt acts of domestic and international terrorism... and has provided significant funding to state and local response organizations to prepare for the effects of such attacks. Washtenaw County's Homeland Security Task Force, Hazardous Materials Response Team, Local Emergency Planning Committee, and many other organizations are actively working to enhance our response systems and procedures.

Having an educated public, however, is the most effective form of preparedness. All Americans should understand the basics about Weapons of Mass Destruction ("WMD") and hazardous materials protective actions, especially if they work or live near major roads, industrial facilities, and other large institutions.

### BIOTERRORISM

Bioterrorism is the intentional or threatened use of viruses, bacteria, fungi or toxins from living organisms to produce death or disease in humans, animals or plants. There are over 400 agents listed as possible agents of bio-terrorism. Some examples include Smallpox, Anthrax, Botulism, and Plague. The effects of these organisms vary, as does the medical treatment and community response protocol.

When the nation's Public Health surveillance system detects an outbreak, several systems are activated. Certified laboratories confirm the agent, state and local public health officials begin to track down the source or point of release, potentially exposed members of the community are identified and treated if necessary, and the public is kept informed as the investigation progresses. At the first hint of a potential act of terrorism, appropriate law enforcement agencies are immediately involved.

Keeping your immune system strong is the best single defense against disease, including acts of bio-terrorism. A healthy diet, regular exercise and sufficient sleep goes a long way in helping your natural immune system, which makes it more difficult for viruses and bacteria to take hold and thrive. Washing your hands with soap and warm water regularly, especially before and after meals, is also a very good defense.

There is no need to purchase a gas mask. For complete protection with a gas mask, it would need to be worn all day, every day. The best way to protect yourself during potential bio-terrorism or chemical incidents is to stay informed and follow official instructions.

There is no need for smallpox or anthrax vaccinations and it is not necessary to store or stockpile any special medication. You would be notified through the media if dispensing emergency medications becomes necessary. Fortunately, many types of illnesses that could be caused by bio-terrorism are treatable, and emergency stockpiles of medications are ready to go at a moments notice.

## CHEMICAL EMERGENCIES

Chemicals are an enormous part of our every-day lives. Without the advancements made in chemistry, we would still be living in the middle ages. These technological advancements do come with a risk. Accidental hazardous materials spills do occur. When they happen, highly trained “HazMat” teams are quickly activated and the release is mitigated. Because of recent events, the risks are heightened because chemicals may be available to terrorists.

There are so many chemicals available in North America that it is simply impossible to list what could be used and how it would affect you if released. For that reason, it is important to educate yourself about your community’s basic hazardous materials emergency procedure.

You would find out about the appropriate emergency procedure to follow by listening to your local Emergency Alert System radio station (see the Warning System page). In the event of a chemical emergency, there are three basic emergency procedures that you will be asked to follow.

### 1. Developing Emergency Situation – Stay Tuned for Official Information

This indicates that an emergency is taking place that may soon require you to take protective action. Citizens should monitor local “EAS” broadcasters for potentially fast-breaking developments.

### 2. Shelter In-place

Emergency personnel may determine that “in-place” sheltering is the best way to protect affected members of the public. Stay calm, listen carefully to instructions provided by the “EAS” broadcaster to make sure that the “shelter-in-place” order applies to you, and follow these instructions:

- Take your children and pets indoors immediately. While gathering your family, you can provide a minimal amount of protection to your breathing by covering your mouth and nose with damp cloth.
- Close all windows in your home.
- Turn off all fans, heating and air conditioning systems.
- Close the fireplace damper.
- Go to a room located above ground level (not the basement) with the fewest windows and doors.
- Take your Family Disaster Supply Kit with you.
- Wet some towels and jam them in the crack under the doors. Apply tape around the doors, windows, exhaust fans and vents. Use plastic garbage bags to cover windows, outlets, and heat registers.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains. To avoid injury, stay away from the windows.
- Stay in the room and listen to your radio until you are told all is safe or you are told to evacuate.

### 3. Evacuation

Emergency personnel may determine that an evacuation is necessary. Stay calm, listen carefully to instructions provided by the “EAS” broadcaster to make sure that the evacuation order applies to you, and to find out if you should evacuate immediately or if you have a little time to pack some essentials. Do not use your telephone, and follow these instructions:

- Move quickly and calmly and take the following with you:
  - Your Family Disaster Supplies Kit
  - Medications
  - Change of clothing for each member of the family
  - Eyeglasses, hearing aids, dentures, canes and walkers
  - Baby care items
  - Personal items such as toothbrushes and deodorant
- Close and lock your windows
- Shut off all vents
- Lock the door and evacuate following the provided instructions, taking only one car if possible

Do not assume that a shelter will have everything you need. In most cases, the shelters will provide only emergency items such as meals, cots, and blankets. Also consider checking-in on neighbors to make sure they have been notified, and offer help to those with disabilities or other special needs.

## NUCLEAR OR RADIOLOGICAL INCIDENT

The community’s response to a “dirty bomb” (an explosive device that disburse radioactive material) would be very similar to that of a chemical emergency response because the area affected by radiation would be relatively limited.

Although you may be asked to evacuate, nuclear power plant accidents and detonation of thermo-nuclear devices requires a different sheltering technique. The three factors for protecting oneself from radiation and fallout are distance, shielding, and time. The more distance between you and the incident location or the fallout particles, the better; the heavier and denser the building materials (shielding), the better; and fallout radiation loses its intensity fairly rapidly. In time, you would be able to leave your temporary shelter.

The severity and course of acute radiation sickness depends on how much total dose is received, how much of the body is exposed, and the sensitivity of the individual. Generally, large acute exposures can result in easily observable effects such as hair loss, changes in blood cells and vessels, skin irritation similar to severe sunburn, and gastrointestinal system effects including nausea, vomiting, diarrhea, and high fever. Long-term lower dose exposure can also create delayed effects such as cancer.

Should a radiological incident happen, keeping informed (see the Warning System page) and closely following official instructions are your keys to safety and survival. It is also important to know where to take shelter and how to perform basic fallout decontamination procedures.

Fallout contamination (dusty, flaky or small granular particles that fall from the sky following a significant nuclear event) is radioactive. Should fallout materialize, everyone should seek a safe shelter location, such as in the middle of a well-constructed building or in the center of a home’s basement (keep “distance” and “shielding” in mind). If someone is contaminated with fallout, they should decontaminate themselves by carefully removing contaminated clothing and thoroughly showering, if possible. It is also important to keep all contaminated clothing, including shoes, away from the temporary shelter location.

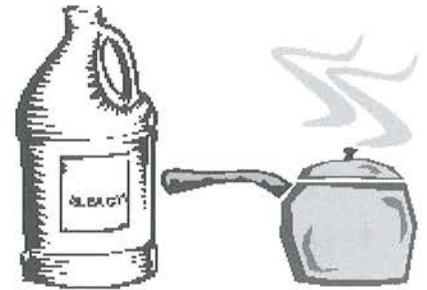
## WHEN AN EMERGENCY STRIKES

### During and after an emergency:

- Stay calm
- Be aware of additional dangers
- Stay tuned to your local emergency stations
- Follow advice of trained professional
- Do not evacuate unless told
- During an emergency you might be cut off from water, food and electricity

### Water: No supply of clean water, here are some suggestions:

- Use ice cubes
- Use water in your hot water tank
- Purify water from streams, rainwater, lake or snow by boiling for 5 minutes, allowing it to cool
- Purify water with bleach by using 10 drops of bleach to one gallon of water (use only regular household bleach that contains 5.25% sodium hypochlorite)



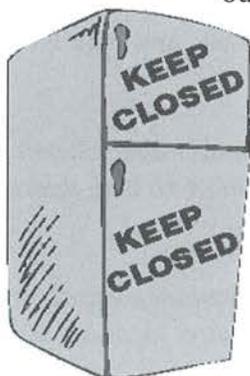
### Food:

- Eat at least one well-balanced meal each day
- Take vitamins and/or protein supplements.



### If Your Power Goes Out:

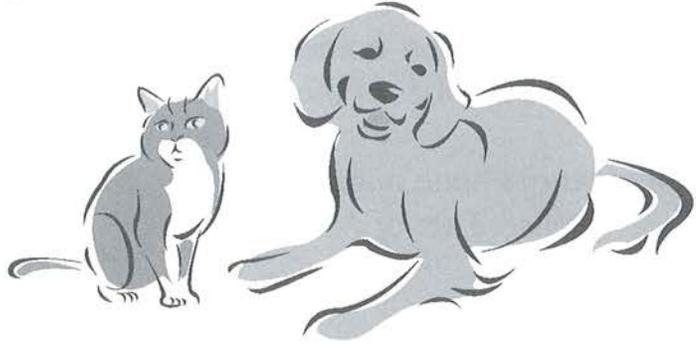
- Assist family members or neighbors who may be vulnerable if exposed to extreme heat or cold
- Locate a flashlight with batteries to use until power is restored. Candles are discouraged because they can start a fire
- Unplug sensitive electric equipment such as computers, VCRs, and televisions
- Unplug major electric appliances that were on when the power went out



- Keep refrigerator and freezer doors closed as much as possible
- Do not use the stove to heat your home -- this can cause a fire or fatal gas leak
- Use extreme caution when driving-if traffic signals are out treat each signal as a stop sign and come to a complete stop
- Do not call 911 to ask about the power outage
- Keep a battery operated radio on for updates on restoration of power or use your car radio
- Prescription drugs - make sure you have enough to last

**If You Have Pets:** Create a survival kit for your pet. This should include:

- Identification collar and rabies tag
- Leash
- Any medications (be sure to check expiration dates)
- Newspapers and plastic trash bags for handling waste
- At least a 2-week supply of food, water, and food bowls
- Veterinary records (most animal shelters do not allow pets without proof of vaccination)
- Identify animal shelters in case of evacuation because emergency shelters do not allow pets unless they are service animals
- Locate hotels and motels that allow pets in case of evacuation



### **Neighbors Helping Neighbors:**

- Have your neighborhood introduce emergency preparedness as a new activity
- Plan with neighbors how to work together until help arrives
- Know your neighbor's special skills
- Know your neighbor's special needs

### **Emergency Contact Information:**

- The following page (p. 20) has been designed to be removed and placed near your phone in case of an emergency.

#### **Remember your Local EAS Stations**

- WEMU 89.1 FM
- WWWW 102.9 FM

## EMERGENCY CONTACT INFORMATION

The address of this home: \_\_\_\_\_

The phone number of this home: \_\_\_\_\_

Emergency Phone numbers:

Police, Fire, or Ambulance: 911

Parent's location:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell/pager: \_\_\_\_\_

Home Emergency Guide numbers and information:

Local contact:

Name: \_\_\_\_\_

Telephone: day: \_\_\_\_\_ evening: \_\_\_\_\_

Nearest Relative:

Name: \_\_\_\_\_

Telephone: day: \_\_\_\_\_ evening: \_\_\_\_\_

Family work numbers:

Father: \_\_\_\_\_

Mother: \_\_\_\_\_

Other: \_\_\_\_\_

Family Doctors/Hospital

Name: \_\_\_\_\_ phone \_\_\_\_\_

Name: \_\_\_\_\_ phone \_\_\_\_\_

Family meeting places:

1. Right outside your home: \_\_\_\_\_

2. Away from home in neighborhood

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Names and ages of children: \_\_\_\_\_

Medications/allergies: \_\_\_\_\_

Location of Home emergency kit: \_\_\_\_\_

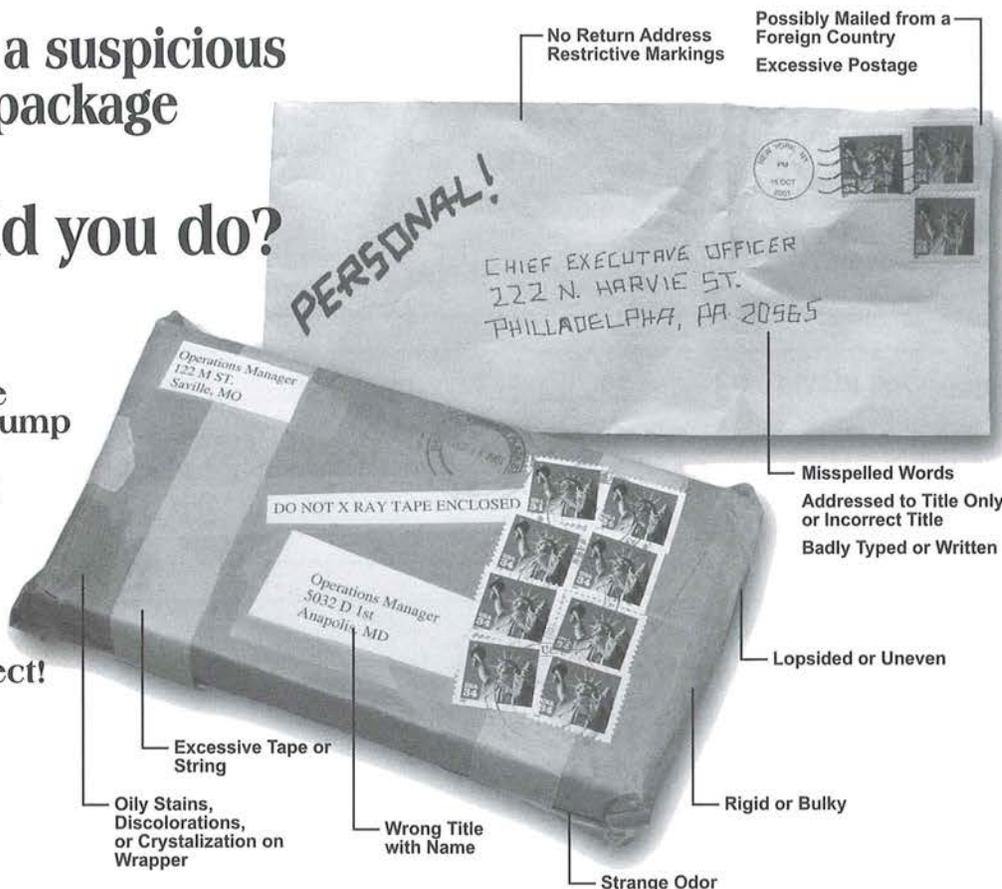
## SUSPICIOUS MAIL ALERT

# FBI *Advisory*

If you receive a suspicious letter or package

What should you do?

- 1 Handle with care  
Don't shake or bump
- 2 Isolate and look for indicators
- 3 Don't Open, Smell or Taste
- 4 Treat it as Suspect!  
Call 911



If parcel is open and/or a threat is identified....

### For a Bomb

Evacuate Immediately  
Call 911 (Police)  
Contact Local FBI

### For Radiological

Limit Exposure - Don't Handle  
Distance (Evacuate Area)  
Shield yourself from object  
Call 911 (Police)  
Contact Local FBI

### For Biological or Chemical

Isolate - Don't Handle  
Call 911 (Police)  
Wash your hands with soap  
and warm water  
Contact Local FBI



Police Department \_\_\_\_\_

Fire Department \_\_\_\_\_

Local FBI Office \_\_\_\_\_

(ask for the Duty agent, Special agent Bomb Technician or Weapons of Mass Destruction Coordinator)

# EMERGENCY TELEPHONE NUMBERS

## Local Contact

Name \_\_\_\_\_  
 City \_\_\_\_\_  
 Telephone (day) ( )-\_\_\_\_\_ (eve.) ( )- \_\_\_\_\_  
 Cellular Phone ( )-\_\_\_\_\_

## Out of Area Contact

Name \_\_\_\_\_  
 City \_\_\_\_\_  
 Telephone (day) ( )-\_\_\_\_\_ (eve.) ( )- \_\_\_\_\_  
 Cellular Phone ( )-\_\_\_\_\_

## Nearest Relative

Name \_\_\_\_\_  
 City \_\_\_\_\_  
 Telephone (day) ( )-\_\_\_\_\_ (eve.) ( )- \_\_\_\_\_

## Family Work Numbers

Father \_\_\_\_\_  
 Mother \_\_\_\_\_  
 Other \_\_\_\_\_

## Emergency Telephone Numbers

Police Department 911 \_\_\_\_\_  
 Fire Department 911 \_\_\_\_\_  
 Hospital \_\_\_\_\_

## Family Physicians

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Name \_\_\_\_\_ Phone \_\_\_\_\_

## Reunion Locations

1. Right outside of your home \_\_\_\_\_  
 \_\_\_\_\_  
 Away from the neighborhood, in case you cannot return home  
 \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Route to try first \_\_\_\_\_

## Utilities

Electric Co. \_\_\_\_\_ Phone Co. \_\_\_\_\_  
 Gas Co. \_\_\_\_\_ Water Co. \_\_\_\_\_  
 Cable TV Co. \_\_\_\_\_

## CONTACTS

Emergency help number  
 911 or local emergency dispatch  
 \_\_\_\_\_

DTE Energy  
 1-800-477-4747 (24/7)  
 Report downed power lines

Center for Disease Control (CDC)  
 1-404-639-3311  
 Information & Reporting

Michigan Poison Control Center  
 1-800-222-1222 (24 hours & TDD)

National Pesticide Network  
 1-800-858-7378 (24 hours)  
 Health & Safety Information

Other Links:  
[www.fema.gov](http://www.fema.gov)  
[www.ready.gov](http://www.ready.gov)  
[www.wc-redcross.org](http://www.wc-redcross.org) (local chapter)  
[www.salvationarmyusa.org](http://www.salvationarmyusa.org)  
[www.uw211southcentralmi.org](http://www.uw211southcentralmi.org)  
[www.crh.noaa.gov/dtx](http://www.crh.noaa.gov/dtx)