

# COMMUNITY EMERGENCY PREPAREDNESS WORKBOOK & GUIDELINES



**STERLING HEIGHTS**

**OFFICE OF EMERGENCY MANAGEMENT . 586-446-CITY**

## A message from Mayor Richard Notte and the Sterling Heights City Council

The Sterling Heights City Council is pleased to present this Emergency Preparedness Guide to assist you with preparing your family to respond and recover from every type of disaster. The more we the public are prepared for a disaster, the less strain we place on our emergency services.

### **BE AWARE ... BE PREPARED .... HAVE A PLAN**

If you do these three things, the life you save could be your own ... because what you don't know CAN hurt you. The information in this manual was compiled from various publications provided by the American Red Cross and the Federal Emergency Management Agency to assist you in preparing for various types of disasters.

In order to cope with an emergency, the city of Sterling Heights has a basic emergency plan that dictates operations in case of a problem. It also has an emergency manager to act as a coordinator and an emergency operations center for coordination of our well trained staff. These preparations, combined with a prepared and informed public, will help lessen the impact of any emergency in our community.

We hope you keep this booklet handy and use it as a reference tool. By utilizing the many of the suggestions found inside, you can prepare your family for any emergency situation. If you need further information throughout the year regarding emergency planning, please contact the Sterling Heights Community Relations Department at (586) 446-CITY (2489).

Mayor Richard Notte and the Sterling Heights City Council

## HOMELAND SECURITY



**FOR SUSPECTED TERRORISM  
CALL THE FBI  
1-313- 965- 2323**

**FOR OIL/HAZMAT SPILLS OR  
SUSPICIOUS ACTIVITY  
CALL THE COAST GUARD  
1-800-424-8802**

**FOR SUSPECTED SMUGGLING  
CALL CUSTOMS  
1-800-232-5378**

**FOR SUSPECTED ILLEGAL ENTRY  
CALL IMMIGRATION  
1-313-568-6042**

**STERLING HEIGHTS RADIO  
AM 1700  
*Traffic • News • Weather***

**STERLING HEIGHTS  
TV  
Channel 5 - Comcast  
Channel 10 - W.O.W.**

## EMERGENCY PHONE NUMBERS

<b>Police</b> .....	<b>DIAL 911</b>
<b>Fire</b> .....	<b>DIAL 911</b>
<b>Ambulance</b> .....	<b>DIAL 911</b>
<b>Police &amp; Fire Non-Emergency</b> .....	<b>586-446-2800</b>
<b>County Sheriff</b> .....	<b>586-469-5151</b>
<b>County Health Department</b> .....	<b>586-469-5236</b>
<b>FBI (Detroit Office)</b> .....	<b>313-965-2323</b>
<b>American Red Cross (Disaster Relief)</b> .....	<b>313-833-8816</b>
<b>Salvation Army (Disaster Services)</b> .....	<b>248-443-9770</b>
<b>Sterling Heights Community Relations Citizen Contact Center...</b> .....	<b>586-446-2489</b>

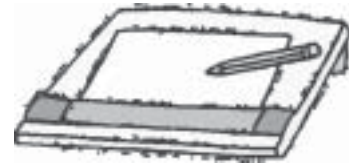
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# FAMILY PREPAREDNESS QUESTIONNAIRE

(Take the time to answer these questions. If you have answered "no" to any one of these questions, you need to develop or update your Family Emergency Plan.)

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



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

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



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



- a three-day supply of water per person (1 gallon per person, per day)

- one change of clothing per person

- one blanket or sleeping bag per person



- first aid kit with current prescription medication enough for four days

- battery powered radio & flashlight, with extra batteries



- extra set of car keys



- a credit card and a small amount of cash



- sanitation supplies



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

6. Do you have a charged ABC fire extinguisher?



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

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



# AN INTRODUCTION TO EMERGENCY MANAGEMENT

Under Public Act 390 of 1976, as amended, Sterling Heights has established an emergency management program that has the responsibility for the coordination of preparedness, response, recovery and mitigation activities for emergency and disaster situations. The program has an emergency manager, appointed by the City Council, who meets the program standards and requirements established by the Michigan State Police, Emergency Management Division.

This workbook was developed to address the needs of the citizens of Sterling Heights to help you prepare for a disaster or emergency within the county. It provides information that you need to prepare for and be self-reliant during a disaster or emergency by creating a personalized Family Emergency Action Plan. If you have any questions regarding this workbook, please call us at (586-446-CITY).

## **In order to cope with an emergency or disaster, Sterling Heights has completed the following actions:**

A system of Emergency Action Guidelines has been established that describes the overall concepts of operation that will be put into effect during a disaster or emergency event.

An Emergency Manager has been appointed to coordinate all emergency and disaster preparedness, response, recovery and mitigation activities within Sterling Heights.

An emergency operation staff selected from governmental, private, public and volunteer areas with special knowledge of functions performed during an emergency event have been identified and trained.

An Emergency Operation Center has been established to provide for the coordination of all emergency response activities and resources in the county.

While the law directs the city to plan ahead for emergency events, it is still the responsibility of the individual citizen to prepare their family to respond to and recover from any emergency or disaster event. Sterling Heights does not accept responsibility for disasters, the outcome due to the disaster, or the outcome due to disaster planning.



## WHAT YOU CAN DO TO PREPARE

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

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

## NEIGHBORS HELPING NEIGHBORS

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

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

### Start with what you already have

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

### Build on your strengths

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

# CREATE AN EMERGENCY COMMUNICATIONS PLAN

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

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

## Remember to help others

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

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



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

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

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

# PREPARE AN EMERGENCY SUPPLY KIT

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

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

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

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

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

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

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

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

### First Aid Kit

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

### Tools & Supplies

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

### Sanitation

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

### Special Items

#### For baby:

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

#### For Adults:

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

### Important Family Documents

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



## AN EVACUATION KIT FOR YOUR HOME

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

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

## A DISASTER KIT FOR YOUR CAR

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

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

# HOME HAZARD HUNT

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

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

## Kitchen

- | <u>Yes</u>               | <u>No</u>                |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Wear snug-fitting clothes when cooking   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do not leave cooking food unattended   |
| <input type="checkbox"/> | <input type="checkbox"/> | Keep pan handles turned in while cooking                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Keep a pan lid nearby in case of fire  |
| <input type="checkbox"/> | <input type="checkbox"/> | Keep cooking areas clean and clear of combustibles                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Keep cords from dangling   |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure outlets near the kitchen sink are GFI (Ground Fault Interrupt) equipped |
| <input type="checkbox"/> | <input type="checkbox"/> | Keep sharp knives out of reach of children                                     |

## Outside

- | <u>Yes</u>               | <u>No</u>                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Clear dry vegetation and rubbish from around the house                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Use barbecue grills away from buildings and vegetation                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Dispose of barbecue briquettes in a metal container                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Maintain a "greenbelt" around rural buildings                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Check with the fire department before burning debris or using a burn barrel |

## All Rooms

- | <u>Yes</u>               | <u>No</u>                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure floor coverings (rugs, carpets) are properly secured to prevent tripping hazards |
| <input type="checkbox"/> | <input type="checkbox"/> | Separate draw cords on blinds and drapes to reduce strangulation hazards for kids       |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure room exits are unobstructed  |

## Garage/Attic/Shed

- | <u>Yes</u>               | <u>No</u>                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Use gasoline as motor fuel only and never store it inside the home  |
| <input type="checkbox"/> | <input type="checkbox"/> | Keep only a small quantity of gasoline, if necessary, in an approved container locked   |
| <input type="checkbox"/> | <input type="checkbox"/> | Keep flammable liquids such as paints and thinners in their original containers and store on or near the ground and away from sources of heat, sparks, or flame |

## Smoking and Matches

- | <u>Yes</u>               | <u>No</u>                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Store matches and lighters out of reach of children                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Use large, deep, non-tip ashtrays   |
| <input type="checkbox"/> | <input type="checkbox"/> | Never smoke when drowsy or in bed   |
| <input type="checkbox"/> | <input type="checkbox"/> | Dispose of ashes and cigarette butts in a metal can at least daily              |
| <input type="checkbox"/> | <input type="checkbox"/> | Check furniture for smoldering cigarettes every night, especially after parties |

## Electricity

- | <u>Yes</u>               | <u>No</u>                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Avoid the use of extension cords (if used, ensure the correct wattage rating) |
| <input type="checkbox"/> | <input type="checkbox"/> | Plug only one heat producing device into an electrical outlet                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure cords are not placed under rugs  |
| <input type="checkbox"/> | <input type="checkbox"/> | Verify circuits are not overloaded  |
| <input type="checkbox"/> | <input type="checkbox"/> | Replace damaged cords, plugs, sockets   |
| <input type="checkbox"/> | <input type="checkbox"/> | Use bulbs with the correct wattage for lamps and fixtures                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Check fuses/circuit breakers for the correct amperage ratings                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Don't override or bypass fuses or circuit breakers                            |

## Clothes Washer and Dryer

- | <u>Yes</u>               | <u>No</u>                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Verify that appliances are properly grounded  |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure lint filter is clean and serviceable   |
| <input type="checkbox"/> | <input type="checkbox"/> | Check vent hose and vent line to ensure they are clean and provide unobstructed airflow |

## Fire Extinguisher

- | <u>Yes</u>               | <u>No</u>                |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Verify that an all purpose fire extinguisher (Class ABC) is maintained in an accessible location |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure that all occupants know how to use it   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are additional fire extinguishers kept in the kitchen, garbage, basement, and sleeping area?     |
| <input type="checkbox"/> | <input type="checkbox"/> | Store used oily rags in sealed metal containers  |
| <input type="checkbox"/> | <input type="checkbox"/> | Never store combustibles such as newspapers and magazines  |

### Heating Equipment

- | <u>Yes</u>               | <u>No</u>                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure fireplace inserts and gas/wood stoves comply with local codes  |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean and inspect chimney annually  |
| <input type="checkbox"/> | <input type="checkbox"/> | Dispose of ashes in metal containers  |
| <input type="checkbox"/> | <input type="checkbox"/> | Keep clothes, furnishings and electrical cords at least 12" from wall heaters and 36" from portable heaters |
| <input type="checkbox"/> | <input type="checkbox"/> | Service furnace annually  |
| <input type="checkbox"/> | <input type="checkbox"/> | Set water heater thermostat at 120°   |
| <input type="checkbox"/> | <input type="checkbox"/> | Elevate new or replacement gas water heaters at least 18" above the floor                                   |

### Bathrooms

- | <u>Yes</u>               | <u>No</u>                |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Store poisonous cleaning supplies and medications in "childproof" cabinets |
| <input type="checkbox"/> | <input type="checkbox"/> | Replace glass bottles with plastic containers                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Ensure all outlets are GFI equipped  |

### Family Preparedness

- | <u>Yes</u>               | <u>No</u>                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Plan two unobstructed exits from every room, including the second floor and make sure everyone knows them |
| <input type="checkbox"/> | <input type="checkbox"/> | Designate a meeting place outside   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have an out-of-state contact for family check after a disaster/emergency                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Develop an escape plan and practice it regularly  |
| <input type="checkbox"/> | <input type="checkbox"/> | Store important papers and valuables in a fire proof safe or cabinet                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Maintain proper insurance and coverage for your home and its contents (earthquake, flood, renter's, fire) |

### Smoke Detector

- | <u>Yes</u>               | <u>No</u>                |                                   |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Installed properly on every level |
| <input type="checkbox"/> | <input type="checkbox"/> | Tested 1st Tuesday of each month  |
| <input type="checkbox"/> | <input type="checkbox"/> | Battery replaced every year       |

### Earthquake Hazards (All Rooms)

- | <u>Yes</u>               | <u>No</u>                |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Bolt heavy, tall, upright furniture to wall studs  |
| <input type="checkbox"/> | <input type="checkbox"/> | Lock or remove rollers on beds, furniture and appliances   |
| <input type="checkbox"/> | <input type="checkbox"/> | Secure hanging plants and light fixtures with one or more guide wires to prevent swinging into walls or windows and breaking |
| <input type="checkbox"/> | <input type="checkbox"/> | Secure kitchen and bathroom cabinets with "positive" (self-closing) latches  |
| <input type="checkbox"/> | <input type="checkbox"/> | Secure items on shelves with quake mats, velcro, low shelf barrier, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Store heavy and/or breakable items on lower shelves  |
| <input type="checkbox"/> | <input type="checkbox"/> | Strap water heater to wall studs   |
| <input type="checkbox"/> | <input type="checkbox"/> | Use flexible connections on gas appliances   |
| <input type="checkbox"/> | <input type="checkbox"/> | Check chimney for loose bricks and repair as needed  |
| <input type="checkbox"/> | <input type="checkbox"/> | Check foundation for cracks and repair as needed   |
| <input type="checkbox"/> | <input type="checkbox"/> | Bolt home to foundation to prevent shifting during earthquake  |
| <input type="checkbox"/> | <input type="checkbox"/> | Secure mirrors and pictures to the wall or hang them with heavy wire, looped through eye screws or tongue-in-groove hangers  |

**Practice drills are a great way to help your family plan and remember what to do in case of a disaster or emergency.**

## OUR OUTDOOR WARNING SYSTEM

The sirens are activated for the following circumstances:

- **A Tornado Warning for Sterling Heights** means that the National Weather Service has issued a tornado warning for Macomb County for a specific period of time or trained weather spotters have detected a tornado approaching or within Macomb County. **TAKE COVER IMMEDIATELY AND TURN ON YOUR BATTERY POWERED RADIO FOR FURTHER INFORMATION. (1700 AM DIAL)**
- **Winds of 70 miles per hour or higher are possible with a Severe Thunderstorm Warning** means that the National Weather Service has determined that severe winds will be accompanying a severe thunderstorm. **TAKE COVER IMMEDIATELY AND TURN ON YOUR BATTERY POWERED RADIO FOR FURTHER INFORMATION. (1700 AM DIAL)**

The Outdoor Warning Sirens are meant to alert you if an immediate threat has entered your community. Always remember that when a siren is activated to never assume that you know what the threat is. Always seek shelter immediately and turn on a battery powered radio to ascertain the nature of the threat and to receive instructions regarding your safety.

The sirens are tested the first Saturday of each month at 1:00 pm, unless Macomb County is under severe weather watch or warning.

Sirens are not manufactured to be heard inside buildings, but to warn people out of doors to go inside to a safe shelter.

## EVACUATION TIPS

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

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

- Turn on your radio or television and be prepared to follow all instructions by emergency authorities. Tune to 1700 AM Radio
- Take your Disaster Supplies Kit
- Lock your home as you leave
- Post a note on your door telling others where you have gone. Local police will be patrolling the neighborhoods
- Use only the travel routes established by the authorities. Keep your car radio on for updates
- Select a friend or relative to go to prior to an evacuation

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

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

## SHELTER-IN-PLACE

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

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



## RECOVERING FROM A DISASTER/EMERGENCY

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

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

### Tornado

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

### Fire

- If you are the homeowner, secure your property to the best of your ability and contact your insurance carrier immediately
- If you are a tenant, secure your property to the best of your ability and contact your landlord, then your insurance carrier
- Contact the American Red Cross (800-774-6066) or the Salvation Army (248-443-9770) if you need food, clothing or temporary housing
- Have an electrician check your wiring before restoring power. Never try to connect utilities yourself
- Discard all food, beverages and medications that have been exposed to heat, smoke or soot
- Do not open a fire proof safe until it has cooled down
- Maintain a record with receipts of any expenditures you make after the fire. These are important future insurance and income tax claims

## Flood

- Never enter buildings if flood waters recede around the building
- Look for fire and utility hazards
- Discard food and water that has come in contact with flood waters
- Pump out flooded basements slowly, about one third of the water per day, to protect the foundation from further damage
- Service damaged septic tanks, cesspools, pits and leaching systems immediately. Damaged sewage systems are health hazards and can intensify the effects of the flood
- Contact your insurance carrier immediately

## Hazardous Material Incidents

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

If you have any questions regarding safety practices, returning home after an event, or how to make preparations for an emergency, call (586-446-City). If you have any questions concerning the safety of your food and drinking water, contact the Macomb County Health Department at (586-469-5236).

# PREPARING FOR A TERRORIST ATTACK

Terrorists are working to obtain biological, chemical, nuclear and radiological weapons, and the threat of an attack is very real. Here in Sterling Heights, throughout the state and federal governments, and at organizations across America we are working hard to strengthen our Nation's security.

Whenever possible, we want to stop terrorist attacks before they happen. All Americans should begin a process of learning about potential threats so we are better prepared to react during an attack. While there is no way to predict what will happen, or what personal circumstances will be, there are simple things you can do now to prepare yourself and your loved ones.

## What to do in case of a biological or chemical attack:

There are possibilities for the public to come into contact with a biological and/or chemical agent. This can be by accident or a purposeful attempt by an individual. A chemical or biological effect on a human being is possible and will not always be immediately apparent. Given the fact that many agents are colorless and odorless and some cause no immediate noticeable effects or symptoms is why we need to know about them. Be alert to the possible presence of an agent. Indicators of an event include:

- Droplets of oily film on surfaces
- Dead or dying animals in the area
- Unexplained odors
- Symptoms of nausea, difficulty breathing, convulsions, disorientation
- Low-lying cloud formations or fog unrelated to the current weather, clouds of dust; or suspended, possibly colored, particles
- People dressed unusually for the season (long overcoats in the summertime) or wearing breathing protection in areas where large groups of people congregate such as malls, or sporting venues

## Basic steps you can take if these conditions present themselves are:

- Stay alert to news media events or local emergency alert notifications
- Move upwind from the source of the attack
- If evacuation isn't possible, move indoors and initiate In-Place Sheltering
- Don a gas mask, or if none are available, cover your mouth and nose with a clean cloth that had been soaked in a solution of one cup water and one tablespoon of baking soda. Also cover bare skin and make sure that cuts and abrasions are covered
- If exposed remove clothes and seal in a plastic bag, immediately wash off using copious amounts of warm soapy water or diluted 10:1 bleach solution
- If you receive any suspicious mail from unknown sources, or when you open the letter there is a puff, dust or particles released from the envelope, leave the letter alone and call the police
- If in your car at the time of an agent release, shut the windows and air intake vents
- Always seek medical attention as quickly as possible after coming into contact with a chemical or biological agent

### Preparing Your In-Place Shelter:

In a terrorist attack, a city or an entire region could become endangered by a lethal agent. When conditions at your location make this a possibility, you may need to consider staying **In-Place** until the threat has subsided or blown over. Make plans for taking the following steps to insure that your home will serve as a biological/chemical safehaven:

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

### When a threat is present, follow these guidelines:

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

### Suggested Safehaven Equipment:

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

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

### In the Case of a Nuclear or Radiological Attack

If there were a threat of a nuclear or radiological attack, people living around potential targets such as military bases and chemical plants, may be advised to evacuate. Protection from radioactive fallout would require taking shelter in an underground area, or in the middle of a large building. Fallout shelters can be any protected space where the walls and roof are thick and dense enough to absorb radiation. The more distance and time you put between you and the fallout particles, the better.

After a radiological or nuclear attack, you shouldn't leave your shelter until officials say so. The length of your stay can range from a day or two to four weeks, depending on the extent of the contamination. People who are allowed to come out of hiding may be evacuated to unaffected areas within a few days. Listen to your battery powered radio for instructions and information concerning community services. Stay away from damaged areas and areas marked "radiation hazard" or HAZMAT."

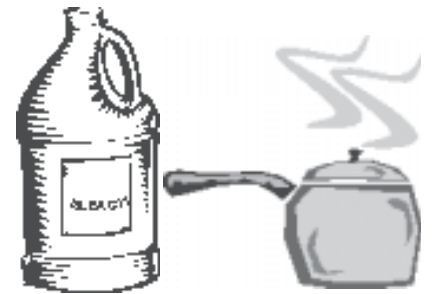
As with biological and chemical attacks, having a disaster kit ready for the taking will increase your family's chances of survival.

## WHEN AN EMERGENCY STRIKES

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

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

**Water:** If a disaster catches you without a supply of clean water, you can use ice cubes and the water in your hot water 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 disinfecting. To purify water with bleach, use 10 drops of bleach per gallon of water. Use only regular household liquid bleach that contains only 5.25% sodium hypochlorite.



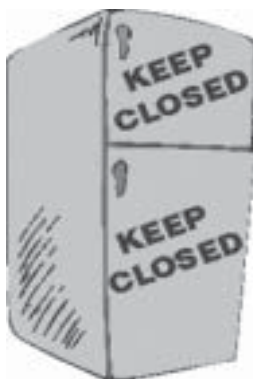
**Food:** During and right after an emergency, it will be important that you keep up your strength by eating at least one well-balanced meal each day. Take vitamin, mineral and/or protein supplements.



### 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 911 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 crate
- 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)



**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 or elderly persons.

# BABYSITTER/VISITOR INFORMATION

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

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

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

**Emergency Numbers:**



POLICE, FIRE or AMBULANCE:  
**CALL 911**



The parents are at this location:

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

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

Pager/Cell Phone: \_\_\_\_\_

They will return approximately \_\_\_\_\_ a.m./p.m.

The Home Emergency Guide is located \_\_\_\_\_  
\_\_\_\_\_

The Home Emergency Kit is located \_\_\_\_\_  
\_\_\_\_\_

Reminders:

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

Messages:

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*Tear Out and Save*

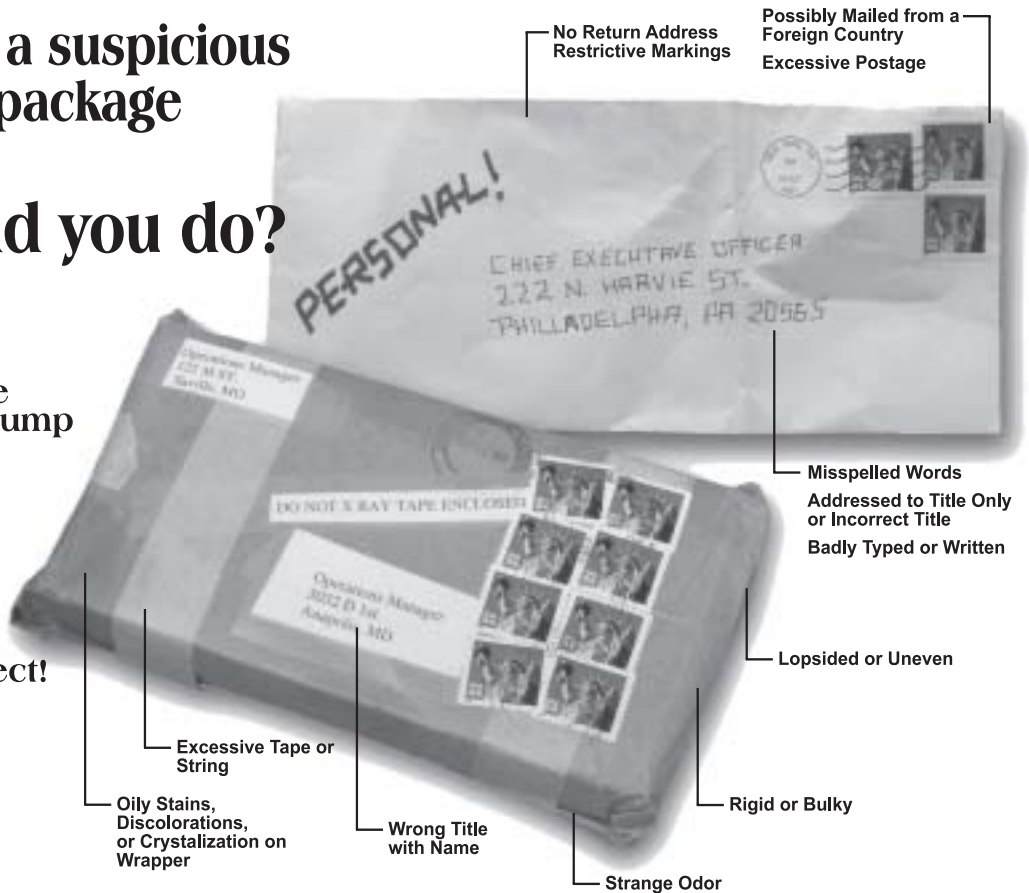
# SUSPICIOUS MAIL ALERT

# FBI Advisory

If you receive a suspicious letter or package

What should you do?

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



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

### For a Bomb

Evacuate Immediately  
Call 911 (Police)  
Contact Local FBI

### For Radiological

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

### For Biological or Chemical

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



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

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

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

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

# EMERGENCY ACTIONS FOR BIOLOGICAL AND CHEMICAL AGENT EXPOSURE

## AFTER ANY BIOLOGICAL OR CHEMICAL INCIDENT

**Listen:** Keep calm and listen to the radio/TV for official news updates. Stay indoors and maintain protective measures until notified by the media or public safety.

**Decontaminate:** Minimize contact with all outside surfaces; avoid droplets and residues. Remove contaminated clothing as soon as possible/place in a sealed plastic bag. Wash exposed skin with soap and water and shampoo hair.

**Seek Care:** If exposure is known or suspected, report to the nearest medical facility, as directed by public health officials for evaluation and treatment. Inform the staff you may be contaminated.

## INDOORS

**Respirator:** Put on breathing protection (gas or escape mask) or cover mouth and nose with a cloth.

**Move:** To the highest and most interior room of the house or building.

**Shelter:** Turn off all electrical appliances, fans, air conditioners, furnaces, etc. Close and lock all windows, vents, doors, fireplaces, etc. Seal room windows and door seals with duct or masking tape. Seal door thresholds with wet towel. Sit adjacent to an inner wall and away from outer walls and windows. Do not smoke, light candles, or use any sources of open flame.

## OUTDOORS

**Respirator:** Put on breathing protection (gas or escape mask) or cover mouth and nose with a cloth.

**Move:** Laterally and upwind, away from any smoke or aerosol cloud

**Shelter:** Seek shelter in a building or covered structure. If caught in a vehicle - pull over, shut off engine, air conditioner, heater and vents, and roll up windows.

AGENT	SYMPTOMS	ONSET	ROUTE	HAZARD	TREATMENT
Nerve (G, VX)	Miosis, SOB, twitching, SLUDGE*, localized sweating, fasciculation, GI effects, and seizures	Seconds-Minutes	Skin, eyes, lungs	Vapor, liquid	Atropine, 2PAMCl, (Mark I Kit), Diazepam
Mustard (HD, HN)	Severe conjunctivitis, erythema, blepharospasm, blisters, nausea, vomiting, corneal roughening	Hours	Skin, eyes, lungs	Vapor, liquid	Supportive
Lewisite (L)	Immediate & severe irritation to eyes, skin and airways. Tissue necrosis	Seconds	Skin, eyes, lungs	Vapor, liquid	Dimercaprol (BAL), Supportive
Anthrax (Inhal.)	Fever, myalgia, cough and fatigue	1-6 days	Lungs	Aerosol	Vaccine, Ciprofloxacin, Doxycycline, Iso. 48 hrs.
Plague (Pneum)	High fever, myalgia, chills, HA, cough with bloody sputum	2-3 days	Lungs	Aerosol, Liquid	Vaccine, Streptomycin, Doxycycline, Iso. 48 hrs.
Ricin (castor bean oil extract)	Ingestion: Nausea, diarrhea, vomiting, fever, abdominal pain Inhalation: chest tightness, coughing, weakness, nausea, fever	18-24 hours 8-36 hours	Ingestion Inhalation	Aerosol, liquid, solid Aerosol, liquid, solid	No antidote, supportive care, charcoal lavage No antidote, supportive care
VHF (e.g., Ebola)	Fever, myalgia, prostration, conjunctival injection, hypotension and petechial hemorrhages	4-21 days	Lungs, open cuts	Aerosol, liquid	Supportive
Smallpox	Fever, rigors, vomiting, firm skin lesions (pox). Lesions are all in same stage of development	7-17 days	Lungs	Aerosol, Liquid	Vaccine, Supportive
Radiological	High doses: skin reddened/burned, vomiting, diarrhea Low doses: vomiting, diarrhea	Hours-days	Skin, eyes, lungs, cuts	Aerosol, Solid	Chelation, Supportive

\*SLUDGE = excessive and uncontrolled Salivation, Lacrimation (tearing/crying), Urination, Defecation, Gastro-intestinal distress, Emesis(vomiting)

**Michigan Department of  
Community Health  
OFFICE OF PUBLIC  
HEALTH/PREPAREDNESS  
1-517- 335- 8150**

**Bioterrorism Emergency Notification  
Actual or Threatened Biological or  
Chemical Terrorist Event  
Bus. Hrs. 1-517-335-8150  
After Hrs. 1-517-335-9030**

**General Information  
Communicable Disease:  
1-517-335-8150  
Laboratory:  
1-517-335-8063  
After Hrs. Emergency:  
1-517-335-9030**

# EMERGENCY TELEPHONE NUMBERS

## Local Contact

Name \_\_\_\_\_

City \_\_\_\_\_

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

Cellular Phone ( )- \_\_\_\_\_

## Out of Area Contact

Name \_\_\_\_\_

City \_\_\_\_\_

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

Cellular Phone ( )- \_\_\_\_\_

## Nearest Relative

Name \_\_\_\_\_

City \_\_\_\_\_

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

## Family Work Numbers

Father \_\_\_\_\_

Mother \_\_\_\_\_

Other \_\_\_\_\_

## Emergency Telephone Numbers

Police Department 911 \_\_\_\_\_

Fire Department 911 \_\_\_\_\_

Hospital \_\_\_\_\_

## Family Physicians

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

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

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

## Reunion Locations

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

Away from the neighborhood, in case you cannot return home

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Route to try first \_\_\_\_\_

## Utilities

Electric Co. \_\_\_\_\_ Phone Co. \_\_\_\_\_

Gas Co. \_\_\_\_\_ Water Co. \_\_\_\_\_

Cable TV Co. \_\_\_\_\_

## CONTACTS

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

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 (7 a.m. - 7 p.m.)

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 hours)

FBI Explosives Unit Bomb  
Data Center  
1-800-858-7378

## CONTACTS

For more information go to the  
Michigan State Police website at:  
<http://www.michigan.gov/msp>  
<http://www.ci.sterling-heights.mi.us>

or the Emergency Management  
Division at:  
<http://www.MspEmd.org>  
<http://www.ci.sterling-heights.mi.us>

<http://www.ready.gov/>  
<http://www.redcross.org>



## HOMELAND SECURITY ADVISORY SYSTEM “PROTECTIVE MEASURE” GUIDELINES FOR THE PUBLIC

### Green

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

Be prepared for disasters and family emergencies.

Develop a family emergency plan.

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

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

Support the efforts of your local emergency responders.

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

### Blue

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

Reviews family emergency plans.

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

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

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

Monitor local and national news for terrorist alerts.

Update immunizations.

Volunteer to assist and support the community emergency response agencies.

### Yellow

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

Take a first aid or CERT class.

Become active in your local Neighborhood Crime Watch program.

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

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

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

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

### Orange

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

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

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

Avoid leaving unattended packages or brief cases in public areas.

Inventory and organize emergency supply kits and discuss emergency plans with family members. Reevaluate meeting location based on threat.

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

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

### Red

Report suspicious activities and call 911 for immediate response.

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

Expect traffic delays and restrictions.

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

Avoid crowded public areas and gatherings.

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

Keep emergency supplies accessible and car gas tank full.

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

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

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

Assist neighbors who may need help.

Avoid passing on unsubstantiated information and rumors.