

# **City of Birmingham**

## **Family Preparedness**

### **Workbook**

#### **City of Birmingham**

Scott D. Moore, Mayor  
Thomas M. Markus, City Manager  
Nancy M. Weiss, City Clerk  
Thelma Golden, Treasurer

#### **Commissioners**

Tom McDaniel, Mayor Pro-Tem  
Donald F. Carney  
Rackeline J. Hoff  
Dianne McKeon  
Julie Plotnik  
Stuart Lee Sherman

Fire Chief Timothy G. Wangler  
Emergency Management Coordinator



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## **Emergency Management in The City of Birmingham**

In 1976, the City of Birmingham adopted Ordinance #989 of the City Code and the Michigan Emergency Management Act 390.P.A. 1976 known as City of Birmingham Emergency Services Program. This ordinance is the foundation upon which the City of Birmingham has built its emergency preparedness, response, mitigation and recovery policies.

The Emergency Preparedness Ordinance provides for:

- A Basic Plan that describes the overall concepts of operation that will be put into effect during a disaster or emergency situation and specific Emergency Action Guides (EAG) for technological and natural disasters as well as acts of terrorism.
- An Emergency Management Coordinator who coordinates all emergency and disaster relief, preparedness, response and recovery activities within the City of Birmingham.
- An Emergency Operations Center (EOC) furnished with equipment, maps and communications capabilities necessary to provide for the coordination and utilization of all City of Birmingham resources in an emergency or disaster situation.
- An EOC staff selected from City of Birmingham personnel with special knowledge and expertise in functions performed during an emergency or disaster situation.
- Mutual Aid Agreements with other communities to provide assistance during a disaster or emergency situation.

This workbook was developed to help prepare City of Birmingham residents for a wide range of disasters or emergencies by providing information they need to be self reliant during those situations. Whether the emergency is caused by a natural disaster, technological disaster or an act of terrorism, preparedness is the cornerstone to survival.

The book is not intended to be a single source of information but rather an overview of recommendations from several organizations and agencies. Regardless of the size or configuration of your family, you will find helpful information in this book. Any questions may be directed to the City of Birmingham Office of Emergency Management at 248-646-1127.



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## Family Preparedness Questions

1. Is your family prepared to handle most emergencies?
2. Have you discussed emergency planning as a family or group living together?
3. Do you have an Emergency/Disaster Supply Kit which includes:
  - ✓ A three-day supply of water for each person?
  - ✓ One change of clothing per person?
  - ✓ One blanket or sleeping bag per person?
  - ✓ A first aid kit that includes prescription medications for up to three days?
  - ✓ A battery-powered radio & flashlight with extra batteries?
  - ✓ An extra set of car keys, credit card and small amount of cash?
  - ✓ Sanitation supplies?
  - ✓ Food, water and supplies for your pet?
  - ✓ Do you have operational smoke detectors on every level?
4. Do you have a charged ABC extinguisher?
5. Does everyone who is old enough know how to use it?
6. Do you know how to turn off utilities?
7. Do you have a location outside your home where all family members plan to meet if forced to evacuate?
8. Are your most important papers and records safeguarded?
9. Has your family had a fire and tornado drill in the past six months?
10. Do you have an out-of-state phone partner to call when local lines go down?
11. Do you know what the emergency plans are for your workplace and for your children's schools or daycare centers?

Materials in this workbook will guide you in preparing you and your family for emergencies that may occur. You will learn about the kinds of disasters that may strike and what you can do to best protect your family.

## **Are You Prepared?**

### ***Why being prepared is so important***



*Millions of Americans Have Experienced Major Emergencies.*

- Most disasters do not make national headlines.
- Neither government nor voluntary emergency response organizations can be everywhere to help everyone who needs assistance immediately following a disaster.
- There are preparedness actions people can take to increase their chances of survival and ability to cope in a wide range of emergency situations.
- Individual citizens, families and neighbors are always the first line of protection in a disaster. People have the responsibility to learn about the hazards they face and how to prepare for them.
- A prepared family can reduce the fear, panic, inconvenience and losses surrounding a disaster. They can save each other's lives.

## **Create An Emergency Action Plan**

Meet with your family and discuss the reasons an Emergency Action Plan is needed. You may work together as a team to have an Emergency Action Plan ready, and to assemble an Emergency/Disaster Supply Kit so you can endure an evacuation or home confinement. Some topics to consider:

After you go through the information presented on the following pages, discuss the steps your family will need to take. Then, have everyone participate in formulating your own Emergency Action Plan. At the end of this workbook there is a page for you to write out your plan.

If you have an Emergency/Disaster Supply Kit ready, you will be more self-sufficient during an emergency. Page 12 has a thorough list of supplies commonly included, but consider the needs of your own family when putting your kit together.

***Start assembling these supplies now!***



## Deciding To Stay Or Go

Depending on your circumstances and the nature of the disaster, the first important decision is whether you stay put or get away. You should understand and plan for both possibilities. Use common sense and available information, including what you are learning here, to determine if there is immediate danger.

In any emergency, local authorities may or may not immediately be able to provide information on what is happening and what you should do. However, you should monitor TV or radio news reports for information or official instructions as they become available. If you're specifically told to evacuate or seek medical treatment, do so immediately.

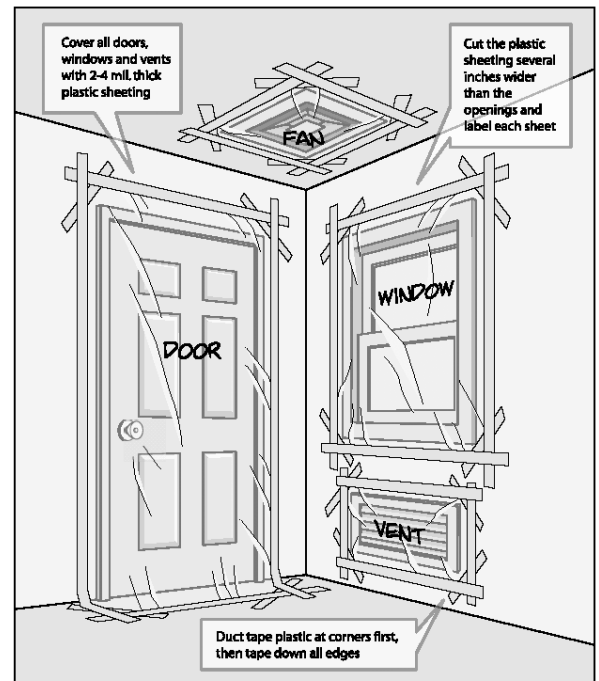
## Staying Put

Whether you are at home, work or elsewhere, there may be situations when it's simply best to stay where you are and avoid any uncertainty outside.

There are other circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as "shelter-in-place," is a matter of survival. Use available information to assess the situation. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to take this kind of action.

### To "Shelter-in-Place"

- ✓ Bring your family pets inside.
- ✓ Lock doors, close windows, air vents and fireplace dampers.
- ✓ Turn off fans, air conditioning and forced air heating systems.
- ✓ Take your emergency supply kit unless you have reason to believe it has been contaminated.
- ✓ Go into an interior room with few windows, if possible.
- ✓ Seal all windows, doors and air vents with plastic sheeting and duct tape. Consider measuring and cutting the sheeting in advance to save time.
- ✓ Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.



**Shelter-in-place diagram**

<http://www.ready.gov/shelter-in-place.html>

Local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to the radio or check the Internet often for official news and instructions as they become available.

## Getting Away

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave. Plan how you will assemble your family and anticipate where you will go. Choose several destinations in different directions so you have options in an emergency.

### *Create an Evacuation Plan*

- ✓ Plan places where your family will meet, both within and outside of your immediate neighborhood.
- ✓ If you have a car, keep a half tank of gas in it at all times in case you need to evacuate.
- ✓ Become familiar with alternate routes and other means of transportation out of your area.
- ✓ If you do not have a car, plan how you will leave if you have to.
- ✓ Take your emergency supply kit unless you have reason to believe it has been contaminated.
- ✓ Lock the door behind you.
- ✓ Take your pets with you, but understand that only service animals may be permitted in public shelters. Plan how you will care for your pets in an emergency.

### *If Time Allows*

- ✓ Call or email the "out-of-state" contact in your family communications plan and tell them where you are going.
- ✓ If there is damage to your home and you are instructed to do so, shut off water, gas and electricity before leaving.
- ✓ Leave a note telling others when you left and where you are going.
- ✓ Check with neighbors who may need a ride.

### *Learn How and When to Turn Off Utilities*

If there is damage to your home or you are instructed to turn off your utilities:

- ✓ Locate the electric, gas and water shut-off valves.
  - ✓ Keep necessary tools near gas and water shut-off valves.
  - ✓ Teach family members how to turn off utilities.
- **If you turn the gas off, a professional must turn it back on. Do not attempt to do this yourself.**

# Outdoor Siren Warning Signal

## *Tornado Warning*

Tornado warnings in the City of Birmingham and Oakland County come in two forms; outdoor sirens, activated by Oakland County Emergency Management, and radio transmitted tone alerts from the National Weather Service located in White Lake.

The outdoor sirens are tested the first Saturday of each month from March through November and are activated following a confirmed tornado sighting with the potential of passing through Oakland County. The signal is a three-minute steady blast from the rotating sirens. The City of Birmingham, under a cooperative agreement with Oakland County, has installed three sirens that are linked to the Oakland County warning system.

The tone alert from the National Weather Service is tested each Wednesday and is activated for a wide variety of severe weather conditions such as:

- ✓ Tornado warnings and watches
- ✓ Thunderstorm warnings and watches
- ✓ Severe Blizzard Warnings
- ✓ Ice Storm Warning and Heavy Snow warning
- ✓ Winter Storm warnings and watches
- ✓ Flood and High Wind Warning

Weather Alert Monitors are simple to operate and can be purchased from electronics and department stores for home use. They will provide:

- ✓ Timely Information
- ✓ Detailed Information
- ✓ Updated Information
- ✓ All-Clear Information
- ✓ Weather Development Advisories



## **Tornado Facts**

### ***Tornado Watch***

A Tornado or severe Thunderstorm Watch is issued whenever conditions exist for severe weather to develop. This is the time for you to prepare. *Listen to your local radio or television station for weather updates.* If you have friends or neighbors who are hearing impaired or have special needs, alert them to the current weather status.

### ***Tornado Warning***

A tornado or Severe Thunderstorm Warning is issued whenever a tornado or severe thunderstorm has actually been sighted or strongly indicated by radar. *This is the time to take appropriate cover immediately.*



## **What Kind Of Shelter Is Available?**

### ***In Your Home***

A basement offers the greatest safety. In homes without basements, take cover in the center of the house, on the lowest floor, in a small room such as a closet or bathroom. In either case, seek shelter under sturdy furniture if possible.

### ***In A Mobile Home***

Go to a prearranged substantial shelter.

### ***Driving A Vehicle***

Get out of and away from the vehicle. Seek shelter in a basement, ditch or ravine – away from the vehicle.

### ***At Work Or School***

Follow advance plans to move into interior hallways or small rooms on the lowest level. Avoid areas with glass and wide, free span roofs. (Schools, factories and office buildings should designate someone to monitor the weather channels and initiate an alarm if needed).

### ***In Open Country***

Get into a sturdy building if possible or lie flat in a nearby ditch or depression. If possible, hold onto something on the ground; otherwise use your hands to shield your head.

## **Lightning Facts**

### ***Lightning***

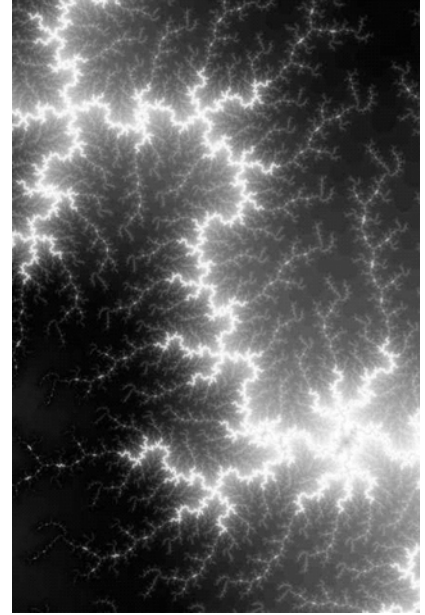
Lightning is the greatest natural destroyer of property. When severe thunderstorms are active, take extreme caution and be aware that lightning bolts occur from severe thunderstorm activity.

**If you hear thunder, lightning is a threat.**

### ***Protect yourself***

Lightning threatens much more than property. When there is lightning nearby:

- Do not use the telephone except in an emergency.
- Stay away from electrical appliances, TVs, fireplaces, metal objects, windows and doors.
- Seek shelter immediately in an enclosed building or vehicle.
- Avoid isolated trees, high ground and bodies of water or large open areas.



## **Avoiding Flood Damage**

### ***Questions for Homeowners***

There are many things that you can do to help protect your home from flood damage. Some are simple and inexpensive while others are more complex and may require a professional contractor.



### ***Do you know your flood risk?***

The City of Birmingham participates in the National Flood Insurance Program (NFIP) and maps are available for review in the Engineering Division at the Municipal Building.

### ***Do you have enough flood insurance?***

Even if you have taken steps to protect your home from flooding, you still need flood insurance if you live in a designated floodplain. Homeowner's policies do not cover flood damage. Flood insurance is a wise investment whether you live in a designated floodplain or not. A separate policy under the NFIP will be needed. It takes 30 days for a flood policy to take effect. This is why you need to purchase flood insurance before flooding occurs.

### ***Is the main electric switch-box located above potential floodwater?***

The main electric panel board (fuses or circuit breakers) should be at least 12" above the projected flood elevation. The panel board height is regulated by code. A licensed electrician should do all electrical work.

### ***Are electric outlets and switches located above potential floodwaters?***

Consider elevating all electric outlets, switches, light sockets, baseboard heaters and wiring at least 12" above the projected flood elevation. In areas that could get wet, connect all receptacles to a ground fault interrupter (GFI) circuit to avoid the risk of shock or electrocution.

### ***Are the washer and dryer above potential flood-water?***

For protection against shallow floodwaters, the washer and dryer can sometimes be elevated on masonry or pressure-treated lumber at least 12" above the projected flood elevation. Other options are moving the appliances to a higher floor or building a floodwall around them.

### ***Are the furnace and water heater above the potential floodwaters?***

The furnace and water heater can be placed on masonry blocks or concrete at least 12" above the projected flood elevation, moved to inside a floodwall or moved to a higher floor.



***Is the fuel tank anchored securely?***

Homes that use fuel oil heat can have a tank tip over or float in a flood if not properly secured. This could cause a fire or spill. Cleaning up a fuel spill can be very difficult and expensive. Make sure fill lines and vents are above the projected flood level.

Propane tanks servicing a home are the property of the propane company. Contact them to make sure that the tanks are properly anchored.

***Does the sewer system have a backflow valve?***

If your home is within the floodplain, floodwaters can enter the sewer system, causing sewage to back up and enter your home. To prevent this, have a licensed plumber install an interior or exterior backflow valve. Check with the Building Department for permit requirements.

***For more information contact the Birmingham Engineering Division.***

## **Flooding and Flash Floods**

***Before the Flood***

- ✓ Find out if you live in a flood hazard area.
- ✓ Have check valves installed in building sewer traps to prevent flood waters from backing up in sewer drains.
- ✓ Buy Flood Insurance
- ✓ Plan and practice an evacuation plan.
- ✓ Have emergency supplies on hand.
- ✓ Develop an emergency communication plan.
- ✓ Make sure that all family members know how to respond after a flood or flash flood.

***If in a Car***

- ✓ Do not drive over flooded roads.
- ✓ If your car stalls, abandon it immediately and climb to higher ground.

## Hazardous Materials

### *If You are Outside*

- ✓ Stay upstream, uphill and upwind – hazardous materials can be quickly transported by water and wind.
- ✓ Move so the wind is blowing left to right or vice versa, *not* into your face or back.
- ✓ Try to get at least one-half mile from the danger area.
- ✓ Follow the instructions of local emergency responders.

### *If You are Inside*

- Turn on your radio, television or local cable station and be prepared to follow all instructions given by emergency authorities.
  
- To reduce the possibility of toxic vapors entering your home, seal all entry routes as efficiently as possible.
  - ✓ Close and lock all doors
  - ✓ Seal gaps under doorways and window with wet towels and duct tape.
  - ✓ Close all fireplace dampers if the fireplace is not in use.
  - ✓ Turn off all ventilation systems (furnaces, air conditioners, vents, fans).
  - ✓ Be prepared to follow “Shelter-In-Place” guidance on page 3.
  
- Stay inside.
  
- If you suspect vapors have entered your home, take shallow breaths through a wet cloth or towel.

### ***If You Are Told To Evacuate, Do So Immediately!***



#### **Hazardous Materials Incidents**

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.

## Terrorism

While terrorism has been a planning issue for Emergency Services for many years, September 11, 2001 made it a real and immediate concern. Natural and Technological disasters, once the primary concern for Emergency Management now share the focus with terrorism. Terrorism may present itself in different forms: chemical, biological, radioactive, nuclear and explosive.

### *Chemical Attack*

A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment. Signs and symptoms include watery eyes, twitching, choking, breathing difficulties and loss of coordination. Many sick or dead birds, fish or small animals are also cause for suspicion.



### *Biological Attack*

A biological attack is a deliberate release of germs or other biological substances that can make you sick. To cause this effect, many biological agents must be inhaled, enter through a cut in the skin or be eaten. Some agents, such as anthrax, do not cause contagious diseases. Others, like the smallpox virus, are contagious and can spread from person to person.

### *Radioactive Materials*

A radiation threat, commonly referred to as a “dirty bomb” or “radiological dispersion device (RDD)”, is the use of common explosives to spread radioactive materials over a targeted area. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. While the blast will be more immediately obvious, the presence of radiation will not be clearly defined until trained personnel with specialized equipment are on the scene.

- ✓ As with any radiation, try to limit exposure. It is important to avoid breathing radiological dust that may be released in the air.

### *Explosion*

Explosions are a sudden release of energy with destructive force. They may be as simple as a homemade pipe bomb or more complex military explosive with electronic timers.

### *Nuclear*

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around. While experts may predict at this time that a nuclear attack is less likely than other types, terrorism by its nature is unpredictable.

## Emergency/Disaster Supply Kit

### *Water*

- ✓ One gallon of water per person per day, for drinking and sanitation.
- ✓ Children, nursing mothers, and sick people may need more water.
- ✓ If you live in a warm weather climate more water may be necessary.
- ✓ Store water tightly in clean plastic containers such as soft drink bottles.
- ✓ Keep *at least* a three-day supply of water per person.

### *Food*

- ✓ Store at least a three-day supply of non-perishable food.
- ✓ Select foods that require no refrigeration, preparation or cooking and little or no water.
- ✓ Pack a manual can opener and eating utensils.
- ✓ Choose foods your family will eat.

### *Shopping List*

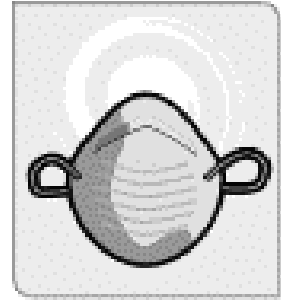
- Ready-to-eat canned meats, fruits and vegetables
- Protein or fruit bars
- Dry cereal or granola
- Peanut butter
- Dried fruit
- Nuts
- Crackers
- Canned juices
- Non-perishable pasteurized milk
- High energy foods
- Vitamins
- Food for infants
- Comfort/stress foods



*Imperishable Food Items*

## Clean Air

Many potential terrorist attacks could send tiny microscopic "junk" into the air. For example, an explosion may release very fine debris that can cause lung damage. A biological attack may release germs that can make you sick if inhaled or absorbed through open cuts. Many of these agents can only hurt you if they get into your body, so think about **creating a barrier** between yourself and any contamination.



### *Nose and Mouth Protection*

Face masks or dense-weave cotton material that snugly covers your nose and mouth and is specifically fit for each member of the family. Do whatever you can to make the best fit possible for children.

Be prepared to improvise with what you have on hand to protect your nose, mouth, eyes and cuts in your skin. Anything that fits snugly over your nose and mouth, including any dense-weave cotton material, can help filter contaminants in an emergency. It is very important that most of the air you breathe comes through the mask or cloth, not around it. Do whatever you can to make the best fit possible for children. There are also a variety of facemasks readily available in hardware stores that are rated based on how small a particle they can filter in an industrial setting.

Given the different types of attacks that could occur, there is not one solution for masking. For instance, simple cloth facemasks can filter some of the airborne "junk" or germs you might breathe into your body, but will probably not protect you from chemical gases. **Still, something over your nose and mouth in an emergency is better than nothing.** Limiting how much "junk" gets into your body may impact whether or not you get sick or develop disease.

### *Other Barriers*

There are circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, or "**shelter-in-place**," is a matter of survival. You can use heavyweight plastic garbage bags or plastic sheeting; Duct tape and scissors to tape up windows, doors and air vents if you need to seal off a room from outside contamination. Consider precutting and labeling these materials. Anything you can do in advance will save time when it counts.

Use available information to assess the situation. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you can use these things to tape up windows, doors and air vents if you need to seal off a room.

### ***HEPA (High Efficiency Particulate Air Filtration) Filter Fans***

Once you have sealed a room with plastic sheeting and duct tape you may have created a better barrier between you and any contaminants that may be outside. However, no seal is perfect and some leakage is likely. In addition you may find yourself in a space that is already contaminated to some degree.

Consider a **portable air purifier**, with a **HEPA filter**, to help remove contaminants from the room where you are sheltering. These highly efficient filters have small sieves that can capture very tiny particles, including some biological agents. Once trapped within a HEPA filter contaminants cannot get into your body and make you sick. While these filters are excellent at filtering dander, dust, molds, smoke, biological agents and other contaminants, they will not stop chemical gases.



Some people, particularly those with severe allergies and asthma, use HEPA filters in masks, portable air purifiers as well as in larger home or industrial models to continuously filter the air.

### **First Aid Kit**

In any emergency someone may be cut, burned or suffer other injuries. If you have these basic supplies you are better prepared to help your loved ones when they are hurt. Remember, many injuries are not life threatening and do not require immediate medical attention. Knowing how to treat minor injuries can make a difference in an emergency. Consider taking a first aid class, but simply having the following things can help you stop bleeding, prevent infection and assist in decontamination.



#### ***Things you should have:***

- Two pairs of Latex or other sterile gloves (if you are allergic to Latex)
- Sterile dressings to stop bleeding
- Cleansing agent/soap and antibiotic towelettes to disinfect
- Antibiotic ointment to prevent infection
- Burn ointment to prevent infection
- Adhesive bandages in a variety of sizes
- Eye wash solution to flush the eyes or as general decontaminant
- Thermometer
- Prescription medications you take every day such as insulin, heart medicine and asthma inhalers. You should periodically rotate medicines to account for expiration dates
- Prescribed medical supplies such as glucose and blood pressure monitoring equipment and supplies

### ***Things You May Want to Have***

- Cell Phone
- Scissors
- Tweezers
- Tube of petroleum jelly or other lubricant



### ***Non-Prescription Drugs***

- Potassium Iodide
- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication
- Antacid (for upset stomach)
- Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- Laxative
- Activated charcoal (use if advised by the Poison Control Center)

## **Supply Checklists**

The basics of survival – water, food and clean – air are essential, but some of the following items may make a time of crisis more comfortable.

### ***Basic Supplies***

- Flashlight and extra batteries
- Battery powered radio and extra batteries
- Plastic garbage bags, ties and toilet paper for personal sanitation
- First aid kit
- Map of the area for evacuation or for locating shelters
- A whistle to signal for help
- Moist towelettes



## Clothing and Bedding

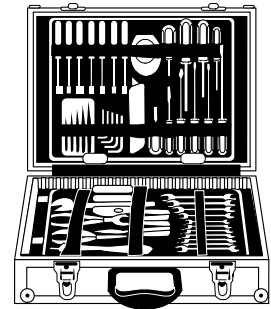
If you live in a cold weather climate, you must think about warmth. It is possible that the power will be out and you will not have heat. Rethink your clothing and bedding supplies once a year to account for growing children and other family changes.

- Have at least one complete change of warm clothing and shoes per person including:
  - ✓ A jacket or coat
  - ✓ Long pants
  - ✓ A long sleeve shirt
  - ✓ Sturdy shoes
  - ✓ A hat and gloves
  - ✓ A sleeping bag or warm blanket for each person



## Tools

- ✓ Emergency reference material such as a first aid book or this workbook
- ✓ Mess kits, or paper cups, plates and plastic utensils
- ✓ Cash or traveler's checks, change
- ✓ Non-electric can opener, utility knife
- ✓ Paper towels
- ✓ Fire extinguisher: small canister, ABC type
- ✓ Tube tent
- ✓ Pliers
- ✓ Compass
- ✓ Matches in a waterproof container
- ✓ Aluminum foil
- ✓ Plastic storage containers
- ✓ Signal flare
- ✓ Paper, pencil
- ✓ Medicine dropper
- ✓ Shut-off wrench, to turn off household gas and water



## Sanitation

- ✓ Toilet paper, towelettes
- ✓ Feminine supplies
- ✓ Personal hygiene items
- ✓ Plastic garbage bags, ties (for personal sanitation uses)
- ✓ Plastic bucket with tight lid
- ✓ Disinfectant
- ✓ Household chlorine bleach



You can use bleach as a disinfectant (diluted nine parts water to one part bleach), or in an emergency you can also use it to purify water. Use 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.



## Important Family Documents

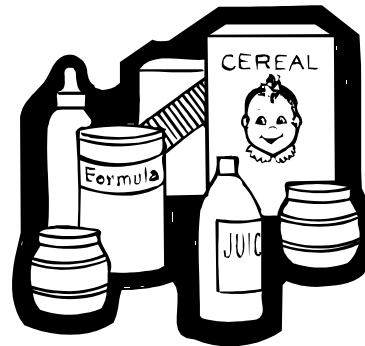
Keep copies of important family records such as insurance policies, identification and bank account records in a waterproof, portable container.

### *Special Needs Items*

Remember the special needs of your family members. Infants, the elderly and persons with disabilities need the same planning as everyone else, and sometimes a little more, to be prepared for a terrorist attack.

#### *For Babies*

- Formula
- Diapers
- Bottles
- Powdered milk
- Medications
- Moist towelettes
- Diaper rash ointment



#### *For Adults*

- Ask your doctor about storing prescription medications such as heart and high blood pressure medication, insulin and other prescription drugs.
- Denture needs
- Contact lenses and supplies
- Extra eye glasses



*For more information on supplies, see "Your Family Disaster Supply Kit" from American Red Cross and Federal Emergency Management Agency.*

#### *For Seniors*

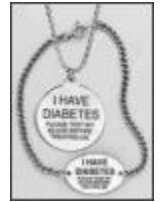
- Plan how you will evacuate or signal for help.
- Plan emergency procedures with home health care agencies or workers.
- Tell others where you keep your emergency supplies.
- Teach others how to operate necessary equipment.
- Label equipment like wheelchairs, canes or walkers.
- List of prescription medications including dosage in your supply kits. Include any allergies.
- Extra eyeglasses and hearing-aid batteries.
- Extra wheelchair batteries or other special equipment in your supply kit.
- A list of the style and serial numbers of medical devices such as pacemakers in your emergency supply kits.
- Copies of medical insurance and Medicare cards.
- List of doctors and emergency contacts.





### ***For People with Disabilities***

- Create a support network to help in an emergency.
- Tell these people where you keep your emergency supplies.
- Give one member of your support network a key to your home.
- Wear medical alert tags or bracelets to help identify your disability.
- If you are dependent on dialysis or other life sustaining treatment, know the location and availability of more than one facility.
- Show others how to operate your wheelchair.
- Know the size and weight of your wheelchair, in addition to whether or not it is collapsible, in case it has to be transported.
- Keep a list of prescription medicines, allergy medications (including dosage).
- Consider extra eyeglasses, wheelchair batteries, hearing-aid batteries and oxygen.
- Keep a list of the style and serial number of medical devices, medical insurance cards and Medicare cards.
- Keep a list of doctors, relatives or friends who should be notified if you are hurt.



## **Evacuation**

Hundreds of times each year, people are forced to leave their homes because of hurricanes, transportation or industrial accidents releasing harmful substances, fires, or floods. You may have only moments to leave and should be prepared. Evacuation periods can last for hours or several days. For part or all of this time you may be completely responsible for yourself and your family.

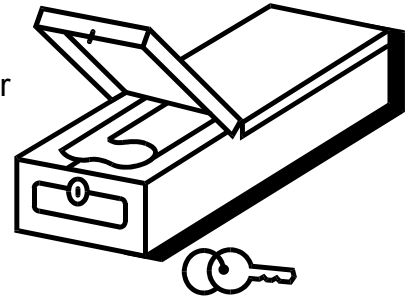
### ***If You are Told To Evacuate:***

- Turn on your radio, television or local cable station and be prepared to follow all instructions given by emergency authorities.
- Take your Emergency / Disaster Supply Kit.
- Lock your home as you leave.
- Post a note on your door telling others where you have gone.
- Use travel routes specified by emergency authorities only. Other routes may be impassable or dangerous.
- Make sure the stove and range are turned off
- Make arrangements for your pets; they may not be allowed in shelters.

## An Evacuation Kit For Your Home

A fire or other emergency may require immediate exit of your home. The following items should be in a portable container, accessible so it can be snatched as you run out the door.

- Battery powered radio and extra batteries
- Flashlight and extra batteries
- Cash, Traveler's checks, change, credit card
- Extra pair of eyeglasses
- Extra set of car keys
- Important family documents in portable, fireproof container
- Social Security Card
- Birth, Marriage and Death Records
- Insurance Policies
- Wills
- Deeds
- Stocks and Bonds
- Savings and Checking account numbers
- Inventory of household goods, valuables (with photographs if possible)



### *Phone list:*

- Numbers for family members at home, work, cell phones and pagers
- Numbers for schools and daycare
- Numbers for friends

## Home Escape Plan

### *Develop An Escape Plan For Your Home.*

- Draw the location of doors, windows, stairways and large furniture.
- Draw a broken line charting at least two escape routes from each room.

### *And Remember, If There Is A Fire:*

- Do not open hot doors; try your second escape route.
- Smoke rises: crawl close to the floor and out of the house.
- Call the Fire Department from another location.

### ➤ *If your clothes catch fire:*

**Stop, Drop and Roll  
Until the Fire is out!**



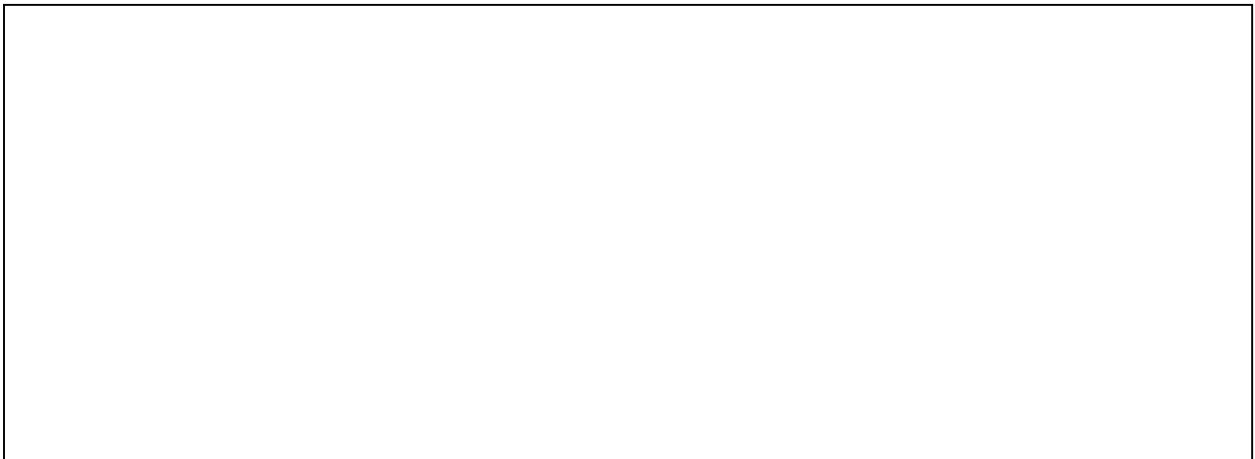
## **Home Escape Plan**

Use the boxes below to sketch the floor plan of your home. Have your family discuss escape routes. Draw them on your floor plans.


### **Basement or Lowest Level**



### **First Floor or Ground Level**



### **Second Floor**



## Home Escape Plan

- Quiz family members every six months on disaster and evacuation procedures.
- Test all smoke detectors and change the batteries bi-annually.
  - ✓ *Change the batteries in your smoke detectors when you change your clocks for daylight saving time.*
- Test and recharge fire extinguishers according to the manufacturer's instructions.



## Smoke Detector Testing Dates

_____	January	_____	July
_____	February	_____	August
_____	March	_____	September
_____	April	_____	October
_____	May	_____	November
_____	June	_____	December

## Conduct Fire And Tornado Drills

Year	Date of Drill	Year	Date of Drill

## **At Work and School**

Like individuals and families, schools, daycare providers, workplaces, neighborhoods and apartment buildings should all have site-specific emergency plans.

Ask about plans at the places where your family spends the most time: work, school and other places you frequent. If none exist, consider volunteering to help develop one. You will be better prepared to safely reunite your family and loved ones during an emergency if you think ahead, and communicate with others in advance.

### ***Neighborhoods and Apartment Buildings***

A community working together during an emergency makes sense.

- Talk to your neighbors about how you can work together during an emergency.
- Find out if anyone has specialized equipment like a power generator, or expertise such as medical knowledge, that might help in a crisis.
- Decide who will check on elderly or disabled neighbors.
- Make back-up plans for children in case you can't get home in an emergency.
- Sharing plans and communicating in advance is a good strategy.

### ***Schools and Daycare***

If you are a parent or guardian of an elderly or disabled adult make sure schools and daycare providers have emergency response plans.

- Ask how they will communicate with families during a crisis.
- Ask if they store adequate food, water and other basic supplies.
- Find out if they are prepared to "shelter-in-place" if need be, and where they plan to go if they must get away.

For more information on developing emergency preparedness plans for schools, please visit the U.S. Department of Education at <http://www.ed.gov/emergencyplan>.

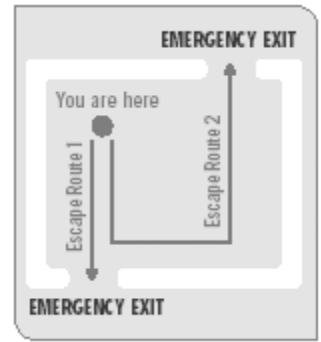
### ***Employers***

If you are an employer, make sure your workplace has a building evacuation plan that is regularly practiced.

- Take a critical look at your heating, ventilation and air conditioning system to determine if it is secure or if it could feasibly be upgraded to better filter potential contaminants, and be sure you know how to turn it off if you need to.
- Think about what to do if your employees can't go home.
- Make sure you have appropriate supplies on hand.
- For more information on specific building threats, see "Protecting Building Environments from Airborne Chemical, Biological, or Radiological Attacks" from the National Institute for Occupational Safety and Health.

## In A High-Rise Building

- Note where the closest **emergency exit** is.
- Be sure you know **another way out** in case your first choice is blocked.
- **Take cover** against a desk or table if things are falling.
- **Move away** from file cabinets, bookshelves or other things that might fall.
- **Face away** from windows and glass.
- **Move away** from exterior walls.
- Determine if you should stay put, "**shelter-in-place**" or get away.
- **Listen** for and follow **instructions**.
- Take your **emergency supply kit**, unless there is reason to believe it has been contaminated.
- **Do not use elevators**.
- Stay to the right **while going down stairwells to allow emergency workers to come up**.



Be sure you know another way out of the building in case your first choice is blocked

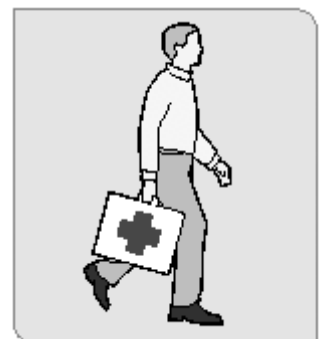
## A Emergency Supply Kit for Your Car

Keep your car equipped with supplies for any emergency. Always have a half tank of fuel in the car. If there is an emergency, gas stations may be closed.

- Battery powered radio and extra batteries
- Flashlight and extra batteries
- Blanket
- Jumper cables
- Fire Extinguisher
- Make sure everyone know how to use it
- First Aid Kit and Manual
- Maps
- Shovel
- Flares
- Bottled Water
- Non-perishable, high-energy foods



Determine if you should stay put, "shelter-in-place" or get away. Listen for and follow instruction from authorities.



Take your Emergency Supply Kit, unless there is reason to believe it has been contaminated



## **In a Moving Vehicle**

- If there is an explosion or other factor that makes it difficult to control the vehicle, pull over, stop the car and set the parking brake.
- If the emergency could impact the physical stability of the roadway, avoid overpasses, bridges, power lines, signs and other hazards.
- If a power line falls on your car you are at risk of electrical shock, stay inside until a trained person removes the wire.
- Listen to the radio for information and instructions as they become available.

## **Recovery From a Disaster/Emergency**

*Listen to local radio and television stations for information and instructions.*

### ***After a Tornado***

- Use caution when entering a building, making sure that the walls, ceiling and roof are in place and that the structure rests firmly on the foundation
- Watch for broken glass and downed power lines
- Check for injuries and if necessary, call for help immediately

### ***After a Fire***

- If you are the homeowner, see that your home is secured
- If you are a tenant, secure your personal belongings and contact your landlord. It is the responsibility of the property owner to prevent further loss or damage to the site.
- Contact your insurance agent about estimates and loss coverage
- Contact the Red Cross or Salvation Army if you need temporary housing or food.
- Have an electrician check your wiring before the current is turned back on. Do not attempt to reconnect any utilities yourself.
- Discard food, beverages and medicines that have been exposed to heat, smoke or soot
- Immediately after the fire, collect receipts for any money you spend. These are important for both insurance and income tax claims.
- Do not open a fireproof box until it is cooled. If the box has not cooled, the entering air combined with the high internal temperature may cause the contents to burst into flames.

### ***After a Hazardous Materials Incident***

- Do not return home until local authorities say it is safe
- Upon returning home, open windows to provide ventilation
- Find out from local authorities how to clean up your land and property
- Check food and water supplies for contamination and spoilage before using them



### *After a Flood*

- Floodwaters do not end when the water begins to recede. Listen to the local radio and television stations for further details of the flooding situation.
- Do not enter buildings if floodwaters recede around the building.
- When you have to enter buildings use extreme caution and check for structural damage.
- Look for fire hazards. Do not use candles and matches to light your way because gas pockets may be present.
- Do not use water or eat food that has come in contact with floodwaters.
- Do not turn on electricity until a safety inspection has been completed.
- Pump out flooded basements gradually (about one-third of the water per day) to avoid structural damage.
- Service damaged septic tanks, cesspools, pits and leaching systems as soon as possible. Damaged sewage systems are health hazards.

**Contact the City of Birmingham's Office  
of Emergency Management at  
248-646-1127  
or the City of Birmingham's Water Department at  
248-644-3800  
to help you determine if your drinking water is safe.**





## Babysitter or Visitor Information

Visitors, babysitters or other caretakers may be in your home when an emergency occurs. Make sure they know your Emergency Action Plan, especially if they are charged with the care of your children, elderly family members or those with special needs.

Make copies of this page and fill it out each time you leave someone else in charge.

HOMEOWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

THE NUMBER FOR **POLICE, FIRE & AMBULANCE**     **9-1-1**

I AM AT: \_\_\_\_\_ PHONE: \_\_\_\_\_

WILL RETURN APPROXIMATELY: \_\_\_\_\_

THE HOME EMERGENCY PLAN IS LOCATED IN THE: \_\_\_\_\_

THE EMERGENCY KIT IS LOCATED: \_\_\_\_\_

REMINDERS:

- Don't open the door for anyone until you are sure you know who they are.
- Keep all doors locked.
- Know where the children are *at all times*, whether outside or inside.

MESSAGES: \_\_\_\_\_

# Emergency To Do List

## Fire: Call 911

Get out of the house and meet at \_\_\_\_\_

## Ice, Snow, Thunder or Wind Storms

- Fill Tub with water
- Bring wood inside
- Move cars away from trees
- Turn TV or radio to the Emergency Alert System
- Get candles, oil lamps and matches together
- Check generator for gas

## Tornadoes

- Take shelter in the basement or lowest floor of house
- If no basement, take cover in a small room in the center of house, away from windows
- Find sturdy furniture to seek shelter under

## Evacuation (flood, chemical spill or other)

- Take Emergency / Disaster Supply Kit
- Take animals and their kits
- Take photos and genealogy
- Turn off lights
- Turn off water
- Lock doors

## Meeting Places

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Contacts

- Make a phone list for every member of household.

## Pets

- Make arrangements for emergency shelter if they cannot stay with family.

For additional information about topics in this workbook visit any of the following websites.

[www.ci.birmingham.mi.us](http://www.ci.birmingham.mi.us)

[www.redcross.org](http://www.redcross.org)

[www.michigan.gov/msp](http://www.michigan.gov/msp)

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

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







