A FAMILY PREPAREDNESS GUIDE

This Guide Will Help You to:

Learn what to do before, during, and after an emergency

Create an emergency plan for your family

Prepare an emergency supply kit

Contact specific agencies for more information

Michigan State Police
Emergency Management Division

A message from the Michigan State Police
Emergency Management Division

Since the horrific events of September 11th, there are certain steps we must take to protect Michigan families for the known and unknown threats that may confront us.

This Emergency and Family Preparedness Guide has been created to help you develop an emergency plan, provide information on how to assemble a Emergency Supply Kit, and provides specific contact telephone numbers and websites you can use for emergency assistance.

Emergencies can strike at any time. Families, neighborhoods and local communities can improve their safety by working together with emergency managers, law enforcement, and local school administration staff.

We all have a responsibility to be ready. We hope you find this guide useful.

Sincerely,

Capt. Eddie Washington
Commander
Michigan State Police
Emergency Management and Homeland Security Division

What's Inside

The following pages will help you:

- ☑ Learn what to do before, during, and after an emergency.
- ☑ Create a family emergency plan.
- ☑ Prepare an Emergency Supply Kit.
- ☑ How to contact specific state agencies for help.

Before an Emergency Strikes

An emergency can occur without warning, leaving little or no time for you and your family to plan . What would you do if basic services-water, gas, electricity or telephones-were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. It is necessary for you to learn about the things that you can do to be prepared — before an emergency occurs. Follow the steps listed in this brochure to create your family's disaster plan. **Knowing what to do is your best protection and your responsibility**.

4 Steps to Safety

1 Find Out What Could Happen to You

- Meet with household members and discuss the dangers of possible emergency events, including fire, severe weather, hazardous spills, and terrorism.
- Learn about your community's warning signals: what it sounds like and what you should do when you hear it.
- Find out how to help elderly or disabled persons, if needed.
- Ask about animal care after a disaster. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out about the disaster plans in your workplace, your children's school or daycare center and other places where your family spends time.

2 Create a Disaster Plan

- Pick two places to meet:
  1-Right outside your home in case of a sudden emergency, like a fire.
  2-Outside your neighborhood in case you can't return home. All family members must know the address and phone number.
- Choose an out-of-town or out-of-state contact your family or household will call or e-mail to check on each other should a disaster occur. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to take care of your pets.

3 Complete This Checklist

☐ Post emergency telephone numbers by the phones (fire, police, ambulance, etc.).
☐ Teach children how and when to call 911 for emergency help.
☐ Show each family member how to and when to turn off the water, gas and electricity at the main switches.
☐ Check if you have adequate insurance coverage, with special attention to flood insurance.
☐ Teach each family member how to use the fire extinguisher (ABC type) and show them where it's kept.
☐ Install smoke detectors on each level of your home, especially near bedrooms.
☐ Stock emergency supplies and assemble a **Disaster Supplies Kit**.
☐ Take a Red Cross first aid and CPR class.
☐ Find the safe spots in your home for each type of disaster.
☐ Determine the best escape routes from your home. Find two ways out of each room.

4 Practice and Maintain Your Plan

- Quiz your kids every six months so they remember what to do.
- Conduct fire and emergency evacuation drills.
- Replace stored water every six months and stored food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly and change the batteries twice each year when you set your clocks for daylight savings or standard time.

Prior to an Emergency
Check on the School Emergency Plan...
You need to know if they will keep children at school until a parent or designated adult can pick them up or send them home. Be sure that the school has updated information about how to reach parents and responsible caregivers to arrange for pick up. Ask what type of authorization the school may require to release your child. During times of emergency, the school telephones may be overwhelmed with calls.

When An Emergency Strikes

During and after an emergency occurs, it is important to stay calm. Even after an event, there may still be many 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 tank 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 disinfection. 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.

If Your Power Goes Out

- 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 9-1-1 to ask about the power outage. Listen to the news radio stations for updates.

If You Have Pets

Create a survival kit for your pet. This should include:

- Identification collar and rabies tag.
- Carrier or cage.
- Leash.
- Any medications (be sure to check expiration dates).
- Newspapers and plastic trash bags for handling waste.
- At least a 2-week supply of food, water, and food bowls.
- Veterinary records (most animal shelters do not allow pets without proof of vaccination).

Pets should not be left behind. If you have no other choice but to leave your pet at home, ***place your pet in a safe area inside your home with plenty of water and food. Never leave pets chained outside.*** Place a note outside your home listing what pets are inside, where they are located, and phone numbers of where you can be reached.

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 and consider how you could help those with special needs, such as people with disabilities and elderly persons.

Michigan's Hazards

Technological Hazards

If you are notified or become aware of a technological hazard such as a hazardous spill/release, fire, or explosion, ***do not panic***. If you need to get out of the surrounding area or are directed to evacuate, do so immediately.

How to Evacuate

- Take your Emergency Supply Kit.
- Lock your home.
- Cover your nose and mouth with a wet cloth if told to do so.
- Travel on routes specified by local authorities.
- Head upwind of the incident.

If you are sure you have time:

- Shut off water, gas, and electricity before leaving.
- Post a note telling others when you left and where you are going.
- Make arrangements for your pets.

Emergency personnel are trained to respond to these situations. They will tell you what to do, either at the incident site, or via TV or radio.

How to Shelter in Place

If you are instructed to stay inside and not to evacuate:

- Close and lock windows and doors.
- Seal gaps under doorways and windows with wet towels and duct tape if told to do so.
- Turn off ventilation systems, water, and gas.

Terrorism

Terrorist attacks have left many concerned about the possibility of future incidents in the United States and their potential impact. Terrorist goals are to destabilize government and panic citizens. They try to keep us guessing about what might happen next, increasing our worries. However, there are things you and your family can do to prepare for the unexpected . This can reduce the stress that you may feel now and later should another emergency arise. Being prepared ahead of time can reassure you and your children that you can have a measure of control even in the face of such events.

What can you do?

- Prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare for other crises.
- Take precautions when traveling. Be aware of suspicious or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended.
- Learn basic first aid - Enroll in a first aid CPR course at your local Red Cross.
- Volunteer to help your community prepare for and respond to emergencies through the Michigan Citizen Corps at:
  http://www.michigan.gov/mcsc/0,1607,7-137-6115-34574--,00.html

Homeland Security Advisory System

Natural Hazards

Michigan is vulnerable to a variety of types of severe weather including tornadoes, thunderstorms, flash floods, snowstorms, and ice storms. Because of this, it is important for you to understand the difference between a watch and a warning for severe weather. A severe storm watch means that severe weather may develop. A severe weather warning means a storm has developed and is on its way—take cover immediately!

The safest place to ride out any storm is inside a secure building, home or apartment building. You should:

- Listen to weather updates and stay informed.
- Be ready to evacuate if necessary.
- Keep away from windows and doors.
- Have your Emergency Supply Kit handy.
- Purchase a battery operated NOAA weather radio.

Tornadoes

Tornadoes are dangerous because of their high winds and ability to lift and move heavy objects. If you receive a tornado warning, seek shelter immediately.

At home:

- Go to the basement, storm shelter, or room near the center of the house.
- In a high-rise or other public building: Move to the interior, preferably a stairwell or hallway.

If you are in your car:

- STOP! Get out and lie flat face down in a low area.
- Cover your head and wait for the tornado to pass.
- Do not use overpasses as a shelter.

Flooding

Floods are the most common and widespread of all natural disasters and can occur nearly anywhere in the United States. The sheer force of just six inches of swiftly moving water can knock people off their feet.

- Find out if you live in a flood-prone area and identify dams in your area.
- Ask your local emergency management coordinator about official flood warning signals.
- Flash flooding can be very dangerous because of strong, swift currents.
- If flood waters rise around your car, get out and move to higher ground immediately. Cars can be easily swept away in just 2 feet of moving water.
- Stay away from and report downed power lines.

Winter Storms and Ice Storms

Heavy snowfall and extreme cold can immobilize an entire region. Even areas which normally experience mild winters can be hit with a major snow storm or extreme cold. The results can range from isolation to the havoc of cars and trucks sliding on icy highways.

- Know the terms used by weather forecasters.
- Purchase a battery-powered NOAA weather radio.
- Listen to the radio or television for weather reports and emergency information.
- Make sure you have sufficient heating fuel.
- Make sure you have an alternate heat source and a supply of fuel.
- Wear several layers of loose fitting, light weight, warm clothing rather than one layer of heavy clothing.

Recovering from an Emergency

Recovery continues even after you return home, as you and your family face the emotional and psychological effects of the event. Reactions vary from person to person, but may include:

- Restless sleep or nightmares
- Anger or wanting revenge
- Numbness or lack of emotion
- Needing to keep active, restlessness
- Needing to talk about your experiences
- Loss of appetite
- Weight loss or gain
- Headaches
- Mood swings

All of the above are normal reactions to stressful events, and it is important to let people react in their own way. In particular, children may need reassurance and extra attention. It is best to encourage them to share their feelings, even if you must listen to their stories repeatedly—this is a common way for children to grasp what they've experienced. You may also want to share your feelings about the event with them.

Prepare an Emergency Supply Kit

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

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

Water 3-day supply of water.

- ❑ 1 gallon per person per day. Store water in sealed, unbreakable containers. Replace every 6 months.

Food 3- to 5-day supply of nonperishable packaged or canned food per person.

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

Clothing & Bedding Include at least one complete change of clothing and footwear per person.

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

First Aid Kit

- ❑ Sterile adhesive bandages
- ❑ 3-inch sterile gauze pads (8-12)
- ❑ Triangular bandages (3)
- ❑ 2-inch sterile gauze pads (8-12)
- ❑ Hypoallergenic adhesive tape
- ❑ 2 & 3-inch sterile roller bandages
- ❑ Scissors
- ❑ Tweezers
- ❑ Needles
- ❑ Safety razor blade
- ❑ Bar of soap
- ❑ Moistened towelletes
- ❑ Antiseptic spray
- ❑ Non-breakable thermometer
- ❑ Latex gloves
- ❑ Petroleum jelly
- ❑ Assorted sizes of safety pins
- ❑ Cleansing agent –soap
- ❑ Tongue blades and 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
- ❑ Paper, pencil and needles, thread
- ❑ Shovel & other useful tools
- ❑ Plastic sheeting, duct tape
- ❑ Maps (state, county, city)
- ❑ Fire extinguisher
- ❑ Money
- ❑ Family emergency plan
- ❑ Can opener (hand-operated)
- ❑ Utility knife, paper towels
- ❑ Tube tent/tarp
- ❑ Medicine dropper
- ❑ Dust mask and work gloves

Sanitation

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

Special Items

For Baby

- ❑ Formula, Juice
- ❑ Diapers/wipes
- ❑ Bottles
- ❑ Powdered milk
- ❑ Medications

For Adult

- ❑ Heart and high blood pressure medications
- ❑ Insulin
- ❑ Prescription drugs
- ❑ Denture needs
- ❑ Contact lenses and supplies
- ❑ Extra eyeglasses
- ❑ Entertainment –games, books
- ❑ Cell phone
- ❑ Prepaid phone card

Important Family Documents Keep copies in the emergency supply kit.

- ❑ Important phone numbers
- ❑ Wills, insurance polices
- ❑ Contracts, deeds, stocks and bonds
- ❑ Passports, social security cards
- ❑ Immunizations records
- ❑ Family records (birth, marriage, death)
- ❑ Inventory of valuable household goods

Emergency Telephone Numbers

Local Contact

Name_____
City_____
Telephone (day) ( ) - _____ (evening) ( ) - _____
Cellular Phone ( ) - _____

Out of Area Contact

Name_____
City_____
Telephone (day) ( ) - _____ (evening) ( ) - _____
Cellular Phone ( ) - _____

Nearest Relative

Name_____
City_____
Telephone (day) ( ) - _____ (evening) ( ) - _____
Cellular Phone ( ) - _____

Family Work Numbers

Father_____
Mother_____
Other_____

Emergency Telephone Numbers

Police Department_____
Fire Department_____
Hospital_____

Family Physicians

Name_____telephone_____
Name_____telephone_____
Name_____telephone_____

Reunion Locations

1. Right outside your home _____
_____
2. Away from the neighborhood, in case you cannot return home
_____
Address_____
Telephone_____
Route to try first_____
_____

Utilities:

Electric Company _____
Gas Company_____
Cable TV Company_____
Telephone Company_____
Water Company_____

Contacts

Emergency help number
911or local emergency dispatch
_____

Michigan Poison Control Center
1-800-222-1222 also (TDD)

Downed power lines for
Consumers Energy
1-800-477-5050

DTE Energy
1-800-477-4747 - 7am to 7pm

Coast Guard Emergency Service
1-800-321-4400

Center For Disease Control
(CDC) 404/639-3311

EPA Haz Waste Hotline
1-800-621-8431

National Pesticide Network
1-800-858-7378 (24 HRS)

FBI-Explosives Unit-Bomb Data
Center 703-632-8440

Agricultural Spills In Michigan
517-373-0440

Web Sites

For more information go to the Michigan State Police website at:
http://www.michigan.gov/msp
or the
Emergency Management Division
website at:
http://www.MspEmd.org

http://www.ready.gov/
http://www.redcross.org
http://www.fema.gov
http://www.whitehouse.gov/homeland/