

Farmington Hills/Farmington Emergency Preparedness Commission

Emergency Preparedness Handbook

A month-by-month guide for citizens and businesses



www.fhready.org
AM 1650 Radio



City of Farmington



Table of

CONTENTS

A Message from Farmington Hills Mayor Jerry Ellis
A Message from Farmington Mayor Tom Buck
The Emergency Preparedness Commission
About This Guide

Month

January
February
March
April
May
June
July
August
September
October
November
December
Addendum A
Addendum B
Addendum C
Addendum D
Addendum E

Topic

Emergency Supply Kits for Home and Car
Seniors and Those with Special Needs
Tornadoes
Chemical/Biological Preparedness
First Aid/Being a Good Neighbor/Pets
Business Preparedness
Heat Emergencies
School Safety
Terrorism
Fire Safety
Winter Weather
Family Financial Preparedness
Water
Food Management
Emergency Information Sheet
Babysitter/Visitor Information
Related Contact Numbers

A message from Farmington Hills

MAYOR JERRY ELLIS



Dear Residents,

Emergency preparedness is a topic that a lot of people would rather not think about, and that's part of the challenge. Though we hope we'll never have to use our preparedness skills, unfortunately there will be events that we *cannot* prevent. What we *can* do, however, is educate ourselves and train response teams so that together we can reduce the impact of any emergency situation.

If there is any good to come out of recent disasters, it's that it has motivated us to create a culture of preparedness. Everyone has seen images of devastation, and the resulting damage to property and loss of life. This awareness level has made it easier for preparedness to become an ongoing priority in our lives.

We know that true preparedness isn't just about immediate action; it's about creating sustained transformation over time. Good disaster preparedness involves broad participation at every level, from the individual and the family to the government at the city, state and federal levels. If we become more proactive with disaster planning, then we will have more efficient responses and more effective assistance.

Each of us needs to be prepared to help wherever we can and however we can. If your help is needed, offer it. You will be contributing greatly to the safety of your community and you may even save a life. Preparedness comes down to one simple message -- it's up to you. There's no easy formula and we can't put it off. Simply said, we can't afford not to be prepared and preparedness starts *now*.

***Jerry Ellis, Mayor
City of Farmington Hills***

A message from Farmington

MAYOR Tom Buck



Emergency Preparedness

This guide has been prepared to make your family safer.

There is no way to predict when an emergency situation will occur, however you can be ready. Reviewing this guide and following its recommendations will help you reduce the adverse effects of a disaster.

Emergency preparedness in today's world is wise. Please take the time to look over these suggestions and educate yourselves, your family and your neighbors. You may save lives.

We are fortunate to have excellent emergency resources in our community, our Public Safety Department, the Police and Fire Departments in the broader community, and the County and State resources available to help are all excellent. However, there is no substitute for personal knowledge and responsibility.

Many thanks are due to our Community's Emergency Preparedness Committee; for developing this guide, and for the many educational and community outreach programs the committee offers. They are working for all our benefit.

Be safe!

Tom Buck
Mayor
City of Farmington

This handbook was prepared by the Farmington Hills/Farmington

Emergency Preparedness Commission



EPC Commissioners

Brian Bradley, Chrysler Financial
Shari Garms, EPC Secretary, Citizen at Large
Carter Grabarczyk, Farmington Amateur Radio Club
Susan James, Registered Nurse
Stan Joseph, Director of Security, General Dynamics
Ken Massey, PhD., City Council Member
Estralee Michaelson, FPS Dir. Safe Schools/Students Services
Ian Mular, Mayors Youth Council
Kenneth Murray, CMDR of Mustang Squadron, CAP-Michigan Wing
David Shaheen, Citizen at Large
Marvin Shlain, Neighborhood Watch Representative
Michael Sweeney, PE., EPC Chair, Citizen at Large
Tim Tukak, Citizen at Large
Sandy Vieder, DO., Director Emergency Services Botsford Hospital
Robert York, Citizen at Large
Norene Yuskowatz, EPC Vice Chair, Citizen at Large, FH CHOA

City Liaisons

Denny Hughes, Lt. Farmington Hills, Fire Department
Matt Koehn, Cmdr. Farmington Hills, Police Department
Robert Schulz, Public Safety Director, City of Farmington
Cindy Gray, City Staff Secretary to Commission

City Officials

Jerry Ellis, Mayor, Farmington Hills
Tom Buck, Mayor, City of Farmington
Corey Bartsch, Fire Chief, Farmington Hills
Charles Nebus, Police Chief, City of Farmington Hills

Our Mission

The mission of the Farmington Hills / Farmington Citizen Corps Council for Emergency Preparedness, now known as the Emergency Preparedness Commission of Farmington Hills/Farmington, is to support and enhance the efforts of local public safety organizations in helping ensure that residents and business owners have the information, education, and skills necessary to protect themselves, their families, homes, and businesses in the event of a local emergency.

About this GUIDE

This handbook is designed to help you be prepared for emergency events, from minor first-aid injuries to major disasters, including terrorist events. Organized into 12 chapters representing the 12 months of the year, the handbook focuses on a different emergency topic each month, providing step-by-step guidelines for preparation. Anyone who follows the guidelines in this handbook will be prepared for nearly any emergency situation.

If you have any questions or need more information, please contact the Emergency Preparedness Commission (EPC) at 248-871-2417.



1st printing, October 2003, made possible by the generous support of the Farmington Hills Economic Development Corporation.
2nd printing, September 2004, made possible through the use of adjudicated drug forfeiture funds, Farmington Hills Police Department.
3rd printing, May 2006, made possible by the generous support of DaimlerChrysler Corporation.
4th printing, April 2009, made possible by Federal Homeland Security Grant Program.

Emergency Supply Kits for Home and Car

Whether it's a natural or manmade emergency, you need to have your 72-hour emergency supply kit readily available. Remember, it may be up to you to take care of your family, friends, and neighbors until professional help arrives.

—Ken Murray, EPC Member

Q: Why should we have “disaster” kits? Aren’t the government services of our community going to take care of my family and neighbors if a disaster should occur?

A: In the event of a widespread disaster, our community’s first responders, such as fire and police, could not be everywhere at the same time. There may be a time when our residents will need to take care of their own needs, for a few days or even weeks, after a major disaster. The core element of this ability to care for one’s own is the *Home and Car Emergency Supply Kits* individual residents have set aside for exactly this purpose.

Your car supply kit, at a minimum, should contain the following items:

- A commercially available first aid kit.
- An emergency blanket.
- Flashlight.

(see also winter survival car kit, described in November)

Your home supply kit should, at a minimum, contain the following items:

- A well-equipped first aid kit with manual.
- Flashlight with extra batteries.
- Battery operated radio with extra batteries.
- One dust mask per person – Type N95 preferred.
- One pair latex/cotton gloves per person.
- Matches and waterproof container.
- One whistle.
- One non-electric can opener/cooking utensils.
- Compass and a Map.
- Copies of important documents.
- Cash/coins in a waterproof container.
- Extra set of keys for home and car.
- One rain poncho per person.
- One rescue blanket/sleeping bag per person.
- One change of clothing and footwear per person.
- Sanitation supplies such as garbage bags, toilet paper, liquid soap, towelettes, feminine products, diapers.
- Medication/prescription copies in a waterproof container.
- All purpose knife and small tool kit.
- Cell phone & emergency/family contact info
- Cooking and eating utensils.
- Water—one gallon per day, per person, for three days.
- Non-perishable food—enough to sustain each individual for three days.
- Notebook & Pens
- Duct tape and plastic sheeting
- Items needed for infants and pets

JANUARY WORKSHEET

Emergency Supply Kits for Home and Car

- Watch the cable show Your 72 Hour Kit on Channel 8.
- Donate blood this month during the city-sponsored blood drive.
- Prepare your **Home** disaster supplies kit, putting the items into one or more backpacks, duffel bags, or unused suitcases, making sure that these are light enough to be carried by your household members.
- Prepare your **Car** disaster supply kit, consolidating it into an appropriate container. Make sure you have one in each vehicle.
- Discuss with family members where the most appropriate location is for the emergency kits to be stored. Make sure that all family members can reach the kits and that no one container is too heavy for most young and adult individuals. Practice your home evacuation plan so that everyone knows what to do and where to go.
- Set up a schedule on your family calendar to rotate the food and medicines in the kits every six months, including the water. Make food and medicine replacement lists that can be taken to the grocery store or pharmacy, assuring yourself that all items can be replaced.
- Review the lists when rotating the items to assure yourself that the items will sustain the family for a minimum of three days. Check shoes and clothing for fit as we all change over time.
- Make sure the needs of “special persons” are met, including infants, and every six months check that the needs are still relevant. Make sure any additional items that are required over time are included in the kit.

Short checklist:

- Did I put the **Home** emergency supply kit together in appropriate carrying bags?
- Did I put a **Car** emergency supply kit in each family vehicle?
- Are the kits properly located and stored for easy access?
- Are the kits complete enough for the whole family and all special needs individuals?
- Do I know where to get all the materials I need for the kits?
- If I have done all of the above, have I rotated the contents of my kit in the last six months? If not, I'll do so now.

Further resources:

Resources for further guidance in compiling your individual family emergency supply kits can be obtained from the Red Cross (I-866-GET INFO) or from the Federal Emergency Management Agency (FEMA), at 1-800-480-2520. Many local governmental units also have suggested lists of supplies. Several internet sites are available, including <http://www.fema.gov.library>.

*The **Emergency Preparedness Commission** is encouraging all families to take the initiative to compile emergency kits for their home and car. Our entire civilian preparedness effort is founded on the idea that people can be prepared to take care of themselves for up to three days, or until help arrives, and this preparation will significantly reduce fear and suffering should a widespread disaster occur.*

FEBRUARY

Seniors and Those with Special Needs

“It is really important to let older people know what they can do to prepare themselves for emergencies.”
- Marvin Shlain, EPC Member and Neighborhood Watch Representative

While it’s important that *every* citizen be prepared for an emergency, it is especially critical for those in our community who have special needs. Many older, frail, or disabled persons – particularly those who live alone – need to prepare *in advance* so that meals, medicine, oxygen, and transportation are available to them in an emergency situation.

Those with special needs may include:

- Senior citizens.
- Hearing impaired.
- Mobility impaired.
- Non-English speaking residents.
- Mentally impaired.
- People without transportation.
- People with special dietary needs.

The Farmington Hills Senior Division coordinates and provides programs and services for Farmington/Farmington Hills residents 50 years and better. Call 248-473-1830 for more information.

Additional tips for people with special needs from the Federal Emergency Management Association (FEMA):

- **Create a self-help network** of relatives, friends or co-workers to assist in an emergency. If you think you may need assistance in a disaster, discuss your disability with relatives, friends, and co-workers and ask for their help. For example, if you need help moving or require special arrangements to receive emergency messages, make a plan with friends. Make sure they know where you keep emergency supplies. Give a key to a neighbor or friend who may be able to assist you in a disaster.
- **Know the location and availability of more than one facility** if you are dependent on a dialysis machine or other life-sustaining equipment or treatment.
- **Have a plan for getting out of your home** or building (ask your family or friends for assistance, if necessary). Also, plan two evacuation routes because some roads may be closed or blocked in a disaster.
- **Become familiar with your neighbors** so that if an emergency occurs it will be easier to work together.
- **Notify the City if you are unable to act in an emergency** or if you know someone in this situation.

Adversity has taught us that together we can prevent an emergency from becoming a crisis.
-Mary DiManno, Supervisor, Senior Division, Farmington Hills

FEBRUARY WORKSHEET

Seniors and Those with Special Needs

- Please check Channel 8 & 15 for local EPC cable shows.

If you or someone you know has special needs:

- Review your 72-hour kit, as outlined in January: *Emergency Supply Kits for Home and Car*. Your emergency supply kit should contain some things unique to you:
- First aid kit, including first aid supplies you frequently use.
 - Extra hygiene supplies.
 - Prescription medicines.
 - Extra eyeglasses and hearing aid batteries.
 - Extra wheelchair batteries, oxygen, catheters, food for guide or hearing-ear dogs.
 - List of styles and serial numbers of medical devices such as pacemakers.
 - Medicare/Medicaid cards.
 - List of doctors and a relative or friend to notify if you need help.
 - Foods that don't require cooking, and that don't require a can opener.
- In addition to emergency supplies, have the following information posted at home, and kept in your purse or wallet, and in your car. Make sure a neighbor, friend, family member, and/or clergy also has this information.
- Local emergency services number.
 - Ambulance phone number.
 - Name and phone of nearest friend.
 - Out-of-state contact.
 - Phone numbers of doctors.
 - Local Red Cross Chapter.
 - Insurance agent/phone.
 - Utility company/phone.
 - Medications with dosage.
 - Pharmacy name/phone.

- Create and/or review your self-help network (described above).
- Purchase a weather-radio with a built in alarm for weather emergencies.
- Store extra batteries for your flashlight and regular radio.
- Have a plan for getting out of your home.
- The City of Farmington Hills Special Services Department, in cooperation with the Farmington Hills Department of Public Safety, offers cell phones for 9-1-1 emergency use only, for residents age 50 and older. Call 248-473-1826 for more information.

For everyone:

- Find out if your neighborhood has a Neighborhood Watch Group by calling 248-871-2750 Farmington Hills and 248-474-5500 Ext. 246 for Farmington. Decide what role you can play in keeping your Neighborhood Watch Group active and viable.
- Meet your neighbors. Learn their names. Offer to be a resource person during emergencies. If you have a neighbor who has special needs, offer to be a contact for that person during emergencies.
- Donate an old cell phone for the seniors' 9-1-1 program. Call 248-473-1826 for more information.
- Post file of life on refrigerator.
- Contact your city about obtaining a lock box for emergency entrance by first responders.

Congratulations!

By accomplishing February's goals, you have helped your neighborhood become safer and better prepared.
Don Millington Former EPC Member



MARCH

Tornadoes

Everyone should understand what it means when the outdoor warning sirens are activated.

- Carter Grabarczyk, EPC Member

In Michigan, most tornadoes occur in April, May, June and July between 3 and 7 p.m. Oakland County ranks third in the highest number of tornadoes in Michigan per year, according to the Michigan State University Extension Service.

To alert residents when a tornado has been sighted, Oakland County has more than 200 outdoor warning sirens located on fire stations, utility poles, and buildings throughout the county. Of these, nine are located in Farmington Hills, two in the City of Farmington and one at the Oakland Community College Orchard Ridge campus.

All sirens are activated by the transmission of a radio signal sent by the Oakland County Emergency Response and Preparedness Team. Each siren is capable of covering about a one-mile radius and is designed to alert citizens who are outside, although people indoors may also hear the alert if they are close to the siren site.

Testing of the sirens is done on the first Saturday of the month at 1 p.m. from March through November. One additional test is performed on a weekday in March as an observance of the “Severe Weather Awareness Week”; this test is usually done at 10:30 A.M. to allow school system participation.

Oakland County will activate the siren system when severe weather conditions are present that could result in widespread property damage, injury and loss of property and life. These conditions include Doppler radar indication of cloud “rotation” or an actual tornado or funnel cloud sighting. The sirens are *only* activated for these specific **weather conditions**, not for terrorism, toxic spills or any other civil defense matter.

It’s important to understand the difference between a tornado “watch” and a tornado “warning.” These definitions are from the National Weather Service Forecast Office:

- **Tornado Watch:** Conditions are favorable for a tornado to occur. If a tornado watch is issued, you need to be alert for changing weather, listen for further information, and think about what you will do if the danger materializes.
- **Tornado Warning:** A tornado is either imminent or has been reported. A warning indicates the need to take immediate action to protect life and property.

Don’t forget to make preparedness fun!! Practice your drills as a family or household group. Go out for ice cream afterwards. Give prizes to children who remember what to do. And praise everyone who participates. Cheryl McGuire EPC Secretary (retired).

MARCH WORKSHEET

Tornadoes

- Before a tornado watch or warning is issued, you should have your 72-hour kit (see January: *Emergency Supply Kits for Home and Car*) ready in your basement or other location where you will seek shelter in the event of a tornado warning.

Have a Tornado Watch Drill

- Move yard equipment inside.
- Monitor TV and radio.
- Account for family members.
- Don't forget your pets.
- Be alert for changing conditions.

Have a Tornado Warning Drill

- Take cover immediately, based on the information in the box, right.

Tornadoes are nature's most violent storms.

Where you should take shelter for a tornado

Tips from the Michigan State Police Emergency Management Division

In a home: The basement offers the greatest safety. Seek shelter under sturdy furniture if possible. In homes without basements, take cover in the center part of the house on the lower floor, in a small interior room such as a closet or bathroom, or under sturdy furniture. Keep away from windows.

In a mobile home: You should leave the home and take shelter in a pre-arranged shelter. If there is no shelter nearby, leave the trailer and lie flat in a ditch or ravine. Protect your head by placing your arms over it. Do not take shelter under your home.

Driving a vehicle. Stop! Get out of the vehicle and take shelter in a nearby ditch or ravine. Lie flat and put your arms over your head. Do not get under your vehicle and do not use overpasses as a shelter.

At work or at school. Follow advance plans to move to interior hallways or small rooms on the lowest floor. Avoid areas with glass and wide, free-span roofs, such as gymnasiums.

In open country. Lie in a gully, ditch, or low spot in the ground and hold onto something on the ground if possible.

APRIL

Chemical/Biological Preparedness

Every year, the Farmington Hills Fire Department responds to several hazardous material spills, most of which result from vehicle accidents involving automotive fluids such as gasoline, diesel fuel, oil, and antifreeze.

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

Hazardous materials incidents can be transportation related or fixed at a commercial site. These can pose a potential risk to life, health or property, and hazards can exist during production, storage, transportation, use or disposal.

During a hazardous materials incident, you may be asked to evacuate, such as in the event of a chemical spill or gas pipeline rupture. It is important to listen for specific instructions regarding what to do in each and every incident. What may be effective protection in one situation may not be appropriate for another. You may also be asked to “shelter- in-place” (see box).

If you witness a hazardous materials accident, call 9-1-1. Stay away from the incident site. If you are outside during an incident, try to stay upstream, uphill and upwind. In general, try to go at least one-half mile (10 city blocks) from the danger area; for many incidents you will have to go much further. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.

Taking shelter

Sheltering-in-place means to take cover in a building you are already in rather than to evacuate during a chemical or hazardous materials release. If you are to shelter in place, an announcement will be made on local television and radio stations.

Unlike sheltering in place during severe weather, sheltering in place during a chemical emergency will not last longer than a few hours, and this process is meant to buy time while the hazardous material dissipate, and so that other emergency measures can be taken.

During almost all hazardous materials incidents involving danger to the public, an order will be given to evacuate, and not to shelter in place. Nevertheless, it is important to prepare for either an evacuation order, or a shelter in place order.

After a hazardous material incident:

If you have evacuated, don't return home until you are told you can do so. When you can return home, open windows, vents, and turn on fans to provide ventilation. If you think you might have been contaminated, seek medical help and/or follow decontamination instructions from local authorities. Remove all exposed clothing and place it and your shoes in tightly sealed containers.

APRIL WORKSHEET

Chemical/Biological Preparedness

The best preparation for a hazardous materials event is for you and your household to be prepared to shelter-in-place, and/or to evacuate. And the best preparation for either of these events is for you to have your home emergency preparedness kit ready to use, and ready to go. So in April, your worksheet will be easy if you've already assembled your kit. If you haven't, this is a great opportunity to do so. See January: *Emergency Supply Kits for Home and Car* for instructions as to what to include in your own personal emergency kit.

- Review and update your household's family emergency kits. (See January: *Emergency Supply Kits for Home and Car*.)
- Have a household drill on quickly securing your home, in case you are told there is time to do this before an evacuation. Close all windows, shut vents, and turn off attic, heating, and air conditioning fans. Unplug appliances. Know how to minimize damage to water pipes during winter by turning off the water main, draining your faucets, and turning off inside valves for external faucets and opening the outside faucets to drain. Close and lock your doors.

- Prepare a shelter-in-place room in your home.
 - Choose a shelter-in-place room. This room should be above ground, large enough to accommodate all household members and pets, and have the fewest possible exterior doors and windows.
 - Assemble and store a shelter kit in your designated room. The kit should include plastic sheeting, duct tape, scissors, and enough towels and/or modeling clay to stuff into cracks.
 - Make an instruction sheet and post it in your designated room that says: "Stuff towels tightly under each door and tape around the sides and top of each door. Cover each window and vent in the room with a single piece of plastic sheeting, taping all around the edges of the sheeting to provide a continuous seal. If there are any cracks or holes in the room, such as those for bathroom pipes, fill these with modeling clay."
- Have a household drill on sheltering in place. Get household members and pets in as quickly as possible. Turn off air conditioners and ventilation systems. With your emergency supplies kit, go to your shelter-in-place room. Pretend you are preparing the room for a 3 – 5 hour stay (however, we don't recommend that you actually prepare the room - this is a drill only!). Listen to your battery-powered radio.

*An informed public is a safe public.
– Shari Garms, EPC Member*

MAY

First Aid/Being a Good Neighbor/Pets



Dear Citizens of Farmington and Farmington Hills:

It's a beautiful summer day. You are in the backyard and suddenly you hear your neighbor start yelling for help. When you get to your neighbor, you find that he was been seriously injured while cutting his lawn.

What will you do? Call 9-1-1 and wait for emergency first responders or call 9-1-1 and administer first aid? Just as vital, do you even know who your neighbor is?

On any given day, emergency first responders are normally minutes away from being able to arrive and provide care. However, this may not be the case during a natural disaster or any other given day responses may be delayed for some unforeseen reason.

Knowing basic first aid can mean the difference between life and death of a loved one or neighbor. With training, you can provide that critical care by administering Cardio Pulmonary Resuscitation (CPR) to a heart attack victim, bandage wounds or splint fractures for an injured person. Please take the time now to get trained and be prepared for the future.

We also encourage residents to take time to meet and learn about your neighbors. Had your neighbor not been able to communicate with emergency first responders, could you provide a name, age, family contacts or even possible health care issues (allergies to medicines)? During a disaster, do you know which neighbors may have special needs that you could help them with? There is an added benefit to knowing and looking out for your neighbors. It will make your neighborhood a safer place to live.

Your emergency first responders are committed to providing the highest level of care possible. However, as stated by Eric Whitaker, "Emergency preparedness is a team sport."

Respectfully,

A handwritten signature in black ink that reads "Robert Schulz".

Robert Schulz
Interim Public Safety Director
City of Farmington

MAY WORKSHEET

First Aid/Being a Good Neighbor/Pets

- Watch the cable show *First Aid Information* on Channel 8.

First Aid

- Purchase a first aid manual. A Boy or Girl Scout Manual works fine, and the Red Cross also publishes first aid manuals. Some drug stores also sell first aid manuals.
- Update your home first aid kit. A basic contents list can be found on the websites at the back of this booklet, or you can purchase first aid kits commercially. Include prescription medicines in your first aid kit.
- Brush up on your first aid skills. Read a first aid manual, take a class. The EPC hosts basic First Aid Awareness classes FREE, including CPR and Automatic External Defibrillator training. Call 248-871-2417 or check www.fhready.org to find out when the next classes are scheduled.
- Require your babysitter to learn first aid. Use the babysitter/visitor information page in *Addendum C*.

Being a Good Neighbor

- Form or reactivate a Neighborhood Watch group. Call 248-871-2750 for more information.
- Make a list of neighbors with special needs. Ask for their phone numbers and addresses, if they are comfortable with sharing this information. When disaster strikes, contact those neighbors and see that they are safe.

- Conduct a neighborhood inventory. Who has special skills, such as medical skills? Who has special equipment, such as snowplows, chain saws or an amateur radio?
- Develop a phone/communication “tree”, which means each person called is responsible for calling another person, until everyone in a neighborhood has been contacted.

Pet Preparedness Worksheet

- If you must evacuate, and you are not going to a shelter, if at all possible, take your pets with you. If you cannot take them with you, leave them in an enclosed area with an open bag of food and plenty of water.
- Be sure your pet has proper identification tags securely fastened to the collar. Also, have a current photo of your pet, to aid in identification should the pet become lost.
- Be sure you have a secure pet carrier or leash, in order to restrain your pet safely.
- Assemble a disaster kit for your pet, including food, water, medications, veterinary records, litter box, can opener, food dishes, first aid kit, other supplies that may not be available at a later time, and an information sheet with your pet's name and such things as behavior problems. You can give this to anyone who might assume responsibility for your pet during a disaster.

Business Preparedness

In the event of a disaster or disruption to normal business activity, the ability to maintain a satisfactory level of business operations is vital.

-William L. Crabtree, Former Member, EPC

Statistics show that more than 30 percent of small businesses that close in the wake of a natural disaster never reopen. They either lose their capital or their margins are so thin that they cannot survive the loss of cash flow while they repair.

No matter who you are or where you are located, whether your business is large or small, manufacturing based or service oriented, or you depend on walk-in traffic or on-line sales; natural/man-made disasters are the biggest threat to your company's economic vitality. By being prepared, you can help mitigate the damage that your company incurs during most business disruptions.

Initial Emergency Response

- Immediately following a disaster, locate all employees and provide first aid as necessary.
- Conduct an initial damage assessment and activate an evacuation plan, if necessary. Check for fires, gas leaks, broken water lines or potential chemical hazards.
- Rescue financial records, computer back-ups and records and essential supplies from your business if you can obtain them safely.
- Provide emergency power to support critical operations and secure records.
- Collect and maintain current contact information so that you may maintain communications with employees, the community (such as the local municipality or chamber of commerce) and the media.
- Before sending employees home, make arrangements to get back in contact at a specified time.
- Document property damage as soon as possible. Make an itemized list and take photographs of the damage for insurance purposes. Structural damage may require an engineering analysis.
- Secure your facility before leaving.

Recovery

- Conduct a comprehensive damage survey of facilities to determine the need for temporary relocation.
- Clear the workplace of any/all debris to avoid injury. Be especially aware of sharp objects on the floor or protruding from the walls or doorways.
- Secure contractors to clean up and repair damaged facilities.
- Restore essential facilities and/or establish temporary ones.
- Keep original records (articles of incorporation, bylaws, insurance policies, etc.) off site in a safe deposit box. Copies should be maintained at the business in a fireproof safe or file cabinet.
- Revert to backup records of all computerized financial and administrative data such as customer databases. Store backup records off site either with a member of your management team or in a safe deposit box.

Disaster Preparedness Kit for the Workplace

Essential items should be stored in a secure easy-to-carry container such as a plastic bin with lid, covered trash container or waterproof duffel bag or backpack.

- Water stored in plastic bottles or containers (water supply should be refreshed every six months.)
- Non-perishable food items (supply should be inventoried and refreshed every six months).
- A whistle.
- First-aid items: adhesive bandages, gauze, tweezers, soap or anti-bacterial hand cleanser, thermometer, and scissors.
- Non-prescription medication such as aspirin and pain relievers.
- Heavy-duty trash bags.
- Latex gloves, safety glasses, and masks.
- Flashlight.
- Battery-operated radio (and extra batteries).

JUNE WORKSHEET

Business Preparedness

Have an emergency plan to include:

- Tornado/severe weather drills (such as “drop, cover and hold”).
- Evacuation plan with escape routes, staging areas and accountability procedures. Such a plan should be posted near all exits and gathering areas.
- Current contact information so that you may maintain communications with employees, the community (such as the local municipality or chamber of commerce) and the media.

Prepare the interior of your business:

- Clearly mark utility shutoff valves and post instructions close by.
- Anchor file cabinets, partitions, and heavy bookcases to the wall.
- Secure computers to desk or countertops.
- Store heavy equipment and inventory/merchandise close to the floor.
- Secure overhead lighting to prevent shaking and falling.
- Store chemicals in non-breakable, non-spillable containers in low cabinets.
- Install safety glass where appropriate or add safety film to glass in place.
- Strap water heater to the wall and install flexible gas line to prevent fire and major water damage.
- Prepare a disaster kit (see previous page).
- Know how to turn off gas, electricity and water. Have on hand necessary tools to ease in the shut-off process.

Prepare the exterior of your business:

- Secure decorations, building appendages, and lighting.
- Anchor statuary objects and signage.
- Maintain the health of trees and large shrubbery; remove those which are leaning or in poor health.
- Secure or enclose natural gas meter to prevent damage and leakage.

Consider the safety of your customers

- Train your employees to guide and assist customers in case of emergency:
- Do not allow customers to go outside, or to use stairs or elevators until it is safe to do so.
- In crowded places, do not rush to the exit. Move away from windows and objects that could fall, such as shelves, and stay inside in the case of severe weather conditions.
- Employees should be prepared to provide first aid and a safe place for anyone who is injured.

Secure business records

- Keep original records (articles of incorporation, bylaws, insurance policies, etc.) off site in a safe deposit box. Copies should be maintained at the business in a fireproof safe or file cabinet.
- Store back-up records of all computerized financial and administrative data such as customer databases off site either with a member of your management team or in a safe deposit box.

JULY

Heat Emergencies

Early intervention with heat injuries is important to prevent long-term disability or death.
-Ken Massey, PhD., EPC Member

Summer in this area is long anticipated and never seems to last long enough, so it is easy to forget that hyperthermia (high body temperature) can be life-threatening, and other heat emergencies can cause trauma and suffering.

Heat illnesses are usually easily preventable by taking necessary precautions in hot weather. Children, elderly, and obese people are particularly at risk of developing heat illness. Also, people taking certain medications are at increased risk. However, even a top athlete in superb condition can succumb to heat illness if he or she ignores the warning signs. Without intervention and resolution of the problem, heat cramps (caused by loss of salt from heavy sweating) can lead to heat exhaustion (caused by dehydration), which can progress to heatstroke (which can cause shock, brain damage, organ failure, and death).

Common causes of heat emergencies include high temperature and humidity, dehydration, prolonged or excessive exercise, excess clothing, alcohol use, medications such as diuretics, neuroleptics, phenothiazines, and anticholinergics, cardiovascular disease, and sweat gland dysfunction.

Early symptoms of *heat illness* include profuse sweating, fatigue, thirst, and muscle cramps. Later symptoms of *heat exhaustion* include headache, dizziness, weakness and light-headedness, vomiting, cool moist skin, and dark urine. Symptoms of heat stroke include fever (over 104 degrees F), irrational behavior, extreme confusion, dry hot red skin, rapid shallow breathing, rapid weak pulse, seizures, and unconsciousness.

Heat emergencies can be prevented by wearing loose-fitting, lightweight clothing, resting frequently and seeking shade when possible, avoiding hot places, drinking adequate fluids, exercising gradually and increasing salt and water intake, and generally avoiding overheating if you are taking drugs that impair heat regulation, or if you are obese, or elderly.

Heat Emergencies: Do Not —

DO NOT underestimate the seriousness of heat illness, especially if the victim is a child, is elderly, or is injured.

DO NOT give the victim medications that are used to treat fever (such as aspirin). They will not help, and they may be harmful.

DO NOT give the victim salt tablets.

DO NOT overlook possible complications resulting from a victim's other medical problems (such as high blood pressure).

DO NOT give the victim liquids that contain alcohol or caffeine. They will interfere with the body's ability to control its internal temperature.

DO NOT give the victim anything by mouth (not even salted drinks) if the person is vomiting or is unconscious.

Call 9-1-1 if the victim's condition does not improve with treatment or there is any alteration in the victim's level of alertness (confusion, unconsciousness, seizures).

JULY WORKSHEET

Heat Emergencies

- It has been six months since January – update your Home and Car Emergency Preparedness Kits by rotating food and water supplies.
- Have a household meeting and review first aid for heat emergencies. Role-play the following:
 1. Remove the victim from the heat and have the victim lie down in a cool place with feet elevated about 12 inches.
 2. Apply cool, wet cloths (or cool water directly) to the victim's skin and use a fan to lower temperature. Avoid using alcohol rub. Place cold compresses on the victim's neck, groin, and armpits.
 3. If the victim is alert, provide beverages to sip (such as Gatorade), or make a salted drink by adding a teaspoon of salt per quart of water. Give a half-cup every 15 minutes. Cool water will do if salt beverages are not available.
 4. For muscle cramps, give beverages as above and massage affected muscles gently, but firmly until they relax.
 5. If the victim shows signs of shock (bluish lips and fingernails and decreased alertness) administer first aid for shock.
 6. If the victim starts having seizures, protect him or her from injury and give convulsion first aid. Call 9-1-1.
 7. If the victim loses consciousness, apply first aid for unconsciousness, and call 9-1-1.
 8. For serious heat illness, keep the victim cool until you get medical help.

- Since some of the first-aid steps above require further knowledge, be sure you have purchased a *First Aid Manual* and review the sections needed to help a person suffering from a heat illness.

For summer fun:

- Make sure you have sunscreen on hand, and encourage everyone to use this when out in the sun.
- Stock up on mosquito repellent, so you won't be caught unprepared when mosquitoes first appear. This is especially important as a preventative measure for West Nile disease.
- Remember that outdoor pets need plenty of water and a place in the shade.

AUGUST

School Safety

No one can deny that the words safety and security evoke the need for continual reassurances. Effective planning and preparedness are key components within safe schools security planning.

-Estralee Michaelson

Director of Safe Schools and Student Services for Farmington Public Schools and EPC Member

The Farmington Public School (FPS) District has developed an “all-hazards” approach to address safety or critical incidents of all types. Unified code responses are utilized to maintain consistency with local law enforcement and emergency responders. Updated building site plans are distributed to local police and fire departments. Outside access doors are numbered, and access to the buildings is limited. Strict visitor controls have been implemented. Multiple emergency kits are housed within all buildings. Crisis Management teams are trained to assist with prevention and response protocols..

Safety protocols include, but are not limited to:

- Minimum of two tornado and six fire drills per year per building.
- Three Levels of Lockdowns: Building, Classroom, and “Take Cover”.
- Evacuation procedures.
- “Shelter-in-Place” procedures.

Shelter-in-place is a short-term reaction to dangerous materials being released in the community, and is similar to an at-home response. All students and employees would be directed to remain inside their building, and all heating, ventilation, and cooling systems would be shut down. All windows and doors would be secured and closed.

FPS RESPONSE to the Homeland Security Color Advisory System:

Codes Green through Yellow:	Heightened vigilance and awareness through all buildings
Code Orange:	Immediate communication with law enforcement, in order to determine the appropriate response
Code Red:	Immediate building lock-down. All access doors locked.

Should a critical incident occur, emergency responders will engage a multi-agency unified response in order to support the entire community. If necessary, the Red Cross will coordinate shelter needs. TV, radio, and the Emergency Alert System will assist with communication. Law enforcement will assist with evacuation routes as necessary.

Remember: **Leave the school phone lines open** for emergency communications. **Don't call** the schools when a critical incident occurs. Instead, listen to local radio, TV, or TV-10.

SHOULD A TERRORIST THREAT OCCUR: In the event that a credible threat exists for the FPS community, law enforcement officials will gauge what direct effect the threat may have upon our community to determine the appropriate and necessary response. To assure preparedness, the FPS has also upgraded its safety guidelines to include CBRNE (chemical, biological, radiological, nuclear and explosive) response protocols.

AUGUST WORKSHEET

School Safety

By completing this checklist, you will be prepared to assist school children and their schools should any critical incidents occur during school hours. You will understand the processes followed, and will be prepared to be a calming influence throughout the community during such a time.

Family to do list:

- Donate blood during the city-sponsored blood drives.
- Stay accurately informed about your local school's safety guidelines and protocols. Discuss these as a family. Pay attention to the school newsletters and other school communications.
- Remind students to behave responsibly and respectfully to others. They should never approach or respond to strangers, but should report suspicious behavior to an adult or law enforcement.
- Remind students to never bring any item to school which may risk the safety and welfare of the student or others.
- Remind students that the school will not tolerate verbal or inappropriate threatening statements, even jokingly, that may frighten or disturb others.
- Update your children's emergency contact cards. Assure a "live voice" emergency contact is always accessible.
- Review and update your family's emergency Preparedness kit.

A child who *feels* afraid is afraid. Your words and actions can provide reassurance. When talking with your child, be sure to present an age appropriate but realistic picture that is both honest and manageable.

Children are *most afraid* that:

- The event will happen again.
- Someone will be killed or injured.
- They will be separated from the family.
- They will be left alone.

(FEMA L-196 *Helping Children Cope with Disaster*)

The time to learn to dance is not five minutes before the party starts.

—Snoopy

SEPTMBER

A Message from FH Police Chief Charles Nebus



“Preparedness is a personal responsibility, creating a culture of preparedness begins with YOU”
-Farmington Hills Police Chief Charles Nebus

Citizens of Farmington Hills and Farmington:

The anniversary of the September 11, 2001 terrorist attacks reminds us each September of the need to remain vigilant against terrorism. Our collective efforts to detect, prevent, respond to, recover from and, most importantly, prepare for such acts must continue. Among the primary reasons why terrorists commit violent acts is to instill fear, a sense of hopelessness and defeat in their victims. Preparation and practice successfully defeat fear and provide us all with the tools and confidence necessary to overcome any challenge to our safety and way of life. With your help, the citizens of Farmington Hills and Farmington can partner with public safety to overcome any disaster that might strike our communities.

The police department remains vigilant to protect our community from all types of threats. We prepare by planning and training. As citizens, you must also plan, prepare, equip, practice and train to be on guard for any threat against you or your neighbor. I urge you to take preparedness one step further. I urge you to prepare to help a neighbor during a disaster, especially the elderly or disabled. Start today to become a better prepared, safer and more secure community.

Charles Nebus, Farmington Hills Police Chief

SEPTEMBER WORKSHEET

Terrorism Worksheet

What can we do in our community?

- Domestic terrorism is defined by the United States Department of Defense as “the unlawful use of force of violence against individuals or property to coerce or intimidate governments or societies, often to achieve political, religious or ideological objectives.”
- Law Enforcement cannot fight domestic terrorism on its own. Police officers cannot be all places at all times. Law enforcement must have the cooperation of the community in order to be effective. Law enforcement asks all citizens to assist in keeping everyone safe by being the eyes and ears of the community.
- Awareness is the key. Regrettably terrorists do not wear placards that identify them for who they are. Unfortunately we can use only general rules of thumb to go by. What does this mean for you and me?

What to look for as possible red flags?

- Unusual interest in public utilities, large groups of people, i.e. sporting events, government buildings, military installations, transportation centers, financial institutions or religious centers.
- Unusual inquiries regarding security measures.
- Suspicious activity, i.e. note taking, picture taking or videotaping higher risk targets as outlined above.
- Unusual rentals, purchases or inquiries regarding hazardous materials.
- Unusual behavior, i.e. inappropriate clothing for the current weather conditions, unusually loose clothing, or unusually large or heavy bag or backpack.
- Repetitious unusual behavior, i.e. observation of same person or same vehicle making frequent trips to the same location. Terrorists frequently will make every effort to conduct a “dry run” prior to committing an act of terrorism.
- Fraudulent identification.

“See Something, Say Something”

You play a role in helping prevent terrorism and keeping our communities safe. Report anything suspicious to the Farmington Hills Police Department or Farmington Department of Public Safety.

Reporting Guidelines

- What is happening?
- Who is doing it?
- Where is it taking place?
- When did you observe it?
- Why are you suspicious

Order Are you Ready? A Guide to Citizen Preparedness (H-34)
From the Federal Emergency Management Agency 1-800-480-2520, or <http://www.fema.gov/library>

OCTOBER

A Message from FH Fire Chief Corey Bartsch



October marks the anniversary of the great Chicago fire, thus creating “Fire Prevention Week” throughout America, and here in Farmington Hills, we take fire prevention very seriously. Last year our firefighters were in the public presenting over 94 fire safety education programs, which impacted over 18,300 people of all ages. We conduct numerous station tours, lead bike and subdivision parades, and are highly visible at the large City sponsored events.

Our Fire Inspectors continue to be aggressive in their fire prevention code inspections throughout our business districts and multiple resident occupancies. The Fire Marshals Division also has certified Fire Investigators who work closely with our Police investigators determining the origin and cause of fires in the City.

This past year we responded to 7,060 emergency calls, a record number. Of those emergencies, 4,354 were medical emergencies, handled by our firefighter/paramedics, which breaks down to about 62% of our total calls. 192 incidents were fires of various types, which only represent about 2.8% of our total run volume.

The Fire Department also recognizes the need to have the ability to respond on specialty incidents such as hazardous materials, trench rescue, rope rescue, confined space rescue and structural collapse rescue. This requires significant amounts of equipment, personnel, and training. Recognizing this, the Department actively participates with mutual aid associations thus substantially reducing costs while providing exceptional service to our community.

Prepare in advance for an emergency, while each person’s ability and needs are unique, every individual can take steps to prepare for all types of emergencies, from fires and floods, to a potential terrorist attack. Have a “72 hour kit” available. It should include a gallon of water per person for each day – at least a three day supply of non-perishable foods, and hand held can opener – battery operated radio, and extra batteries – flashlight, and extra batteries – first aid kit – pet food – prescriptions – glasses, or contacts and solution – hearing aids – insurance cards – cash – and copies of insurance documents. Each kit may be slightly different to accommodate your personal needs.

For additional information on any fire prevention related issues or concerns, contact the Fire Department at 248-871-2800, or go to www.fhgov.com and click on the “Fire Department” tab for prevention related articles.

Corey Bartsch, Farmington Hills Fire Chief

OCTOBER WORKSHEET

Fire Safety Messages

The Farmington Hills Fire Department and Farmington Public Safety provide and install smoke detectors in residential homes free of charge. If you need this service, please call 248-871-2800 in Farmington Hills and 248-474-5500 ext. 241 in Farmington.

- Install smoke alarms on every level of your residence: outside bedrooms on the ceiling or high on the wall, at the top of open stairways or at the bottom of enclosed stairs and near, but not in, the kitchen. Test and clean smoke alarms once a month if battery operated and replace batteries at least once a year. All smoke alarms need to be replaced after 10 years.

WORKING SMOKE ALARMS INCREASE YOUR CHANCES OF SURVIVING IN FIRE BY HALF!

- Provide a carbon monoxide detector for every level of your residence.
- Have an escape plan in place & practice it with everyone in the home. Know two ways out of every room, & have a meeting place outside, so everyone is accounted for. Once outside, never return inside for any reason. Tell firefighters if someone is trapped inside. Consider a safety ladder if your home has more than one level.
- Keep lighters/matches out of reach and out of sight from children.
- If you light candles, keep them at least a foot away from combustible materials, and never leave a room when a candle is lit. Be sure they are out when you leave a room or when you go to sleep.

- Always stay in your kitchen when cooking, grilling or frying. Always have a lid or oversized metal sheet (cookie sheet, etc.) to slide over a pan in case of a fire. Clean grease & food from around the stovetop burners & keep all combustible materials away from cooking surfaces. Never store combustible items inside of oven. Turn pot handles toward the back of the stove when cooking.
- Space heaters need space! Keep portable space heaters at least three feet away from anything that can burn.
- In the event of a fire in your home, never hide! Stay low to the floor and crawl outside as fast as possible. Go to your meeting place, then to a neighbor's house and dial 911.
- Keep all bedroom doors closed when going to sleep. Smoke & flames will not be able to enter the room if the door is closed, allowing you and other occupants of the home valuable time needed to make a successful escape.

Install A:B:C type fire extinguishers in the home and teach household members how to use them. (Type A – wood or paper fires only; Type B – flammable liquid or grease fires; Type C – electrical fires; Type A:B:C extinguishers are rated for these three classes of fires and are recommended for the home.

***REMEMBER PASS:** Pull the pin, Aim the nozzle at the base of whatever is burning, Squeeze the handle, and Sweep back and forth, until the fire is out.

NOVEMBER

Winter Weather Safety

Be prepared and protect your family for winter survival by planning ahead.

-David Shaheen, EPC Member

Wind chill: a calculation of how cold it feels outside when the effects of temperature and wind speed are combined.

Freezing Rain: rain that freezes when it hits the ground.

Sleet: rain that turns to ice pellets before reaching the ground.

Black Ice: a thin transparent ice that forms on road surfaces and sidewalks.

WATCHES, ADVISORIES AND WARNINGS: *The National Weather Service uses these terms and subcategories to convey weather threats to the public. They should be understood and taken seriously.*

Winter Storm Watch: Severe winter weather, such as heavy snow or ice, is possible within the next 12 to 36 hours. Be alert for changing weather conditions, plan activities accordingly. ***Be watchful!***

Lake Effect Snow Watch: Possibility of heavy lake effect snow, 7" or more, within 12 hours. Lake effect snow usually occurs in narrow bands over limited areas.

Winter Weather Advisory: Approaching weather conditions may cause significant inconveniences and may be hazardous, especially to motorists. ***Prepare now!***

Snow Advisory: **Snowfall** is expected to be between 2 to 5 inches.

Wind Chill Advisory: Dangerous wind chills of 30 degrees below zero or colder, for at least three hours, are expected. Exposure can quickly lead to frostbite and hypothermia.

Freezing Rain/Sleet Advisory: **Freezing** rain/sleet and ice are expected.

Blowing/Drifting Snow Advisory: Poor visibility and hazardous driving conditions are expected. Wind driven snow will reduce visibility; watch for snow blown across roads.

New wind chill chart

Frostbite occurs in 15 minutes or less

	Temperature (°F)											
	30	25	20	15	10	5	0	-5	-10	-15	-10	-25
5	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40
10	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47
15	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51
20	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55
25	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58
30	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60
35	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62
40	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64
45	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65
50	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67
55	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68
60	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69

Frost Advisory: **Issued** primarily during growing season when widespread frost formation is expected. Temperature usually drops to the mid-30s.

Winter Storm Warning: Severe winter weather conditions are occurring, imminent, or highly likely in your area. ***Take action!***

Heavy Snow Warning: Snowfall of 6" in 12 hours, or 8" in 24 hours, is expected.

Ice Storm Warning: Expect heavy accumulations of ice, 1/4" or more.

Blizzard Warning: Snow/strong winds (35+ mph) combine for blinding snow, near zero visibility, deep drifts, and life threatening wind chill. ***The most dangerous of winter storms!***

High Wind Warning: Winds will average at least 40 mph for at least one hour, or wind gusts will be greater than 58 mph.

Lake Effect Snow Warning: Lake effect snow is occurring, imminent, or highly probably within the next 12 hours. Snow accumulation is expected to be at least 7" with strong winds producing high drifts.

NOVEMBER WORKSHEET

Winter Weather Safety

- Familiarize yourself with the winter weather terminology and know what to do when an Advisory, Watch or Warning is issued.
- Make sure your home preparedness kit is current.
- If possible, have sufficient heating fuel on hand to warm the house without electricity or natural gas; keep a supply of firewood if you have a wood-burning fireplace. Do not use charcoal or other carbon monoxide emitting materials/devices.
- Purchase rock salt or other snow removal materials.
- Prepare your home for winter, including checking the chimney for cleanliness, and installing any storm windows or covering windows with plastic.
- Function-check smoke alarms and carbon monoxide detectors.
- Prepare your automobile for winter driving, including proper maintenance and assembly of a Winter Survival Kit.
- Review the warning signs and first aid treatments for frostbite and hypothermia, as described in your first aid manual. If you don't have a first-aid manual, purchase one.
- Seniors are especially susceptible to frostbite and hypothermia. If you are a senior, establish a check-in procedure with a friend or relative. Make sure you have adequate medications and special dietary foods on hand.
- Check holiday decorations for flame retardance, and check extension cords for proper type and wear.
- Winterize pet shelters with doors, plastic sheeting, and extra ground cover such as straw and blankets. Change the ground cover regularly. Provide extra food, and make sure drinking water doesn't freeze. *Most animal deaths in wintertime result from dehydration.*
- Know how to steer out of a skid, and review other winter driving related safety tips.
- Review how to dress properly for winter weather.
- Don't drink alcohol to "warm up."

Winter Survival Car Kit:

road salt/sand	emergency flares	"Need Help" flag
booster cables	spare tire	blanket
knife	extra clothing	lined winter boots
hat/mittens	shovel	windshield scraper
flashlight	water	high-energy snack food
tow chain/rope	compass	road maps
candles	lighter/matches	
battery powered radio with extra batteries		
large empty can with plastic cover and toilet paper		

DECEMBER

Financial Preparedness for the Home

Keeping your home and family financially prepared
will give them security and peace of mind.

-Susan James, RN
EPC Member

Financial Preparedness

Fires...blizzards...floods...tornadoes...earthquakes...ice storms...acts of terrorism...Natural or other disasters can strike suddenly, at any time and anywhere. Your first priority is to protect your family and your property. It is also essential to protect against the financial consequences of a disaster which can damage or destroy your property, forcing you to temporarily relocate, cut your flow of income or ruin valuable records. And financial preparedness helps ease your family's anxiety should you be forced to go through a period of unexpected unemployment.



The year-end season is filled with gift giving. As you give your gifts this year, consider giving the gift of preparedness to your family and friends. Commercial emergency preparedness kits are available through the Red Cross and other sources. Paying the cost for your family members to take first aid classes, or organizing a pet's preparedness kit, make wonderful gifts for those you care the most about.

DECEMBER WORKSHEET

Financial Preparedness for the Home

- Watch the cable show *Family Financial Preparedness* on Channel 8

Update your Record Storage*

The following items should be stored/secured in a fireproof safe or file cabinet**:

- Wills, insurance policies, contracts, deeds, stock and bonds.
- Passports, social security cards, immunization records, bank account numbers, credit card account numbers and company contact information.
- Inventory of valuable household goods, insurance policies, and important telephone numbers, including doctors, financial advisors, contractors and family members.
- Family records (birth, marriage and death certificates), and negatives of irreplaceable family photos, protected in plastic sleeves.
- Copies of important prescriptions for medication and eyeglasses.
- Medical, dental and prescription insurance cards or information.
- Back-ups of computerized financial and business records.
- Safe deposit box key.

*Include copies of your most important documents in your Home Emergency Preparedness Kit.

**Original copies of records may also be secured in a safe deposit box with copies of such records retained in the home or workplace. Keep in mind that safe deposit boxes may be sealed temporarily after death, so wills should be kept with your attorney.

Update your household and home business inventory

- Make a visual or written record of your possessions/equipment. Photograph or videotape items and record them in a booklet for future reference. Document each item, when it was purchased and how much it cost. Record model numbers and serial numbers. Maintain receipts for more valuable items. Be sure to include the exterior of your home in this process. Be sure to include items stored in an attic, basement or offsite storage facility.
- Get professional appraisals of jewelry, collectibles or artwork.

Review your insurance

- Buy, at minimum, full replacement or replacement cost coverage for your home. This means the structure can be replaced up to the limits specified in the policy.
- Update the policy to include any home/building improvements or additions.
- Purchase a policy that covers the replacement cost of your possessions. Standard coverage only pays for the actual cash value.
- Be clear about what the policy will and will not cover and how the deductibles work. Understand coverage limitations regarding floods, wind, etc.
- Use your inventory list to check that your policy's coverage matches the value of your possessions.
- Consult with your financial planner or insurance agent about special coverage for home offices, and/or large-ticket items such as jewelry or collectibles.

Where to keep cash and money reserves

- Your home emergency preparedness kit (see January) should include a small amount of cash or traveler's checks, in small denominations and quarter rolls for easy use. Remember that a disaster may shut down local ATM's and banks.
- Set aside money in an emergency fund which can be helpful not only in a disaster but in other financial crises, such as unemployment or during times of other unexpected expenses. Keep your emergency funds in a safe, easily accessible account, such as a money market or passbook savings account.
- Keep some funds outside the local area since the disaster that affects you could also affect your local financial institution.
- Keep your credit cards paid off, as you may need to draw on the account in the case of an emergency.

ADDENDUM A

Water

During the blackout of 2003, water supply became an issue. We need water for drinking, cooking, personal hygiene, and flushing. The following section describes what to do should you ever be without public water services for an extended period of time.

1. Assemble an emergency toilet, if necessary:

- Use a garbage container, pail or bucket with a snug fitting cover. If the container is small, use a larger container with a cover for waste disposal. Line both containers with plastic bags.
- After each use, pour or sprinkle a small amount of regular household disinfectant, such as chlorine bleach, into the container to reduce odors and germs.

2. Manage your water supplies. Water is critical for survival. Plan to have about one gallon of water per person per day for drinking, cooking and personal hygiene. You may need more for medical emergencies.

- Allow people to drink according to their need. The average persons should drink between two and two-and-one-half quarts of water or other liquids per day, but many people need more. *Carbonated and alcoholic beverages do not meet drinking-water requirements, as these dehydrate the body, and increase the need for drinking water.*
- Never ration water unless ordered to do so by authorities. Drink the amount you need today and try to find more for tomorrow. Under no circumstances should a person drink less than one quart of water each day.
- Drink water that you know is not contaminated first. If treatment of suspicious water is not possible, put off drinking it as long as possible, but do not become dehydrated.
- In addition to stored water, other sources include:
 - Melted ice cubes.
 - Water drained from the water heater faucet, if the water heater has not been damaged.
 - Water dipped from the flush tanks (not the bowls) of home toilets. Bowl water can be used for pets.
 - Liquids from canned goods such as fruit and vegetable juices.
 - Use water trapped in your water pipes:
 1. If water pipes are damaged or if local authorities advise you, turn off the main water valves, to prevent water from draining away in case the water main breaks.
 2. To use the water trapped in your pipes, turn on the faucet at the highest point in your house, letting air into the system.
 3. Then draw water, as needed from the lower point in your house, either a faucet or the hot water tank.

• Unsafe water sources include:

- Radiators.
- Hot water boilers.
- Water beds.
- Swimming pools and spas and water collected from roof downspouts (but this water can be used for personal hygiene, cleaning, flushing).

3. Water treatment

Treat all water of uncertain purity before using it for drinking, food washing or preparation, washing dishes, brushing teeth, or making ice.

There are four methods: boiling, chlorination, water treatment “purification” tablets, and distillation. None of these methods are perfect, and often the best solution is a combination of methods. Before treating, let any suspended particles settle to the bottom, or strain them through layers of clean cloths.

Boiling kills harmful bacteria and parasites. Bring water to a rolling boil for one minute. You can improve the taste of boiled or stored water if you put oxygen back into it by pouring it back and forth between containers.

Chlorination kills microorganisms such as bacteria, but does not kill parasitic organisms. Add six drops (1/8 teaspoon) of unscented bleach per gallon of water, stir and let stand for 30 minutes. If the water does not taste and smell of chlorine at that point, add another dose and let stand another 15 minutes.

Water treatment “purification tablets” release chlorine or iodine. These can be purchased at sporting goods stores and some drugstores. However, be aware that people with hidden or chronic liver or kidney disease may be adversely affected by iodized tablets and may experience worsened health problems as a result of ingestion.

Distillation involves boiling the water and collecting the vapor that condenses back to water. The condensed vapor may include salt or other impurities.

1. Fill a pot halfway with water.
2. Tie a cup to the handle on the pot’s lid so that the cup hangs right side up when the lid is upside-down (make sure the cup is not dangling into the water).
3. Boil for 20 minutes. The water that drips from the lid into the cup is distilled.

ADDENDUM B

Managing Food Supplies

We encourage all residents to have an emergency food supply on hand that would last at least three days or longer. Consider having foods that do not need to be cooked, and have a non-electric can opener available.

Sanitation

- Keep food in covered containers.
- Keep cooking and eating utensils clean.
- Keep garbage in closed containers and dispose outside. Bury garbage, if necessary – accumulated garbage is a sanitation issue and a fire hazard.
- Keep hands clean. Wash frequently with soap and water, especially during food preparation, and also after toilet use and after handling articles contaminated with floodwater or sewage.

Food rationing

Unlike water, food can be rationed. Carefully ration food for everyone except children and pregnant women. Most people can remain relatively healthy with about half as much food as usual and can survive without any food for several days.

Cooking

Heat food with candle warmers, chafing dishes and fondue pots, or use a fireplace. Charcoal grills and camp stoves are for outdoor use only.

Commercially canned food can be eaten out of the can without warming.

Infants

For infants, use **only** pre-prepared canned baby formula. Do not use powdered formulas with treated water.

Refrigerated and frozen food

Your refrigerator will keep foods cool for about four hours without power if it is left unopened. If block or dry ice is available, you can add this to your refrigerator to keep your food cool for a longer period of time.

Thawed food usually can be eaten if it is still “refrigerator cold,” or re-frozen if it still contains ice crystals. “When in doubt, throw it out.”

ADDENDUM C

Emergency Information Sheet

MAKE COPIES OF THESE PAGES – KEEP IN YOUR EMERGENCY KITS AND POSTED IN CONVENIENT LOCATION

Your Name _____

Home Phone _____

Address _____

Work Phone _____

Cell Phone _____

Medical History _____

Medications _____

Allergies: _____

Physician's Name _____

Physician Phone _____

OTHER FAMILY LIVING WITH YOU:

Name _____

Home Phone _____

Address _____

Work Phone _____

Cell Phone _____

Medical History _____

Medications _____

Allergies: _____

Physician's Name _____

Physician Phone _____

Name _____

Home Phone _____

Address _____

Work Phone _____

Cell Phone _____

Medical History _____

Medications _____

Allergies: _____

Physician's Name _____

Physician Phone _____

Name _____

Home Phone _____

Address _____

Work Phone _____

Cell Phone _____

Medical History _____

Medications _____

Allergies: _____

Physician's Name _____

Physician Phone _____

ADDENDUM C, CONTINUED

Emergency Information Sheet

LOCAL CONTACT:

Name _____
Address _____

Home Phone _____
Work Phone _____
Cell Phone _____

OUT OF AREA CONTACT:

Name _____
Address _____

Home Phone _____
Work Phone _____
Cell Phone _____

NEAREST RELATIVE:

Name _____
Address _____

Home Phone _____
Work Phone _____
Cell Phone _____

LOCAL MEETING PLACE (neighbor's house, mailbox, etc) _____

TORNADO SHELTER LOCATION _____

OUT OF AREA MEETING PLACE

Name _____
Address _____

Home Phone _____
Work Phone _____
Cell Phone _____

ADDENDUM D

Babysitter/Visitor Information

Make copies of this page for future use.

Babysitters, whether they are people from our family or recruited from the community, need to be familiar with our home emergency plans and contacts. When we place trust of our loved ones and 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: _____

The phone number of this home: _____

Emergency Numbers: _____

The parents are at this location:

Address: _____

Phone: _____

Page/Cell phone: _____

They will return approximately _____ am/pm

The first aid kit is located _____

Reminders:

- Do not open the door for anyone until you confirm their identity, purpose, and determine they do not pose a threat.
- Do not allow anyone in the home without prior approval of the parent.
- Keep all doors and windows locked.
- Know where the children are playing, whether inside or outside.
- Understand severe weather announcements.

Insurance Information: _____

Allergies: _____



ADDENDUM E

Related Contact Numbers

American Red Cross	www.redcross.org	877-788-0014
Center for Disease Control	www.cdc.gov	888-232-4636
Consumer Product Safety Commission	www.cpsc.gov	800-638-2772
Department of Homeland Security	www.ready.gov	N/A
Federal Emergency Management Agency (FEMA)	www.fema.gov	800-621-3362
Institute for Business and Home Safety	www.ibhs.org	813-286-3400
National Endowment for Financial Education (NEFE)	www.nefe.org	303-741-6333
National Fire Protection Association	www.nfpa.org	617-770-3000
National Highway Traffic Safety Administration	www.nhtsa.dot.gov	888-327-4236
National Oceanic and Atmospheric Administration (NOAA)	www.noaa.gov	N/A
National Safety Council	www.nsc.org	800-621-7619
National Weather Service	www.nws.noaa.gov	N/A

ADDENDUM E

Local Numbers

AMBULANCE	911
POLICE, FIRE, MEDICAL EMERGENCY	911
POISON CONTROL CENTER	800-222-1222
ELDER ABUSE - VULNERABLE ADULT ABUSE & EXPLOITATION HOTLINE	
DOMESTIC CRISIS INTERVENTION & REFERRAL (24/7)	800-996-6228
INSTITUTIONAL (nursing home complaints)	800-882-6006
HAVEN (domestic violence and abuse hotline)	248-334-1274
COMMON GROUND	
24 hour crisis line/referral line	800-231-1127

NON-EMERGENCY NUMBERS:

Farmington Hills:	
Police	248-871-2600
Fire	248-871-2800
Farmington:	
Police	248-474-4700

FOR FURTHER INFORMATION:

www.fhready.com
248-871-2417



Notes

Emergency Preparedness Handbook

Farmington Hills/Farmington Emergency Preparedness Commission

