

LAKE TOWNSHIP CITIZENS EMERGENCY GUIDE

*Citizens Emergency
Preparation
Guidelines*

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Materials gathered from existing emergency resources information;

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AN INTRODUCTION TO EMERGENCY MANAGEMENT

This information packet was developed to address the needs of the citizen of Lake Township and to help you prepare for a disaster or emergency within the township. It provides information that you need to prepare for and be self-reliant during a disaster or emergency by creating a personalized Family Emergency Action Plan.

It is the responsibility of the individual citizen to prepare their family to respond to and recover from any emergency or disaster event.

CREATE AN EMERGENCY COMMUNICATION PLAN

Your family will cope best by preparing for 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 members or someone impacted by disaster out of state.

Having a communication 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 communication checklist to remind you to “communicate” your willingness to help them when disaster strikes.

- Make a list of those neighbors.
- Ask for their phone numbers and address, only if they feel comfortable with you having them.
- When an emergency strikes, make contact with those neighbors and see if their needs are addressed.
- Help those neighbors in developing their own out-of-town contact.
- Help where you can. When a disaster strikes, remember to always;

Dial 911 for emergency response.

Try not to use 911 to make inquiries, to learn information or request non-emergency assistance. During a disaster your emergency response 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 question or concerns, try dialing your local government business phone numbers

The **Lake County Sheriff's office** at **231-745-2712**, **Lake Township Fire**

Department at **231-898-2076** or the **Lake Township** at **231-898-3189**

The **Lake County Road Commission** at **213-745-4666**

You can also use **211 to Learn Information**. Or you can 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 **911 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 a 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 soup 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 and blade
- Bar of Soap & Antiseptic spray
- Baby wipes
- 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 and thread
- Shovel and other useful tools
- Plastic sheeting, duct tape
- Maps (state, county)
- Money (small bills and coins)
- 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
- 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, book
- Cell phone & charger
- Prepaid phone card

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 is enough) and extra batteries
- Flashlight with extra batteries
- A small amount of cash and change and a credit card
- A extra set of car and house keys
- Critical family documents in a portable, fireproof container
 - ✓ Social Security Cards
 - ✓ Insurance policies
 - ✓ Wills
 - ✓ Deeds
 - ✓ Saving 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)
 - ✓ Extra pair of glasses

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. Gas stations may be affected by the emergency and unable to be used.

Keep these items stored in a portable container.

- A small battery powered radio (Am is enough) and extra batteries
- Flashlight with extra batteries
- Cell phone charger for the car
- Blankets
- Jumper Cables
- Fire Extinguisher
- Maps
- Shovel
- Flares
- Bottled Water (for drinking)
- Tire repair kit and pump
- Nonperishable, high energy foods (granola bars, canned nuts, hard candy, trail mix, peanut butter & crackers)

HOME HAZARD HUNT

An important step in family preparedness is the identification of hazards in your home. Once the hazards are identified, it doesn't take much time or effort to make your home a safer place to live.

Getting Started: Using the checklist below, involve the whole family, especially your children in a home hazard hunt. Remember that anything that can move, break or fall, or burn is a potential hazard. Foresight, imagination, and common sense are the only tools you will need. After identifying what needs to be done, devise a plan and do it.

Kitchen

- Wear snug-fitting clothes when cooking
- Do not leave cooking food unattended
- Keep pan handles turned in while cooking
- Keep a pan lid nearby in case of fire
- Keep cooking area clean and clear of combustibles
- Keep cords from dangling
- Ensure outlets near the kitchen sink are GFI (Ground Fault Interrupt) equipped
- Keep sharp knives out of reach of children

Outside

- Clear dry vegetation and rubbish from around the house
- Use barbecue grills away from buildings and vegetation
- Dispose of barbecue briquettes in a metal container
- Maintain a "greenbelt" around rural building
- Check with the fire department before burning debris or using a burn barrel

All Rooms

- Ensure floor covering (rug, carpets) are properly secured to prevent tripping hazards
- Separate draw cords on blinds and drapes to reduce strangulation hazards for kids
- Ensure room exits are unobstructed

Garage/Attic/Shed

- Use gasoline as motor fuel only and never store it inside the home
- Keep only a small quantity of gasoline, if necessary, in an approved container
- Keep flammable liquids such as paints and thinners in their original containers and store on or near the ground and away from sources of heat sparks, or flame

Smoking and Matches

- Store matches and lighters out of reach of children
- Use large, deep, not-tip ashtrays
- Never smoke when drowsy or in bed
- Dispose of ashes and cigarette butts in a metal can at least daily
- Check furniture for smoldering cigarettes every night, especially after parties

Electricity

- Avoid the use of extension cords (If used, ensure the correct wattage rating)
- Plug only one heat producing device into an electrical outlet
- Ensure cords are not placed under rugs
- Verify circuits are not overloaded
- Replace damaged cords, plugs, sockets
- Use bulbs with the correct wattage for lamps and fixtures
- Check circuit breakers for the correct amperage ratings
- Don't override or bypass circuit breakers

Clothes Washer and Dryer

- Verify the appliances are properly grounded
- Ensure lint filter is clean and serviceable
- Check vent hose and vent line to ensure they are clean and provide unobstructed airflow

Fire extinguisher

- Verify that an all-purpose fire extinguisher (Class ABC) is maintained in an accessible location
- Ensure that all occupants know how to use it
- Are additional fire extinguishers kept in the kitchen, garage, basement, and sleeping area?
- Store used oily rags in sealed metal containers
- Never store combustibles such as newspapers and magazines

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 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 instruction 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 friend or relative to go to 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: (Staying in the Home)

Sheltering in place is what you do when you take cover during a tornado warning, severe weather warning or hazardous material threat that determined to be an irritant rather than a poison and the risk to health greater 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 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 instruction
- Make sure you have made plans to evacuate if the order is given by emergency authorities

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
- **With fallen trees be careful power lines can be hidden in with the trees, also look up for possible branches tangled in the canopy.**
- Contact your insurance carrier as soon as possible

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 or the Salvation Army if you need food, clothing or temporary housing. (See local Fire Department)
- Have an electrician check the 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 expenditure you make after the fire. These are important for future insurance and income tax claims.

Preparing Your In-Place Shelter

In a terrorist attack, a township or an entire region become endangered by a lethal agent.

When conditions at your location make this a possibility, you may need to consider staying In-Place until the threat has subsided or blown over.

Make plans for taking the following steps to insure that your home will be served as a biological/chemical safe haven.

- Select an inner room on an upstairs floor with the least number of windows and doors
- Choose a large room with access to a [bathroom and a telephone](#)
- Avoiding using rooms with the window air conditioners; these are more difficult to seal

When a threat is present, follow these guidelines:

- Close all windows, doors and shutters
- Seal all cracks around windows and door frames with wide tape (duct tape)
- Cover windows and exterior doors with plastic sheets (6ml Minimum) with pressure sensitive tape
- Shut down any air movement units (fan, air conditioners, furnaces, etc.)
- Do not use candles as a light source (flashlights are safer)

Suggested Safe haven Equipment:

- Food and water to last three days minimum (1 gallon of water per person per day)
- Protective equipment – biological/chemical rated gas masks, waterproof clothing
- Emergency equipment – flashlights, battery operated radio, extra batteries, can or bottle opener, knife and scissors, first aid kit (check you emergency supply kit)

Whenever a chemical or biological event occurs, **stay tuned to your local radio or television stations** for updates on the situation and preparedness and/or response guidelines.

WHEN AN EMERGENCY STRIKES

During and after an emergency occurs, it is important to **stay calm**. Even after an event, there may still be dangers. What seems like a safe distance or location may not be. Stay tuned to your local emergency station and follow the advice of trained professionals. Unless told to evacuate, avoid roads to allow emergency vehicles access. **What you do next can save your life and the lives of others.**

During an emergency you might be cut off from food, water, and electricity for several days or more. If power is out, food stores may be closed and your water supply may not work.

Here are some suggestions:

Water: If a disaster catches you without a supply of clean water, you can use ice cubes and the water in your hot water tanks or pipes. If it is safe to go outside, you can also purify water from streams or rivers, rainwater, ponds and lakes, natural springs and snow by boiling (for 5 minutes), distilling or disinfecting.

To purify water with bleach, use 10 drops of bleach per gallon of water, Use only regular household liquid bleach that contains only 5.25% sodium hypochlorite.

Food: During and right after an emergency, it will be important that you keep up your strength by eating at least one well-balanced meal each day. Take vitamin, mineral and/or protein supplements.

Power Outage:

- **Remain calm,** and 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 comes back on. Do not use candles –this can cause a fire
- Turn off sensitive electric equipment such as computers, VCRs and televisions
- Turn off major electric appliances that were on when the power went off. This will help to prevent power surges when electricity is restored
- Keep your refrigerator and freezer doors closed as much as possible to keep cold in and heat out
- **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—come to a complete stop at every intersection and look before you proceed
- **Do not call 911 to ask about the power outage. Listen to the news radio stations for updates, or you may call 211 to see they have any updates.**

Pets:

If you have pets you should create a survival kit for your pet. **This should include:**

- Identification collar and rabies tag
- Carrier or cage
- Leash
- Any medication (be sure to check the 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)

Neighbors Helping Neighbors:

- Working with neighbors in an emergency can save lives and property.
- Meet with your community members to plan how you could work together until help arrives.
- If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce emergency preparedness as a new activity.
- Know your neighbor's special skills.
- Consider how you could help those with special needs, such as people with disabilities or elderly persons.

BABYSITTER VISITOR INFORMATION

Those who use babysitter often, whether they are people from your family or recruited from the community they may not be familiar with our home emergency plans and contacts. When we place trust of our loved ones in homes with others, it is only appropriate to all concerned to know how to take care of emergencies when they occur.

The address of this home is: _____

The Phone number of this home is: _____

Emergency Numbers: 911 for POLICE, FIRE and or AMBULANCE:

Parents are at this location

Address: _____

Phone: _____

Cell Phone: _____

Expected time of return: _____ am/pm

The Home Emergency Guide is located _____

The Home Emergency Kit is located _____

Reminders:

- **Do not open the door** for anyone until you confirm their identity, purpose and determine that they do not pose a threat
- **Keep all doors and windows locked**
- **Know where the children are playing whether outside or inside**
- **Understand severe weather announcements**

Green

Continue to enjoy individual freedom. Participate freely in travel, work/recreational activities.

Be prepared for disasters and family emergencies.

Develop a family emergency plan.

Know how to turn off your power, gas and water service to your house.

Know what hazardous materials are stored in your home and how to properly dispose of unneeded chemicals.

Support the efforts of your local emergency responders.

Know what natural hazards are prevalent in your area and what measures you can take to protect your family.

Blue

Continue normal activities but be watchful for suspicious activities. Report criminal activity to local law enforcement.

Reviews family emergency plans.

Increase family emergency preparedness by purchasing supplies, food and storing water.

Be familiar with local natural and technological hazards in your community.

Increase individual or family emergency preparedness through training.

Maintaining good physical fitness and health, and storing food, water and emergency supplies.

Monitor local and national news for terrorist alerts.

Update immunizations.

Volunteer to assist and support the community emergency response agencies.

Yellow

Continue normal activities, but report suspicious activities to the local law enforcement.

Take a first aid or CERT class.

Become active in your local Neighborhood Crime Watch program.

Network with your family, neighbors and community for mutual support during a disaster or terrorist attack.

Learn what critical facilities are located in your community and report suspicious activities at or near these sites.

Attend your local emergency planning committee meeting to learn more about local hazards.

Increase individual or family emergency preparedness through training, maintaining good physical fitness and health, and storing food, water and emergency supplies.

Orange

Resume normal activities but expect some delays, baggage searches and restrictions as a result of heightened security at public buildings and facilities.

Continue to monitor would and local events as well as local government threat advisories.

Report suspicious activities at or near critical facilities to local law enforcement by calling 911.

Avoid leaving unattended packages or brief cases in public areas.

Inventory and organize emergency supply kits and discuss emergency plans with family members.

Reevaluate meeting location based on threat.

Consider taking reasonable personal security precautions. Be alert to your surroundings, avoid placing yourself in a vulnerable situation and monitor the activities of your children.

Maintain close contact with your family and neighbors to ensure their safety and emotional welfare.

Red

Report suspicious activities and call 911 for immediate response.

Expect delays, searches of purses and bags and restricted access to public buildings.

Expect traffic delays and restrictions.

Take personal security precautions to avoid becoming a victim of crime or terrorist attack.

Avoid crowded public areas and gatherings.

Do not travel into areas affected by the attack or in an expected terrorist attack.

Keep emergency supplies accessible and car gas tank full.

Be prepared to evacuate your home or shelter in place on order of local authorities.

Be suspicious of persons taking photographs of critical facilities, asking questions about physical security or dressed inappropriately for weather conditions. Report these incidents immediately to law enforcement.

Closely monitor news reports and local radio/TV stations, & law enforcement.

Assist neighbors who may need help.

Avoid passing on unsubstantiated information and rumors.